

# Sixth Form Admissions

## for entry 2021-22



### Colyton Grammar School

**Approved by:** Board of Trustees

**Last reviewed on:** 10 February 2020

**Next review due by:** February 2021

## SIXTH FORM ADMISSION ARRANGEMENTS for entry in 2021-2022

The Published Admission Number (PAN) for Year 12 in September 2021 is 56. This is the number of places, which will be offered on an annual basis to eligible external applicants. Entry to the Sixth Form is not subject to coordination by the Local Authority.

Year 11 students at Colyton do not have to make a formal application for sixth form – they may move on to sixth form if they meet the academic criteria for the courses they wish to take.

They can only be refused progression to the sixth form if they fail to meet any academic criteria for progression. The same academic criteria will be applied to all students, whether they are internal students seeking progression or external applicants seeking admission.

### Internal applicants

Current Colyton Grammar School (CGS) Year 11 students will be asked to complete their option choice online; completion of this process will be treated as their expression of interest to continue into CGS Sixth Form. Their form tutors will advise and guide them through this process. Internal students who submit their option choices before the deadline, and meet the admissions criteria have a guaranteed place. Please note the same entry requirements apply to internal and external applicants.

### External applicants only

There is no entrance exam to join the Colyton Grammar School Sixth Form but external applicants need to fill in an online application form. Applications must be made directly to Colyton Grammar School using the online application form. Please contact the school if you are unable to make an online application.

### Timetable

Date	Action
Thursday 19 November 2020	Sixth Form Open Evening
20 November 2021	Online application form available on website: Applications open
Friday 31 January 2021 at 4.00pm	Application close
Wednesday 31 March 2021	Conditional offers / decisions communicated to applicants by this date
Monday 5 July 2021	Sixth Form Induction Day
August GCSE Results Day (August 2021)	Sixth Form places confirmed
Day after GCSE results August 2021	Programme enrolment

The admissions process for routine admission into Year 12 in 2021/2022 begins in November. Applications must be made to Colyton Grammar School and **NOT** to the Local Authority. The

application process will be made available from 20 November 2020 and parents/students should expect to receive an acknowledgement of their application.

As a State Funded Selective Academy, there are no tuition fees for the Sixth Form at Colyton Grammar School.

### **Deadline for receipt of applications**

The closing date for applications is 31 January 2021.

### **Applications received after the deadline**

Applications received after the deadline will be treated as late applications, but will be considered if submitted by 1 September 2021. Late applications will be considered once all on time applications have been dealt with.

### **Fraudulent Applications**

Any information that is subsequently proven to have been provided fraudulently will potentially invalidate that application.

### **Provisional offers**

Any offer of a place in the Sixth Form will be conditional upon the GCSE results achieved by the student.

### **Entry Requirements into the Sixth Form**

The minimum entry requirements are the same for both internal and external applicants. Applicants are required to achieve a minimum of 54 points from the best eight GCSEs (or equivalent) including at least grade 5 at GCSE in English and Maths or a DfE recognised equivalency. The school will require a GCSE grade of at least A or grade 7 in any subject to be studied at A-Level, as specified in the Sixth Form Prospectus. The exception to this is that grade 8 is required for Further Mathematics and grade 7 in Maths is required to study Physics.

<b>Grade</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Points</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

No more than three Science GCSEs, one Mathematics GCSE and one PE GCSE may count in the best eight subjects.

Further details are in the Sixth Form Prospectus available on the school's website.

### **Admissions Review Panel**

The Admissions Review Panel will consider special circumstances for students who do not achieve the required entry points as a result of (prior notified) long-term health issues or a significant critical incident such as bereavement. They will also review any applications from disadvantaged students. The Admissions Review Panel does not replace Independent Appeals Panel.

### **Sixth Form Over-Subscription Criteria**

After the admission of students who have an Education, Health and Care Plan which names the school and who meet the academic standard, the following oversubscription criteria will be applied if there are more applicants than places available. Applicants will be ranked on this list in accordance with their GCSE predicted points score (54 or above) below which students will not be considered for admission to the school and therefore not ranked according to the over-subscription criteria below.

A waiting list ranked as above will be used to offer places if any original offers are declined. Every effort will be made to accommodate students who meet the entry requirements for a place in Year 12, but applicants should appreciate that some subjects may become full in which case we will operate a waiting list. This will be most relevant to application received after the 31 January 2021. Applicants will be ranked on the list according to their predicted points score:

1. Looked After Children or previously Looked After Children
2. Children on the eligible list who are in receipt of Pupil Premium and/or Service Premium funding Parent's consent to the school seeking confirmation of Pupil Premium and/or Service Premium eligibility from the child's secondary school will be sought on the online application form.
2. Rank order based on the total GCSE points score achieved by the students

### **Education, Health and Care Plans**

Children with an Education Health and Care plan (EHC plan) are admitted under separate statutory procedures, and not under this policy.

In the normal admission round (i.e. entry to Year 12 in September), children who qualify and who have EHC plan that names Colyton Grammar School will be admitted prior to the allocation of places to other candidates, and the number of places available to other children within the PAN for Year 12 will be reduced.

At all other times, children who qualify and have an EHC plan that names Colyton Grammar School will be admitted even if that means going over the PAN for that year group.

### **Admission of children outside their normal age group**

The school would not expect to admit a child outside the normal age group.

The process for requesting such an admission is as follows:

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and

- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The final decision will lie with the school's Admissions Committee. The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

### **Tie-breaks**

In the event of a tied ranking for the last available place, proximity to the school will be used. This will be determined by measuring a straight line from the main school Reception front door to the house address of the applicant, using the Devon mapping system.

### **Waiting Lists**

External applicants meeting the entry requirements but applying for subjects that are full will be placed on a waiting list. If places exist on 1 September 2021 they will be offered based on their subject choices and the availability of places in those subjects.

### **OTHER INFORMATION**

Details of the school uniform, transport, curriculum and other aspects of the school's provision are available on our website [www.colytongrammar.devon.sch.uk](http://www.colytongrammar.devon.sch.uk) or in our Prospectus, available on request from the school on 01297 552327

### **Useful Contacts**

School Admissions Secretary	01297 552327
Local Authority Admissions	0845 155 1019
Clerk to Independent Appeal Panel C/o Devon County Council, County Hall, Topsham Road, Exeter EX2 4QU	0345 155 1015
Education Transport (Devon)	0845 155 1019
Children's Education Advisory Service (CEAS)	01980 618244 (civilian) (9)4344 8244 (military)

### **Independent Appeal**

If an application for admissions, from either internal or external applicants, has been turned down by the Trustees, then an appeal can be made to an Independent Appeals Panel. Parents and students are able to appeal jointly or separately against any decision refusing a young person admission and, where they appeal separately, the appeals must be heard together. This appeal must be sent in writing to the Academy Trust Secretary at the school within 20 school working days of refusal. Reasons for the appeal must be given in writing and the decision of the Appeals Panel is binding on the Trustees.

**Equality Impact Assessment**

It is essential that admission tests, arrangements and all other aspects of this policy are operated with no reference to protected characteristics.