

# Sixth Form Admissions Policy

for Year 12 entry 2022-23



## Colyton Grammar School

Whitwell Lane, Colyton, Devon EX24 6HN

DfE School Number 878-5400

01297 552327

[www.colytongrammar.com](http://www.colytongrammar.com)

[admin@colytongrammar.com](mailto:admin@colytongrammar.com)

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<b>Approved by:</b>	Board of Trustees
<b>Date:</b>	11 January 2021
<b>Next review due by:</b>	February 2022

## Sixth Form Admissions Policy for Year 12 entry 2022-23

### Determined

The Published Admission Number (PAN) for Year 12 in September 2022 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 Devon Local Authority.

Year 11 students at Colyton Grammar School ('the School') 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 registration**

Current Colyton Grammar School 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 the School's Sixth Form. Their form tutors will advise and guide them through this process. Internal students who submit their option choices before the deadline, and who meet the admissions criteria, have a guaranteed place. Please note the same entry requirements apply to internal students and external applicants.

#### **External applicants only**

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

#### **Timetable**

<b>Date</b>	<b>Action</b>
Thursday 18 November 2021	Sixth Form Open Evening
Friday 19 November 2021	Online application form available on website: Applications open
Monday 31 January 2022 at 4.00pm	Application close
Thursday 31 March 2022	Conditional offers / decisions communicated to applicants by this date
Monday 4 July 2022	Sixth Form Induction Day
August GCSE Results Day (August 2022)	Sixth Form places confirmed
Day after GCSE results August 2022	Programme enrolment

The admissions process for routine admission into Year 12 in September 2022 begins in November 2021. Applications must be made to Colyton Grammar School and **NOT** to Devon Local Authority. The application process will be made available from 19 November 2021 and parents/students will receive an acknowledgement of their application.

As a State Funded Selective Academy, there are no tuition fees for the School's Sixth Form.

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

The closing date for applications is 31 January 2022.

### **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 2022. Late applications will be considered once all timely applications have been dealt with.

### **Provisional offers**

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

### **Entry Requirements for the School's Sixth Form**

The minimum entry requirements are the same for both internal and external students. They 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 Mathematics or a DfE recognised equivalent. The School will require a GCSE grade of at least 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 Physical Education 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.

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

After the admission of students who have an Education, Health and Care Plan (EHCP) which names the School and who meet the academic standard, the following oversubscription criteria will be applied if there are more external 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 the School will operate a waiting list. This will be most relevant to application received after the 31 January 2022. Applicants will be ranked on the list according to their predicted points score:

1. Looked After Children or previously Looked After Children (i)
2. Children on the eligible list who are in receipt of pupil premium and/or service premium funding. Parent(s)/Guardian(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 on-line application form.
3. Rank order based on the total GCSE points score achieved by the students

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

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

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

At all other times, students 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 students outside their normal age group**

The school would not expect to admit a student 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 and Headteacher. Some of the evidence a parent/guardian might submit could include:

- Information about the student'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 student's best interests. We will also ensure the parent/guardian 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 Devon's Geographical Information System, an electronic mapping system which can be viewed at [www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps)

### **Waiting List**

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 2022 they will be offered based on their subject choices and the availability of places in those subjects.

### **Independent Appeal**

If an application for admission, from either a Year 11 Colyton student or an external applicant, 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. Reasons for the appeal must be given in writing and the decision of the Appeals Panel is binding on the Trustees. For further information, see the Devon LA website or phone the Devon Clerk to the Independent School Admissions Appeals on 0345 155 1019 <https://new.devon.gov.uk/educationandfamilies/guide/guide-to-school-admission-appeals/appeals-timetable>

### **Equality Impact Assessment**

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

### **Integrity of Applications**

The School reserves the right to disqualify a student where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the student if an offer has been made on that basis.

### **Other Information**

Details of the school uniform, transport, curriculum and other aspects of the school's provision are available on our website [www.colytongrammar.com](http://www.colytongrammar.com) and in the School's Sixth Form 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)

## Notes

- (i) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previously looked after children are children (b) who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardian ship order. Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:
- Confirmation by the home local authority that the child is looked after or previously looked after or
  - Confirmation by the local authority the child has the following order
  - Adoption Order