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Co-op Academy  
Grange

# **Co-op Academy Grange Sixth Form Admissions Policy**

Approved: April 2018  
Review Due: April 2019

## **CO-OP ACADEMY GRANGE SIXTH FORM ADMISSIONS POLICY**

We aim to offer a range of academic and vocational qualifications to our Sixth Form students and many of these require minimum grades at GCSE.

Our policy is to ensure that the students accepted into the Sixth Form can be placed on appropriate courses where they are likely to succeed. Students are invited to attend the Open Evening in the autumn term and are required to attend the induction course in June.

All Co-op Academy Grange students in year 11 who meet the School's minimum entry requirements, as stated below, and who wish to join the Sixth Form will be admitted.

We also accept external applications from students wishing to transfer from another institution.

Students are asked to select provisional course preferences. This is not a firm commitment, they will be able to reconsider their options after the GCSE results are published and in light of the School's timetable.

Where a student has already been educated outside their normal age group at Co-op Academy Grange, they will be admitted to the Sixth Form in the September after they complete Year 11 (subject to the academic requirements being met).

Where a student has been educated outside their normal age group at a different school, they should draw attention to this when applying for their place by submitting an accompanying explanatory letter with their application form.

The school will consider the request for admission outside the normal age group and notify their decision in writing by the conditional offer date.

We require all students to make a formal application for September 2018 by March 2018.

Every student will be required to attend a guidance meeting with our staff to discuss the most suitable courses of study. A part of this discussion might require the student to demonstrate a particular skill, for example in the skills required at interview or a portfolio of artwork.

Admission to the Sixth Form will be determined by the Governing Body in accordance with the following criteria in the order set out below.

**All students, including those already enrolled at Grange Technology College, must meet the criteria below:**

1. That the student has attained the specific academic requirements for entry to the courses, which are published on the Sixth Form Preference Forms.
2. That there are no serious concerns over the student's attitude to learning.
3. That there is a suitable course available with a vacancy; group size may vary depending on the nature of the subject and availability of resources; The admissions number for the year commencing 1st September 2018 may be composed of students from Co-op Academy Grange who will have preference, provided they meet the necessary criteria and additional places will be offered to external students as follows:
  - The Academy will consider first all those applications received by the published deadline. Late applications (those submitted after the published deadline) will be considered after all on time applications unless exceptional circumstances merit earlier consideration. If a subject is oversubscribed or the number of applications exceeds the capacity of the Sixth Form the following criteria will be used:
4. Students with Statements of Special Educational Needs or Education Health and Care Plans – students will be dealt with in accordance with the Code of Practice. Where Co-op Academy Grange is named in a student's statement or plan and the student meets minimum entry requirements, the academy has a duty to admit the student and this will reduce the number of places available.
5. That looked-after students (children in public care) and children previously looked after are first priority where the entry requirements have been met.
6. It is for the school to judge capacity and efficient use of resources and the aptitude or ability of the individual student. In doing so the school will take into account any prejudice over the efficient use of resources and the effect that this may have on other students on the course or the capacity in the Sixth Form generally. The school reserves the right to admit external students. Admission arrangements are intended to work for the benefit of all parents and students, and to enable parental preference to be met to the maximum extent possible.

7. Students failing to meet entry requirements may still be admitted to courses if there are exceptional and extenuating circumstances supported by evidence. If there is insufficient demand to make a particular course viable, the course will not run.
8. Entry into Year 13 for external applicants will depend on the courses required the availability of a place within that group and the student's results from any modules taken in Year 12. We require evidence that the applicant will go on to complete the course successfully. Examination Board compatibility is also required. A student ceases to be a Co-op Academy Grange student on accepting and attending any course at another institution.
9. Students who were in Yr11 at Co-op Academy Grange who wish to join the Sixth Form must do so by 15 September. After 15 September, in-year transfers will be considered according to the published admissions criteria and upon formal application by the student. All students must have attained the specific academic requirements for entry to the courses.

We aim to develop the whole student through involvement in main school activities such as mentoring younger students, organising charity events and participating in student leadership opportunities. We have excellent study facilities which are available from 8.30 am. We have a smart uniform that students must adhere to wearing. All students are required to sign our Sixth Form contract and to adhere to its principles. This includes signing in and out of the building, and attending all lessons.