

## Policy Statements and Procedures

# POST 16 ADMISSIONS POLICY

Students who are on roll in Year 11 in January on census day will automatically receive the Post 16 Prospectus. A student seeking admission to Post 16 courses will be required to complete and return an options form to the Director of Teaching and Learning – Post 16 by the published deadline.

### Admission for the first time at Post 16

All applications for admission from students not currently studying at The Rosedale Hewens Academy Trust must be submitted to the Admissions Officer by the published deadline.

Offers of admission will be subject to availability of places on the course(s) required by the applicant; once he/she has satisfied the entry requirements of the proposed course of study. These requirements are set out in detail in the Post 16 Prospectus. Overall academic suitability, based on references received from the applicant's previous school or college, including information on anticipated performance at GCSE will also be taken into consideration.

Students will be admitted to the College by applying the criteria as set out in the order published below:

1. **Looked after children or previously looked after children**, within the meaning of the Schools Admissions Code 2012.
2. **Children who have a sibling** living in the same household who currently attend either the primary or secondary school and who will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or half sister with one parent in common, including an adopted child, who permanently lives at the same address and for whom the parent also has parental responsibility as defined in the Children Act 1989, Part 1, Section 3.
3. **Children living nearest** where distance is measured in a straight line between the home address, as determined by Ordinance Survey, and the reception point at the campus using a computerised mapping system. Travelling distances will not be taken into account. In cases where there are multiple births, if one child is admitted then all will be admitted. In cases where blocks of flats are concerned, priority will be given to the lowest flat number, e.g. 1, 1a, 2, etc. In cases of two applicants living the same distance from the campus, both will be offered places.

### Casual Admissions to Year 12 and Year 13

The Admissions Authority will consider applications at times other than the start of the academic year in accordance with the published Admissions Policy. Students will be admitted by applying the criteria as set out in the order published below:

1. **Children in public care** who are the responsibility or interim responsibility of a Local Authority under the provisions of the Education (Admission of Looked After Children) Regulations 2006.
2. **Children who have a sibling** living in the same household who currently attend either the primary or secondary school and who will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or half sister with one parent in common, including an adopted child, who permanently lives at the same address and for whom the parent also has parental responsibility as defined in the Children Act 1989, Part 1, Section 3.
3. **Children living nearest** where distance is measured in a straight line between the home address, as determined by Ordinance Survey, and the reception point at the campus using a computerised mapping system. Travelling distances will not be taken into account. In cases where there are multiple births, if one child is admitted then all will be admitted. In cases where blocks of flats are concerned, priority will be given to the lowest flat number, e.g. 1, 1a, 2, etc. In cases of two applicants living the same distance from the campus, both will be offered places.

### Admissions waiting list

The Admissions Authority will maintain a waiting list of applicants seeking places. Places on this waiting list will be allocated in accordance with the published Admissions Policy. No priority will be given in regard to the length of time that an applicant has been on the waiting list.

### Appeals Procedure

In the event of an application being unsuccessful parents, guardians and carers have the right to appeal to an Independent Panel. In these circumstances, a letter to the Clerk to the Governing Body, clearly stating the reason for objecting to this decision, must be received at the College within 15 working days of the date of the letter communicating the decision to refuse admission.

Appeals shall be heard in accordance with the Admission Appeals Code of Practice under which the College exercises its right not to consider further appeals for the same child within the same academic year. Appeals will only be heard from parents, guardians and carers who have first sought admission and have been refused.

### Entry Requirements

#### Minimum requirements (actual results) Level 3

For entry to Post 16 GCE AS/A Level, and all other Level 3 courses, the minimum requirement is 5 A\*-C grades at GCSE including English and Mathematics. This is as well as the specific entry requirements per subject as specified in the Post 16 Prospectus.



#### Possible programmes

Any Advanced Level/Level 3 programmes.

