



Policy for transfer from Year 11 and admission to the Sixth Form

Proposed Policy for entry: academic year 2017/18

1 TRANSFER FROM YEAR 11

- 1.1 Existing year 11 pupils at King James's School wishing to remain at school beyond Year 11 into the Sixth Form will be able to do so providing they meet the following minimum entry qualifications:
- x Entry to Level 3 one or two year programmes dependent on prior achievement of Level 2 qualification (5 GCSE pass grades of C or above or equivalent). Non-achievement of core subjects will require a negotiated entry.
 - x Entry to a mixture of Level 2 and Level 3 study (as a bridging year) dependent on prior achievement of sufficient Level 1 and 2 qualifications to pursue a negotiated, personalised timetable with the agreement of the Director of Sixth Form.
 - x Entry to the Foundation Learners Programme: there are no formal entry requirements but applicants will be assessed to ensure that the course is suitable to meet their needs. This may include our admissions staff attending an annual review at the home institution and some initial assessments of literacy and numeracy.
 - x Entry to Entry Level/Foundation/Level 1 programmes as appropriate to the student's learning and social needs at 16. Personalised packages to be negotiated between student, parent, Learning Support Department, external agencies and post-16 team. Applications to these programmes are expected to be via recommendation not application.

2 YEAR 12 ENTRY

- 2.1 Pupils attending other schools in Year 11 are able to apply for places in Year 12 at King James's School. All applicants wishing to join the school for the first time in Year 12 are subject to the same entry qualifications as those set out above for existing pupils.
- 2.2 The Governing Body of the school will, under section 324 of the Education Act 1996, admit to the school a young person with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued and which has taken account of the Year 12 entry requirements.
- 2.3 **If, following the admission of young people where the school is named in the statement of special educational needs (SEN), the number of applications to join the school for the first time exceeds the published admission number (equivalent to 270 or the population of the progressing Year 11s, whichever is greater) and further places cannot be provided, then the following oversubscription criteria will apply:**

ORDER OF PRIORITY		Notes
1	Young people in Public Care for whom an application has been submitted	<i>This applies to all looked-after young people, including those who are in the care of another local authority.</i>
2	Young people who will have a sibling on the school roll in September 2013	<i>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as</i>

		<i>that sibling.</i>
3	All other young people	

- 2.4 Tie break: If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest to the school. Distance measurements are based on the nearest walked route from the applicant's home address to school. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using an electronic mapping system.

3 ADMISSIONS PROCESS

- 3.1 King James's School is an open access Sixth Form. There is no formal selection process nor are references required prior to acceptance. A student's full school record will be requested upon enrolment. Information provided by subjects, careers service and the school's guidance is intended to provide recommendations and support. Prospective students should take note of advice concerning demands of individual courses and the skills required.

- 3.2 Admissions process summary for all applicants:

Autumn Term	x Individual meetings with Director of Sixth Form available for both internal and external students (available throughout the academic year)
October - January	x Prospectus for the following year's entry made available to Year 11 students through school and external students via mail.
January	x Open Evening for all prospective students.
During 1 st Half Spring Half Term	x Date for return of option choices and applications.(Options blocks developed around these applications).
June	x Confirmation of option choices for all applicants. x Confirmation of acceptance to Sixth Form pending results. x External students open day.
July	x Initial deadline for option changes
August	x Post-results meeting with Sixth Form Team x Final confirmation of place (school) and acceptance by student.
1 st September	x Final admissions for academic year advisory date

- 3.3 The school's procedure is compliant with the School Admissions Code paragraph 1.37 page 25 which states 'Schools **must not** interview children or their families for entry to Year 12, although meetings can be held to provide advice on options and entry requirements for particular courses. Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Any applicant refused a place in Year 12 is entitled to make an appeal to an independent appeal panel, whether the child is already attending the school or is an external candidate.'