

## **Admissions Policy for September 2023**

### **The TKASA Sixth Form Centre**

#### **1. Year 12 admissions**

The Sixth Form at TKASA is co-educational and open to students from within the Priory Learning Trust and other local schools. Applications for Year 12 should be completed online - please refer to the TKASA Sixth Form Centre section of the website (<https://www.tkasa.org.uk/sixth-form>) for further information and application forms. Students receive a conditional offer in January of the calendar year of admission on the basis of the predicted GCSE grades. Conditional places will be confirmed following the GCSE results day in August each year at which time applicants complete the enrolment process with members of the TKASA Leadership Team.

#### **2. Capacity**

The maximum Year 12 cohort of TKASA is 120. The Leadership Team may admit above this figure in exceptional circumstances and where it believes no prejudice will ensue. All Year 11 TKASA students who meet the published academic entry requirements can expect to be allocated a place in the Sixth Form Centre.

#### **3. Entry requirements**

All applicants will need to meet all of the following requirements for entry into the TKASA Sixth Form Centre:

- 5 GCSE grades at Grade 4 or above
- A Grade 5 in the A Level subjects that you wish to study in Year 12
- A Grade 6 in MFL, Science or Maths, if you wish to study these subjects
- Maths and/or English GCSE exams must be retaken if grade 5 or above is not achieved.
- Entry is also subject to satisfactory behavior and attendance in the Lower School.

Applicants will normally choose no more than 3 subjects to study in Year 12. Applicants with insufficient formal GCSE qualifications will be considered by the TKASA Sixth Form Leadership Team, who will be guided by previous school reports and subject teacher endorsements.

Where external applicants have an education, health and care plan (EHCP), they are required to meet the minimum academic entry requirements in order to be admitted and for the TKASA Sixth Form Centre to be named on the plan. In that event, they will have priority over all other external applicants and the admission number will be reduced accordingly. For internal applicants with an education, health and care plan (EHCP), in order to continue their studies at the TKASA Sixth Form Centre, they will be required to meet the minimum academic entry requirements.

Applicants who have missed the entry criteria may request consideration for a place by the TKASA Sixth Form Leadership Team, who may accept or reject applications. This may include, but is not limited to, those applicants who narrowly missed the Sixth Form entry criteria by virtue of their English and Mathematics grade.

Applicants who have missed the entry criteria and have been in receipt of Pupil Premium funding during their secondary school education may request consideration for a place by the TKASA Sixth Form Leadership Team. A place may be offered to any applicants that the Team considers will be able to access an A-level curriculum, with the programme of study adjusted, as necessary to suit individual circumstances.

#### **4. Applicants continuing from Year 11 at the TKASA Sixth Form Centre**

Applicants progressing into the Sixth Form from Year 11 of TKASA who achieve the academic entry

requirements will be offered a place in the Sixth Form Centre. Applicants should contact the school by 4pm on GCSE results day if they wish to accept a place and submit their GCSE results.

## **5. Applicants joining the school for the first time (“external applicants”)**

We welcome applications from new candidates. Following submission of an application form, applicants will be invited to an advisory discussion. Conditional places will be offered on the basis of the predicted GCSE grades supplied by the applicant’s school and applicants should contact the school by 4pm on GCSE results day if they wish to accept a place and submit their GCSE results.

## **6. Allocation of Places**

Immediately after the published deadline for applications, we calculate the number of students who have applied for each subject. The number of groups for each of these subjects is then determined, to ensure reasonable class sizes. If in August/September a subject area is full, but places still exist in the Sixth Form Centre overall, prospective students will be offered suitable alternative courses, if they meet the entry requirements of those subject areas (an offer of admission to the Sixth Form Centre is not a guarantee of a particular course of study).

## **7. Oversubscription criteria for external applicants**

If there are more external applicants than can be offered places, the following additional criteria in this order will be applied to candidates that have met the entry requirements:

- a. Any applicant who is in Public Care (“looked after” child *or a child that was previously looked after but immediately after being looked after becomes subject to an adoption, child arrangements, or special guardianship order*).
- b. Any applicant who appears to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- c. Any candidate who is in receipt of Pupil Premium funding during their secondary school education.
- d. Applicants with the highest average GCSE grade ‘score’ in their best six separate full course subjects (see 3 above)

In the event of a tie break between two or more applicants when applying the above criteria, a process of random allocation will be followed by the Sixth Form Leadership Team, which will be supervised by the lead Sixth Form Centre Governor.

There is a system of appeals against non-admission.

## **8. Waiting List**

In the event that the external applicant reaches the required academic standard but there are no places available in the relevant Year 12, they will be placed on a Waiting List. The order of this list will conform to the oversubscription criteria, as listed above (Section 7). If the number of students falls below the maximum Year 12 cohort number, those on the list will be offered places (Section 5), in accordance with the oversubscription criteria. The Waiting List for Year 12 will be held until 15th December. Students from Year 11 of TKASA who left, but then wish to return, will be treated as new applicants (see 9 below).

## **9. Sixth Form transfer**

New applicants who wish to transfer into Year 12 or 13 should in the first instance make contact with the Head of the Sixth Form Centre.

## **10. Appeals**

There is a system of appeals against non-admission and details of how to appeal are available from the school. For the Sixth Form Centre, the parents/carers and the applicant are entitled to appeal against a decision not to admit the applicant to the Sixth Form Centre. The Sixth Form Centre will accept only one appeal application for each candidate for an academic year, unless because of a significant and material change in circumstances, the school accepted a second application but still

refused admission.

## **12. Complaints**

If a parent/carer considers the appeal was not carried out in compliance with the School Admissions Code and School Appeals Code, an objection can be made to the Education and Skills Funding Agency. Details can be found on the Gov.uk website under School Admission Appeals.

All admissions authorities must determine their admission arrangements by 28<sup>th</sup> February every year. If parents/carers think that the admission arrangements do not comply with the School Admissions Code or other legislation relating to school admissions, they may contact the Office of the Schools Adjudicator by 15<sup>th</sup> May in that same year.