

Sixth Form Admission Policy 2025



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Contents

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|--|---|
| 1. Aims | 3 |
| 2. Legislation and statutory guidance | 3 |
| 3. Definitions..... | 3 |
| 4. How to apply | 3 |
| 5. Allocation of places | 4 |
| 6. Waiting List..... | 5 |
| 7. Admission of children outside their normal age group..... | 5 |
| 8. Appeals | 5 |
| 9. Monitoring arrangements | 5 |

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1. Aims

This policy aims to:

- Explain **how to apply** for a 6th form place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory guidance

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

Looked after children are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order, or

Became subject to a special guardianship order

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

4. How to apply

The school prides itself on the advice and guidance it gives to its prospective students regarding the suitability of courses to meet their need and to help ensure success. All courses have their own specific entry criteria, as stated in the course guide which is available on request, at Sixth Form information events and parents' evenings and on The Duston School website. All admissions are overseen by the Director of Sixth Form and the Principal.

- External applications must complete an application form online via the following weblink: <https://thedustonschool.applicaa.com/year12>
- Internal applications are completed via the Edval options system
- Academic review day will include a Senior Leader interview with each Year 11 student to talk about 6th form pathways. The external applicants will be invited in for an interview. It is imperative that students choose courses on which they will find success, and which lead to their chosen career, training or university course.
- All applicants will be invited a taster day.
- Formal offer letters will be sent out to all applicants stating the specific conditions they need to meet for their chosen courses.
- Results day – all applicants come to sixth form centre to formally enrol or will enrol via the online enrolment software in the event of the removal of face-to-face enrolment.

5. Allocation of places

5.1 Admission number

The sixth form accepts all internal students who meet the entry requirements. The PAN for Year 12 (for external students) is **30**. In the event that there are more than 30 external applicants eligible for entry, the oversubscription criteria will be applied. Internal and External students must meet the same academic admissions criteria in order to be admitted to the Sixth Form.

5.2 Oversubscription criteria

All children whose Education, Health and Care plan (EHCP) names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place as long as achieve a minimum of 5 GCSE's at grade 5 and above in order to enter Sixth Form at The Duston School. Individual subjects will have specific entry requirements which must also be met. Students need to be enrolled on 4 subjects, this can include three Level 3 subjects and one enrichment option, or four Level 3 subjects. All students need to be on a minimum of three Level 3 subjects.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet the entry criteria stated above in the order set out below.

1. Looked after and all previously looked after children, defined as;

Looked after children

A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

Previously looked after children

Previously looked after children are children who were looked after, but ceased to be so because they:

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children of a member of staff as defined below;

Children of a member of staff defined in accordance to the School Admissions Code 1.39

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) Where the member of staff has been employed at the school for two or more years at the time at which the application for the admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

3. Priority will next be given to children with siblings at the school at the time of application. Siblings include step siblings, foster siblings, adopted siblings and are living as a family unit with one or both parents. Priority will not be given to children with siblings who are former pupils of the school.

For the sibling link to apply, a brother or sister must live at the same address when the application is made. If siblings live between two addresses, applicants must provide proof to show that the main address is the same for both children.

4. Other pupils

The school reserves the right to cancel a course if there is insufficient demand.

5.3 Tie breaker

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the address point of the school using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6. Waiting List

The school will maintain a waiting list until at least 31 December of each school year of admission. If there are no spaces available at the time of your application, the student's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5 of this policy. Priority will not be given to students on the basis that they have been on the waiting list the longest.

7. Admission of children outside their normal age group

The Duston School will, in accordance with the School Admissions Code, consider requests from parents for their child to be admitted to a year group outside that of their chronological age and will then make a decision whether to accept or reject that application based on what is in the best interests of the student concerned. Parents should follow the usual admission procedures and make it clear on the application form that the request is for a place outside the normal age group. Parents will be asked to provide relevant professional evidence to support such a request.

8. Appeals

If you are not offered a place at our school you have the right to appeal to an independent panel. Details of this will be included with any refusal letter.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.