

PADDINGTON ACADEMY

Sixth Form Admissions Policy

2023 | 24

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Paddington Academy Sixth Form Admissions Policy

Contents

Criteria for Admission to Year 12.....	3
Admissions criteria for all students	3
Admissions criteria for external students.....	3
Criteria for Admission to Year 13.....	3
Appeals.....	3
The Admissions Process.....	4

Criteria for Admission to Year 12

Admissions criteria for all students

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

1. Sixth Form admissions open for the academic year 2024-2025 on Friday 17th November 2023.
2. the student must be under 17 years of age on 31st August 2024
3. the student must meet the following residency and/or nationality requirements:
 - i) the parents of the student have settled status in the UK or the parent has a student visa, or
 - ii) the student is a refugee with indefinite leave to remain, or
 - iii) the parents' residency is a condition of their employment status in the UK
4. the student must attain the specific academic requirements for entry both for the programme of study and for the specific courses they wish to study
5. there must be a suitable course available which meets the students' needs in the judgement of the senior leadership team
6. the student must have submitted their application by **22nd January 2024**

Admissions criteria for external students

The sixth form has a capacity of 330 students and there is also a maximum limit on the number of students who can take each course and programme of study. Limited places may be available to external students after places have been allocated to existing students in Years 11 and 12. The maximum number of places we can offer in Year 12 is 170.

All students must meet the admissions criteria outlined above. Should the number of students meeting the admissions criteria exceed the number of places available, then the following additional criteria will apply.

1. looked-after students (children in public care)
2. students with siblings already in the school in Years 7, 8, 9, 10 or 12
3. students living the shortest distance from the main entrance on 50 Marylands Road W9 2DR, measured by the shortest walking distance along recognised roads and footpaths. The home address is considered to be the address at which the student resides on a permanent basis. If the student lives at more than one address, it is the address of the parent/guardian/student that is in receipt of child benefit and assessed for the purpose of a post 16 Bursary for the student that is considered as the home address. Verification must be provided.

Criteria for Admission to Year 13

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.

Appeals

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. To ensure fairness, the Governors' Admissions Committee will operate in the same way and follow the same procedures as relate to applications for entry into Years 7 to 11. Students who are refused a place in Year 12 are entitled to appeal as follows:

- request a review with the Principal
- request a review of the Principal’s decision by the Local Governing Body Independent Appeal Committee
- request an Independent School Appeal

Appeals may be lodged by either the parent or the student.

The Admissions Process

- We require all students to make a formal application for 22nd January 2024
- Year 11 students should apply using the electronic internal application form, which can be found linked on the website. External students should apply using the external application form which can also be found on the website.
- Every Year 11 student who meets the admissions criteria will be required to attend a sixth form interview which will take the form of a guidance meeting with our staff to discuss the most suitable courses of study. The student will then be made a conditional offer.
- External students who appear to meet the admissions criteria based on the information provided in their application will be contacted and invited to interview with a member of the sixth form team to discuss their application in more detail; if the sixth form team is satisfied that the student does meet the admissions criteria then the student will be given a conditional offer of a place dependent on them **achieving the entry requirements** for their chosen courses. The offer is only confirmed following enrolment on GCSE results day.
- Students who **do not respond** to the invitation for interview or do not turn up for interview will **not** be offered a place.
- Students offered a place are then expected to attend Transition Day
- Students holding a conditional offer should attend Transition Day in July 2024 or make contact beforehand to explain why they are unable to attend. If a student is on holiday, they must submit evidence of this, such as booking confirmation. Failure to attend or notify the Sixth Form will result in a waiting list place.
- Students must secure their place **after** receiving their GCSE results. They must do this on Thursday 22nd August 2024 or risk losing their place. This can be done in person at the school or via email. Students may change their course choices after receiving their GCSE results provided that they meet the entry requirements for the programme and specific subjects they wish to study still have space. Students who do not enrol on the 22nd August will have their offer of a place removed.
- Students on the waiting list who contact us with their GCSE results will be offered a place by the 9th September 2024 once the processing of on-time applications has happened and if it is clear if there is space available on any courses. Any such students must have met the grade requirements for their courses and there must be space available on the courses they wish to study, their applications will be ranked according to the admissions criteria.
- A student ceases to be a Paddington Academy student on accepting and attending any course at another institution. Students who were in Yr11 at Paddington Academy who wish to join the Sixth form must also enrol on Thursday 22nd August 2024.
- Students who have enrolled but then do not register on the first day of term in September for their first day of school will have their offer of a place removed.