

Principals Katie Gillam and Peter Jones

## Criteria for Admission to Year 12

### a) 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:

- (i) The student must be under 18 years of age on 31<sup>st</sup> August 2018
- (ii) The student must meet the following residency and/or nationality requirements:
  - The student is an EU national, or
  - The student is a refugee with indefinite leave to remain, or
  - The parents' residency is a condition of their employment status in the UK
- (iii) 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
- (iv) There must be a suitable course available which meets the students' needs in the judgement of the senior leadership team
- (v) The student must have submitted their application by January 5<sup>th</sup> 2018

### b) Admissions criteria for external students

There is 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.

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.

- (i) Looked-after students (children in public care)
- (ii) Students with siblings (who can be foster or adopted siblings but who must live permanently at the same address) currently in the school in Years 7, 8, 9, 10 or 12 or with a confirmed place to join Year 7 in September 2017
- (iii) 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 may be required.

## 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. Students who have completed Year 12 at Paddington Academy can only enter Year 13 if they have fulfilled the appropriate course requirements.

## 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:

- 1) Request a review with the Principal
- 2) Request a review of the Principal's decision by the Local Governing Body Independent Appeal Committee
- 3) 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 by 5<sup>th</sup> January 2018.
- Year 11 students should apply using the internal application form, which can be submitted electronically. External students should apply using the external application form which should also be submitted electronically.
- Every Year 11 student who meets the admissions criteria will be required to attend 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 a meeting 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 placed on the waiting list for their chosen course
- Students holding a conditional offer and students on the waiting list are expected to attend transition days, which on the 2<sup>nd</sup> and 3<sup>rd</sup> July 2018.

- Students must confirm their place after receiving their GCSE results. They must do this by Friday 31<sup>st</sup> August or risk losing their place. 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.
- Students on the waiting list who contact us with their GCSE results will be offered a place on Friday 31<sup>st</sup> August if they have met the grade requirements for their courses and there is space available on the courses they wish to study.
- A student ceases to be a Paddington Academy student on accepting and attending any course at another institution. Students who were in Year 11 at Paddington Academy who wish to join the Sixth form must do so by 5<sup>th</sup> September 2018.