



# **WEST COVENTRY ACADEMY SIXTH FORM**

## **ADMISSIONS POLICY 2023 – 2024**

**Reviewed: February 2022**

**Authorised by: Governors of WCA**

**Next review date: February 2023**



## 1. Admissions Numbers

- i. West Coventry Academy Sixth Form provides for a maximum of 150 students in Year 12. All students in Year 11 at West Coventry Academy who meet the general entrance criteria, meet individual entrance criteria for courses they have applied for and demonstrate commitment to their academic work are entitled to be considered for a place in the West Coventry Academy Sixth Form.
- ii. Places on courses selected will be refused where the school considers the size of teaching group too large that adding students is likely to be detrimental to the education of the group. Places on courses will also be refused where it is not financially viable for the course to run.

## 2. Admissions Arrangements

- i. The West Coventry Academy Sixth Form encourages applications from students currently at West Coventry Academy, as well as students from other institutions.
- ii. All applicants must complete the application form (available on the West Coventry Academy website) and send this to the Sixth Form by the end of February 2023.
- iii. All information relating to applications is contained within the Sixth Form prospectus and the Subject Information Booklet, copies of which can be obtained by contacting the Sixth Form.
- iv. West Coventry Academy Sixth Form Open Evening is held annually (in November) and all potential applicants are encouraged to attend. Attendance is recommended but not compulsory. External candidates are invited to attend.
- v. Internal applicants will receive guidance from school and careers staff prior to completing their application.

External candidates will be invited to a specific information and guidance session to meet with a member of staff after receipt of their application. We may hold individual meetings to discuss academic entry requirements and options available but these discussions will not form part of any decision making criteria. It remains the responsibility of the external candidate to prove they have GCSEs or provide proof of equivalent qualifications.

- vi. The school aims to inform applicants (both internal and external) whether or not they have been successful in their application by the Easter break.
- vii. All applicants who have been offered a place must attend the Sixth Form Transition events (in late June / early July) and sign up for courses on either of the two enrolment days (GCSE examination results day and the day after). Should a student fail to do so the school reserves the right to withdraw the offer of a place in the Sixth Form or at least the place on a particular course.



Any withdrawal of offer will follow the requirements of the admissions code and will be given in writing and a period of appeal will be allowed before the offer is formally withdrawn.

Students are required to attend the Sixth Form Induction Day at the start of the first half term of teaching.

### 3. Admission Requirements

i. Admission to particular courses will depend upon availability of places and a student's prior attainment at GCSE. References will be taken up for external candidates.

ii. Our policy is to ensure that students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed. For this reason the following entry criteria apply to the courses offered. Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. This is a minimum grade 4 in English **AND** Maths plus 3 other GCSE grade 4s (subject to review following government guidance).

There are also a number of subject specific criteria; generally a minimum of a grade 5 at GCSE in the chosen course is recommended, but there are also essential grade requirements for some courses. The subject specific criteria will be published in the Subject Information Booklet and updated annually.

Students who have not achieved a grade 4 at GCSE in English Language **or** Mathematics, will be required to re-sit these courses in Year 12. Re-sit classes for Mathematics and English are timetabled and attendance is compulsory.

All Year 12 students are required to be in school for all non-contact periods Monday to Friday – this is timetabled as Private Study and is a supervised formal timetable requirement.

The number of courses a student takes will be discussed at the information and guidance meeting and reviewed at enrolment. Most students will be encouraged to take 3 subjects.

Students with success in vocational subjects will be encouraged to pick vocational courses whilst those with a lower average point score will also be encouraged to include vocational learning as part of their option choices.



## 4. Allocation of Places

When external applicants for a course/place exceed the maximum number that can be accommodated, and once any pupils with a statement of special educational needs and EHCP which names the Academy/School and which the Academy/School has agreed have been admitted, the oversubscription criteria outlined below will be applied and places will be offered in the following order of priority:

1. Priority will be given to 'Looked after Children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. Priority will be given to applicants whose permanent home address is nearest to the junction of Lime Tree Avenue and Templar Avenue when measured using a straight line measurement from the centre of the home address to a point at the junction of Lime Tree Avenue and Templar Avenue, with priority given to the shortest distance.

## 5. Closing Dates and Late Applications

External applications received by the closing date will be considered before all subsequent external applications. Late applications from external candidates will only be considered if places become available in all subjects requested at the time of receiving the application. We will not consider external applications after the school autumn census date has passed, 1<sup>st</sup> October 2023.

## 6. Waiting Lists

If we are unable to offer applicants a place the application will be placed on a waiting list until the end of the Autumn term. A student's position on the list will be determined solely in accordance with the oversubscription criteria.

## 7. Appeals Process

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission. Applicants wishing to appeal should do so to the Clerk to the Governors at any of the 2 home schools.

## 8. Out of Year

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.