



HILBRE HIGH SCHOOL HUMANITIES COLLEGE

ADMISSIONS POLICY 6th FORM SEPTEMBER 2024 - JULY 2025

Author:
Name of Committee approved:
Date ratified at Full Trustees:
Date to be reviewed:

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Full
February 2023
Annually

Admissions:

All students' during the academic Year 11 at Hilbre High School who meet the entrance criteria suitable for the courses applied for and demonstrate commitment to their academic work, are entitled to a place in the 6th Form.

Students must achieve at least a Grade 5 in the subjects they wish to study at 6th Form. An equivalent subject with a similar skill set will be taken into account as an alternative measure in the case of an A Level course, which is not part of the standard GCSE curriculum.

Applicants from educational establishments other than Hilbre High School will be admitted provided that:

- a) they meet the academic criteria set down for those students applying internally;
- b) the 6th Form has not already reached its PAN. If PAN has been reached, the school will apply its oversubscription criteria as set out below.

Oversubscription Criteria:

Should applicants from suitably qualified students exceed the number of places available, the following oversubscription criteria will apply to all applicants, internal and external:

Category 1: Children Looked-After (CLA). A Child Looked-After is a child who is a) in the care of a Local Authority, b) a child who, in the view of the Local Authority appears to have been in state care outside of England and ceased to be in state care as a result of being adopted or c) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under Section 22(1) of the Children Act 1989). This definition includes a 'previously Looked-After Child', which is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Category 2: Internal students who meet the academic criteria. Admission to particular courses will depend upon availability of places and a students' prior attainment in Level 2 course. Our policy is to ensure that students' accepted into the 6th Form can be placed in appropriate courses where they are likely to succeed. For this reason, the entry criteria set out in 'Level 3 courses' applies. If an applicant does not meet the criteria, the school reserves the right to use its discretion, based on the school's knowledge of that applicant to determine whether they meet the academic criteria.

Category 3: A social/medical need. Supporting evidence from a professional is required, such as a doctor or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. Evidence must confirm the circumstances of the case and must set out why the student should attend Hilbre High School and why no other provision could meet the student's needs. Providing evidence does not guarantee a place and each case will be decided individually.

Category 4: External students' who have a sibling (siblings include half, adopted or step living in the same household) on roll at the school, and of statutory school age when it opens in September. Siblings **MUST** live in the same household, full time.

Category 5: External students' whose parents/legal guardians are currently teaching, administrative or support staff at Hilbre High School and have been employed for over 2 years at the time of application or less than 2 years when the member of staff has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

Category 6: External students' residence. Places will be allocated on the basis of distance of permanent residence. The Local Authority uses a mapping system, based on Ordnance Survey maps to measure the distance from home to the school gate nearest to the student's home using the shortest road route, unless it is possible to use a footpath which is considered a safe walking route as determined under Local Authority guidelines. When a student lives between two households, the home address will be calculated from the address where the student lives more than 50% of the time.

Application Procedure:

A 6th Form Open Evening will be held during the autumn term of 2023 and all potential applicants are encouraged to attend. Please check the school website for further details nearer the time but note that Open Evening's may be held virtually.

All application forms must be submitted by early January 2024. Applications received after this date will be placed on a waiting list. All information relating to applications is contained within the 6th Form prospectus, a copy of which can be found on the school website. All applicants, both internal and external, will be informally interviewed February 2024 by a member of the 6th Form Leadership Team. These interviews will not form part of the decision-making process.

For successful applicants, students' will be notified in writing by spring break 2024. All applicants who have been offered a place must attend the enrolment for courses on GCSE results day. Should a student fail to do so, the school reserves the right to withdraw the offer of a place in the 6th Form. If students are unable to make this day, they must ensure they make an appointment with the 6th Form Leadership Team prior to the end of the summer term 2024.

Students' will then start on the first day of the autumn term 2024.

Level 3 Courses:

A Level and Vocational

Students' need to be on full time courses; this means that students' should be following 3 courses. Students' with additional needs may be allowed to follow 2 courses but this will be after consultation with the 6th Form Leadership Team.

Students' following 3 or 4 A Level courses:

The requirements for entry into the 6th Form for September 2024 are 6 subjects graded 9-4 (or equivalent Vocational grade) for new specifications of C and above for subjects grading in this manner. Students' need to have at least 3 subjects graded 5-9 or equivalent. Students' who meet these criteria will be expected to study at least 3 subjects in Year 12.

Students' following a mixture of A Level and Vocational courses:

The requirements for entry into the 6th Form for September 2024 are 5 subjects graded 9-4 (or equivalent Vocational grade) for new specifications of C and above for subjects grading in this manner. Students' need to have at least 2 subjects graded 5-9 or equivalent. Students' who meet these criteria will be expected to study at least 2 subjects and a Vocational course in Year 12.

Students' following only Vocational courses:

The requirements for entry into the 6th Form for September 2024 are 5 subjects graded 9-4 (or equivalent vocational grade) for new specifications of C and above for subjects grading in this manner. Students' who meet these criteria will be expected to study 3 vocational subjects.

Foundation Year:

Students' who achieve 4 Level 2 subjects graded 4 or above will be enrolled onto our Foundation Year. This will provide an opportunity for students to gain further good passes on Level 2 courses, including English and Maths. Students' will also be expected to undertake work experience.

Resit GCSE English and Maths:

It is a requirement that students' who do not have at least a GCSE grade 4 or above in English and/or Maths will need to continue to follow these courses until these grades are achieved. Poor attendance to these lessons will lead to the termination of a students' place in the 6th Form.

Progression from Year 12 to Year 13:

Students' should achieve a minimum of a D grade in their subjects during the school internal examinations and also pass the first year of their vocational course, where applicable. In exceptional circumstances students' who achieve less than this may be able to re-sit Year 12. However, these 'exceptional circumstances' are likely to include situations in which students' achieve significantly less than their predicted grades due to reasons that were out of their control.

Students' achieving an E grade at the end of Year 12 will be interviewed by the 6th Form Leadership Team who will assess their suitability for, and likelihood of, success at A Level. The requirement for students' to be on a full time course applies in the same way as for Year 12 courses.

Age Limits:

Students' can only begin a course if they are under 19 years of age on the first day of term for the ensuing academic year. This means students' may start Year 12, 13 or 14, but may not continue the course or start a subsequent year if they will then be 19 years of age at the start of the next year.

Hilbre High School is unable to admit external students into the 6th Form if they are Year 14 students' or have completed 2 years of 6th Form education at another institution.

Requests for admission outside the normal age group:

Parents/legal guardians/students are entitled to request a place outside of their normal age group. Requests for admission outside the normal age group should be made to the Local Authority.

Decisions on request for admission outside the normal age group will be made by the Trustees on the basis of the circumstances of each case and in the best interests of the student concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' and the student's views about why admission outside of the normal year group should be made.
- Information about the student's academic, social and emotional development as supported by professionals.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The Headteacher's views.

Wherever possible, requests for admission outside a student's normal age group will be processed as part of the admissions round. They will be considered on the basis of the admission arrangements and oversubscription criteria laid out in this policy. Applications will not be treated as a lower priority if parents/legal guardians have made a request for a student to be admitted outside the normal age group.

If the application for entry outside the normal age group is rejected during the main admission round, the application will be considered for admission into the normal age group and subject to the admission arrangements and oversubscription criteria.

Parents/legal guardians will always be informed of the reasons for any decision on the year group a student should be admitted to. Parents/legal guardians do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Late applications:

These will be dealt with in accordance with the initial admissions criteria and arrangements applied by Wirral Local Authority.

Eligibility Criteria:

Entrance into the 6th Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school 6th Forms that apply at the time. Currently students' can be admitted into the 6th Form if:

1. They are a British Citizen.
2. They are the dependant of a foreign national who has settled status in the UK.
3. They are the dependant of a British National Overseas citizen who resides in the UK.
4. They have refugee status or exceptional or indefinite leave to remain in the country.

Admissions during the academic year:

In-year requests will be considered by the Board of Trustees. An application can be made for a place in the 6th Form for a student at any time outside the normal admissions round. An application will be considered 'in-year' if it is submitted on or after the first day of term of the relevant admission year. Any decisions with respect to admissions are made with reference to the same criteria as for the 6th Form oversubscription criteria.

If the application is successful, arrangements will be made for the student to start school as soon as possible.

Appeals:

If an application for admission has been turned down by the Board of Trustees, parents/legal guardians can appeal to an Independent Appeals Panel. Parents/legal guardians should contact Wallasey Town Hall (Parents Appeals) for the necessary paperwork. Appeals should be sent back to the Appeals Panel at Wallasey Town Hall no later than **20 school days** from receiving the letter of refusal. Parents/legal guardians must give their reasons for appealing in writing. The decision of the Appeals Panel is binding on the Trustees.

The Board of Trustees reserve the right to withdraw the offer of a school place where false evidence is received in relation to place of residence or any other information in order to seek a place at the school.

Waiting List Criteria:

A waiting list for entry into the 6th Form will be maintained. The applicant's position on the waiting list will be determined in accordance with the oversubscription criteria. Applicants will be re-ranked in accordance with the criteria whenever an applicant is added to or removed from the list. The waiting list will be maintained until 31st December 2024.

Applicant's availability to attend the GCSE day enrolment or the availability of certain courses may decide if they are offered a place.