



SIXTH FORM ADMISSIONS POLICY 2018/19 FOR ENTRY IN YEAR 12

The admissions policy for Holyport College will operate in accordance with the Schools' Admissions Code, the School Admissions Appeals Code and education law. The school's admissions policy will seek to be fair and transparent. In line with other maintained schools, the Governing Body will be the Admissions Authority for Holyport College. Information about Holyport College will be available through the website and through the Prospectus. Prospective parents and students will have the opportunity to visit the school prior to the applications deadline.

Holyport College offers day places without reference to the gender of the applicant and this is also the case, as far as is possible, for boarding places. However, the school is not obliged to admit any student as a boarder if accommodation appropriate to his/her gender is not available.

Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, Holyport College will not admit any child as a boarder unless he/she has satisfied the school that he/she is suitable to board.

ADMISSION NUMBERS

There are 58 day places available for entry to the Sixth Form. The number of places available to external candidates will be dependent on the number of Holyport College's own students moving up from Year 11 to Year 12 but the College will guarantee a minimum of six places for external candidates who satisfy the entry requirements.

Holyport College may exceed the number of day places if the preferred courses of study are not oversubscribed and the candidate has met all the entry requirements.

There are up to 80 boarding places available in the Sixth Form across Years 12 and 13. The number of boarding places available to external candidates will be dependent on the number of internal candidates taking up Sixth Form boarding places.

ENTRY REQUIREMENTS

Holyport College Sixth Form offers A level courses only and does not offer vocational courses. Applications for places in Year 12 are made directly to Holyport College. The Minimum Qualifying Standard (MQS) for admission to the Sixth Form are:

- A minimum of seven GCSE grades A*-C (or equivalent) including English and Maths, at least five of which must be grade B (or equivalent) or higher.
- A minimum grade B (or equivalent) in the subjects to be taken at A level (a minimum A grade is required in some subjects).
- For GCSE qualifications awarded the new numeric grades (9-1), the College assumes that the equivalent of a B grade will be 6 and the equivalent of a C grade will be 5. These equivalencies will be confirmed in line with national standards following GCSE results day 2017.

The MQS for admission will be based on students' GCSE grades received on GCSE Results Day.

INTERNAL CANDIDATES TRANSFERRING TO SIXTH FORM

All students in Year 11 must apply to return to the Sixth Form by the deadline set out in the Sixth Form Information booklet. These applications remain outside the Sixth Form Admissions Policy unless students also wish to change from a day to a boarding place or vice versa in which case they will need to apply as an external candidate.

Year 11 students wishing to transfer to the Sixth Form must meet the Minimum Qualifying Standard (MQS) plus any specific requirements for the courses to be studied. Further information on course requirements can be found in the Sixth Form Information booklet.

OVERSUBSCRIPTION CRITERIA FOR EXTERNAL DAY PLACES IN YEAR 12

In accordance with the law, children with statements of Special Educational Need or Education, Health and Care Plans will be admitted to the school where the local authority has specifically named Holyport College as the most appropriate placement and the candidate has met the minimum entry requirements and specific course requirements of the College.

In the event of there being greater demand than there are places available to the school, places will be allocated using the following criteria in order of priority:

1. Looked after or previously looked after children who meet the academic entry requirements.¹
2. Candidates transferring from a Holyport College boarding place in Year 11.
3. Candidates with a sibling who is also a day pupil at the school at the time of admission. The term 'sibling' includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the local authority.
4. Candidates eligible for the Pupil Premium¹ such that up to 10% of children admitted are in receipt of the Pupil Premium (including children eligible for the Pupil Premium through the first three priority criteria above). The distance tie break³ will be used when the number of pupils in each year who are eligible for the Pupil Premium exceeds 10%.

5. Children of staff at the school in either 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 admission to the school is made; or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The Governors may admit above the PAN in order to secure the best candidates for hard to recruit or residential staff.
6. Proximity to the school. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school.³

OVERSUBSCRIPTION CRITERIA FOR EXTERNAL BOARDING PLACES IN YEAR 12

The supplementary information form for boarding applications is available on our website at www.holyportcollege.org.uk. All students applying for a boarding place in Year 12 will be invited for an interview with the school solely to assess their suitability for a boarding school education. These interviews will take place after the closing date for applications to the College and prior to the offer day. Candidates for boarding places will be assessed to determine their suitability for boarding prior to application of the oversubscription criteria. References from the candidate's current school will be taken up to help to determine whether the candidate would be able to cope with and benefit from a boarding place. References also help the College to determine if the admission of any candidate would be detrimental to the wellbeing of other boarders. The College may also seek supporting documentation from other agencies, such as the Local Authority, where appropriate. This assessment will include scrutiny of reports as above together with the outcomes from an interview which will only consider suitability for boarding and which will include an opportunity for discussion with the child in the absence of their parents or carers.

Holyport College will inform parents whether or not their son/daughter is considered suitable for boarding as soon as possible after the interview process has been completed. Candidates who are considered suitable for boarding will then be allocated places according to the published oversubscription criteria.

In the event of there being greater demand for boarding than there are places available to the school, places will be offered using the following criteria in order of priority:

1. Looked after or previously looked after children who meet the academic requirements.¹
2. Children of members in the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
3. Candidates with a 'boarding need'. This includes children with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; children of other key workers and Crown Servants whose work dictates that they spend much of the year overseas. Determination of 'boarding need' is at the discretion of the Governing Body, which may require corroborating evidence to be provided by a person appropriately qualified to supply such evidence. In each case, it is the responsibility of the parents/carers to provide the information required to enable the Governing Body to make a determination.
4. Candidates transferring from a day place to a boarding place at Holyport College.
5. Candidates with a sibling at the school who also boards and who will still be a boarding pupil of Holyport College when the candidate takes up his/her place.
6. Proximity to the school. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school.³

TIE BREAK FOR EXTERNAL DAY AND BOARDING STUDENTS

In the event of students meeting identical criteria in the selection process, students to be admitted will be determined by the drawing of lots.

WAITING LIST

A Waiting list will be held at the start of Year 12 and will be kept up to date by the Admissions Committee of the Governing Body. The waiting list will be held in accordance with the stated admissions oversubscription criteria. Late applications may be added to the waiting list dependent on the criteria they fulfil. This means that positions on the list may change over time. The College does not consider it in the best interests of students for them to commence their Sixth Form studies later than three weeks after the start of the academic year. Students are not normally admitted into Year 13.

APPEALS PROCESS

Parents whose applications for places are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. All appeals should be lodged within one month of receiving notification that an application has been unsuccessful.

The Appeal Panel will be independent of Holyport College. The determination of the Appeal Panel will be binding on all parties. The appeals process is independently administered and clerked by RBWM. Full details of the procedure will be available from RBWM Democratic Services.

TIMETABLE

Applications for entry to the Sixth Form in 2018 will open on 1st October 2017 and close on 15th December 2017. Interviews for both internal and external candidates will be held during January and February 2018. Offers will be made to internal candidates by the end of February 2018 and to external candidates during early March 2018. Places will be confirmed after GCSE Results Day 2018.

Holyport College
November 2016

¹ Looked after and previously looked after children will be considered to be: i) children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), eg fostered or living in a children's home, at the time an application for a school is made; and ii) children who have left care through adoption immediately following having been looked after (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

² The following pupils attract the Pupil Premium: children registered as eligible for free school meals or who have been registered as eligible for free school meals at any point in the last six years; or children who have been looked after by a local authority for one day or more. In addition, the following pupils attract the Service Premium and are also eligible for admission under the Pupil Premium admission priority: children whose parent(s) are serving in the UK armed forces or who are serving in the armed forces of another nation and are stationed in England. In addition, the following pupils attract the Service Premium and are also eligible for admission under the Pupil Premium admission priority: children whose parent(s) are serving in the UK armed forces or who are serving in the armed forces of another nation and are stationed in England.

³ Distance from home to school is measured in a straight line from a single fixed point in the centre of the home address to the main entrance of the school on the Ascot Road. If more than one applicant lives in a multi- occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.