



#equippedforlife

The
Westgate School

The Westgate School's Sixth Form Admission Policy

Date Approved by HT:

Date for Revision:

1. Statement of Principles

- 1.1 The Westgate School's Sixth Form specialises in the delivery of advanced study programmes for students aged at least 16 within the local community.
- 1.2 We are proud of our record of success in supporting the achievements of applicants from a variety of backgrounds and with a range of abilities.
- 1.3 We are fully committed to celebrating diversity and promoting a culture of inclusivity for all.
- 1.4 Applications to attend The Westgate School's Sixth Form are actively encouraged from all interested individuals in the local community and beyond. Information about financial and learning support will be provided at every stage of the admissions journey.

2. Statement of Intent

- 2.1 The purpose of this policy is:
 - 2.1.1 *explain how to apply for a place at The Westgate School's Sixth Form.*
 - 2.1.2 *set out The Westgate School's Sixth Form admissions and eligibility criteria for students who may want to apply for a place.*
 - 2.1.3 *state how to appeal in an instance in which a student is unsuccessful in securing a place at The Westgate School's Sixth Form.*

3 Legislation

- 3.1 This policy is based on the Department for Education's (DfE) School Admissions Code and School Admission Appeals Code.
- 3.2 As an academy, The Westgate School is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act, 1998.
- 3.3 This policy complies with The Westgate School's Articles of Association.
- 3.4 The Westgate School's Sixth Form admissions arrangements do not discriminate on the grounds of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, or sexual orientation as per the Equality Act, 2010.
- 3.5 The Westgate School actively combats discrimination in all its forms by implementing effective policies and empowering staff and students to take appropriate action. We are committed to ensuring that people with disabilities, including those with learning difficulties, are treated fairly and all reasonable adjustments to provision will be made to ensure that individuals with disabilities are not disadvantaged. The Westgate School aims to extend the diversity of its student population through the development of an inclusive learning environment.
- 3.5 The Westgate School is committed to providing impartial guidance in the admissions process to help applicants to choose the course or programme which is right for them. Key in this guidance is ensuring full discussion and consideration is given to a programme of study which is consistent with, and fully supports, the progression plans of each student.
- 3.6 The Westgate School is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act, 2018. The Westgate School treats the confidentiality of applications very seriously. Government legislation means we may share basic information, but no further.

4. Application

- 4.1 Students will be expected to enroll on a two-year, full time, planned programme of study. Entry level criteria has been carefully established for all A-Level and Level 3 qualifications to give our students the best opportunity to achieve their potential, with meaningful results that will help them to move on with their post-18 plans.
- 4.2 Students born between 1st September 2007 and 31st August 2008 can apply for entry to The Westgate School's Sixth Form in September 2024.
- 4.3 Applications for students outside that age group will be considered according to the individual circumstances of the case. Parents/Carers should write to The Sixth Form Leadership Team at The Westgate School in this instance.
- 4.4 The planned admission number for Year 12 in September 2024 is 100.
- 4.5 There are a variety of A-Level and vocational courses on offer at The Westgate Schools' Sixth Form, each with different entry requirements. Students considering applying to join The Westgate School's Sixth Form should attend the Sixth Form Open Evening, the date of which will be published on the school website. An information booklet and our Sixth Form Prospectus will be loaded on to the school website.
- 4.6 Applications to The Westgate School's Sixth Form for September 2024 will open from November 2023. The deadline for applications will be published on the school website and applications must be made using The Westgate School's online platform: Admissions+.

5 Application Disclosure

- 5.1 All students are encouraged to disclose on their application form any medical conditions, specific learning difficulties or physical or sensory disability and any additional learning needs relating to their physical or mental health so that The Westgate School's Sixth Form Leadership Team can discuss with them how they might be supported in their learning to fulfil their academic potential.
- 5.2 Students should indicate on their application if an Education Health and Care Plan (EHCP) has been agreed and completed by the Local Authority. Sharing this information will help us to assess a student's needs and the additional support we are able to provide.
- 5.3 Students with Education Health Care Plans will be reviewed in accordance with the Code of Practice.
- 5.4 Where appropriate, health professionals and/or others who are already supporting a student will be contacted so that an agreed transition plan can be formulated. There will usually be a transition meeting to discuss an appropriate programme of study, individual support needs and any reasonable adjustments The Westgate School might need to make. In most cases medical evidence will be required to inform the plan and any reasonable adjustments including access arrangements for examinations.
- 5.5 A 'Fitness to Study' letter may also be required from a doctor or other health professional who has recently been supporting the student stating that they consider that the student is well enough to undertake the agreed programme of study.

6 Programme of Study

- 6.1 Study programmes will be finalised at enrolment and will depend on course availability, which in turn depends on several factors, including:
- 6.1.1 *estimated student demand based on data gathered from pre-admission meetings; and*
 - 6.1.2 *sufficient demand for places in each of the four subject areas the applicant has indicated they wish to study; and*
 - 6.1.3 *availability of the combination of subjects selected by the applicant; and*
 - 6.1.4 *The Westgate School's ability to staff the subjects selected.*
- 6.2 In this situation, students will have a meeting with a member of The Westgate School's Sixth Form team to discuss choosing an alternative subject.
- 6.3 The Westgate School reserves the right to vary the above arrangements as appropriate.

7 Eligibility

- 7.1 As per the Department for Education's School Admissions Code, The Westgate School sets academic entry criteria for the Sixth Form which is the same for internal and external applicants.
- 7.2 Students must meet the entry requirements for a specific pathway of study (academic only, vocational only or mixed). Full details of The Westgate School's Sixth Form admission requirements (both general and subject specific) are published annually on the school website.
- 7.3 Offers to students will be made based on predicted performance at GCSE, with the requirement that grades are achieved in the final GCSE examinations.
- 7.4 The Westgate School's Sixth Form requires:
- 7.4.1 *a minimum of five GCSEs at Grade 5 or above for Level 3 courses, which must include GCSE English Language and GCSE Maths; and*
 - 7.4.2 *a GCSE total point score of at least 40 points in the best 8 subjects (which must include English Language and Mathematics). For example: English Language (Grade 6), English Literature (Grade 6), Mathematics (Grade 5), Biology (Grade 6), Chemistry (Grade 5), Physics (Grade 5), PE (Grade 4), Religious Studies (Grade 5) would give a total points of 42 points based on the 'Best 8 subjects'; and*
 - 7.4.3 *meet the requirement for the specific subject qualification chosen.*
- 7.5 All offers made during Year 11 are conditional on students meeting the grade criteria specified and will only be confirmed once The Westgate School has seen verification of outcomes on GCSE Results Day.
- 7.6 Where learners have achieved better results than their predicted grades, they will be considered based on the grades achieved for any places that become available because of other learners failing to meet the required entry levels.
- 7.7 The Westgate School's admission arrangements expressly permit consideration of exceptional or other extenuating circumstances to allow entry criteria to be varied in individual cases. This is at the discretion of The Westgate School's Sixth Form Leadership Team.

8 Internal Students

- 8.1 Priority to our Sixth Form will be given to existing students at The Westgate School transferring from Year 11 to Year 12 who meet the eligibility criteria.
- 8.2 Year 11 students at The Westgate School will all receive unbiased guidance that is balanced between academic and technical options prior to any offer at The Westgate School's Sixth Form being made.
- 8.3 All internal students at The Westgate School must choose three subjects and must also choose at least one reserve subject. This is not a firm commitment. Students will be able to reconsider their subject choices on GCSE Results Day.
- 8.4 Places to The Westgate School Sixth Form are confirmed on a first-come, first-served basis, in-person, on GCSE Results Day.
- 8.5 Although internal students may have secured a place at The Westgate School's Sixth Form, specific courses cannot be guaranteed.

9 External Students

- 9.1 All external students are invited to apply to The Westgate School's Sixth Form when the application window opens. Students must choose three subjects and must also choose at least one reserve subject. This is not a firm commitment. Students will be able to reconsider on GCSE Results Day.
- 9.2 The Westgate School will request a reference from the current educational establishment of each external student and a decision will not be taken until all necessary documentation has been received.
- 9.3 External students may be offered a pre-admission meeting before any offer of a place is given. Please note that an offer of a pre-admission meeting does not constitute an offer of a place. If successful, external students will be informed in writing of a place following their pre-admission meeting.
- 9.4 Following the admission of internal students at The Westgate School transferring from Year 11 into Year 12, all remaining places will be allocated to learners who have met the entry requirements for the course of study on a first-come, first-served basis, in-person, on GCSE Results Day.
- 9.5 External students who meet minimum entry requirements must bring in their original examination transcripts from their school, proof of identify and proof of address from 11:00 on GCSE Results Day so that The Westgate School can consider their application.
- 9.6 Please note that although prospective external students may have secured a place at The Westgate School's Sixth Form, their specific courses cannot be guaranteed.

10 International Students

- 10.1 We welcome applications from qualifying international students, but we will require evidence of appropriate qualifications equivalent to GCSE/Level 2 to allow us to determine the most appropriate qualifications for study. This would normally take the form of a ENIC certificate provided by ECTIS (which replaces the NARIC certificate) provided by the applicant before enrolment.
- 10.2 International students who meet minimum entry requirements must bring in their original examination transcripts from their school, proof of identify and proof of address from 11:00 on GCSE Results Day so that The Westgate School can consider their application.

11 Oversubscription

- 11.1 Where there are more learners seeking places than the number of places available, the oversubscription criteria will be applied.
- 11.2 As with other points of entry to schools, highest priority in oversubscription criteria for Sixth Form places will be given to:
- 11.2.1 external student's whose statement of an Education Health Care Plan (EHCP) names The Westgate School who meet the academic entry criteria.
 - 11.2.2 external looked after children and previously looked after children who meet the academic entry criteria.
- 11.3 If large numbers of students meet the entry criteria, oversubscription criteria will be used to determine places to students on a first-come first- served basis, in-person, on GCSE Results Day.
- 11.4 If a subject no longer has space available, students will be placed on a reserve list and requested to select an alternative subject(s). Students will be placed on the reserve list on a first-come first- served basis, in-person, on GCSE Results Day.
- 11.5 If a place becomes available, it will be allotted to the student highest on the reserve list. In this situation, prospective students would be informed and a date by which final places would be confirmed.
- 11.6 If a student is not happy with the remaining courses on offer, it would be their choice to withdraw and find a place at another institution.

12 Withdrawing an Offer

- 12.1 After a place has been offered, The Westgate School reserves the right to withdraw the place in the following circumstances:
- 7.1.1 *when the parent or learner has failed to respond to an offer within a reasonable time (1 week); or*
 - 7.1.2 *when a parent or learner has failed to notify the school of important changes to the application information; or*
 - 7.1.3 *the admission authority offered the place based on a fraudulent or intentionally misleading application from the parent or learner or where the school has been given inaccurate information.*

13 Right to Appeal

- 13.1 Should an application for a place be refused, students/parents/carers have a statutory right of appeal which will be held by an independent appeal panel.
- 13.2 Where the offer of a place would have been conditional upon exam results, appeals must be heard within 30 school days of confirmation of those results.
- 13.3 In these circumstances, students/parents/carers should write to The Clerk to the Governors at The Westgate School.

14 Late Applications

- 14.1 All late applications for entry to The Westgate School's Sixth Form received after GCSE Results Day will be considered after all the on-time applications are processed.
- 14.2 All applicants will be contacted by the school with the outcome of their application.
- 14.3 Unsuccessful applicants and their parents/carers have the right of appeal.

15 Students Retaking Year 12 or Year 13

- 15.1 In exceptional circumstances (for example prolonged illness, difficult family circumstances) which have caused a student to underachieve, The Westgate School may consider an offer to retake Year 12 or Year 13. An offer will be based upon:
 - 15.1.1 *an assessment of the individual's circumstances and whether it is best for them to continue with their study; and/or*
 - 15.1.2 *medical evidence, in the case of prolonged illness; and/or*
 - 15.1.3 *the availability of places on the chosen courses and alignment of examination boards; and/or*
 - 15.1.4 *suitability of candidate for chosen course in comparison to other candidates based on estimated grades, work ethic and attendance and punctuality; and/or*
 - 15.1.5 *an assessment by teaching staff that the candidate has the capacity to improve his/her grades by retaking the year and that they will complete the courses successfully.*
- 15.2 In these exceptional cases, offers will be made on a trial basis only, to be reviewed at October half-term. In this situation, the school reserves the right to withdraw the student's Sixth Form place permanently.
- 15.3 Students in Year 11 will take priority over the students who wish to retake Year 12.

16 Code of Conduct

- 16.1 By applying to The Westgate School's Sixth Form, students agree to follow our code of conduct and expectations including (but not exclusively):
 - 16.1.1 *attitude to learning; and*
 - 16.1.2 *behaviour; and*
 - 16.1.3 *work ethic; and*
 - 16.1.4 *academic progress; and*
 - 16.1.5 *attendance; and*
 - 16.1.6 *uniform.*
- 16.2 Students who do not meet these expectations will be subject to sanctions, up to and including permanent exclusion in line with the school's Behaviour Policy and Attendance Policy.

17 Monitoring Arrangements

- 17.1 This policy will be reviewed by the Deputy Headteacher who is responsible for The Westgate School's Sixth Form in conjunction with the Sixth Form Leadership Team at the beginning of each academic year. At every review, it will be shared with the Governors and approved by the Headteacher.

18 Links with Policies

- 18.1 This policy is linked to, but not exclusively or extensively, to The Westgate School's:

18.1.1 *Parent's Handbook*

18.1.2 *Staff Handbook*

18.1.3 *Child Protection Policy*

18.1.4 *Behaviour Policy*

18.1.5 *Attendance Policy*

18.1.6 *Bursary Policy*