

# Northwood School Sixth Form Admissions Policy

## September 2020

### 1. Admissions Authority

Northwood School is an academy and therefore is its own admissions authority.

### 2. Overview & Entrance Requirements

**2.1** Students must normally be 16 on 31 August 2020. Applications for students outside that age group will be considered according to the individual circumstances of the case.

**2.2** The minimum qualification for entry into the Sixth Form is 5 GCSE grades including English Language or Literature and Mathematics. The student must have a grade 5 or higher in both English Language or Literature and Mathematics. The applicant must meet the entrance requirements for the subjects they have chosen to study in the Sixth Form.<sup>1</sup> See 'Appendix A - Subject Entrance Requirements Table'.

**2.3** Northwood School must be providing a current available course suited to the applicant's age, ability, aptitude and educational needs.

**2.4** All existing Northwood School students on roll during the previous academic year in Year 11 who meet the entry requirements as set out above in 2.2 and the application deadline may continue into the Sixth Form, if they wish. Late applications may be unsuccessful.

### 3. Application Process for External Applicants

**3.1** To apply, the applicant should complete the application form on the Northwood School website.

**3.2** All application forms must be completed and returned by the date given. Late applications may not be considered.

**3.3** Applicants must meet the same academic entry and course requirements as internal candidates.

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<sup>1</sup> Very occasional decisions may be taken to accept a student into the Sixth Form who does not meet the entry requirements. This is at the discretion of the school.

## 4. Oversubscription

In the event of oversubscription for sixth form places, highest priority will be given to looked-after children and previously looked-after children who meet the admissions criteria.

## 5. Appeals

Applicants who are not offered a place have the right to appeal to an independent appeal panel. Applicants wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the decision not to offer a place. Should some appeals be unsuccessful, further applications will not be considered from those applicants within the same academic year unless there have been significant and material changes in their circumstances.

## 6. Extenuating circumstances

In exceptional circumstances (for example prolonged illness, difficult family circumstances) which have caused a student to underachieve at GCSE, the school may consider an offer to enter the Sixth Form on a trial basis.

An offer to be made will be based on:

- An assessment of the individual's circumstances (this is likely to involve an interview);
- Medical evidence, in the case of prolonged illness;
- The availability of places on the chosen courses (or combination of courses);
- Suitability of candidate for chosen course.

In these cases, offers will be made on a trial basis only, to be reviewed by the final working day in September. At the end of the trial period a decision will be made, by the Head of Sixth Form, on whether the school is satisfied that the student is enrolled on suitable courses. This decision will be based upon a formal assessment within each of their enrolled courses to determine suitability.

## 7. Enrolment

The formal enrolment for Sixth Form courses will begin on the day the GCSE results are released. If a student has met the conditions of their offer they will enrol on to their chosen courses. Should a student not have met the conditions of their offer, they will have a meeting with a member of the Sixth Form team to discuss an alternative suitable course. On rare occasions, and with the approval of the Head of Sixth Form, a student may enrol on a course where they have not met their conditional offer for a trial period. The length and conditions of the trial period will be decided on an individual basis and in conjunction with the relevant Head of Department.

## Entry to Year 13

All students wishing to progress to Year 13 must have passed Year 12 courses in at least 3 subjects at Grade E or above. Formal assessments will be given to students before the end of Year 12 who do not take an external AS exam. Those who have passed 3 subjects with lower grades in any one subject will only be admitted to Year 13 with the permission of the subject teacher for that course, they must also have shown exemplary attendance and effort in Year 12.

## Admissions policy for students retaking Year 12 or Year 13

In exceptional circumstances (for example prolonged illness, difficult family circumstances) which have caused a student to underachieve at A Level (Year 1), the school may consider an offer to retake Year 12.

An offer to be made will be based on:

- An assessment of the individual's circumstances and whether it is best for them to continue with A Level study (this is likely to involve an interview);
- Medical evidence, in the case of prolonged illness;
- The availability of places on the chosen courses (or combination of courses) - students joining from Year 11 will be given priority over students retaking Year 12; students progressing from Year 12 will be given priority over students retaking Year 13;
- Suitability of candidate for chosen course in comparison to other candidates based on estimated grades, work ethic and attendance and punctuality (for joining students, a reference will be requested);
- An assessment by teaching staff that the candidate has the capacity to improve his or her grades by retaking Year 12 or Year 13. In these cases, offers will be made on a trial basis only, to be reviewed at October half term.

## Appendix A - Subject Entrance Requirements Table

<b>Subject</b>	<b>Entry Requirement</b>
<b>English Literature</b>	6+ in English Literature and English Language
<b>Maths/Further Maths</b>	7+ in Maths GCSE
<b>Art</b>	6+ Art GCSE or a strong portfolio of art related work
<b>Biology</b>	7+ in GCSE Biology and 6+ in GCSE Maths and English (students on the combined science course would need to achieve grade 7-7 minimum and would be considered on an individual basis)
<b>BTEC Business</b>	5+ in GCSE Business or BTEC Business, 5+ in GCSE Maths
<b>Business A-level</b>	7+ GCSE in Business or distinction in Business BTEC, 7+ in GCSE Maths
<b>Chemistry</b>	7+ in GCSE Chemistry and Maths and 6+ in English (students on the combined science course would need to achieve grade 7-7 minimum and would be considered on an individual basis)
<b>Computer Science</b>	7+ in GCSE Computer Science and GCSE Mathematics. Please note - GCSE Computer Science is NOT a prerequisite for this course, as long as the student has gained a 7+ above in GCSE Mathematics and has strong Science GCSEs, particularly Physics.
<b>Drama</b>	6+ in GCSE Drama and English
<b>Economics</b>	7+ in GCSE Maths
<b>French</b>	7+ French GCSE
<b>Geography</b>	5+ in GCSE Geography and English
<b>History</b>	5+ GCSE grades 9-5 including English, Maths and History. Grade 6 or above in English & History
<b>Music</b>	7+ in music GCSE and Grade 6+ in chosen instrument. English GCSE grade 6+
<b>Physics</b>	7+ in GCSE Physics and Maths and 6+ in English (students on the combined science course would need to achieve grade 7-7 minimum and would be considered on an individual basis)
<b>Portuguese</b>	7+ Portuguese GCSE

<b>Product Design</b>	6+ in Product Design 5+ in English, Maths, Science You need good technical drawing skills (isometric, 1.P.P, 2.P.P, etc) Literacy is important because the portfolio is 35 pages minimum
<b>Psychology</b>	6+ in English, Maths and at least 2 sciences. You need a combination of English, science and maths skills to do well in this subject
<b>Spanish</b>	7+ Spanish GCSE
<b>A Level Sport</b>	7+ GCSE PE and must either be a member of a sports team or willing to coach a team.
<b>BTEC Sport</b>	5+ GCSE PE/Merit + BTEC Sport Level 2 and 5+ in GCSE Science