



**ADMISSIONS POLICY  
ACCORD SIXTH FORM COLLEGE  
2021/2022**

## Document Detail

<b><u>Document Type:</u></b>	Education
<b><u>Document Name:</u></b>	Admissions Policy (Sixth Form)
<b><u>Purpose:</u></b>	To provide clarity on the admissions process to Sixth Form
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<b><u>Owner:</u></b>	Director of Sixth Form
<b><u>Approved by:</u></b>	Academy Education Committee
<b><u>Next Review Date:</u></b>	1 September 2021
<b><u>Consultation:</u></b>	Academy Education Committee, Academy Principal

## Approvals

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
S Trafford	Chair of Governors	<i>S Trafford</i>	September 2021
S Broome	Principal	<i>S Broome</i>	September 2021

## Document History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Note of Revisions</b>
1.0	September 2019	R Spink	N/A

## **1. Admission to Accord Sixth Form College**

The Academy Education Committee (AEC) of Ossett Academy is the admissions authority for Accord Sixth Form College and is therefore responsible for the admission of pupils into the Sixth Form.

The administration for admissions to the Sixth Form is the responsibility of the Principal of Ossett Academy. Any queries regarding Sixth Form admissions should be directed to the Academy.

The total capacity for the Sixth Form is **400**

## **2. Expressing a Preference**

Applications for admission to the Sixth Form, including pupils currently attending Ossett Academy, must be made via the online prospectus and common application process.

<https://www.wakefieldprospectus.co.uk/courses/full-time-courses?provider=accord-sixth-form-college>

## **3. The Admissions Policy**

Admission to the Sixth Form will be from:

- pupils in Year 11 at Ossett Academy; and
- pupils from outside of Ossett Academy.

Accord Sixth Form College will admit external pupils to any available places until Year 12 reaches its capacity of 200.

All applicants must meet the requirements of individual courses. Minimum entry requirements and individual course requirements are published annually in the Sixth Form's prospectus and on its website.

[www.accordsixth.co.uk](http://www.accordsixth.co.uk) [Accord Sixth Prospectus](#)

The entry requirements for admission to Accord Sixth Form College shall be the same for students on roll in Year 11 at Ossett Academy and external applicants.

Students will be admitted into the Accord Sixth Form College at the start of the autumn term in each school year although there may be some occasions when the students transfer during the academic year.

All external applicants will be subject to appropriate references from their respective schools.

### **3.1 Admission of Students with an Educational Health Care Plan**

High needs' students (previously 'SEN') with an Education Health Care Plan (EHCP) are dealt with under a different mechanism.

Any student with Ossett Academy named on their EHCP at the time of application will automatically gain a place at the Accord Sixth Form if they meet the criteria in section 5.

All external applicants who wish to be admitted to the Accord Sixth Form College for study in Year 12 will need to express this preference at their annual review in the autumn term of Year 11, which will then be passed to the Principal by the Local Authority. Students who are high needs are funded until they are 25 and can access education until this date. However, it is important that these students access an appropriate curriculum personalised to their needs, which would be discussed with applicants / parents at the interview stage.

#### **4. Minimum Entry Requirements**

All students seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Minimum entry requirements and individual course requirements are published annually in the school's prospectus and on its website

The Principal reserves the right to decline an application into Accord Sixth Form College if a student is deemed not to have met the entry requirements.

The Principal reserves the right to accept an application into Accord Sixth Form College if a student is deemed not to have met the entry requirements, if they have evidence of extenuating circumstances, and the course is not over subscribed.

#### **5. Oversubscription Criteria**

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance, based on students who meet the minimum entry criteria with the following priority of admission criteria:

- Students with an EHCP;
- Students looked after or previously looked after by the authority;
- Students who live in the catchment area normally served by the Academy;
- Students with siblings at the Academy in September 2019. Siblings are defined as brothers or sisters (including stepbrothers and sisters) living at the same address as their primary place of residence; and
- Students who live closest to the Academy in a straight line distance.

To enable the priority admission criteria to be applied, it is the responsibility of the applicant that the information given at the time of interview is correct. Failing to declare a sibling at the time of application will risk this admission criteria not being used if the Academy is oversubscribed.

External applicants will need to provide evidence that they live at the same address as their named sibling using at least one of the documents detailed below:

- Child benefit statement detailing both applicant and sibling, or other documentation verified by the Principal;
- Passports of both applicant and sibling.

Determination of whether an applicant lives in the 'catchment area' or 'lives closest' to the Accord Sixth Form College is part of the service level agreement held with each Local Education Authority. The administration of this data will be completed by the Family Services Team (Admissions) following the closing date for applications and all students have been interviewed.

## **6. Appeals**

Any student refused a place at Accord Sixth Form College has the right of appeal to an independent appeals panel.

All Academies within the Accord Multi Academy Trust have a service level agreement with the Local Authority who deal with the appeals process. Appeals should be submitted to the independent appeals panel by the deadline below, which is in accordance with the Local Authority appeals process. The appeals form is published on each academy website and is the only format under which an appeal will be processed.

### **6.1 Timeline for Appeals**

The timeline for appeals is detailed below and follows the Schools Admissions Appeals Code produced by the Department for Education. Under this code an applicant must be given up to 21 days from the receipt of the decision letter to submit an appeal.

Applicants who appeal the decision will be informed of the date of their appeal hearing and then sent details of why they were placed on the waiting list 5 days before the appeals panel meets.

The Appeals Panel decision is communicated to the applicant in writing and this is normally within 5 working days of the appeal hearing.

Important – it is preferable that all supporting evidence is submitted at the same time as the appeal form. However, if this is not possible, additional information will be accepted up to three working days before the appeal hearing. It is possible that any information submitted after this time will not be considered by the Independent Appeal Panel. If the applicant has an Education Health Care Plan (EHP), they should contact the respective Local Authority as the right to appeal is through a First-tier Tribunal.

## **7. False Information**

Any place offered based on a fraudulent or intentionally misleading application, e.g. giving a false address, will be withdrawn. It is for the parents or guardian to satisfy the Local Authority or the Trust of their circumstances, as they apply to the admission criteria at the time of application.

## **8. Application Timeline**

### **8.1 Students on roll in Year 11 at Ossett Academy**

#### **2022**

- Student to complete application form via Wakefield Prospectus or Accord Online form October 2021
- Course guidance consultation June 2022
- Year 11 Induction (Taster) Day July 2022
- Publication of GCSE results August 2022
- Academy agrees / refuses the admission August/Sept 2022
- Decision communicated to parent / student August/Sept 2022
- Independent Appeals September 2022

### **8.2 External applications**

## **2022**

- Student to complete application form October 2021
- Course guidance consultation June 2022
- Year 11 Induction (Taster) Day July 2022
- Publication of GCSE results August 2022
- School agrees / refuses the admission August/Sept 2022
- Decision communicated to parent / student August/Sept 2022
- Independent Appeals September 2022

### **9. Late Applications and Transfers**

Late applications will be considered up to the end of the second week of the autumn term.

Where an application is received on behalf of a student who has moved into the area during the academic year it will be considered in accordance with the minimum entry requirements and oversubscription criteria.

The right of appeal will also apply to late applications and transfers.