



TOLLBAR MAT SIXTH FORM COLLEGE

ADMISSIONS POLICY

2019-2020

October 2017

Application to Tollbar Sixth Form College will be by published application form located at www.Tollbaracademy.co.uk.

Tollbar Sixth Form College has a published admissions number of 200 students for entry into Year 12. This includes students already studying at Tollbar Academy or Cleethorpes Academy.

Tollbar Sixth Form College delivers a largely academic curriculum that is based around AS Level and A Level. In order for students to be successful on these courses it is important that they achieve academic standards that indicate that these courses would be appropriate for them.

All students must meet the minimum entry requirements for their chosen route.

Individual subjects may be limited in the number of students they are able to accommodate. The College also reserves the right to withdraw a course if there are insufficient numbers of students wishing to take it up.

Admission to the Sixth Form will be determined by the Local Governing Body in accordance with the following criteria in the order set out below.

All students, including those already enrolled at Tollbar or Cleethorpes, must meet the criteria below:

i that the student has attained the specific academic requirements for entry to the courses, which are below;

Course	Minimum Entry Requirement
All courses	<ol style="list-style-type: none"> 1. GCSE English Language or English Literature at Level 5 or above 2. GCSE Maths Level 5 or above 3. Four GCSE's in addition to English and Maths at Level 5 or above
Additional Entry Requirements of individual courses:	
Biology	GCSE Level 7 in Biology or Combined Science Level 7
Chemistry	GCSE Level 7 in Chemistry or Combined Science Level 7
Physics	GCSE Level 7 in Physics or Combined Science Level 7. Students taking Physics must also study A Level Maths.
Maths	GCSE Level 7 in Maths
Art	GCSE Level 6 in Art OR Graphics OR Textiles.
Business	GCSE Level 6 in either Business OR Economics OR Geography OR History
English Literature	GCSE Level 6 in English Language OR English Literature
Economics	GCSE Level 6 in either Business OR Economics OR Geography OR History
French	GCSE Level 6 in French
Geography	GCSE Level 6 Geography
History	GCSE Level 6 in History
ICT – Cyber Security	GCSE Level 6 in either ICT OR Computer Science
Media Studies	GCSE Level 6 in English
Music	GCSE Level 6 in Music OR Grade 5 Music Theory. Students must

	have at least Grade 6 on their chosen instrument.
PE	GCSE Level 6 in PE. Students who have not studied GCSE PE will need to have a Level 6 in GCSE Science. All students taking PE must be playing competitively in one of the sports on the A Level specification, and must understand that it is their responsibility to provide video evidence of themselves competing in their sport for assessment purposes.
Government and Politics	GCSE Level 6 in History OR Geography OR RE OR English
Psychology	GCSE Level 6 in Science
Philosophy	GCSE Level 6 in either RE OR English OR History
Sociology	GCSE Level 6 in either RE OR English OR History OR Geography
Spanish	GCSE Level 6 in Spanish

ii that there is a suitable course available with a vacancy; group size will be capped at 26 but may vary depending on the nature of the subject and availability of resources.

The deadline for applications is 30 January of the year of admission. Late applicants will be admitted only if space remains in the Sixth Form. They should be aware that spaces may be available on a limited number of courses.

The Governors will allocate places on **oversubscribed criteria**, to those eligible students in the following priority order:

- i Looked After and previously Looked After Children
- ii Students who have attended Tollbar Academy or Cleethorpes Academy which is a member of the Tollbar Multi Academy Trust
- iii Students with brothers or sisters who are already attending Tollbar Academy
- iv Students of staff employed by Tollbar Academy for a minimum of two years
- v Proximity to the Academy

Candidates not offered a place have a right of appeal to the independent appeals panel.

Definitions of terms used in the admission arrangements

Notes: Children who have a statement of special education needs where the Academy is named in Part IV of the statement/recorded in the Education Health Care Plan (EHCP)

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in the statement/recorded in the EHCP, the Academy must admit the child.

1 Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under a series of short term placements (respite care) are excluded.

2 Rules for Siblings

Included in this factor are biological siblings, stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children.

3 Rules for Residence

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during term time, they can choose which address to use on the application. If the parents cannot agree on the address to be used we will use the address where the child benefit is paid.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4 Rules for attending Cleethorpes Academy

A child must be attending Cleethorpes Academy at the time of application.

5 Children of staff at the Academy

Either (a) where a member of staff has been employed by Tollbar Academy for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6 Distance

Distance will be measured by the shortest and safest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

In the event of more than one child living the exact same safest walking distance then each child will be admitted.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. For late co-ordinated application and midyear applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The school's Governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive

The Governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so.

Appeals against a decision not to admit a child to the Academy

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

Appeals Timetable

- Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- Appellants receive at least 10 school days' notice of their appeal hearing;
- Appeal decision letters are sent within five school days of the hearing wherever possible.

Admission of children outside their normal age group

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may include taking account of:

- The parent's views;
- Any available information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group;
- Any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- The views of the Principal.

Waiting Lists

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

Fair Access Protocol

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

Fraudulent or Misleading Applications

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.