



## **ADMISSIONS POLICY**

### **ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO TOLLBAR MAT SIXTH FORM COLLEGE**

**2022-2023**

**Amended September 2021**

**Policy Version Date: August 2021**

A large, stylized logo consisting of the letters 'T', 'F', and 'A' in a bold, sans-serif font. The 'T' is orange, the 'F' is purple, and the 'A' is green. The letters are set against a background of large, overlapping, curved bands in purple, orange, and blue. The 'T' is positioned on the left, the 'F' in the middle, and the 'A' on the right, all partially overlapping the curved bands.

**TFA**

Application to Tollbar Sixth Form College will be by published application form located at [www.tollbaracademy.co.uk](http://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.

Courses may be added or removed depending upon demand for courses. If a subject is added the entry requirement will be Level 6 in that subject.

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

Music	GCSE Level 6 in Music <b>OR</b> 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 <b>OR</b> Geography <b>OR</b> RE <b>OR</b> English
Philosophy	GCSE Level 6 in either RE <b>OR</b> English <b>OR</b> History
Spanish	GCSE Level 6 in Spanish
Psychology	GCSE Level 6 in Science
Sociology	GCSE English qualification at Level 6
Law	GCSE Level 6 in English and History <b>OR</b> Geography <b>OR</b> RE
ICT	GCSE Level 5 in English and Maths

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 children and previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 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**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **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)**

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the Academy's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this.

The Governors will not refuse a service child a place because the family does not have an intended address or does not yet currently live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the Academy for more details.

For late co-ordinated applications and in-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy'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. If a place is refused, you will be informed of your right of appeal.

### **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.