



# Inspire Education Trust

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## Admissions Policy 2023 – 2024 for entry into Sixth Form education

Blue Coat CE Secondary School

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**Policy Date:** February 2023

**Review Date:** October 2023

## Document History

Version	Status		Date	Author	Summary Changes
V1			February 2023	J. Davoile	Any dates referring to 2022 have been changed to 2023. Any reference to governors has been amended to Board of Directors

## The Admissions Process

All admissions to Blue Coat Church of England School and Music College are under the control of the Board of Directors, who are the Admissions Authority for the school. The Board of Directors appoint a Committee annually to determine and oversee the administration of their admission arrangements. Coventry Local Authority does not coordinate admissions to Sixth Form education. The anticipated capacity of students in Sixth Form education at the school (taking into account both internal and external applicants) is likely to be 360. This is based on an anticipated capacity for 180 students in Year 12 and 180 students in total in Year 13. We expect to keep all pupils in school for the duration of the full two years.

Blue Coat School welcomes applications from external pupils. However, if the school has applications from more than 180 pupils for entry into Year 12 the Board of Directors will award places using their published oversubscription criteria.

All internal or external applicants, should complete and submit the Microsoft form which is available on the school website. An internal applicant is defined as one who is transferring from Year 11 at Blue Coat School into Sixth Form education at the school, and an external student is defined as one who is seeking entry into Sixth Form education at Blue Coat School from another educational establishment/their "home school".

The school will endeavour to meet course combination requests, subject to the completion of timetabling on 30th June each year.

All applicants are expected to show respect for the Christian ethos of the school.

Applicants are welcome to attend the Open Evening for entry into Sixth Form education at Blue Coat School, which is held in October. Advice on options and entry requirements for particular courses is available either at the Open Evening or in an individual meeting at the school at another time.

## Important Note

At Blue Coat Sixth Form we aim to offer a range of courses to our students both academically and vocationally. Sixth Form offers are based upon appropriate level of prior academic achievement and exemplary behaviour. Our policy is to ensure that students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed.

The Board of Directors will admit any child with a Statement of Special Educational Needs or Educational Health Care Plan naming the school. This may reduce the number of places available to other applicants.

## Entry criteria

To study A levels and BTEC at Blue Coat Sixth Form – Students will need to attain five grade 5's (Including English & Maths). There are also subject specific criteria, please refer to the Sixth Form prospectus for these entry requirements.

Students whom do not pass English or Maths will be entered for the November entry and will be required to attend resit GCSE classes as part of their study programme.

Please note entry to Sixth form is based on;

- Meeting the required GCSE results to enter their chosen pathway.
- A strong reference
- An excellent attendance record (95% or above)
- An excellent punctuality record
- Outstanding Behaviour
- Students should be able to demonstrate a commitment to their studies pre-16 evidenced by the school.
- Attendance at the Post 16 induction in June 2023.

Under the Raising of the Participation Age introduced in 2013, the minimum hours a student must study to be classed as being in 'full time education' is 600 learning hours. From 2015-16 students must now remain in education or a job with training until their 18th birthday however the compulsory school leaving age remains at 16.

This does not mean that students automatically transfer from Key Stage 4 into Key Stage 5 and it is an expectation that all students will follow the application process if they wish to progress to study with us.

### Application to Sixth Form

All students in Year 11 are encouraged to apply for Sixth Form. We also accept external applications from students wishing to transfer from another institution. Students are asked to select provisional course preferences. This is not a firm commitment to their study pathway, final decision regarding subject selection will be confirmed on GCSE results day with Mrs Henden and Miss Davoile. These provisional preferences will be used to generate the September timetable and the number of places available on each course.

Please note; after choosing a subject- the timetable can still change in September. The size of a teaching group will need to be viable for a course to run. If Blue Coat Sixth Form decides that a course is not viable then the school will withdraw a course as late as the first week in September 2023. If this is the case, every effort will be made to enable a student to study a subject at a different school in the city or a different subject will be offered.

Subject choices may be overruled where the school considers the size of teaching sets to be detrimental to the education of the group.

Blue Coat Sixth Form will not consider any applications after 30th September 2023. i.e. the end of the month prior to the school autumn census date in October 2023.

### Application process

Students in Year 11 from Blue Coat School and other institutes are encouraged to attend the Sixth Form Open Evening in October 2022. The application deadline for students who wish to apply is **Friday 16<sup>th</sup> December 2022** Application forms received after the deadline will be placed on a waiting list. To apply, students should complete the Microsoft form found on the school website.

## Late applications

Applications received after the closing date will be classed as late. These may not be processed until after places have been made to those who have met the deadline.

Very late applications are deemed to be after March 1<sup>st</sup> 2023. External applications after this date will not be processed. Students will be advised to attend on results day.

## Mid-year applications

Applications for places during the course of the academic year should be made directly to the school's Sixth Form Department. However, as Blue Coat School has normally already allocated all places it is likely that mid-year applications will be unsuccessful.

## Entry to Post 16

Pupils will be called to contacted during January by Mrs Henden (Deputy Headteacher) and Miss Davoile (Assistant Headteacher – Head of Post 16).

One of three outcomes will come from the meeting:

1. Offer 1 - A Conditional offer. This is made subject to the minimum entry requirements being met in the Summer.
2. Offer 2 - A Conditional offer based on minimum entry requirements and a documented improvement in one or more factors discussed at interview which are of concern. Internal pupils may be required to be on a passport to P16 during this process.
3. A declined place. This is where minimum entry requirements are unlikely to be met. If on results day the minimum entry requirements are met, the pupil may re-apply at that time, they will **not** be classified as a late application in these circumstances.

The Board of Directors reserve the right to refuse admission to any applicant who is found to be on the roll of another Sixth Form institution at the time of taking up a place.

All applicants who have been offered a place must attend the Post 16 induction programme which is held at the end of the summer term. Should a student fail to attend this without notification and a valid reason, the Sixth Form reserves the right to withdraw the offer of a place in the Sixth Form.

## Responding to offers

All students must respond to offers by the deadline set in our offer letter. Failure to do so may mean that the offer is withdrawn and a place can be offered to another student.

## Enrolment to Sixth Form.

Enrolment takes place on GCSE results day 2023 for internal and external students

## Internal students

Students with a green form attached to their results have access to their chosen sixth form pathways and the application can be placed in the box as instructed – no further action is needed, you will be automatically enrolled.

If a student has a green form but wishes to change a subject, and they have the required entry criteria, you will have a team of staff you will be directed to for help with this.

If a student has an orange form, the full entry criteria has not been met. If a student wishes to change a subject due to entry criteria, or discuss their pathways please see Mrs Henden and Miss Davoile.

If a student has not met the entry criteria they will need to speak to a member of the senior leadership team. No decisions will be made that morning. All pupils desiring a place without the requirements will be discussed at an SLT meeting on the afternoon of results day

## External students

It should be noted external students wishing for a place should email their results to [L.Henden@bluecoatschool.com](mailto:L.Henden@bluecoatschool.com) by 11am on results day.

## Oversubscription Criteria

In the event of oversubscription, the following oversubscription criteria will apply in order:

1. Special Educational Needs. All children with an Education Health and Care Plan, who meet the entry criteria, that name the school will be admitted before all other applicants
2. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also, children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order and meet the minimum entry criteria
3. Blue Coat Internal applicants with Offer 1 - who meet the minimum entry criteria
4. Blue Coat Internal applicants with Offer 2 – who meet the minimum entry criteria and have met all personalised entry requirements
5. External applicants who meet the minimum entry requirements
6. Late Applications, both internal and external, prior to March 1<sup>st</sup> 2023
7. All other applications

## Waiting list

Applicants who meet the minimum entry requirements and who are unsuccessful in obtaining a place either for the normal point of entry in September or mid-year will automatically have their name placed on the school's waiting list. This list is held in strict oversubscription order by the school's Sixth Form Department. The waiting list will remain in operation until the end of the autumn term.

If places become available, the Board of Directors will allocate the places to those who best meet the oversubscription criteria. Applicants should be aware that their place on the waiting list could change, as other applicants are either added to the list or removed based on how their applications best meet the oversubscription criteria.

### **Right of appeal**

Applicants, who may be either the prospective Sixth Form students themselves or their parents, have a right of appeal against the Board of Directors decision not to offer a place. This right is not affected or influenced by the operation of the school's waiting list. Applicants who wish to appeal may do so separately or jointly, and should contact the school for an appeal form accordingly. It is not the policy of the Board of Directors to consider repeat applications or appeals in the same academic year unless there has been a change of circumstances relevant to the application or appeal.

### **Successful applications**

If students are successful in gaining a place at Blue Coat Sixth Form, the below expectations are required.

- Students are required to attend all lessons and an attendance of 95% or above.
- Students must attend all private study sessions as part of their learning programme at Blue Coat Sixth Form, failure to do this could result in a student's place being at risk.
- Students must adhere to the sixth form uniform policy – any student not following the policy will be sent home.
- Any student whom is retaking Maths or English must attend all timetabled lessons and intervention classes.
- A student who is at risk of failing a subject will be asked to attend school full time to gain support from subject staff and the Sixth Form team.
- If a student's attendance falls below 80% their place at sixth form could be at risk.

If a student fails to meet the above criteria without a valid reason, the school reserves the right to withdraw the student a place at Sixth form.

Reviewed by:

Jennifer Davoile

March 2023

Next Review Date:

October 2023

Approved by Directors:

29 March 2023

Signed:



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Lois Whitehouse  
CEO



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David Bermingham  
Chair of Trust Board