

# COOMBE SIXTH FORM CENTRE

## Sixth Form Admissions Policy

Coombe Sixth Form welcomes students into Year 12 and Year 13 from within the Coombe Schools and the wider community. The Sixth Form comprises an Advanced Centre based at the Coombe Girls' School site and a Vocational Centre based at the Coombe Boys' School site.

### 1. Entrance criteria

Pupils in Year 11 at the Coombe Schools will be referred to as 'Internal Students'. Students from other institutions will be referred to as 'External Students'.

The following criteria apply to students intending to enter the Sixth Form:

- Students will only be admitted into the Sixth Form if, in the judgement of the Sixth Form team, a suitable course is available for them that is appropriate and meets their needs;
- Students are only eligible to study at Coombe Sixth Form if they are on a full-time course. A full-time course comprises a minimum of either an Intermediate GNVQ or BTEC First Diploma course, three AS or A levels or a Double Award A level course. The AS or A levels can be combined to create a full-time course. Two AS courses and a GCSE resit course does not constitute a full time course.
- They meet the minimum course requirements for their intended course. They are as follows:

#### Level 2 courses.

##### GNVQ Intermediate or BTEC First Diploma courses

Whilst there is no minimum academic criteria for these courses, students should be fluent in written and spoken English and have followed GCSE courses during Year 11. However, students who have not achieved a grade C in Mathematics and/or English Language will be expected to attend GCSE resit courses in one or both of these subjects.

#### Level 3 courses.

##### Vocational A level Double Award courses.

Students should have a minimum of 4 A\* -C grades at GCSE, including a C grade in English Language, to follow a course leading to a Double Award A level. Students who have achieved a Merit on an Intermediate GNVQ course can, subject to discussion with the Head of Year, progress onto these courses. In some circumstances, students may be able to study for a double award A level without the necessity for a third AS level course to make up a 'full time' timetable. In these circumstances, it is expected that students will attend GCSE resit courses and / or an appropriate IT qualification or participate in approved work experience.

##### AS Level Courses.

Students should have a minimum of 5 A\* - C grades at GCSE, including a C grade in GCSE English Language, to start a full time course in AS levels. In some circumstances students can progress from GNVQ Intermediate or BTEC First Diploma courses onto AS level study, subject to the criteria detailed below. Students should also have a minimum of a C grade in the subjects that they wish to study apart from the following exceptional criteria:

- Psychology: Students should have a minimum of a C grade at GCSE in Mathematics and English Language.
- Business Studies: Students should have a minimum of a C grade at GCSE in Mathematics and English Language.
- Pure Mathematics : Students should have a minimum of a B grade in Mathematics
- Physics : Students must have a minimum of a C grade in Mathematics
- Chemistry, Physics and Biology : Students should normally have a minimum of a B grade in either separate or double award Sciences. However, it is possible for students who have achieved a C grade at the High Tier paper in either double award or separate sciences to join these courses. This decision, however, will be at the discretion of the Head of Science who will assess a students' suitability and likelihood of success.

#### Progression

##### Progression from GNVQ Intermediate and BTEC First Diploma courses to AS or Double Award A Level courses.

Students should achieve a minimum of a Merit on their Level 2 course and also have a C grade in GCSE English Language. The decision to progress from a Level 2 to a Level 3 course should also be taken in consultation and at the discretion of an appropriate member of the sixth form team. The 'exceptional criteria'

above also apply.

### Progression from AS to A2 Level courses

Students should achieve a minimum of an E grade in three subjects at AS level if they wish to continue into Year 13 with a portfolio of courses that includes A2 Level study. In exceptional circumstances, students who achieve less than this may continue into Year 13 and start A2 Level study at the school's discretion. These 'exceptional circumstances' are likely to include situations in which students achieve significantly less than their predicted grades at AS for reasons that were out of their control.

The criteria for students wishing to study science subjects at A2 differs from other subjects in that achieving an E grade at AS is not a good basis for progression to further study in these subjects and indicates that a student may be unsuccessful at A2. Students achieving an E grade at AS will be interviewed by the Head of Department, who will assess their suitability for and likelihood of success at A2 level.

The requirement for students to be on a full time course applies in the same way as for Year 12 courses.

Students transferring into the sixth form from other institutions will be subject to the usual criteria for 'external' students (see below). They will also need to discuss whether the syllabus and the structure of their previous course has prepared them appropriately for A2 study at Coombe with the sixth form team.

## **2. Age Limits.**

- Students can only begin a course if they are under 19 years of age on the first day of term for the ensuing academic year. This means that students may start either Year 12, 13 or 14, but may not continue the course or start a subsequent year if they will then be 19 years of age at the start of the next year.
- Unfortunately, Coombe is unable to admit external students into the Sixth Form if they are Year 14 students or have completed two years of Sixth Form education at another institution.

## **3. Eligibility Criteria.**

Entrance into the sixth form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school sixth forms that apply at the time.

Currently, students can be admitted into the Sixth Form if:

- They are British Citizens and / or EU nationals.
- Non-EU nationals can be admitted into the sixth form if, for example:
  - they have 'Exceptional' or 'Indefinite Leave to Remain' in this country;
  - they have refugee status;
  - their residency is a condition of their parent/s legal employment status in this country.

Students who are classified as 'Overseas Learners' or who have 'Student Visas' cannot be admitted to the Sixth Form for funding reasons.

Coombe Sixth Form is unable to accept students on a fee-paying basis.

## **4. External Students**

- All of the criteria detailed above apply equally to internal and external students.
- External applicants' forms are date-stamped and they are invited into school to discuss their application on a 'first come – first served' basis.
- External students are made an offer of a place in the Sixth Form on the basis of a satisfactory reference from their previous school or college and following the discussion about their suitability with a member of the sixth form team.
- The school is able to make sufficient offers of places to lead to the admission of a minimum of 50 external students intending to study at Coombe Sixth Form Advanced Centre and to 25 external students intending to study at the Vocational Centre. After this number of offers has been made, the school reserves the right to place further applicants on a waiting list. The actual number of offers made is judged on the previous year's admission number and the applications received from internal students who have priority.
- In some circumstances, the school may be able to make offers of places above these thresholds and when other applicants have been placed on the waiting list if there is availability on particular courses. This will be dependent on the numbers of applications for particular courses in each year.

## **5. Offers of places at Coombe Sixth Form**

An offer of a place at Coombe Sixth Form Advanced Centre or Vocational Centre is not a guarantee that a student will be admitted into the Sixth Form or that courses that were discussed at interview or indicated on a student's application form will be available. An offer is subject to:

- a) a satisfactory reference being provided by the student's previous school or college;
- b) that the student's behaviour does not subsequently seriously contravene their school's behaviour policy;
- c) students achieving appropriate grades in the summer GCSE exams to be eligible to study the courses that they have indicated on their application form and agreed at interview;
- d) successful completion of the 'Induction Period' (section 7)
- e) availability of places on appropriate courses at the time that a student enrolls. Places on courses are allocated on 'first come-first served' basis at enrolment to ensure fairness.

## **6. Waiting List criteria and operation**

- Applications placed on the Waiting List will be date – stamped and, as far as possible, dealt with in date priority during summer enrolment. Students whose applications are placed on the Waiting List will be informed of the dates of the summer enrolment by letter on receipt of their application.
- Whilst every effort will be made to operate the waiting list fairly and admit applicants into the Sixth Form in date-priority, the school cannot be responsible for applicants availability to attend summer enrolment or which courses may have availability at any given time.

## **7. Induction Period**

- Students entering the Sixth Form are not considered to be on-roll until they have completed an induction period at the start of the first term. This is to ensure that students are on suitable courses and that their approach suggests that they will be successful.

Updated by DP on 26/11/2006. To be ratified at Governors.