



# **Post 16 Admissions Policy**

## **2014-15**

**Consultation period: 7 May – 9 July 2013**

**Outwood Grange Family of Schools**

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## **1.0 Admissions to study in Post 16 at an Outwood Academy or Post 16 Centre**

Outwood Academy Trust Board is the admission authority for all Post 16 provision within the 'Family of Schools' and is therefore responsible for the admission of students into Key Stage 5. Currently, Post 16 provision is delivered at Outwood Grange Academy, Outwood Academy Adwick, Outwood Academy Ripon and Outwood Post 16 Centre Worksop. The administration for admissions is the responsibility of the Principal and any queries regarding Post 16 admissions should be directed to Principal of the respective provider. For the purpose of this policy, the term 'Outwood Post 16 Centre' will be used to refer to all Outwood academies (Outwood Grange, Adwick and Ripon) and the Outwood Post 16 Centre Worksop, where Outwood Academy Portland and Outwood Academy Valley has a partnership arrangement with North Nottinghamshire College.

### **1.1 'A willingness to learn'**

Entrance to study in Key Stage 5 at an Outwood Post 16 Centre is underpinned by the first entry requirement 'a willingness to learn'. The Principal reserves the right to refuse entry into Key Stage 5 if a student is deemed not to have met this entry requirement. All external applicants will be subject to appropriate references from their respective schools. Students transferring into Post 16 who have studied at a feeder Outwood academy in Y11 must satisfy this entry requirement in their Praising Stars report at the time of interview. A 'willingness to learn' will be determined from an applicant's Praising Stars reports as being all E3s or better and at least 90% attendance with no unauthorised absence. A conditional offer is made with the understanding that this level of effort/attendance is maintained or with specific action points for improvement being issued to students who may not have met this standard, but have shown themselves to be willing to improve.

### **1.2 Capacity**

The capacity for Post 16 of each respective centre is:

- **Outwood Grange Academy 420**
- **Outwood Academy Adwick 300**
- **Outwood Academy Ripon 80**
- **Outwood Post 16 Centre Worksop 500**

## **2.0 Application Process**

Application for admission into an Outwood Post 16 Centre, including applicants currently attending the feeder Outwood academy at the time of application, are detailed in the relevant 2014/15 prospectus which will be available at the opening evening held and published on each Post 16 Centre's website.

Application to the appropriate Outwood Post 16 Centre must be made via the application process set out in the relevant prospectus. An applicant will only be admitted into Post 16 provided they meet the admission criteria for individual courses published in each Outwood Post 16 Centre's prospectus; applicants must meet the minimum entry requirements to progress onto the appropriate level of study e.g. A levels or Level 2 qualifications. All those seeking admission into Post 16 must achieve the necessary grades for access onto the courses they have chosen.

## 2.1 Timetable for Application and Admission:

2013-14

• Students attend Open Evening	October-November
• Student to complete application form	January
• Interviews of students who meet the application deadline	November-March
• Offer letters sent	March
• Independent appeals following offers	April-May
• Induction Event/Taster Days	June/July
• Publication of GCSE results	August
• Post 16 Centre agrees enrolment/refuses admission	August/September
• Decision communicated to parents/carers	August/September
• Independent appeals	September

### 2.1.1 Late Applications and Transfers

Late applications will be considered up to the end of the second week of the autumn term in each respective Outwood Post 16 Centre.

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.

## 2.2 Curriculum Provision

Offers made are provisional upon applicants attaining the entry requirements, subject to availability of places in the appropriate pathway, courses and classes. The proposed curriculum for the following academic year will be made available to applicants during the interview process. However, the viability and distribution of all courses will depend upon student numbers and available resources - final decisions may not be made until enrolment.

All of the Outwood Post 16 Centres are full time education providers and, 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. In 2014-15, students must remain in education or a job with training until their 18<sup>th</sup> 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 at an Outwood Post 16 Centre.

### **3.0 Admissions Process**

Admission to any of the Outwood Post 16 Centres will be from:

- (i) students in Year 11 at the academy; *and*
- (ii) students from outside of the academy.

#### **3.1 External applicants**

When an academy is oversubscribed at the application stage, the maximum limit for places offered to external applicants across the Key Stage (Year 12, 13 and 14) is:

**Outwood Grange Academy 20**

**Outwood Academy Adwick 10**

**Outwood Academy Ripon 20**

**Outwood Post 16 Centre Worksop 60**

If an Outwood Post 16 Centre is not oversubscribed following the application process, additional places may be allocated to external applicants in excess of the limit detailed above.

#### **3.2 Oversubscription criteria**

Where the number of eligible applicants exceeds the places available then admission to the respective Outwood Post 16 Centre will be determined in accordance with the priority of admission criteria.

##### **3.2.1 Criteria 1: Students currently in Post 16 Education**

Students currently studying in Post 16 at the respective Outwood Post 16 Centre who wish to repeat a year will be permitted to do so only once during their Key Stage 5 education. Year 14 is the last academic year of Post 16 education as the DfE determines a learner as a student 'who is aged 16, 17 or 18 on 31 August in the relevant funding year' and therefore progression beyond Year 14 is not an option available to any mainstream student. The only exception to this is Outwood Post 16 Centre Worksop where adult learners on the roll of North Nottinghamshire College are admitted to study A level qualifications providing the Centre has capacity for their chosen curriculum.

All students in Year 13 who wish to progress into Year 14 must follow the same process as students in Year 11 and will be expected to submit an application in accordance with the deadlines published by the respective academy. Any Year 13 student who wishes to repeat Year 13 following the publication of A level results in August, and where the respective Outwood Post 16 Centre has filled all of its available places, will need follow the appeals process as detailed in section 4.1.

Students are expected to progress into Year 13 with a minimum of 3 A2 or equivalent subjects on their timetable and only in exceptional circumstances are students given a personalised curriculum.

Students who repeat Year 12 do not need to make an application but will be expected to attend a progression interview following their results in August. The final decision about whether a student remains in Year 12 or progresses into Year 13 is at the discretion of the Principal.

### **3.2.2. Criteria 2: Expressing a preference**

It is a requirement that all applicants indicate at interview whether the Outwood Post 16 Centre is their first or insurance choice. Students who indicate that an Outwood Post 16 Centre is not their first choice will automatically be placed on the waiting list with their position on this list determined using the same criteria as for admission of all applicants.

### **3.2.3 Oversubscription Criteria**

In the event of an Outwood Post 16 Centre being oversubscribed the following criteria will be used to determine students given a conditional offer and students placed on the waiting list:

- i. students looked after by the local authority or care leavers;
- ii. students who live in the catchment area normally served by the respective Post 16 Centre **and** are currently attending a feeder Outwood academy in Year 11;
- iii. students who have siblings at the respective feeder academy or in the Outwood Post 16 Centre **at the time of application**. Siblings are defined as brothers or sisters (including step brothers and sisters) living at the same address as their primary place of residence; and
- iv. students who live closest to the respective Outwood Post 16 Centre in a straight line distance.

### **3.2.4 Determining Siblings, Catchment and Centroid Distance Measurement**

Determination of whether an applicant has a sibling at the respective feeder Outwood academy will be verified following the application process. It is the responsibility of the applicant that the information given at the time of interview is correct and failing to declare a sibling in the feeder academy 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 respective Outwood Post 16 Centre 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.

### **3.3 Admission of Students with a Health and Education Plan**

High needs students (previously 'SEN') with a Health and Education Plan (previously 'Statement of Special Educational Need') are dealt with under a different mechanism. Any student with an Outwood academy named on their Health and Education Plan at the time of application will automatically gain a place at the respective Outwood Post 16 Centre. All external applicants who wish to be admitted to an Outwood Post 16 Centre 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 of the respective academy by the local authority. Students who are high needs (currently SEN) are funded until they are 25 and are able to access education until this date. However, it is important that high value students access an appropriate curriculum personalised to their needs, which would be discussed with applicants/parents at the interview stage.

### **4.0 Allocation of places following the application process**

Each respective Outwood Post 16 Centre will publish a deadline for applications at the their open evening. Students making applications after the deadline will only be interviewed if there are places still available following the allocation of places following interviews. The entry requirements for admission to each Outwood Post 16 Centre shall be the same for students on roll in Year 11 at the feeder Outwood academy and external applicants.

Students will be admitted into the respective Outwood Post 16 Centre at the start of the autumn term in each academic year although there may be some occasions when the students transfer during the academic year.

#### **4.1 Appeals**

Any student refused a place to study in an Outwood Post 16 Centre to which they apply has the right of appeal to an independent appeals panel; all Outwood academies within the 'Family of Schools' 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 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.

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.

- Monday 3 March – Post 16 Offer Date
- Monday 28 April – Deadline for submitting an appeals form
- Monday 12 May onwards – Appeals hearings

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 a Health and Education Plan, they should contact the respective local authority as the right to appeal is through a First-tier Tribunal.

#### **4.2 False information**

Any place offered on the basis of a fraudulent or intentionally misleading application, e.g. giving a false address or false examination results, will be withdrawn. It is for the parents or carer to satisfy the Outwood Academy Trust Board of their circumstances, as they apply to the admission criteria at the time of application.