

SIXTH FORM ADMISSIONS POLICY

Approved by FGB on	16th July 2024 (interim entry requirements change 26/3/25)
Next review date:	July 2027
Signed by Chair of Committee:	

1. The Weald Sixth Form College is proud of its diverse intake and we welcome applications from all students under the age of 18, whether they have previously studied at The Weald or elsewhere. We admit students currently attending other schools and colleges, including international institutions. Admission is contingent on the production of GCSE (or equivalent) examination certificates.
2. Application forms should be submitted by the end of the Autumn Term that precedes the year in which you wish to enrol. Recruitment and information evenings are held in the Summer and Autumn Term to assist candidates in this process. We cannot guarantee that places will be offered when the application is late. Admissions interviews take place during the Autumn and Spring terms and offers are made by the end of April for places to be taken up in September. Our current Year 11 students have the opportunity to experience life in the Sixth Form on our Enrichment Days and applicants from other establishments are invited to join us for an induction day in late June/early July. Application forms, prospectuses and the course options details can be obtained from the Sixth Form Office by telephoning 01403 787283 or emailing sixthformoffice@theweald.org.uk. You can also visit our website at www.theweald.org.uk.
3. In order to obtain a place, there are minimum entry requirements. These are:
 - **If you are applying for A-level courses and vocational Level 3 courses:** you must achieve a minimum of 5 GCSEs grade 4 or above. You must achieve a grade 4 or above in English and Maths. In addition, a minimum average point score of 4.5 OR 6 grade 4s across your GCSEs (or equivalent qualifications). If you have not achieved a grade 4 in GCSE English and/or Maths, you must study those subjects at GCSE level in Year 12 *in addition to other chosen courses*. This may affect your course options.
 - **All applicants must meet the minimum grade requirements** for the subjects that they have chosen to study. These are published in the prospectus.
4. If, having gained your GCSE results, you have fallen short of our minimum requirements, you should contact us for further advice on alternative pathways.
5. All Sixth Form students are expected to participate in an enrichment programme that includes Super-Curricular activities, Personal Development sessions, Developing Independent Learning Skills and Higher Education/Future Choices and careers advice.
6. Students who accept a place are asked to pay registration fees of £80.00 in the first year and £70.00 in the second year. This fee enables us to cover the cost of key initiatives and services provided throughout the year including ID cards, a photocopying allowance, the Higher Education Information visit and careers advice and guidance, avoiding the need to collect separate payments for these events throughout the year. The Weald School's Charging Policy applies to these fees.
7. Some subjects may ask for contributions to cover the costs of trips and additional materials. Details can be obtained from the Subject Leaders of individual subjects; once again the Weald School's charging policy applies to these fees.
8. We offer a Discretionary Bursary Scheme for students who, due personal circumstances, feel that they cannot meet the costs of studying in the Sixth Form. Details of this can be found on our website at www.theweald.org.uk. Alternatively,

you can contact Mrs Fox in the Sixth Form Office on 01403 787283 in confidence for more information. Financial issues should not be a barrier to study and we aim to support students with this.

9. In the interests of everyone involved in teaching and learning in the Sixth Form, we expect the highest possible standards of personal conduct from senior students. They are expected to act as positive role models around the school at all times. To this effect, the behaviour record of all applicants will be taken into consideration as we offer places. This policy is designed to ensure that the best possible learning environment is provided for all students. This expectation continues to apply throughout the Sixth Form and students are required to have exhibited a consistently high standard of personal conduct throughout Year 12 to ensure they are admitted to Year 13. Please see the Sixth Form Agreement for more details.
10. Applicants must be able to demonstrate a good attendance record for recent years of schooling. Where attendance has been unsatisfactory, the College must be satisfied that:
 - The absence has not had such an impact on the candidate's academic development that he/she would be unlikely to cope with the demands of the courses applied for, and
 - The pattern of absence will not continue into the Sixth Form. Where the absence is due to personal illness, disability or injury, individual circumstances will be taken into account in accordance with The Weald's Equal Opportunity Policy and the Disability Discrimination Act.
11. Conditional offers are made in writing on the basis of predicted GCSE grades. Candidates are asked to confirm their intention to take up the place offered, by accepting their offer on the online platform. Once you have accepted an offer, your place is secure and we are committed to you provided that you then meet the minimum requirements. You make your final course choices in September on Registration Day, when you have gained your GCSE results. This is done in consultation with your tutor.
12. By accepting a place at The Weald Sixth Form College, you agree:
 - You have read, understood and accept the Admissions Policy.
 - You have read, understood and will abide by the terms of the Sixth Form Agreement.
 - You will study a minimum of 3 A-level (or equivalent) courses for the duration of your Sixth Form study.
 - You will follow a pathway designed to support your learning (either a 4th A-level, Use of English, Core Maths or the Extended Project Qualification).
13. In some cases, students will be offered a place at the College for a probationary period. This is called a Four Week Review and these may be offered for a range of reasons. Students who are offered a Four Week Review will be notified in writing, whereupon this procedure will be explained in more detail.
14. Where an application for a place is declined, the student will be informed in writing and reasons will be given in line with the Admissions Policy. Students who have had their applications rejected have the right to appeal against the decision. In such a situation, a formal letter must be sent to the Head of Sixth Form stating why it is felt that the decision is unfair and providing details of any mitigating circumstances. This must be done within ten working days of receiving formal

notification that the application has been declined. If the decision not to admit is upheld, you may then choose to make a formal complaint in line with the Weald's Complaints Policy (copies of which can be obtained from the main school office or our website at www.theweald.org.uk).

15. At the end of Year 12 students will complete an 'Entrance to Year 13 exam' in each of their courses. In order for students to continue with subjects/courses in Year 13, students taking A Levels need to achieve at least a Grade E in each of their examinations. Students taking vocational Level 3 qualifications need to achieve Pass grades or equivalent. In addition, in order to continue with courses into Year 13, all students need to demonstrate that they have met the following expectations as identified in the Sixth form Agreement made upon entry to the Sixth Form:

- to have a 'good' attitude to learning (largely demonstrated through their Tracking reports)
- to aim for at least 90% attendance record to all lessons, morning registrations, assemblies, and intervention as directed.
- to arrive on time for lessons, be ready and prepared to learn, thereby taking responsibility for their own learning
- to follow the correct procedures to notify the school of absence and seek permission for known absences
- to meet all assignment and coursework deadlines and to hand in work on time and to an appropriate standard; discuss any problems in these areas with teachers before they become serious
- to use non-taught time as private personal study in school - this will be monitored
- not to take holidays during term time
- to conduct themselves appropriately when on school organised trips, visits and work experience
- to show courtesy and consideration to all members of the school community and its neighbours, to respect its buildings and surroundings and to keep the environment litter free

Where a student has not met the expectations above, the decision may be made to deny them the opportunity to continue with courses into Year 13. They must then choose an alternative course at The Weald or make the decision to leave the College. If they choose alternative course(s) they must continue to fulfil the requirement to study a minimum of 3 A-level (or equivalent) courses.

16. Where a student has completed the Level 2 pathway in Year 12 and wishes to apply for a Level 3 course at The Weald, the application process is managed by the Head of Sixth Form. The Head of Sixth Form, together with the Deputy Headteacher will make the final decision on whether or not to offer a place for the following September. If an offer is to be made, a provisional course will normally be agreed by the end of March. This will be conditional upon a student achieving Merit grades, achieving a good pass in English and Maths resits (where applicable) and successfully completing all other aspects of their current programme, achieving at least 'Good' grades in their Tracking Reports and having a good attendance record.

The Weald Community School and Sixth Form College operates an Equal Opportunities Policy.