

Greenford High School

Policy Document



GHS Post 16 Admissions Policy

Last Updated	Feb 2023
Policy Type	Students
Review Frequency	Every two years
Staff Responsible	Ms A Johal
Governing Committee	Students Committee
Next Review Date	Feb 2023
Approved by	Chair of Students' Committee
Update:GHS Shared Drive Website	February 2023 February 2023

Greenford High School Post 16 Admissions Policy

The ‘Raising the Participation Age’ (RPA) legislation means that all students must stay in education or training until at least their eighteenth birthday. Greenford High School will make every effort to accommodate this requirement for all our students or, alternatively, provide appropriate information, guidance and help to ensure a suitable placement is secured elsewhere.

General entry criteria:

We will consider applications to join our Sixth Form from all students who meet our academic requirements and show the following desirable qualities:

- A positive attitude towards learning, both inside and outside lessons. Year 11 reports for both internal and external applicants will show that there are no serious concerns about attitude to learning or home learning.
- A record of good conduct in school (internal students with a high number of behaviour points from Year 11 or any fixed-term exclusions from Year 11 are very unlikely to be offered a place). External applicants will be required to submit a reference showing a good record of conduct in their own school.
- A record of good attendance and punctuality.

All decisions will ultimately rest with the Headteacher and Post 16 admissions team and in all decisions discretion will be exercised in accordance with the school's adherence to equality legislation and guidance. Due to GDPR, we are not at liberty to discuss the details of a students' admission with any third party.

Students will study a minimum of 3 A Levels and/or Level 3 vocational qualifications.

Upon acceptance to Year 12, students and their parents are required to follow the school behaviour policy. Students are able to study a combination of vocational subjects and A Levels. For a student to be accepted onto any Post 16 courses, they must meet the entry requirements of each of their chosen courses.

Admissions process for existing Greenford students:

- Students will apply for their chosen courses online through the school website.
- Students will meet with a member of the Post 16 team or a member of the leadership team to discuss the student's chosen options.
- The school will take into consideration the student's likelihood to achieve the published entry requirements for the selected course:
 - Where a student is predicted to have more than one grade lower than the school's published entry requirement for that course, a member of staff will help the student select another option.

- If a student then achieves the entry criteria for the previously selected subject, they may enroll on this course on results day, subject to availability.
- Where the number of eligible students on a course exceeds the number of places available, the following criteria will be considered:
 - Suitability of students for chosen courses based on predicted grades and the general entry requirements as outlined above.
 - Confirmation of a place will be made in writing to the student confirming their subject choices or other information from the meeting.
 - If there are concerns that a student will not meet the entry requirements for any of the courses on offer for admission to Year 12 then Greenford High School will inform the student and family via a letter or phone call that the student may find a more suitable course in another educational institution.
 - We will also ensure that those students have a meeting with our careers advisor to help support them with suitable choices at other educational institutions.
- Any students who have made applications to our Post 16 centre that do not meet the entrance requirements for our Post 16 centre, we will be offered a careers interview as a matter of priority. Parents and Guardians will be notified of this decision in writing.

Admissions process for external candidates for Year 12

We also welcome applications from external applicants from other institutions. We have a tradition of welcoming students from other secondary schools who meet the criteria for admission.

- Greenford High School has a total of 250 places available in Year 12 for internal pupils and external candidates.
- Greenford High School will accept applications from students from other schools. Applications must be made by the published deadline. Students will be informed in writing if:
 - Greenford High School can offer them a conditional place.
 - Greenford High School is not able to offer a student a place. In the event of an external student not being offered a place, the school would have taken into consideration the student's current attendance, attitude to learning and predicted GCSEs grades.
- Students who wish to enrol at Greenford High School for Post 16 Education, from an external school, must:
 - Meet the deadline for application.
 - Must have a reference supporting their application.
 - Have received a conditional offer letter.
 - Meet the entry requirements of each of their chosen courses.
 - Candidates will receive a conditional offer in the Spring Term.
- If the candidate achieves the required grades for the chosen courses then they must enrol on GCSE results day, which takes place on Thursday 24th August 2023. Students must ensure the following:
 - They have completed the online application form.
 - They have a physical copy of their results.
 - A completed reference has been uploaded onto the Applica system.

An overview of the entrance requirements for courses

The academic requirements for all the courses must be met for entry onto the courses, the criteria would apply under most circumstances, although the ultimate discretion does lie with the Headteacher.

A Level Courses - students will need to have achieved at least 6 passes at grade 5+ including English and Maths as well as meeting the requirements for individual subjects as stipulated below:

Course	Entry Requirements
Art	6+ in Art
Biology	6+ in Science (separate or combined) and Maths
Business Studies	5+ in English & Maths
Chemistry	6+ in Science (separate or combined) and Maths
Computing	6+ in Maths
Economics	6+ in Maths
English	6+ in English Literature or Language
Geography	6+ in Geography
Government & Politics	5+ in Geography or History
History	6+ in History
Languages	6+ in the language students want to study at A level (French, German or Spanish)
Maths*	6+ in Maths
Maths (Further)*	7+ in Maths
Media Studies	5+ in Media Studies (if a student does not have a 5+ in Media Studies, preference will be given to students who have a grade 6+ in English Lit/Lang).
Physics*	6+ in Science (separate or combined) and Maths
Product Design	5+ in DT and/or Science
Psychology	5+ in English, Maths and Science
RE	5+ in Geography/History/RE.
Sociology	5+ in English and History, preference will be given to students with a 6+ in English.

* students will be required to take and pass an entrance test.

Vocational Courses - students will need to have achieved at least 5 passes at grade 4+ with preferably at least 2 grade 5s as well as meeting the requirements for the individual courses as stipulated below:

Course	Entry Requirements
BTEC Business Studies	4+ in English and Maths
BTEC Science	4+ in English and Maths with a grade 5+ in Science
BTEC Sports	4+ in English and Maths
BTEC IT	4+ in English and Maths