



# **Archbishop Holgate's Sixth Form**

**A Church of England Academy  
Leading Edge - Science - Applied Learning**

***Admissions Policy for Year 12  
September 2013***



# Archbishop Holgate's School

A Church of England Academy  
Leading Edge - Science - Applied Learning

## *Archbishop Holgate's Church of England Academy Admissions Policy for Year 12 in September 2013*

### **Introduction**

Archbishop Holgate's is a Church of England Academy serving the whole community in which it is set. It is committed to giving its students the best possible educational opportunities whilst living Christian values into being, within the tradition of the Anglican church. From its foundation in 1546, Archbishop Holgate's has welcomed applications from both its local community and a wider area.

The Governing Body is the Admissions Authority for Archbishop Holgate's School and is therefore responsible for the admission of students post-16 at the school. Any queries regarding Sixth Form admissions should be directed to the Sixth Form.

### **Admission post-16**

Admission post-16 will be from

- (a) students in Year 11 at Archbishop Holgate's School; and
- (b) students from outside Archbishop Holgate's School.

The admissions number for students entering post-16 from other schools will be up to 40 each year.

Students on roll at Archbishop Holgate's School are required to apply for a Sixth Form place as are students from other schools.

The entry requirements for admission post-16 shall be the same for students on roll in Year 11 at the school and external applicants.

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Sixth Form students will be admitted at the start of the Autumn Term in each school year although there may be some occasions when students transfer during an academic year.

### ***Foundation places***

The threshold for consideration for a Foundation place will be two years' attendance at worship by parents/carer/applicant prior to the application (December 2012).

- 1 an applicant "at the heart of the church" – a regular worshipper, by which is meant one who worships at a Christian church normally twice a month. Within this category, the worshipper may be one or both parents/carers, or, provided the minimum threshold for consideration for a Foundation place is met, the student for whom the application is made.
- 2 an applicant "attached to the church" – a regular but not frequent worshipper, by which is meant a parent, carer or applicant who usually attends a monthly service or is regularly involved in a weekday church activity including an element of worship.
- 3 an applicant "known to the church" – not a regular but an occasional worshipper, by which is meant a parent, carer or applicant who attends at least six times per year. This may be through uniformed or other church organisations.

### ***Minimum entry requirements***

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen.

### ***Oversubscription criteria***

Archbishop Holgate's Church of England Academy is committed to serving its local community and working in partnership with the Local Authority and neighbouring schools. The criteria below are based closely on the Local Authority's admissions policy. Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admissions criteria.

In accordance with law and recommended practice, Governors will give prior consideration to: students having statements of special educational need which, after discussion with the school, name Archbishop Holgate's; to 'looked after' students – places for looked after students will be allocated in the light of advice from the Local Authority Social Services team; and to students considered by the Governors to have other exceptional social or

## **ANNEX Q**

medical needs specific to Archbishop Holgate's Church of England Academy – those applying under this criterion will already have consulted the school about its suitability, and will provide written references from the Director of Social Services or a consultant medical practitioner.

Priority will then be given as follows:

- 1 to students in Year 11 at Archbishop Holgate's Church of England Academy.
- 2 to students applying for a Foundation place.
- 3 to students living in the area normally served by the school.

*(The area normally served by the school is the school's priority admissions area as defined by the Local Authority and as set out in its Guide for Parents. 'Living in the area' is defined as the student being ordinarily resident at an address in the area defined above. You may be asked for evidence of residence.)*

- 4 to students having a sibling attending Archbishop Holgate's Church of England Academy at the beginning of the term in question.

*(Siblings' are defines as brothers or sisters living in the same house, as their primary place of residence, including half- and step-brothers or sisters.)*

- 5 to students with the closest safe walking route.

*(The closest safe walking route' is defined as the distance from the home to school as measured from the home address to the nearest entrance to the school site using the Local Authority's computerised measuring system.)*

If there are more applicants within any given qualifying criterion up to and including criterion 4 than there are places remaining, the places for these applicants will be allocated to students with the closest safe walking route.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

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### ***Appeals***

Any student refused the offer of a place at the Sixth Form has the right of appeal to an independent appeals panel.

### ***Late applications***

Late applications will be considered up to the end of the second full week of the Autumn Term.

### ***False information***

Where the school has made the offer of a place at the Sixth Form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place post-16 to a student with a stronger claim, the offer of a place will be withdrawn.

### ***Timetable for admissions***

1	Student completes application	5 December 2012
2	School accepts application and this is communicated to parents	15 December 2012
3	Application processed and invitation to interview	January 2013
4	GCSE results published	August 2013
5	Admission confirmed or refused	August 2013
6	Independent appeals	September 2013

Students can apply up to the start of the courses but it is helpful to receive early applications as above.

### ***Address for correspondence***

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*Policy to be reviewed November 2011*