

# **SHENLEY BROOK END SCHOOL**



## **ADMISSIONS POLICY FOR ENTRY INTO SIXTH FORM SEPTEMBER 2023**

### **Review Information Review Information**

Adopted by full governing body:  
Review Frequency:  
Leadership Responsibility:  
Date for Review:

December 2021  
Annually  
Director of Sixth Form  
December 2022

# **Admissions Policy 2023**

## **Internal students**

The Shenley Brook End School welcomes applications for entry to the Shenley Brook End School Sixth Form from students who have attended the School in Year 11 during 2022-2023 and wish to transfer to the Sixth Form in September 2023.

Conditional offers made will be appropriate to the students' performance in their GCSEs. The route/choice of subjects will be appropriate to the students' performance in their GCSEs.

Internal students will be given priority for places as long as they meet the deadline for enrolment.

## **External students**

The School also accepts applications for entry to the Sixth Form from external candidates who attended another School or Academy in Year 11 during 2022-2023. The Planned Admission Number for Year 12 EXTERNAL students is 50. This figure refers only to year 12 students being admitted to the Shenley Brook End School for the first time, and not to students transferring who currently attend the Shenley Brook End School. Students who have studied abroad will be expected to have undertaken GCSE or I-GCSE or equivalent qualifications. If neither programme has been studied, students will need to undertake GCSE equivalent testing in subjects agreed by The Director of Sixth Form, to ascertain performance levels and suitability for entry to the Sixth Form.

## **Basketball and Netball Academy Students**

Each year there will be up to 10 places allocated for each of the basketball and netball academies for both internal and external applicants. To be considered for admission under this criterion, applicants must have:

1. Confirmed that they wish to be considered for admission under this criterion on their application
2. Meet the academic requirements of admission to the Sixth Form

When the applications deadline has passed, all students who have requested consideration under this criterion will either be invited to an assessed performance game that will take place by May 2023 or be asked to submit potential competitive matches where their sporting ability in the appropriate sport can be assessed by the relevant head coach. If unforeseen circumstances prevent the assessment taking place, one alternative date will be offered. An assessment must have taken place for a space to be offered under this criterion.

The head coaches will provide a list of students who have reached the standard required to be a member of the relevant Academy to the Sixth Form Admissions Team, who will confirm directly to the applicant whether they have been successful before results day. If the applicant has met the academic requirements when they receive the results, they will need

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to confirm to the admissions team that they wish to accept a place under this criterion by following day after GCSE results day.

### **Age**

Students can only be in Shenley Brook End Sixth Form until the end of the academic year in which they turn 19. All courses are two-year courses, so students will only be included in the application cycle if they will be 16 or 17 years of age on 1<sup>st</sup> September of the year they enter Sixth Form.

### **Late Applications**

Students applying to join the Sixth Form after the deadline for applications should note that admission will be subject to entry requirements as shown below, and availability of places on preferred courses. Students who applied before the deadline and have the entry requirements will be given priority.

### **The Application Process**

Students who do not attend interviews, accept their conditional offer by the deadline or attend induction will be withdrawn from the application cycle. If they still wish to attend Shenley Brook End Sixth Form they will need to wait until after all other enrolments have taken place.

### **Entry requirements for both internal and external applicants**

Entry to the Sixth Form is subject to a student having achieved the appropriate grades for their intended route of study. Prospective students should refer to the Sixth Form Prospectus for individual subject requirements; individual subjects may be limited in the number of students they are able to accommodate.

### **Oversubscription regarding applications by External applicants**

Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will be applied:

1. Looked After Children (LAC) and all Previously Looked After Children (PLAC) including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC).
2. Students who applied before the deadline and meet the entry requirements, that have attended a secondary school/academy other than Shenley Brook End for their GCSEs but within the 5Dimensions Trust.
3. Performance at GCSE – based on attainment 8 score
4. Students who have performed at the required levels for either the Basketball or Netball Academy
5. Students who live within the School's defined area and who have a sibling attending the School at the time of application. Proof of residence will be required.
6. (a) Students of staff who have been employed at the school for two or more years at the time at which the application for admission to the School is made, and/or

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(b) Students of Staff who are recruited to fill a vacant post for which there is a demonstrable skill shortage. It is at the absolute discretion of the Board of Directors to determine when there is a demonstrable skill shortage.

7. Students who live within the School's defined area. Proof of residence will be required.
8. Students who live outside the School's defined area but have a sibling attending the School at the time of application.
9. Students living outside of the School's defined area.

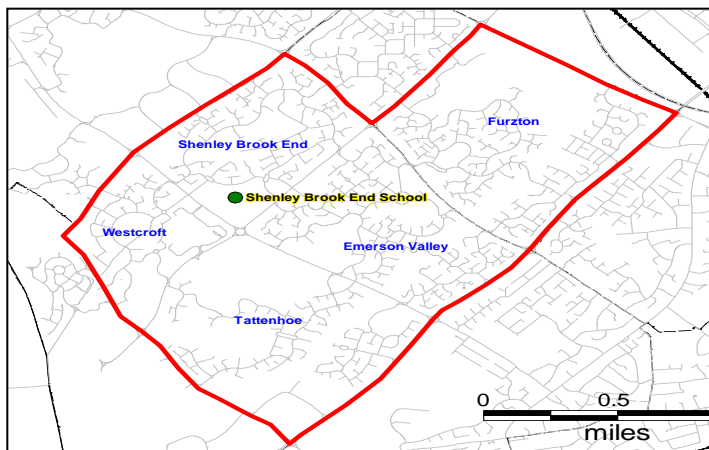
In the event of there being more applicants meeting one of the above criteria than remaining places available, student's achievement at GCSE (criteria 1-3 only), performance rating for one of the academies and then their proximity to the School will be used as a tie breaker, with places being allocated according to distance from the School as measured in a straight line from the School's main entrance to the students normal home address using the Local Authority's computerised measuring system. For prospective students living in flats or multi occupancy dwellings, the distance will be measured from the School's main entrance to the front door of the prospective student's residence. In the event of there being two or more applicants at a flat or multi-occupancy dwelling vying for the last available place the tie breaker of a random lottery will be used which will be independently supervised as is required by the Admissions Code\*.

\*The School Admissions code has been issued under Section 84 of the School Standards and Framework Act 1998 (SSFA 1998). The Code has been made following consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

### **Definitions used within Oversubscription Criteria for internal students**

#### **Defined Area**

The area normally served by the school is Furzton, Emerson Valley, Tattenhoe, Westcroft and Shenley Brook End –the 'defined area'.



#### **A Looked After Child**

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of its social services functions (see the definition in section 22(1) of the Children Act 1989)

An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) Children Act 2002.

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A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Previously Looked After Children**

In the case of previously looked after children, a copy of the adoption order, residence order or special guardianship order will be required. A letter from the Local Authority that last looked after the child confirming that he/she was looked after immediately prior to the order being made will also be required.

### **Residence**

In all cases, proof of residence will be required. Acceptable proof of residence is a current Council Tax bill or signed rental agreement and an official document, which confirms that the child is resident at this address.

Please note that if you are not eligible to claim Child Benefit you should provide a valid passport/visa – the School will need to see the original documentation. The School reserves the right to make its own enquiries to verify any information supplied by you. If the School discovers that it has given a child a place based on false inaccurate or misleading information (e.g. parental address), the School reserves the right to withdraw the place. In the case of a family who is moving-house to live in the initial defined area, proof of residence will only be considered once copies of documents confirming the 'exchange of contracts' on the new property have been provided. If the move is to a rented property, a copy of the rental agreement showing the length of time that the property will be initially rented for will be requested.

### **Sibling Criteria**

Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

### **Application Process**

Details of the application process will be included within the Sixth Form prospectus and on the School website.

### **Checking Information**

The School reserves the right to make its own enquiries to verify any information supplied by the applicant. If, subsequently, the School finds that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address or the applicant's date of birth) and the place would not have been offered if the information had been correct, the place may be withdrawn.

### **Right of Appeal**

When an application is unsuccessful for either an internal or an external applicant there is an automatic right of appeal to an Independent Appeals Panel. This appeal can be made either by the student or by the parent or jointly. In the event of both student

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and parent making an appeal for a place in the School's Sixth Form, the appeals will be heard at the same time and will be treated as a single appeal, as required under the School Admission Appeals Code. Information on appeals will be notified in writing to unsuccessful students and their parents.

The School will hold a waiting list for one month from the first Year 12 day of term in case students drop out of courses. Then first person on the waiting list will then be offered a place. If the first person has achieved a place elsewhere then we will offer the next person until we have filled the places again. After one month it will be considered too late to start a course.

Signed by: 

Headteacher

Date 25.11.21