



**Post 16 Admissions Policy
2012/2013**

Outwood Grange Academy

Outwood Academy Adwick

July 2011

M. Oliver

Admissions to Outwood Grange Academy and Outwood Academy Adwick

Outwood Academy Trust Board is the admission authority for both Outwood Grange Academy and Outwood Academy Adwick and is therefore responsible for the admission of students into the sixth forms at the academies. The administration for admissions to the sixth forms is the responsibility of the Principal of each academy. Any queries regarding sixth form admissions should be directed to the appropriate academy.

The capacity for the sixth form of each respective academy is:

Outwood Grange Academy 420

Outwood Academy Adwick 300

Expressing a preference

Application for admission to Outwood Grange Academy sixth form and Outwood Academy Adwick sixth form, including students currently attending either academy are detailed in the relevant 2012/13 prospectus which will be available from September/October 2011.

Application to the appropriate academy's sixth form must be made via the application process set out in the relevant prospectus.

A student will only be admitted to the sixth form of the relevant academy provided they meet the sixth form admission criteria of the preferred academy.

The admissions policy

Admission to either of the sixth forms will be from:

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

The admission number for students entering the respective academy sixth form from outside of the academy (**external applicants**) will be as follows for the appropriate academy:

Outwood Grange Academy 20

Outwood Academy Adwick 10

The entry requirements for admission to each academy sixth form shall be the same for students on roll in Year 11 at the appropriate academy and external applicants.

Students will be admitted into the respective academy sixth form 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.

Minimum entry requirements

The entry requirements for courses available in each respective academy sixth form are detailed in the relevant 2012/13 prospectus which will be available from September 2011.

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

Offers made are provisional on students attaining the entry requirements, subject to availability of places in the appropriate pathway, courses and classes.

Oversubscription criteria

Where the number of eligible external applicants for a course of study exceeds the places available in each academy then admission to each academy will be determined in accordance with the following priority of admission criteria:

- (i) students looked after by the authority;
- (ii) students who live in the catchment area normally served by the respective academy;
- (iii) students who have siblings at the respective academy to which they apply for a place in the sixth form. 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 academy in a straight line distance.

Appeals

Any student refused a place at the academy sixth form to which they apply has the right of appeal to an independent appeals panel.

False information

Any place offered on the basis of a fraudulent or intentionally misleading application, e.g. giving a false address, 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.

Timetable for admission

(i) Students on roll in Year 11 at the academy to which they apply for a sixth form place

	<u>2012</u>
• Student to complete application form	January
• Course guidance consultation	June
• Publication of GCSE results	August
• Academy agrees/refuses the admission	August/September
• Decision communicated to parents/carers	September
• Independent appeals	September

(ii) External applicants

	<u>2012</u>
• Student to complete application form	January
• Course guidance consultation	June
• Publication of GCSE results	August
• Academy agrees/refuses the admission	August/September
• Decision communicated to parents/carers	September
• Independent appeals	September

Late Applications and Transfers

Late applications will be considered up to the end of the second week of the autumn term in each respective academy.

Where an application is received on behalf of a student who has moved into the area during the academy 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.