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University of Birmingham School

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# Sixth Form Admissions Policy

## University of Birmingham School Sixth Form Admissions Policy and Procedures

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<b>Staff Responsible</b>	C Townsend		

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# Sixth Form Admissions Policy & Procedures

## 1 Introduction

- 1.1 University of Birmingham School will have a provisional PAN (published admissions number) of 50 places for external applicants to Year 12, if they are predicted to and achieve the entry requirements for their chosen courses. University of Birmingham School aims to establish a maximum roll in Year 12 of 200 students in total. Accordingly should any University of Birmingham pupil not take up a place in the University of Birmingham School's Sixth Form (by choice or by not meeting the entry requirements) a greater number of places (above the 50 PAN) will be available for external applicants.
- 1.2 There are no distance criteria for entry into the Sixth Form and thus the School will serve the city of Birmingham and surrounding areas.
- 1.3 It works closely with the School of Education at the University of Birmingham in delivering School based 'Initial Teacher Education and Training'.
- 1.4 The School aspires to deliver outstanding teaching by well qualified and dedicated teachers in our purpose built £23 million learning environment.
- 1.5 We want our students to achieve entry into higher education, including the most competitive courses and prestigious Universities.
- 1.6 Sixth Form students will receive personal support from their Form Tutor and Sixth Form Leaders and will benefit considerably from the close and extensive links (teaching, advice and resources) with the academic and professional services staff of University of Birmingham.
- 1.7 The teaching, curriculum and breadth of opportunities are designed to deliver an unparalleled Sixth Form experience for our students.

## 2 Entry criteria for the Sixth Form

- 2.1 Our Sixth Form entry criteria are published on our website at <https://uobschool.org.uk/our-sixth-form/entry-requirements/>
- 2.2 Offers made are provisional on candidates attaining these entry criteria and are subject to the availability of places in the appropriate courses and classes.
- 2.3 Applicants will receive offers only if their applications are supported by a reference from the applicant's current School (by the end of March) which confirms that their predicted grades and any examination results already achieved indicate they will meet the published entry criteria.

## Entry

Minimum Entry Criteria	At least five GCSEs at Grade 6 or above, including English Language and Mathematics attained at a standard of at least Grade 5.
Subject Specific Entry Criteria	Individual subject requirements will be listed on the School's website, however typically most subjects would require at least a GCSE Grade 6 (or equivalent) in the relevant subject, or at least a GCSE Grade 7 (or equivalent) in associated subjects if their chosen A-Level subject is not previously studied at GCSE.

### 3 Oversubscription Criteria for External Candidates

- 3.1 In the event of oversubscription for external candidates, the following additional criteria will apply for any affected subject for which places remain:

Oversubscription Criteria	At least a GCSE Grade 7 in the oversubscribed subject (or a Grade 8 in associated subjects)
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- 3.2 University of Birmingham School is a popular Sixth Form which is likely to be oversubscribed in the initial round of applications.
- 3.3 The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place in the Sixth Form.
- 3.4 The Principal acting on behalf of the Governors will take the utmost care to ensure that the system is applied fairly.
- 3.5 The Governing Body has the authority to determine whether an applicant meets the criteria for admission.

### 4 Applying for Places

- 4.1 University of Birmingham School Sixth Form welcomes applications from all young people who meet the Sixth Form entry criteria.
- 4.2 Students and their parents/carers who are considering applying are warmly invited to visit our Open Evening in the autumn term of the year prior to intended admission.
- 4.3 We anticipate that there will be more applications than places.
- 4.4 The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

- 4.5 **Applications must be made by** using the online Sixth Form Application Form available through the School's website (<https://uobschool.org.uk>)
- 4.6 Any incomplete or incorrect information on an application may result in the application being declined.
- 4.7 In the event that an individual submits multiple applications, the most recent submission will be the one considered.
- 4.8 All applicants must submit an online application by the deadline: 31st January.
- 4.9 If an applicant wishes to withdraw their application to University of Birmingham School for any reason, this should be confirmed in writing as soon as possible by post FAO: Sixth Form Admissions or email to [admissions@uobschool.org.uk](mailto:admissions@uobschool.org.uk).

## 5 Late Applications

- 5.1 Students who wish to apply after 31st January will not be considered for the initial offer-making phase and will instead be directed to make a Late Application on/after GCSE results day.
- 5.2 The process for submitting a Late Application will be outlined on the School's website.
- 5.3 Late Applications will be treated as lower priority than those applications received on time, in the allocation of places (see section 9).
- 5.4 If an applicant is offered a place after 1 September, they will normally be expected to take up this place within one week of the date of the offer.

## 6 Other Applicants

- 6.1 Applications from individuals who are younger or older than the usual age for starting Sixth Form study and applications from those whose home is not in the UK or who have non-UK qualifications will be considered on an individual basis.

## 7 Education and Health Care Plans (Statement of Special Educational Needs)

- 7.1 Children for whom an Education and Health Care Plan has been agreed naming University of Birmingham School on the statement: the number of these applicants naming this School will be deducted from the places available to be offered.
- 7.2 Such applicants will be automatically offered places at the School if they meet the entry requirements or if the School can meet need in such a way that the student will access study and flourish if admitted.
- 7.3 The Principal will consider each application for a student with an EHC Plan individually.
- 7.4 If parents and carers are considering whether University of Birmingham School should be named on their child's EHC Plan, University of Birmingham School should be involved in the appropriate review.

- 7.5 A response of concern may be raised on receipt of an application if the School considers that provision will be inadequate for the applicant's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

## **8 Conditional Offers**

- 8.1 Applicants who meet, or are predicted to meet, the entry criteria will be made a Conditional Offer of a place, subject to availability within their chosen subjects and classes.
- 8.2 Offer Holders will be required to accept the conditions of their offer by a given deadline, as stated in their offer correspondence.
- 8.3 The School reserves the right to withdraw a Conditional Offer if the applicant has not responded by the deadline given on the offer correspondence.
- 8.4 On GCSE Results Day, Offer Holders will be required to provide evidence of their qualifications in order to demonstrate that they meet the conditions of their offer.
- 8.5 If an applicant has met the minimum and subject entry requirements for Sixth Form, and the requirements for their chosen A-level courses, but the School cannot offer them a place because of lack of capacity or timetabling, then the applicant may be offered alternative subjects (which are available) for which they have achieved the requirements.
- 8.6 The final offer of a Sixth Form place is not deemed confirmed until the relevant enrolment documentation has been submitted. Failure to submit this by an agreed date may result in the offer of a place being withdrawn.
- 8.7 Any changes of the applicant's contact details or home address should be confirmed in writing as soon as possible by post FAO: Sixth Form Admissions or email to [admissions@uobschool.org.uk](mailto:admissions@uobschool.org.uk).
- 8.8 If an Offer Holder wishes to decline their offer of a place at University of Birmingham School for any reason, this should be confirmed in writing as soon as possible by post FAO: Sixth Form Admissions or email to [admissions@uobschool.org.uk](mailto:admissions@uobschool.org.uk).

## **9 Applicant Pool**

- 9.1 If an applicant meets our minimum entry criteria, but we are unable to make a Conditional Offer in the initial round (i.e. because subjects were oversubscribed) then the applicant will be placed into our Applicant Pool.
- 9.2 In order to become eligible for an offer, candidates within the Applicant Pool will be required to provide evidence of their qualifications at the School on GCSE Results Day.
- 9.3 Providing the minimum and subject specific requirements have been met, Applicant Pool candidates will then become eligible for an offer in the event that a space becomes available in their chosen A-level subjects.

- 9.4 If a candidate in the Applicant Pool has met the minimum and subject specific entry criteria for a place in the Sixth Form, but the School cannot offer a place because of lack of capacity or timetabling, then the applicant may be offered an alternative subject combination for which they have achieved the requirements.
- 9.5 Details will be held in the Applicant Pool until 30th September following the receipt of GCSE results.

## **10 Order of Allocation of Places**

- 10.1 We anticipate that a number of Offer Holders may not meet the conditions of their offer or may choose to decline their Conditional Offer in order to study elsewhere. Therefore, it is likely that a number of places will become available during the enrolment period (from GCSE results day until the start of the new academic year).
- 10.2 During this time, places will continue to be offered according to the available subject combinations, to eligible candidates with either 'Applicant Pool' or 'Late Applicant' status.
- 10.3 Where multiple applicants are eligible for the same subject combination, priority will be given to applicants in the following order:
1. Looked-after children or children who were previously looked-after as defined below<sup>1</sup>
  2. Candidates with either an Education, Health and Care plan (EHCP) naming University of Birmingham School (see Section 6)  
and where places remain available but for which there are multiple applicants:
  3. Children previously eligible for the Pupil Premium as defined below<sup>2</sup>
- 10.4 In the event of two or more applications that cannot otherwise be separated, the School will use random allocation as a tie-break.

## **11 Appeals**

- 11.1 If you have been unsuccessful in gaining a place at University of Birmingham School, you and/or your parents and carers may appeal to an Independent Appeals Panel.
- 11.2 You and your parents and carers may both appeal; if both appeal separately, the appeals will be heard together.

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<sup>1</sup> Looked-after children and previously looked-after children are those who have been adopted, or have become subject to a child arrangement or special guardianship order. 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 their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

<sup>2</sup> Children eligible for the Pupil Premium for the purposes of this admissions criterion are those who: are registered as eligible for free School meals; have been registered as eligible for free School meals at any point in the last six years; have parent(s) who are serving in the regular UK armed forces or who were serving in the past 3 years; or are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

- 11.3 The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the Appeals Code.
- 11.4 If you wish to appeal, you should write, setting out the grounds for appeal, to the Clerk to the Governing Body of University of Birmingham School within 20 School days of receipt of confirmation that the application was unsuccessful.
- 11.5 You will receive at least 10 School days' notice of the date of the appeal hearing but in exceptional circumstances we have the right to waive this notice.
- 11.6 You will usually receive notice of the outcome of the appeal within five School days of the hearing.
- 11.7 Appeals for the Sixth Form will not be heard before confirmation of the examination results on which the offer of a place depends.
- 11.8 Such appeals will be heard within 30 School days of being lodged.
- 11.9 Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical.
- 11.10 Any additional evidence which you wish to submit after lodging an appeal must be in writing and must be received by the School at least five days before the hearing to allow for efficient administration of the appeal hearing.
- 11.11 Any information or evidence not submitted by this deadline might not be considered at the appeal, or the appeal hearing might need to be postponed.
- 11.12 You are invited to attend the hearing of the appeal and make your case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only.
- 11.13 You may be represented by or accompanied by a friend.
- 11.14 You must inform the School in advance if you wish to call any witnesses or be represented at the hearing.
- 11.15 Further information on appeals is available on request from the School.
- 11.16 Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, a second application has been accepted because of significant and material changes in circumstances (e.g. a change which puts the applicant in a higher oversubscription category).

**The information contained in these procedures is correct at the time of publication but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Governing Body of University of Birmingham School.**