

# **Tudor Grange Academy Kingshurst**

## **Sixth Form – Admissions Policy**

1. Tudor Grange Academy Kingshurst (“TGAK”) is proud of its Sixth Form and the large variety of courses available to its students. The Sixth Form body is made up of a diverse intake and applications are welcomed from **all** students under the age of 18 irrespective of gender, address, previous school, race or ability. Students from other schools, colleges and academies are welcomed and in such cases admission is conditional on the receipt of supportive references and the production of GCSE (or equivalent) examination certificates.
2. Application forms should be submitted via the Academy’s online application portal by the end of the published application deadline by the end of the Autumn Term prior to the Academic Year in which students wish to enrol. Recruitment and information evenings are held at the end of the first half of the Autumn Term to assist candidates in this process. TGAK cannot guarantee that places will be offered if applications are received late. Admissions interviews take place during the Autumn and Spring Terms. Offers are made, based upon interview discussions and up to date progress data, before Easter for places to be taken up in September. The Induction Day for all new Year 12 students takes place at the very beginning of September. Application forms and prospectuses can be obtained from TGAK by telephoning 0121 329 8300 or emailing: [info@kingshurst.tgacademy.org.uk](mailto:info@kingshurst.tgacademy.org.uk) or directly downloadable from the TGAK website at [www.kingshurst.tgacademy.org.uk](http://www.kingshurst.tgacademy.org.uk).
3. In order to obtain a place, prospective students need to meet minimum entry requirements. These are:
  - 3.1. In order to obtain a place on the A Level Programme, students need to have achieved five level ‘5’ grades in GCSE examinations, or the equivalent number of GCSE’s in recognised vocational courses. A grade ‘6’ minimum must be achieved for those subjects stipulated as requiring as such for a small proportion subject, including A Level Biology, Chemistry, Physics, English Literature and Mathematics. In addition, students must achieve a grade ‘4’ or above in both GCSE English and Maths.
  - 3.2. If students are applying for the BTEC Extended Diploma: they must achieve four level ‘4’ grades in their GCSE examinations, or an equivalent vocational qualification. A GCSE or BTEC First, Level 2 Pass in an appropriate line of learning consistent with the BTEC qualification to be studied by the candidate is desirable but not essential. It is desirable for BTEC Extended Diploma students to achieve a level ‘4’ or above in GCSE English and Maths and mandatory for them to achieve a level 4 grade in at least one of these subjects – where a level 4 grade is not achieved, all candidates are required to participate in an appropriate retake study programme for either GCSE English Language **or** Maths qualifications.
  - 3.3. All applicants must meet the minimum grade requirements for the subject that they have chosen to study. These are published in the Sixth Form Prospectus available online and via the downloadable app.
4. If, having gained their GCSE results, students have fallen short of the minimum requirements they are advised to call the TGAK for further advice in order for the Careers Team to be utilised to provide information, advice and guidance.
5. All Sixth Form are expected to participate in an enrichment programme that includes Information, Advice and Guidance sessions, Drop Down Days, Sixth Form Assemblies and Higher Education and careers advice.
6. Progression into Year 13 depends wholly on achieving the minimum course requirements in Year 12. Students who are failing to meet the course requirements in Year 12 may not be allowed to progress into the second year of that particular course. In such cases, students may apply to restart Year 12 but this is not an automatic entitlement. Re-start decisions will be made by the Director of Sixth Form in consultation with other Senior Leaders and Subject Leaders.

7. Some subjects may ask for contributions to cover the costs of trips and additional materials. Details can be obtained from the Subject Leads of individual subjects/ courses (e.g. A Level Art and Design).
8. TGAK supports and participates in the Academic Bursary Fund (ABF) scheme. If the family income does not exceed a specified level or the student is disadvantaged, they will be entitled to a half termly allowance for good attendance. ABF application packs are available from the Student Service Office, and are sent out as a matter of course to all candidates via an Induction Pack emailed to all candidates wishing to enrol, pending receipt of their formal examination results.
9. In the interests of everyone involved in teaching and learning in the Sixth Form, we expect the highest possible standards of personal conduct from Sixth Form students. They are expected to act as positive role models around the Academy at all times. To this effect, the behaviour record of all applicants will be taken into consideration as we offer places. Year 11 students who have exhibited a consistently poor attitude to study, to staff or to their peers may not be admitted to TGAK in Year 12. This policy is designed to ensure that the best possible learning environment is provided for all students. This expectation continues to apply throughout TGAK and students are required to have exhibited a consistently high standard of personal conduct throughout Year 12 to ensure they are admitted to Year 13.

10. Procedures where TGAK is oversubscribed

In the case of oversubscription to Sixth Form the priority for admission will be given in the following order to:

- students currently attending TGAK
- students living in the catchment area (as defined in the LA general admissions policy)
- proximity of student's home to school, with those living nearer being accorded the higher priority
- students living outside both catchment areas will be admitted only when there are available places and then according to the published criteria

11. Applicants must be able to demonstrate a good attendance record for recent years of schooling. Where attendance has been unsatisfactory, TGAK must be satisfied that:

- a) The absence has not had such an impact on the candidate's academic development that he/she/they would be unlikely to cope with the demands of the courses applied for, and
- b) The pattern of absence will not continue into Sixth Form.

Where the absence is due to personal illness, disability or injury, individual circumstances will be taken into account and a decision will be made by the appropriate Director of Sixth Form in consultation with other colleagues.

12. Conditional offers will be made in writing on the basis of predicted GCSE grades. Candidates are asked to confirm their intention to take up the place offered. Once students have accepted an offer, their place on the course applied for is secure as long as the minimum entry requirements are met.
13. The provision of courses by TGAK is subject to staffing and budgetary constraints. Where an application for a course cannot be fulfilled TGAK will inform the student in writing by the end of the June half-term. Some combinations of courses may not be available and students will be informed of this in writing by the end of the Summer Term. Alternative courses will be made available and offered to students.
  - a) By accepting a place at TGAK Sixth Form students agree that they have read, understand and accept the Admissions Policy
14. In some cases, students will be offered a place at TGAK for a probationary period. This will be negotiated on an individual basis and may be offered for a range of reasons. Students who are made a conditional offer with a probationary period will be notified in writing, whereupon this procedure will be explained in more

detail. This is to provide a greater degree of support and certainty that the course is the correct one for that individual.

15. Where applications for a place are declined, students will be informed in writing and reasons will be given in line with the Admissions Policy. Students who have had their applications rejected have the right to appeal against the decision. In such a situation, a formal letter must be sent to the Director of Sixth Form stating why it is felt that the decision is unfair and providing details of any mitigating circumstances. This must be done within **ten** working days of receiving formal notification that the application has been declined.
16. TGAK operates an Equal Opportunities Policy.
17. Policy Review

This policy will be kept under review in order to keep it in line with modifications authorised by the governing body and the SLT.

Policy written by

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