



**SIR JOHN DEANE'S  
SIXTH FORM COLLEGE  
1557**

**Document Control Sheet**

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**Sir John Deane's Sixth Form College  
Northwich, Cheshire, CW9 8AF  
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## **Admissions Policy**

### **1. Context**

- 1.1 Sir John Deane's Sixth Form College is a 16-19 Academy with a specialism in A Levels and is a member of the Sir John Brunner Foundation. As such Sir John Deane's is able to produce and operate an Admissions Policy which reflects its educational character as expressed throughout its' cultural principles to ensure excellent academic standards for all students.
- 1.2 The Principal and Governing Body have the authority to receive appeals and the Governing Body has the ultimate authority to accept or decline any student in line with the policy and appeals procedure.
- 1.3 Governors deem the College to be full at 1930 (total includes both year 12 and 13) and will not usually exceed this number in order to guarantee an enriching environment for students to learn and thrive.
- 1.4 The College only accepts students who are 16 on or before the 31<sup>st</sup> August in the year of their joining and who qualify for full funding throughout their period of study.
- 1.5 The College offers full time in person programmes of study and does not offer part time.
- 1.6 The County High School Leftwich, Middlewich High School and The Macclesfield Academy are also members of the Sir John Brunner Foundation and as such have the status of Foundation partners.
- 1.7 Sir John Deane's has a strong and sustained professional relationship with key partner high schools, each of which has strategically opted not to develop a school based sixth form provision. Partner schools are either geographically close to the College or not having their own A Level provision and/or are formally related to the College by virtue of a partnership with a Multi Academy Trust.
- 1.8 Partner high schools are:
  - Hartford Church of England High School
  - Weaverham High School
  - Rudheath Senior Academy
  - Winsford Academy
  - Bridgewater High School

### **2. Entry criteria and priorities (based upon high school attended and not home address)**

#### **2.1 Priority 1 – Foundation Partners and other named Partner High Schools**

The criteria below is for entry into the College only. The final choice of programme is dependent upon the student's entry qualifications and skill set.

The conditional offer of a place is subject to the following minimum GCSE entry requirements for year 11 leavers from Foundation partners and other partner high schools:

- 665555 grades at GCSE
- GCSE grade profile must include English Language or Mathematics at grade 5 or above (with a grade 4 in the other)
- Good attendance
- A positive recommendation from the Principal or Headteacher (if requested)
- Attendance and performance at interview (if requested to attend)

## 2.2 Priority 2 – Schools within Mid Cheshire and the Cheshire Border

The criteria below is for entry into the College only. The final choice of programme is dependent upon the student's entry qualifications and skill set.

The conditional offer of a place is subject to the following minimum GCSE entry requirements for year 11 leavers from schools within Mid Cheshire and Cheshire border:

- 666665 grades at GCSE
- GCSE grade profile must include English Language or Mathematics at grade 5 or above (with a grade 4 in the other)
- Good attendance
- A good reference from the Principal or Headteacher of school (if requested)
- Attendance and performance at interview (if requested to attend)

## 2.3 Priority 3 – Schools beyond Cheshire with access to other post 16 provision

The criteria below is for entry into the College only. The final choice of programme is dependent upon the student's entry qualifications and skill set.

The conditional offer of a place is subject to the following minimum GCSE entry requirements for year 11 leavers from schools beyond Cheshire with access to other post 16 provision:

- 766666 grades at GCSE
- GCSE grade profile must include English Language and Mathematics at grade 5 or above
- Good attendance
- A good reference from the Principal or Headteacher of school (if requested)
- Attendance and performance at interview (if requested to attend)

The College recognises that students who have access to a broad post 16 provision and/or free transport within their high school catchment area may decide to apply to the College as one amongst other good and outstanding post 16 provision.

### 3. Other Information

- 3.1 Applications from applicants who have been home educated will be treated as an applicant from a school within Mid Cheshire and the Cheshire border in terms of minimum entry criteria (i.e. priority 2).
- 3.2 Applicants of parents who have been employed directly by the Sir John Brunner Foundation for 2 years or longer at the time of the application will be treated as an applicant from a priority 1 school. A parent is any person who has parental responsibility or cares for a child and lives in the same family unit.
- 3.3 The College values qualifications other than GCSEs including BTEC Level 2 when deciding the particular course of study. All qualifications will be considered in addition to the minimum GCSE entry criteria but not instead of one of the six GCSE grades required.
- 3.4 All applicants are required to declare on application any disciplinary issues which should include all actions and behaviour sanctions taken by the school and attendance issues, which may have occurred during their secondary education or further education, and report to Sir John Deane's any subsequent disciplinary issues occurring post-application. Failure to declare disciplinary issues including those occurring post application will normally result in the student's offer of a place being withdrawn. The College reserves the right to exercise discretion and to consider if a student displays the values, attitudes and behaviours of a Sir John Deane's student. This applies to all applicants to join Sir John Deane's for entry into year 12 or year 13. The Senior Admissions Panel may invite applicants to an interview(s).

### 4. Offers

- 4.1 The Senior Admissions Panel will consider all applications and make a decision to either offer a place or decline the application. All offers are subject to an applicant meeting the minimum entry criteria to include all elements as outlined in 2.1, 2.2 and 2.3. Where these are not met the offer is void.
- 4.2 The College's application process will open each year in October and will normally close the following March. However, the College is significantly oversubscribed each year and as such reserves the right to close the application process at any point. Applications received after the application process has been closed will be considered a Late Application and the Senior Admissions Panel will only review the application in light of the applicants actual GCSE grades and the availability of places.
- 4.3 The Senior Admissions Panel may decline to offer a place to study on the grounds of:
  - Predicted grades below the minimum entry criteria
  - Poor attendance record in year 10 and/or year 11
  - Failure to attend an admissions interview (if invited)
  - Disciplinary record at school which does not meet the standards of Sir John Deane's Sixth Form College
  - Commuting distance to the College is deemed unrealistic

- Any aspect of application is considered detrimental to applicant's wellbeing
- The applicant does not display the attitudes and behaviours of a Sir John Deane's student
- A reason specifically related to an individual's application or interview

4.4 Appeals against the Senior Admissions Panel decision to decline to offer a place to study may be made in line with section 8.

Appeals will not be heard until after the enrolment period immediately following GCSE examination results day. It is deemed best use of time for both the applicant and the College to hear and consider an appeal when in receipt of factual and accurate information.

4.5 The offer of a place to study at the College does not automatically entitle a student to a place on College transport.

## 5. **Request to restart or repeat year 12 or year 13, or transfer into year 12 or year 13**

5.1 Subject to the availability of places, the Senior Admissions Panel may consider applications for repeat programmes or for students requesting to transfer into year 12 or year 13 from another college or school sixth form.

5.2 If places are to be considered priority for any unfilled places will be given to those applicants who qualify for full funding throughout the proposed period of study. The College will at all times prioritise:

- firstly, new year 11 applicants
- secondly its existing students requesting a repeat or restart of year 12 or 13,
- thirdly applicants from outside of the College requesting either a repeat or restart in year 12 or 13 or transfer into year 12 or year 13.

5.3 If places are to be considered students who have completed year 12 or 13 at another school or college may be considered on an individual basis, priority will be given to those who have:

- Met the full entry criteria
- Successfully passed and completed all external examinations e.g. AS, A levels or BTEC or internal examinations (transcripts required)
- Are taking course with compatible examination boards and have followed the same topic delivery schedule.
- Completed the full academic year(s) in school or college.
- Have good disciplinary and good attendance records.
- Qualify for full funding throughout their period of study

There is an implied level of trust between the applicant and the College, and all applicants are required to fully declare at the time of application, and update the College of any subsequent changes to, any issues regarding their academic history and performance or personal circumstances which could have an adverse impact on the applicant's successful completion of their studies. This includes their continued attendance at school or College.

The College recognises as a breach of trust, a failure to fully declare any such issues in reference to the above, and reserves the right to withdraw any offer of a place in such circumstances.

- 5.4 If an offer of a conditional place is made to a student who has undertaken study in year 12 or year 13 at another school or college, then this offer is subject to the criteria in 3.3 being met and an end of year reference from the applicant's school or college providing evidence that these conditions have been met.

In circumstances where the applicant has not been able to provide a suitable end of year reference the College reserves the right to withdraw the offer of a place.

- 5.5 Requests to repeat/restart year 12 or 13 from a student who has not completed a full academic year in school or sixth form are not normally accepted.
- 5.6 Requests for an in-year transfer into either year 12 or year 13 are not normally accepted but will be considered on an individual basis and priority will be given to those who qualify for full funding throughout their period of study and:

- Meet the full entrance criteria
- Have a good attendance and disciplinary record
- Are taking courses with compatible examination boards and have followed the same topic delivery schedule.
- Have shown appropriate commitment to and success in their studies

An offer of a place is conditional on the College receiving a suitable reference from the applicant's school or college evidencing that these conditions have been met.

## **6. Progress to year 13**

- 6.1 For year 12 students to automatically progress to year 13, they are required to have successfully completed the college's internal year 12 progression examinations in all of their subjects and passed all BTEC continuous assessments and examinations. Students are also expected to have both a good disciplinary and a good attendance record.
- 6.2 For students not satisfying any element from 6.1 above, progression to year 13 is at the discretion of the Senior Admissions Panel.
- 6.3 Year 12 students who have their place to study in year 13 withdrawn, may appeal following the process outlined in 8 below.

## **7. Oversubscription Process**

- 7.1 The College is deemed to be full at 1930 (total includes both year 12 and 13).
- 7.2 The College makes conditional offers to students based on the achievement of a minimum entry criteria. In the event of more students meeting the entry criteria than

the figure in 7.1 above then the College may take the unusual step of invoking the oversubscription process, this must be endorsed by the Chair of Governors.

- 7.3 Offers made to applicants from academies within the Sir John Brunner Foundation, who have met the minimum entry criteria will remain unchanged.
- 7.4 Offers made to Children in Local Authority care – as defined in section 22 of the Children Act 1989 will remain unchanged.
- 7.5 At the point that the College has more applicants who have met the minimum GCSE entry criteria than it has places available the following approach will be adopted:
- i. Offers to Foundation partners will remain unchanged.
  - ii. Stage 1 – places will be offered to other priority 1 other named partner high school applicants, and priority 2 school and priority 3 school applicants provided they satisfy the following patterns of GCSE grades:
    - priority 1 named partner high schools: 666 555
    - priority 2: 666 666
    - priority 3: 776 666

For priority 1 and priority 2 schools this offer also requires a minimum grade 5 and grade 4 for English Language and Mathematics in either combination and for priority 3 schools this offer also requires a minimum grade 5 in both English language and Mathematics.

- iii. Stage 2 – when required and where there continues to be more applicants than places, the College will take the unusual step of further increasing the minimum GCSE entry criteria to:

Priority 1 other named partner high school applicants  
and priority 2 school applicants  
and priority 3 school applicants

to have met the criteria in ii) above and additionally to include as a minimum both a grade 5 in English Language and Mathematics.

- iv. Stage 3 – in the unlikely event that there continues to be more applicants than places after applying stages 1 and 2, the College has the discretion to further raise the entry requirements for applicants from priority 2 and priority 3 schools.

## 8. Appeals process

### 8.1 The decision to:

- Decline to offer a place
- Withdraw a student's application
- Not permit a student to progress from year 12 to year 13

- Rescind the conditional offer of a place due to oversubscription

can only be taken by the Senior Admissions Panel, chaired by a member of the Senior Leadership Team. The applicant or student has the right to appeal in writing within 10 working days of being notified of the College's decision. Appeals should be addressed to the Principal<sup>1</sup>. Following receipt of a formal appeal in writing the Principal will acknowledge receipt of the appeal and set an appropriate date for the Appeal Hearing. A formal meeting will take place where the applicant who may be supported by parents/guardians may make a case based upon:

- New information
- Failure to follow College procedures, including those procedures in regards to equality and diversity

Where the Appeal is against the decision to decline to offer a place to study to a new applicant, the Appeal Hearing will not take place until after enrolment and following GCSE results day. Ahead of the Appeal Hearing the applicant will be expected to present:

- A full transcript of GCSE results
- School attendance record for year 11
- School report for year 11
- Details of the grounds on which the appeal is made

- 8.2 Should the outcome of the formal appeal interview be that a study place is confirmed, no further action will be needed.
- 8.3 Should the Appeal Panel uphold the College's decision not to offer a place, the final point of appeal is to the Chair of Governors, via the Clerk to the Governors at Sir John Deane's Sixth Form College. This final appeal must be presented in writing within five days following the outcome of the formal appeal.
- 8.4 The Chair of Governors will delegate full authority to an appeal panel comprising three governors (which may include the Chair). Representation will be made by the Senior Admissions Panel on behalf of the College and by the applicant and their parents. The decision of the panel of Governors will be confirmed by a letter from the Chair. This is a final decision beyond which there is no further appeal procedure.
- 8.5 The aim of the procedure is to be fair, transparent, accessible and supportive of the key priorities of the College.
- 8.6 The policy will be reviewed annually by Governors.

In academies that are part of the Sir John Brunner Foundation, decisions on admissions are delegated by the Trust Board to the Governing Body of the individual academy.

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<sup>1</sup> The role of Principal, Deputy Principal or Assistant Principal may alternate in this process, depending upon the identity of the original decision maker to decline to offer a place, to withdraw an application or not permit a student to continue onto year 13.