

## **ADMISSION ARRANGEMENT FOR ENTRY TO HIGHGATE WOOD SCHOOL SIXTH FORM**

### **Introduction**

Highgate Wood School (HWS) Sixth Form is a comprehensive sixth form providing an exciting range of courses with outstanding results. Admission to the sixth form at HWS is managed by the school in accordance with the Admissions Criteria of the London Borough of Haringey. Any queries regarding sixth form admissions should be directed to the school.

### **Internal applicants**

Internal applicants i.e. students on roll will receive an Information, Advice and Guidance interview in the spring term to discuss their predicted grades and possible courses. They will be asked to make choices at this point of which courses they wish to study.

### **External applicants**

All external applicants will be required to submit their completed application form before the deadline and may be invited to a meeting to discuss subject choices.

### **Minimum Entry Requirements**

The minimum entry requirements for Highgate Wood School Sixth Form are published annually in the Sixth Form Prospectus, which is also available on the school website. Together with minimum entry requirements to join the Sixth Form, applicants will also need to meet specific entry requirements for different pathways and different courses. All those seeking admission to the sixth form must achieve the necessary grades for access onto the courses they have chosen. Students will also be expected to display evidence of motivation and commitment to learning during Years 10 and 11 together with a good attendance during Year 11. Judgements on motivation to learning will be evidenced via a positive school reference that accompanies all applications and includes attendance data.

All students must be enrolled for a course which meets the minimum requirements for 'full-time' study (i.e. minimum average 15 hours per week in lessons). Experience has shown that students wishing to progress from Year 12 into Year 13, where the academic demands are at a much higher level, are most likely to succeed where they demonstrate a good work ethic, a full commitment and good attainment in the first year of their course. Progression from the first year of a course to the second is not guaranteed and there may be circumstances when the suitability of a student continuing onto the second year of a course is in question. The Director of the Sixth Form will review these cases individually and they will be considered very carefully in the light of any special circumstances; some students may be invited to restart Year 12 where it is felt they did not fulfil their potential; others will receive guidance on possible alternative courses of study.

### **Oversubscription Criteria**

1. Students who are in the care of a local authority (as defined by section 22 of the Children Act 1989) subject to meeting the specific entry criteria for their chosen programme of study.
2. Applicants who are judged to have an exceptional social or medical need. There will have to be a clear link between the child's exceptional need and the school. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
3. Internal year 11 students subject to meeting the specific entry criteria for their chosen programme of study (up to a limit of 125).

4. Applicants having a sister or brother living at the same address and already attending the school at the time of admission. In cases where multiple siblings tie for the last place, then all will be offered a place, even if this exceeds the planned admission number.
5. External applicants subject to meeting the specific entry criteria for their chosen programme of study where places are still available on that programme (up to a limit of 35).

In the event of oversubscription places will be allocated to those applicants meeting the basic qualification who live closest to the school and for whom places on their chosen courses are available. Each applicant must select their courses of study at the time of the application; these cannot be changed after the application is determined.

Once applicants have been ranked according to distance:

1. Places will be allocated in order of closeness to the school.
2. Once the places available for a particular course of study have been filled, any other applicant who has chosen that course will be not considered for admission, regardless of whether places are available on other courses that the applicant has chosen.

The number of students who have applied for each course can be taken into account. Extra students may sometimes be accommodated over the admission number if the chosen course is not full.

All decisions regarding admissions will be initially be heard by the Headteacher or taken by the governing body or an admissions committee set up by the governing body.

### **Appeals**

Should admission to the sixth form at HWS be refused, applicants can request details of the statutory appeals procedure from the school.

### **False Information**

In the event that HWS makes the offer of a place in the sixth form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place to a sixth former with a stronger claim, then the initial offer will be withdrawn.

### **Conditions**

All places offered are subject to the following post-acceptance conditions:

1. The applicant must provide documentary proof of having in fact met the minimum and course specific entrance requirements
2. The applicant must produce proof of residence in the UK in the form of a birth certificate, Passport – UK or any other European Union state or letter from the UK Home Office giving right to remain in the UK.

Any applicant who is unable to satisfy these conditions will not be admitted to the school.