



# Tolworth Girls' School & Sixth Form

## An Academy School

### DETERMINED ADMISSION ARRANGEMENTS FOR ENTRY TO TOLWORTH SIXTH FORM FOR SEPTEMBER 2018

#### 1. ADMISSION CRITERIA

The following criteria apply to all students intending to study Post-16:

- The minimum entry requirement for Tolworth Sixth Form is 5 GCSE grades A\*-C or equivalents.
- Applications will be processed in order of arrival with a closing date of the second Friday in January.
- Existing Tolworth Girls' School students will have priority over external applicants. We will accept a minimum of 25 appropriately qualified students from external academic institutions in each cohort.
- Students will only be admitted into Tolworth Sixth Form if:
  - i. a suitable course is available for them that is appropriate and meets their needs;
  - ii. they are on a full-time course (comprises of three AS or A levels or a BTEC Double Award. The AS or A levels can be combined to create a full-time course. Two AS courses and a GCSE re-sit course does not constitute a full time course.)
  - iii. they meet the minimum course requirements for their intended programme of study. These are as follows:

#### LEVEL 3 COURSES

##### BTEC National / Certificate

Students should have a minimum of 5 A\* - C grades at GCSE including English or Maths at Grade 4 (not equivalents), to follow a course leading to an equivalent Double A level Award.

##### AS LEVEL COURSES

Students should have a minimum of 5 A\* - C grades at GCSE (not equivalents) including English Language at Grade 4/5 or Maths Grade 4/5 depending on choice of subjects.

Those with 7 or more A\*-C grades should study 4 AS levels whilst those with 5 or 6 A\*-C grades should focus on 3 AS levels.

Students will need to meet the specific entry requirement for the subjects that they wish to study. Entry requirements will be published in the Course Information Booklet.

##### PROGRESSION FROM AS TO A2 LEVEL COURSES

Students should achieve a minimum of two D's and an E grade at AS level if they wish to continue onto an A2 programme of study in Year 13.

In exceptional circumstances, students who achieve less than this may continue into Year 13 and start A2 Level study at the Director of Sixth Form's discretion.

These 'exceptional circumstances' are likely to include situations in which students achieve significantly less than their predicted grades at AS due to mitigating factors.

The requirement for students to be on a full time course in Year 13 applies in the same way as in Year 12.

Students transferring to Tolworth Sixth Form at the end of Year 12 from other institutions will be subject to the usual criteria for 'external' students (see below). In addition to this they will also need to discuss whether the syllabus and the structure of their previous programme of study will have prepared them appropriately for A2 study at Tolworth Sixth Form with the Director of Sixth Form.

### **OTHER ADMISSIONS**

In special circumstances, it may be possible for a student to retake Year 12. This step will only be considered if students have a good attendance record or if there are exceptional mitigating circumstances. All decisions will be at the discretion of the Director of Sixth Form and will only be agreed after careful consideration.

## **2. AGE LIMITS**

Students may only undertake a programme of study at Tolworth Sixth Form if they are under 19 years of age on September 1st for the ensuing academic year. This means that students may start either Year 12, 13 or 14, but may not continue the course or start a subsequent year if they will then be 19 years of age on September 1st of the next academic year.

Tolworth Sixth Form is unable to admit external students if they are Year 14 students or have completed two years of Sixth Form education at another institution.

## **3. ELIGIBILITY CRITERIA**

Currently, students can be admitted into Tolworth Sixth Form if:

- They are British Citizens and / or EU nationals.
- If they have 'Exception' or 'Indefinite Leave to Remain' in this country;
- If they have refugee status;
- If their residency is a condition of their parent/s legal employment status in this country

Tolworth Sixth Form reserves the right to change the above criteria, subject to changes in the regulations, regarding nationality, residency status and eligibility for study in UK school sixth forms that apply at the time.

Students who are classified as 'Overseas Learners' or who have 'Student Visas' cannot be admitted to the Sixth Form for funding reasons.

Tolworth Sixth Form is unable to accept students on a fee-paying basis.

## **4. EXTERNAL STUDENTS**

All of the criteria detailed above apply to all students.

All external students will be made an offer of a place in at Tolworth Sixth Form on the basis of a satisfactory reference from their previous academic institution and

following a discussion about their suitability with a member of the Tolworth Sixth Form management team.

## **5. OFFERS OF PLACES AT TOLWORTH SIXTH FORM**

An offer of a place at Tolworth Sixth Form is not a guarantee that a student will be admitted into Tolworth Sixth Form or that courses that were discussed at interview or indicated on a student's application form will be available. An offer is subject to:

1. a satisfactory reference being provided by the student's previous school or college;
2. that the student's behaviour does not subsequently seriously contravene their school's behaviour policy;
3. a successful interview with a member of the Tolworth Sixth Form management team
4. students achieving the appropriate grades in GCSE examinations to be eligible to study the courses indicated on their application form and agreed at interview;
5. successful completion of the 'Induction Period' (section 7);
6. the availability of places on appropriate courses at the time that a student enrolls.

## **6. WAITING LIST CRITERIA AND OPERATION**

Applications placed on the Waiting List will be date stamped and, as far as possible, dealt with in date priority during summer enrolment. Students whose applications are placed on the Waiting List will be informed of the dates of the summer enrolment by letter on receipt of their application.

Whilst every effort will be made to operate the waiting list fairly and admit applicants into the Sixth Form in date-priority, the school cannot be responsible for applicants' availability to attend summer enrolment or course availability at any given time.

## **7. INDUCTION PERIOD**

Students entering the Sixth Form are not considered to be on-roll until they have completed an induction period at the start of the first term. This is to ensure that students are on suitable courses and that their approach suggests that they will be successful