

The UCL Academy's Admissions Policy 2019/20

Level 3 (Year 12)

The UCL Academy opened provision for post-16 pupils from 2012 with a capacity for 125 students in Level 3 (Year 12). The UCL Academy will operate a sixth form with a total of 250 students and expects that the majority of its post-16 students will eventually comprise of eligible students transferring from Year 11 (Level 2+) within the Academy itself.

Where there is space within Level 3+ (Year 13) (i.e. where there are fewer than 125 pupils in the year group), the Academy will admit additional pupils into this year group, up to this number, using the oversubscription criteria below. However, The UCL Academy will prioritise Level 3 (Year 12) applications during the recruitment process.

How places are allocated:

Both internal and external pupils wishing to enter Level 3 will be expected to have met the minimum academic entry requirements for the sixth form: these are six Grades 5 to 9 at GCSE, with a minimum of a grade 6 in English Language, Mathematics, and in the subjects the applicant wishes to study at AS Level. Please also note the individual minimum entry requirements for each subject, which can be found on our website.

For external applicants that satisfy the minimum entry requirements, priority will be given in the following order, in accordance with the oversubscription criteria:

- 1) Looked after children¹ and previously looked after children²
- 2) Applicants who have a brother or sister³ at the school who will still be on roll when they join. This can include siblings in the sixth form as long as they are on roll at the Academy, and will still be on roll when the other child joins.
- 3) Applicants who can demonstrate an exceptional social or medical need for a place at The UCL Academy. There will have to be a very clear link between the child's exceptional need and the Academy. Parents will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional.

¹ As per the 'School Admissions Code' (February 2012), a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

² 'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

³ For this criterion, 'brother or sister' includes any whole or half-brother or sister by blood or by adoption, and any step or foster brother or sister who lives with the child for whom the application is being made at the date of the application.

- 4) Applicants who are children of staff in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school permanently for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, and has successfully completed the probationary period.

- 5) Other applicants by distance. Distance will be measured in a straight line from the eligible applicant's home address to the centre of the school, with those living closer to the school receiving the higher priority. (The address given must be the one at which the applicant normally resides).

The external PAN number of students to be admitted to the Academy:

The Academy will admit a minimum of 35 external applicants into its sixth form, subject to the applicants achieving the academy entry requirements. This number is known as the PAN. If capacity exists following the admission of internal candidates, additional spaces may be offered above the PAN to external applicants subject to their achieving the academic entry requirements.

If the Academy is oversubscribed, it will apply the oversubscription criteria to external candidates.

Tie-breaker

If necessary, priority within groups 2 or 3 will be decided on by the distance criterion. Where there are multiple applicants who are of equal distance to the Academy, their position on the waiting list will be allocated by a random selection by an independent person.

When the sixth form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

The Application Timetable

The application process will open on Monday 8th October 2018 and the application deadline is Friday 25th January 2019⁴.

Application forms will be available via the website.

Predicted grade forms must be downloaded and completed by the pupil's Head of Year and should be submitted before the deadline.

⁴ The application deadline is subject to extension at The UCL Academy's discretion.

We will aim to notify applicants of the outcome of their application within two weeks of receipt.

Where in any year The UCL Academy receives more applications than there are places available, a waiting list will operate until the end of the first term, after the beginning of the school year. This will be maintained by the Academy and following an unsuccessful application, the applicant will be informed if they have been placed on the waiting list.

Conditions once an offer is made

Applicants must provide original documentary evidence of GCSE results and proof of identity during the enrolment process which will take place in August 2019. All offers of a place are conditional until this documentation is provided. Failure to provide all this information will mean that we are unable to guarantee the confirmation of your offer.

The Academy reserves the right to withdraw courses that do not recruit sufficient numbers of applicants.

Documentary Evidence Required

The Governors reserve the right to request applicants to produce documentary evidence to substantiate any claim and this information must be provided when requested.

'Permanent home address' is classified as the permanent residence of the parent/carer that the applicant spends most of his/her time with and must be where he/she is residing when the application is made. If the applicant resides at more than one address, all addresses must be stated on the application form.

If the applicant's address has changed, then the relevant address is that which is on the application form, unless it can be demonstrated that ties with the previous address have been relinquished.

The Governors reserve the right to refuse an allocation where they have reasonable grounds to believe that the address on the application may be a temporary address only.

Any applicant who is unable to provide the documentation outlined will not be admitted to The UCL Academy. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.