



HEYFORD PARK
FREE SCHOOL

BONUM COMMUNE COMMUNITATIS

HEYFORD PARK FREE SCHOOL

6th Form
Admissions Policy

February 2018



HEYFORD PARK FREE SCHOOL SIXTH FORM ADMISSIONS POLICY

Admissions Authority

Heyford Park Free School, (hereafter referred to as HPFS) as a free school has its own admissions authority.

1. Year 12 admissions

Applications for Year 12 should be completed by the published deadline on the application form. In April applicants will receive notification as to whether a conditional place has been allocated. Conditional places will be confirmed after the GCSE results day in August each year. New students must submit their GCSE results within one week of GCSE results day.

2. Capacity

The maximum Year 12 cohort at HPFS is 60. The Sixth Form Leadership Team Panel may admit above this figure in exceptional circumstances and where it believes no prejudice will ensue. All Year 11 HPFS students who meet the published academic entry requirements, can expect to be allocated a place in the Sixth Form, as well as a minimum planned admission number of external candidates.

3. Academic Entry Requirements

Students will need to meet the following requirements for entry into HPFS Sixth Form:

- Students should achieve a minimum of 5 full course GCSEs in separate subjects at Grade 5 the expectation Core and Additional Science count as separate subjects. Short course GCSEs do not count towards the full course GCSE requirements).
- Students should have a minimum of Grade 4 in both English Language and Mathematics (see below)
- Students should meet individual subject requirements as described in the prospectus, usually Grade 6 in their chosen subjects if previously taken at GCSE level, or a relevant subject as specified in the sixth form prospectus.

Students will normally choose no more than 2 new subjects to study in Year 12. Students with insufficient GCSE qualifications, but with demonstrable equivalent qualifications will be considered by the Sixth Form Leadership Team. As such, subject leaders and their experience of students will also be taken into account.

Internal and new students who have missed the entry criteria may request consideration for a place by the HPFS Form Leadership Team, who may accept or reject applications. This may include those students who narrowly missed the sixth form or subject entry criteria.

4. Students continuing from Year 11 in HPFS

Priority for admission to Year 12 will be given to students progressing into the Sixth Form from Year 11 of the school (see oversubscription criteria below).

5. Students joining the school for the first time

We welcome applications from new students. Following submission of an application form, applicants will be invited to an advisory discussion with a member of the Sixth Form team. Conditional places will be offered on the basis of the predicted GCSE grades supplied by the applicant's school and students should contact the school and submit their GCSE results within one week of GCSE results day, to confirm their place.

6. Oversubscription criteria

If more students meet the academic standard for entry than can be offered places, the following additional criteria in this order will be applied:

- A student who is a 'Looked after a Child'.
- A student from a family that was entitled to Pupil Premium during Year 11.
- The school reserves the right to disqualify a child where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the child if an offer has been made on that basis.
- Students with the highest average GCSE points score in student's best eight full course separate subjects using the following points equivalent for lettered grades: A*=9, A=8, B=7, C=5/6, D=4, E=3.
- In the event of a tiebreak between two or more students when applying the above criteria, a process of random allocation will be followed by the Governing Body, which will be supervised by someone independent of the school.

Waiting List

In the event that the student reaches the required academic standard, but there are no places available in Year 12, they will be placed on a Waiting List. The order of this list will conform to the oversubscription criteria as listed above (section 6). If the number of students falls below the maximum Year 12 cohort number those on the waiting list will be offered places, in accordance with the oversubscription criteria. The waiting list for Year 12 will be held until 31st October. Students from Year 11 who left but then wish to return, will be treated as new applicants.

8. Year 13 Transfer

New students who wish to transfer into Year 13 should in the first instance make contact with the Sixth Form Office.

9. Appeals

There is a system of appeals against non-admission, and details of how to appeal are available from the school. It is the school's policy to accept only one appeal application for each student in an academic year, unless there is a significant change of circumstances.

10. Withdrawal

A place will be withdrawn if it is offered in error or if it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Approved by Governing Body **February 2018**
