



BMCC Sixth Form Admissions Policy General Principles

At Bishop Milner Sixth Form we offer a range of high quality academic and vocational qualifications which require certain minimum grades at GCSE. Our policy is to ensure that all students accepted in to Sixth Form are placed on appropriate courses where they are likely to succeed. For this reason, we ask all students to attend an interview with a member of the Sixth Form Team upon application to discuss the most suitable courses of study, based on their expected GCSE results.

Students in Year 11 will be encouraged to apply for the Sixth Form as well as applications from students wishing to apply from other schools. In all cases, the same published admissions criteria will apply.

Transfer from Year 11 into Year 12

The college expects students to achieve certain results in Level 2 examinations (GCSE, BTEC etc.) if they are to have a reasonable chance of success on any given programme, these are the Grade Requirements, and each course carries a specific entry requirement, these are available on request or via the college's website and prospectus. It should be noted that there is no Level 2 provision for students in the Sixth Form other than re-take classes for GCSE Mathematics and GCSE English; if taken, these must be alongside a programme of Level 3 courses. In the event that the number of applications likely to meet the entry requirements exceeds the PAN, the oversubscription criteria will apply.

Students attending other colleges in Year 11 are able to apply for places in Year 12 at Bishop Milner Sixth Form and offers will be made subject to the same entry requirements as those set out for existing students.

Progression to Year 13

Continuation to Year 13 and progression into A level courses is not automatic. Students must provide evidence throughout Year 12 that they have the capacity to succeed in the second year of the course. Students will be expected to achieve a minimum of a pass grade in either AS examinations or internal Year 12 examinations, exhibit levels of attendance above 90% and, through the development of strong independent study skills, demonstrate the ability to cope with the increased depth of study students will experience on Year 13 courses. Failure to meet one or more of these expectations may result in the student not being permitted to progress to the Year 13 part of the course. Students achieving a U grade in their subject over 2 SoPs or mock results will result in a course review and possible removal from this course.

Course Load

Students will follow a minimum of three courses in Year 12 and the same in Year 13 although a minority of students will follow four courses in both years. Our Level 3 courses each count as a single course, the EPQ is an additional programme. GCSE Mathematics and GCSE English are Level 2 courses, and therefore do not count as a single course.

Course Availability

The college retains the right to determine which courses are available for students to study as well as the right to determine the maximum number of places on a course and how those places are allocated. In most cases, where the academic entry requirements are met, priority is given to those students who chose the course on their original application and/or are an internal candidate. GCSE Mathematics and English students who have not attained grade 4 or better in English and/or



Mathematics at GCSE will be required to re-take the course in the Sixth Form up until the point at which a grade 4 or better is attained.

SEND

The Board of Directors will, under section 324 of the Education Act 1996, admit to the college a young person with an EHCP that names the college as long as the needs of the EHCP can be met by the college and that Bishop Milner Sixth Form is deemed as suitable provision. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final EHCP has been issued and which has taken account of the Year 12 entry requirements.

Oversubscription Criteria

In the event of the Sixth Form being oversubscribed and when further places cannot be provided, the following oversubscription criteria will apply:

Priority Group 1: Young people in public care or fostered under an arrangement made by the local authority or young people previously looked after by a local authority for whom an application has been submitted, and are anticipated to meet the academic entry requirements. This applies to all looked-after young people, including those who are or have previously been in the care of another local authority.

Priority Group 2: Applications from internal candidates who have met the academic entry requirements.

Priority Group 3: Young people who will have a sibling on the college roll, who have met the academic entry requirements. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the college place is sought is living in the same family unit at the same address as that sibling.

Priority Group 4: Remaining offers will be allocated in rank order to those students who have the better performance predicted at GCSE for their subject specific requirements. Overall performance at GCSE will be assessed from: Actual GCSE results, predicted grades defined as the likely grade to be achieved if current study habits continue. This grade is to be provided by the applicant's current place of study.

Young people in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. Tie-break- If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest the college. Distance measurements are based on the distance from the home address to the college building. This is a straight-line measurement from the centre of the college building to the centre of the house.

Exceptional Circumstances

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants, reasonable discretion may be exercised for an individual young person who could benefit from the programme offered by their Sixth Form but because of their exceptional circumstances has not met the minimum entry criteria. Any placement in this category would require careful discussion and the views of the college and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. In addition, this may also result in a place being offered under contract, where specific guidance is attached to the offer being given. The incidence of such



cases is expected to be low. We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

Probation

All students will have an agreed programme of study when they join the Sixth Form and any changes requested by students after courses have started must have the approval of the relevant Head of Department or subject teachers, a Parent or Carer and the Head of Sixth Form. The final date for any changes to course is within the first half term after the student's start date. This period of time will also be used by the college to assess each student's ability and commitment to their courses.

Attitude and approach to learning, behaviour – including adherence to the dress code, attendance and punctuality are all assessed during the probationary period. The aim of the probationary period will be to determine the students' suitability for sixth form study, as well as suitability for their courses and establish which students, if any, are unlikely to achieve a minimum of a pass grade. Students who have not met the criteria for a course will not be allowed to continue with that course beyond the first 6 weeks and will be required to switch to an alternative course or reduce their course load subject to the minimum requirements.

In addition, students who have accrued two successive Us in formal assessment and/or SoPs relating to any one subject will only be allowed to continue the course with the approval of the relevant Head of Department or subject teacher and Head of Sixth Form. Only in the most exceptional of circumstances will any changes to a student's programme of study after the first 6 weeks be considered.

Right to Appeal

If an application is refused there is a statutory right of appeal to the Board of Directors. Further details of the appeal procedure will be provided with the letter explaining why an application has been refused. Appeals may be lodged by either the parent/carers or the student.

Sixth Form Applications

All Sixth Form applications must be made through the college's website. All students will be required to attend an interview to discuss their options. The timetable below gives a general idea of the time-frame for events, specific dates will either be available on the college website or communicated directly in correspondence:

September applications for Sixth Form Open.

November Sixth Form Open Evening.

March deadline for applications. From February Sixth Form interviews will take place via invitation.

From March Offer letters sent to students.

Late April Deadline for acceptance of the offer to be received by the college.