

## Sixth Form Admission Procedures

### 1 Introduction

- 1.1 For 2017/18, the University of Birmingham School will admit a maximum of 200 external students (unless changed in accordance with statutory procedures) if they are predicted to and achieve the entry requirements for their chosen courses.
- 1.2 When the school is fully open in September 2019 it is planned to have 1,150 students (including up to 400 in the Sixth Form).
- 1.3 There are no distance criteria for entry into the Sixth Form and thus the school will serve the city of Birmingham and surrounding areas.
- 1.4 The school has the status as the first and currently (October 2016) only secondary University Training School.
- 1.5 It works closely with the School of Education at the University of Birmingham in delivering school based 'Initial Teacher Education and Training'.
- 1.6 The school aspires to deliver outstanding teaching by well qualified and dedicated teachers in our purpose built £23 million learning environment.
- 1.7 We want our students to achieve entry into higher education, including the most competitive courses and prestigious universities.
- 1.8 The A level courses provided are dominated by the 'facilitating subject' list preferred by the Russell Group Universities.
- 1.9 Sixth Form students will receive personal support from their Form Tutor and Sixth Form Manager and will benefit enormously from the close and extensive links (teaching, advice and resources) with the academic and professional services staff of University of Birmingham.
- 1.10 The teaching, curriculum and breadth of opportunities are designed to deliver an unparalleled Sixth Form experience for our students.

### 2 Entry Requirements for the Sixth Form

- 2.1 'General' entry requirements are published on our website.
- 2.2 Offers made are provisional on students attaining the entry requirements and are subject to the availability of places in the appropriate courses and classes.
- 2.3 Applicants will receive offers only if their applications are supported by a reference from the applicant's current school (by the end of February 2017) which confirms their predicted grades and any examination results already achieved indicate they will meet the following entry requirements:
  - a) Pupils will have at least a Grade B in their chosen AS/A level subjects.
  - b) Pupils will have at least 5 GCSEs at Grade B or above.
  - c) Pupils will have at least a Grade C in both GCSE English and Mathematics.

2.4 **In addition**, if the School is oversubscribed, in order to follow their chosen AS/ A-level course, students will be expected to have obtained a Grade A (A\* for Further Mathematics) at GCSE in the subjects (or associated subjects) that they select to study. Grade requirements for each AS/A-level course are set out below.

<b>Subject</b>	<b>Grade Requirements</b>
Art	GCSE grade A in Art
Biology	GCSE grade A in Biology or AA grades in Core and Additional Science
Chemistry	GCSE grade A in Chemistry or AA grades in Core and Additional Science
Computer Science	GCSE grade A in Computer Science or GCSE grade A in Mathematics
Design Technology (Product Design)	GCSE grade A in Design Technology
English Literature	GCSE grade A in English Language or English Literature
French	GCSE grade A in French
Geography	GCSE grade A in Geography (if taken) or GCSE grade A in English Language
History	GCSE grade A in History (if taken) or GCSE grade A in English Language
Mathematics	GCSE grade A in Mathematics
Mathematics (Further)	GCSE grade A* in Mathematics
Music	GCSE grade A in Music
Physics	GCSE grade A in Physics or AA grades in Core and Additional Science
Religious Studies	GCSE grade A in Religious Education or Philosophy and Ethics or English Language

2.5 If, after the publication of GCSE results, the student has not met the requirements for their chosen course, they will be offered subjects for which they have achieved the requirements and which are available.

### 3 **Applying for Places**

3.1 The University of Birmingham School Sixth Form welcomes applications from all young people who meet the Sixth Form entry requirements.

3.2 Students and their parents/carers who are considering applying are warmly invited to visit our Presentation Evenings in the Autumn/Spring Term of the year prior to intended admission.

- 3.3 We anticipate that there will be more applications than places.
- 3.4 The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.
- 3.5 ***Applications may be made by using the online UCAS progress website (if potential applicants have difficulties accessing UCAS progress please contact the School for advice).***
- 3.5 All applicants, must return the paper form or submit an online application by the following date:

***Closing date for all applications: 27 January 2017***

#### **4 Late Applications**

- 4.1 Applicants who fulfil the entry requirements whose applications are received after the deadline on 27 January 2017 will be treated as lower priority than those applications received on time, in the allocation of places (please see information below on waiting lists).
- 4.2 If an applicant is offered a place after the usual starting date of 1 September 2017, he or she will normally be expected to take up this place within one week of the date of the offer.

#### **5 Other Applicants**

- 5.1 Applications from students who are younger or older than the usual age for starting Sixth Form study and applications from students whose home is not in the UK or who have non-UK qualifications will be considered on an individual basis.

#### **6 Education and Health Care Plans (Statement of Special Educational Needs)**

- 6.1 Children for whom an Education and Health Care Plan or Statement of Special Educational Needs has been agreed naming the University of Birmingham School on the statement: the number of these students naming this school will be deducted from the places available to be offered.
- 6.2 Such students will be automatically offered places at the school **if they meet the entry requirements.**
- 6.3 The Principal will consider each application for a student with an EHC Plan or Statement individually.
- 6.4 If parents and carers are considering whether University of Birmingham School should be named on their child's Statement, University of Birmingham School should be involved in the appropriate review.
- 6.5 A response of concern may be raised on receipt of an application if the School considers that provision will be inadequate for the student's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

## 7 Offers of Places

- 7.1 Applicants who meet, or are predicted to meet, the entry criteria will be made an offer of a place, subject to availability in their chosen subjects and classes.
- 7.2 Applicants whose predicted grades meet the criteria but, who cannot be made an offer straight away because the school is oversubscribed or their chosen subject is full, will be placed on our waiting list.
- 7.3 When the GCSE examination results are published those candidates that applied for entry into the Sixth Form by the 27 January 2017 deadline, will have priority over those that did not do so in the allocation of any available places.
- 7.4 The Governors have the right to withdraw an offer of a place if the applicant has not responded by the deadline given on the offer letter.
- 7.5 If you withdraw your application for any reason or wish to decline an offer of a place at University of Birmingham School you must inform the Principal immediately in writing.
- 7.6 You must notify any change of the student's home address immediately in writing to the Principal.

## 8 Waiting Lists

- 8.1 If we cannot make you an offer in the initial round because we have more applications than available places in the Sixth Form at University of Birmingham School, you will automatically be placed on our waiting.
- 8.2 This waiting list is held until 30 September 2017.
- 8.3 It is likely that further places will be offered.
- 8.4 Considerable movement in the waiting list is to be expected between the initial offer date and the publication of GCSE results in August.
- 8.5 If places do become available after the initial round, the waiting list, including late applicants, will be considered strictly in accordance with the published criteria.
- 8.6 If an applicant has met the minimum entry requirements for Sixth Form, and the requirements for their chosen AS/A level courses, but the School cannot offer them a place because of lack of capacity or timetabling, then the applicant will be offered alternative subjects (which are available) for which they have achieved the requirements.
- 8.7 When there are more applicants that satisfy any academic entry requirements, after the admission of pupils with either, an Education, Health and Care plan or statement of Special Educational Needs naming the University of Birmingham School, priority will be given to applicants in the following order:

1. Looked-after children or children who were previously looked-after as defined below<sup>1</sup>.
  2. Children eligible for the Pupil Premium as defined below<sup>2</sup>.
- 8.8 In the event of two or more applications that cannot otherwise be separated, the School will use random allocation as a tie-break.

## 9 **Sixth Form Application Process – 2017 Entry**

- 9.1 In the Autumn Term 2016 and Spring Term 2017 there will be an opportunity to learn about the school from the Principal and teaching staff – please see school website for the dates and to book a place.
- 9.2 Friday 27 January 2017 – this is the deadline for the School to receive applications.
- 9.2 Applications should be made using the UCAS progress website (if potential applicants have difficulties accessing UCAS progress please contact the School for advice).
- 9.3 The UCAS progress website will be available for use from 16 November 2016
- 9.4 End of March 2016 - offers of provisional places at the University of Birmingham School will be e-mailed to successful applicants.

## 10 **Appeals**

- 10.1 If you have been unsuccessful in gaining a place at University of Birmingham School, you and/or your parents and carers may appeal to an Independent Appeals Panel.
- 10.2 You and your parents and carers may both appeal; if both appeal separately, the appeals will be heard together.
- 10.3 The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the Appeals Code.
- 10.4 If you wish to appeal, you should write, setting out the grounds for appeal, to the Clerk to the Governing Body of University of Birmingham School within 20 school days of receipt of confirmation that the application was unsuccessful.
- 10.5 You will receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances you have the right to waive this notice.

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<sup>1</sup> Looked-after children and previously looked-after children are those who have been adopted, or have become subject to a child arrangement or special guardianship order. A looked-after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

<sup>2</sup> Children eligible for the Pupil Premium for the purposes of this admissions criterion are those who: are registered as eligible for free school meals; have been registered as eligible for free school meals at any point in the last six years; have parent(s) who are serving in the regular UK armed forces or who were serving in the past 3 years; or are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

- 10.6 You will usually receive notice of the outcome of the appeal within five school days of the hearing.
- 10.7 Appeals for the Sixth Form will not be heard before confirmation of the examination results on which the offer of a place depends.
- 10.8 Such appeals will be heard within 30 school days of being lodged.
- 10.9 Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical.
- 10.10 Any additional evidence which you wish to submit after lodging an appeal must be in writing and must be received by the school at least five days before the hearing to allow for efficient administration of the appeal hearing.
- 10.11 Any information or evidence not submitted by this deadline might not be considered at the appeal, or the appeal hearing might need to be postponed.
- 10.12 You are invited to attend the hearing of the appeal and make your case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only.
- 10.13 You may be represented by or accompanied by a friend.
- 10.14 You must inform the school in advance if you wish to call any witnesses or be represented at the hearing.
- 10.15 Further information on appeals is available on request from the school.
- 10.16 Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, a second application has been accepted because of significant and material changes in circumstances (e.g. a change which puts the applicant in a higher oversubscription category).

## 11 **Oversubscription Criteria**

- 11.1 The University of Birmingham School is a popular Sixth Form which is likely to be oversubscribed in the initial round of applications.
- 11.2 The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place in the Sixth Form.
- 11.3 The Principal acting on behalf of the Governors' Admissions Committee will take the utmost care to ensure that the system is applied fairly.
- 11.4 The Governing Body has the authority to determine whether an applicant meets the criteria for admission.

**The information contained in these procedures is correct at the time of publication to but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Governing Body of the University of Birmingham School.**