



POST 16 ADMISSIONS POLICY 2019-2021
APPLICATIONS AND ADMISSION TO YEAR 12

This is the school plan which informs this policy:

1: Supporting Education

	Aim	Lead CR+	Gov committee
1	To improve GCSE results to 0 or above	AT	Curriculum
2	To maintain ALPS 2	JCB	Curriculum
3	To improve attendance to 96% and lateness to 2.5%	AT	Inclusion
4	To improve student behaviour further	AT	Inclusion
5	To recruit, retain and train the best quality staff	JCB	Inclusion
6	To include every child in our comprehensive school	AT	Inclusion
7	To maintain a broad and balanced curriculum	JCB	Curriculum
8	To base our curriculum on <i>powerful knowledge</i>	JCB	Curriculum

2: Supporting understanding

9	To adapt teaching so all learners make good progress	JCB	Curriculum
10	To improve engagement in independent learning	JCB	Curriculum
11	To offer top-quality guidance education	AT	Inclusion
12	To maintain outstanding personal development & welfare	AT	Inclusion
13	To engage all parents and carers in children's learning	AT	Inclusion
14	Using our community so children see a range of futures	AT	Inclusion

3: Supporting change

15	To embed Tallis Habits in all our teaching and learning	JCB	Curriculum
16	To embed Tallis Character in all our interactions	AT	Inclusion
17	To reduce teacher workload	JCB	Curriculum
18	To ensure equality and diversity in all our activities	AT	Inclusion
19	To improve boys' achievement	AT	Inclusion
20	To encourage positive use of electronic devices	JCB	Curriculum
21	To model and encourage sustainability	CC	Resources

JB
Governors Committee: Learning & Achievement
Agreed by Governors: November 2019
Review Date: Nov 2020

ENTRY INTO YEAR 12

1. We aim to offer a range of academic and vocational qualifications to our sixth form students at Level 3. Our admissions policy aims to ensure that students accepted into the sixth form are placed on appropriate courses where they are likely to succeed, and that the overall character of the sixth form is such that high standards and expectations for conduct and academic outcomes can be maintained.
2. All Thomas Tallis students in year 11 who meet our entry criteria will be actively encouraged to apply for the sixth form.
3. Our entry criteria are both behavioural and academic. Admission to the Sixth Form will be determined in accordance with the following criteria:
 - a. Satisfactory conduct in lower school. Each applicant must have demonstrated a commitment to his or her studies pre-16, evidenced by their school or progress report and their school reference. We reserve the right to not offer a place to academically qualified students where there is evidence of unsatisfactory character. Evidence that this is so might be, but is not limited to, a poor disciplinary record and/or a history of fixed-term exclusions (whether internal or external) and/or where on the balance of probabilities we think that the applicant has committed an offence or offences punishable with permanent exclusion.
 - b. Satisfactory attendance and punctuality in the lower school. We will normally expect attendance to be above 95% unless there is a medical explanation of why this is not so.
 - c. Achievement of 5 4-9 grades or equivalent, including Maths and English GCSEs at 4 or higher. We may in some rare cases accept students with 4 4-9 grades including either Maths or English at 4. Level 2 BTEC courses which attract points for more than one GCSE will count as a maximum of one GCSE. Other non-GCSE courses may be taken into account in borderline cases. Students we accept without a 4 in Maths or English will be entered for a retake.
 - d. Achievement of the minimum requirements for the subjects they have chosen to continue Post 16. These are reviewed from time to time. See our 'Recommendations and Requirements' document.
 - e. We may in some very rare cases accept students who excel in one area of study such as Art but have only a 3 grade in Maths and English.
 - f. That there is a suitable course available with a vacancy; group size will normally be capped at 30 but may vary depending on the nature of the subject and availability of resources
4. Thomas Tallis Sixth Form offers places prior to Enrolment, not specific courses. The school reserves the right to set different academic entry qualifications for entry to various courses. These are publicly available through our website and are reviewed from time to time. The school also reserves the right to the final decision about the content of a student's curriculum, in line with our 'Pathways' document and also taking into account the likelihood of a student's success in each of his or her subjects. (We always retain control over a student's curriculum and may opt to alter a student's roster of courses mid-year.)
5. We also accept external applications from students wishing to transfer from other institutions and will publicise ourselves at local events to encourage applications. Students are invited to attend the Open Evening in the autumn term, 'Open Afternoon' in late spring and 'Taster Days' in July so that their applications are well-informed.
6. If the number of applications exceeds the capacity of the sixth form or a subject is oversubscribed then the following criteria to select from those students who meet our academic entry requirements will be used in the following order:
 - a. Students with an EHCP naming Thomas Tallis on the plan
 - b. Looked-after students (children in public care)
 - c. Internal students will be prioritised over external students
 - d. Applicants who apply by our public deadlines will be prioritised over late applicants.
 - e. Students who will be attempting Year 12 courses for the first time over those in Year 13 or older
 - f. Quality of the reference (and interview, if there is one), including attitude to learning
 - g. Students who have siblings already at the school
 - h. Students who live nearest to the school
7. Applicants to Thomas Tallis Post 16 Centre apply via the online application form available on the

Post 16 website. In the main we will not interview external candidates but will judge suitability based on reference and information provided by a candidate's school. We may choose to interview marginal candidates and candidates who seem to us to have made unusual course choices.

8. If parents/carers are considering whether Thomas Tallis School should be named on their child's Education Health Care Plan, the school should be involved in the appropriate review. If we think our provision will be inadequate for the child's needs, or there is evidence that admitting the applicant would have a detrimental impact on the learning of other students, we will raise a concern. Where an EHCP has been agreed naming Thomas Tallis School, we will automatically offer a place, provided the student meets the entry requirements for the Sixth Form as detailed on our website and elsewhere.
9. Applications from overseas students whose home is not in the UK or who have non-UK qualifications will be considered on an individual basis.
10. All students are asked to select provisional course preferences on application. This is not a firm commitment and they will be able to reconsider their options at Enrolment after the GCSE results have been published. All internal students will be interviewed to discuss their intended pathway (laid out in our Pathways document) and so that we can offer guidance with regard to future progression.
11. Applications received by the published deadline will be considered first. Late applications (those submitted after the published deadline) will be considered after all on-time applications unless exceptional circumstances merit earlier consideration. We may give such applicants a lower priority than those received on time. We may choose to speak to late applicants only after the start of the academic year once the availability of places is known.
12. In order to establish student suitability to take demanding A-level courses where national research shows that KS4 performance information may not be sufficiently indicative of potential (such as the sciences, maths, economics), the school may choose to set additional Induction Tests (which draw on previously taught GCSE material only) to check that it is soundly understood. We will explain this on our website, publicity material and during Taster Week. Students who do not achieve the pass mark in a subject's Induction Test will not be allowed to pursue that subject. The pass mark in the Induction test will normally be set so that a clear majority of students who attain it will go on to obtain an E or better at A-level.
13. To remain on roll, all students in the sixth form in Year 12 or Year 13 must study a minimum of three A-level equivalent courses in each year of study, and no student will remain on roll with fewer than three courses in the curriculum (but see 15 below). If in Year 14 each student must study enough courses to mean that at the end of Year 14 they will have completed a minimum of three A2- equivalent courses. Except in the case of looked-after children or children with an EHCP, the sixth form will not admit students to Year 15.
14. The school reserves the right to remove students from individual courses where a student's approach to the course falls below Tallis's high standards. These standards are laid out in our Disciplinary Policy, which also explains the grounds on which we may permanently exclude students from the sixth form entirely. The school will, where possible, offer alternative courses if we wish to remove a child from a particular course, but, particularly mid-year, it may not be possible to do so. Removal from a course will normally be discussed in advance with parents and/or carers, and a chance given to reach minimum standards before removal occurs.
15. The school reserves the right to remove students from BTEC courses where a student has failed a course in-year because they have not passed a core unit. Students who have failed a BTEC course mid-year will in general have to leave Tallis, as we do not have more accessible alternatives than BTEC in our course offer.
16. The only exception to this policy concerns: students applying for Art Foundation courses who may, at the school's discretion, be allowed to pursue two A-level equivalent courses in Year 13; there may be from time to time students who are similarly allowed to continue with double Media or double Business only at the school's discretion.
17. Students failing to meet entry requirements may still be admitted to courses if there are exceptional and extenuating circumstances supported by evidence. For example, a student may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merits.

18. If there is insufficient demand to make a particular course viable, the course may not run in September despite being advertised in our Prospectus earlier in an academic year. We would normally look to have at least fifteen students on a Year 12 course. Some courses (e.g. further maths, the languages, music, dance) are exempt from this requirement for the present. This list of exemptions to our normal class size rule is reviewed every year.
19. The normal admission age is 16 and so such students will become 17 during their Year 12 school year. Individual students under the normal admission age for post-16 education may be admitted on a case-by-case basis provided they have completed Level 2 qualifications as detailed above. Tallis is a 16-19 centre and so we will not normally admit students who will be older than 19 at the conclusion of their studies.
20. Individual students over the normal admission age who have already attempted Year 12, whether at another centre or at Tallis, will be admitted subject to satisfactory reference and an interview if necessary. However, when we are oversubscribed, the normal time of such interviews will be early in September once term has started and course vacancies are clear. Hence, such students will not be given priority when choosing courses: 'first-time' year 12 students will be prioritised instead.
21. We may choose to offer a place to a student about whom we have reservations, and in such circumstances it will be normal to put such a student 'On Contract' until the October Census requires us to report a student as formally enrolled. Prior to the Census, we may choose to withdraw our offer of a place if such a student does not meet our disciplinary standards. This will not be considered as a permanent exclusion under our Disciplinary Code as students are not formally enrolled until the Census return is completed.
22. For reasons relating to funding, and for other reasons, any internal student repeating Year 12 must do so with a different selection of courses. The school will not let students who have failed challenging courses elsewhere (such as, but not limited to, maths, the sciences, economics, psychology) restart the same courses at Tallis and if we are able to offer such students a place it will almost invariably be to study different courses included in our offer where there is a better chance of their success.
23. As far as size of sixth form goes, we aim to have at least 540 students on roll in total. A notional maximum is 600. We may if we choose set a maximum size for Year 12 so that overall numbers don't exceed this figure. However this is also dependent on course availability as previously referenced.

ENTRY INTO YEAR 13

24. Entry directly into Year 13 for external applicants will depend on the courses required, the availability of a place within that group and the student's results and progress made in Year 12. We require evidence in the form of a good reference that the applicant is likely to go on to complete courses successfully and has a good attitude to learning. Examination Board compatibility is also required. We also require that students continue at least three subjects, and that in each subject they wish to continue they have achieved a D or higher in their end of first year exams.
25. If there is insufficient demand to make a particular course viable in Year 13, the course may not run. We would normally look to have at least fifteen students on a course, and for students to have reasonable prospects of success in a subject. However, whether to run a course is up to the school.
26. Progression to Year 13 is not automatic. Thomas Tallis automatically reenrolls Year 12 students onto Year 13 courses only if the standards laid out in this paragraph are met.
 - a. To be recommended to continue with an A-level course a student must have achieved a D or above in the subject in their end of Year 12 exams.
 - b. Where we think a student is set to fail A-level we may insist that a student takes an AS qualification as an intermediate step. In such cases, the AS grade must be a D or higher for a student to continue to A-level.
 - c. To continue with a BTEC course, a student must be in line to achieve at least a Merit or above in the subject, unless the student's ALPS is a P only (see 28. below).
 - d. Students must meet our A-level and BTEC progression standards in at least three A-level equivalent subjects (except in such cases as described in 16, above).
 - e. Students must have greater than 95% attendance and no unauthorised absence, except in the case of students with known mental or physical health concerns under the supervision of a hospital consultant.
 - f. There must be no outstanding disciplinary concerns known to the Head of Year 12. Where a written warning has been given to a student about conduct, a student must have met any

conditions specified in the warning.

27. Where students have not met the automatic progression standards specified in 25a and 25b above:
- Where a child is predicted E's or U's in three subjects, we will strongly recommend that a child restarts new courses either at Tallis or at another centre. A meeting will be arranged to discuss our concerns with students and parents.
 - Where a child is underperforming in one or two subjects, we may in some cases offer a student alternative two-year A-level courses or equivalent to make up the minimum of three. This means that a student will be a 'Year 14' student in due course. Our normal conditions for such an offer are that our standard admission requirements for each new course must be met, attendance must be greater than 95% with no unauthorized absence, and there must be no outstanding disciplinary concerns. As in 20., above, Year 12 students will have priority for places on courses.
 - Students may choose to continue with A-level courses that we think they are going to fail and the school will offer as much support as we can to such students, but in such cases we will make it clear that continuation is against our advice.
 - We may choose to enter students we think will fail A-level for AS examinations instead or alongside an A-level entry. This is not to protect the school's results, but the outcomes for students.
28. Where students are studying BTEC courses, have an ALPS of P and are predicted P grades for their BTEC, the school may choose to allow students to progress into Year 13.
29. Students who do not meet the disciplinary standards in 26e or 26f will be dealt with using our Disciplinary Policy. The Head of Year will normally write to the parents of such students just before or just after Easter to advise them that the student will have to apply to another centre if the student's conduct does not radically improve.

ENTRY INTO YEAR 14

30. Some students seek to stay on at Tallis to complete a qualification they began only in their second year of sixth form study. Progression to Year 14 is not automatic. Thomas Tallis reenrolls Year 13 students onto Year 14 courses automatically only if the standards below are met:
- To continue with an A-level course a student must have achieved a D or above in the subject in their end of year exams.
 - To continue with a BTEC course, a student must be in line to achieve a Merit or above in the subject.
 - Students must have greater than 95% attendance and no unauthorised absence, except in the case of students with known mental or physical health concerns under the supervision of a hospital consultant.
 - There must be no outstanding disciplinary concerns known to the Head of Year 13. Where a written warning has been given to a student about conduct, a student must have met any conditions specified in the warning.
 - In some cases (for example, where a syllabus has changed or a class does not have sufficient numbers to run) Tallis may be able to act as an exam centre only and Year 14 students will have to self-study for examinations.
 - Where a candidate for Year 14 study is marginal, we may place such a student on a Disciplinary Contract and withdraw our offer of a Year 14 place if the conditions in the contract are not met.

RETAKING A-LEVEL EXAMINATIONS

31. Retaking is by agreement with the school only, and in the main we do not let children retake A-levels, particularly if a student has achieved in line with staff expectation in a subject.
32. There may be extenuating circumstances (such as consultant-authorized medical absence or social services involvement) where the Head of Year will make an exception to our general rules about retaking examinations.
33. All students must pay for their retakes, in line with our long-standing custom.
34. Taught retakes
- We are not funded for students to be taught for retake examinations.
 - We will only allow students to audit classes for retake purposes where we have space in the relevant A-level class and the full agreement of the teaching staff.

35. Number of retakes
 - a. The school will generally allow one subject to be retaken.
 - b. We will only in very few circumstances allow two subjects to be retaken.
 - c. We will not allow students to retake three subjects.

36. Manifest commitment to study
 - a. We will only allow retakes if a student is deemed to have worked consistently in Year 13, and if a student's attendance and punctuality for Year 13 is well over 95%.
 - b. If at any point during the academic year it dips below these figures, the retake offer will be withdrawn.

37. Private entries
 - a. The school is prepared to enter students as private candidates for retakes.
 - b. Where this agreement is reached, the school can take no responsibility for student achievement and teaching staff will not be formally involved in preparing students for examination.

38. Retaking A-levels when a child is in 'Year 14'.
 - a. At our discretion, we will allow 'Year 14' students to retake papers from qualifications completed in Year 13.

APPEALS

39. Students who are refused a place in either Year 12 or 13 are entitled to appeal to the Headteacher who may refer to the governing body to arrange an independent appeals panel. Appeals should be based on a belief that the student has met the required criteria for admission to the Post-16 center and that the entry requirements have not been applied fairly and consistently. Appeals may be lodged by either the parent or the student.

Reviewed JB November 11 2019
Anticipated Review Date October 2020