



## **Admissions & Appeals Policy 2022-23**

**Responsibility for review: Executive Principal**

**Date of next review: October 2021**

**Last consultation period: July-September 2018 (as part of proposed opening)**

**Determined by: Trust Board – 14 January 2021**

## Introductory statement

As a free-standing 16-19 academy, the Dixons Sixth Form operates an admissions policy which reflects its educational character, as expressed in its mission and values.

The Dixons Sixth Form welcomes applications from students of all backgrounds and supports those with learning difficulties and disabilities to access the curriculum. The sixth form operates an Equality and Diversity policy and aims to ensure that recruitment of students is undertaken in a fair and non-discriminatory manner.

## Capacity

The sixth form has a total capacity of 880 places for students in the age range 16-19.

## Minimum study programme

All students will be expected to enrol on a programme of study comprising a minimum of 540 planned hours per year. The sixth form will offer Level 3 (Advanced) study programmes only.

## Minimum Entry Requirements

We require all students to demonstrate considerable success at GCSE. In order to secure a place students are expected to meet the minimum entry requirements for all the courses that make up their study programme.

The entry criteria for our courses is published separately and updated annually.

Please note that courses equivalent to GCSE will be accepted at our discretion, and will be counted as one 4 (or above) GCSE grade depending on the size and suitability of the qualification. Students need to prove that they are suitable for level 3 learning through high levels of attendance and a mature approach to learning. This will be assessed through interview, conducted at liaison/marketing/bridging event and reports from previous educational establishments.

## Applying for places

Students who wish to apply to the Dixons Sixth Form should read the information on the website ([www.dixons6a.com](http://www.dixons6a.com)) and consider the courses in which they have an interest. In the first instance, students should seek guidance from their current subject teachers if they have any questions in regard to a particular course or their suitability for the course in question. It is important that when students apply for the courses that they are as confident as they can be about them, as the curriculum will be constructed in response to student demand.

In addition to reading the information on our website, students are encouraged to attend one of the sixth form's open events at which they will have the chance to learn more about the sixth form and the unique opportunities it offers, as well as being able to discuss potential A Level courses with subject professionals. Further details of the open events can be found on our website. You can apply online from our website [www.dixons6a.com](http://www.dixons6a.com).

Please note, we encourage early applications as we anticipate there will be a very high demand for places, closing dates for applicants will be posted at least 2 weeks before on the Academy website. Late applications will only be allocated places not already filled by applications that were made on time. Decisions regarding conditional offers for all potential students will be made by the end of April 2020. Students will be expected to accept or decline their conditional offer within 14 days of an offer being made.

Students' conditional offers will be made firm once the results of the GCSE examinations are known. The enrolment dates and times will be published on the Academy's website in advance of the GCSE examination results; students are invited to attend the Academy on the designated date in order to formally enrol.

## Conditional Offers

The timetable will be constructed based upon the information we have received from students during the application process, which is why students should think carefully about the subjects they apply to study; if on enrolment a student wishes to change to a different course they will only be able to do so if there is a place available. If a place is not available students will have to choose an alternative course and be placed on a waiting list for the oversubscribed course, continuing with their programme of study until such a place becomes available. If a student does not meet the criteria specified by their conditional offer a place cannot be guaranteed, it can only be subject to available spaces on appropriate alternative courses.

We maintain the right to withdraw an offer if a student submits false or misleading information or is involved in misconduct on or off the sixth form site. The sixth form also reserves the right to withdraw a course if there are insufficient numbers of students or suspend applications for courses which are full. In these cases, applicants will be informed prior to enrolment and suitable alternatives investigated, where appropriate.

### **Applications from students not currently in Year 11**

Only in exceptional circumstances will current students be authorised to restart Year 12. Overage students wanting to join the Dixons Sixth Form to begin/repeat Year 12, will be considered in line with the oversubscription criteria (below) and only in exceptional circumstances.

Applications to the sixth form from students who will be 18 years and older when they plan to start studying will not be considered as the sixth form has no provision for adult learners.

### **In-year applications**

In-year applications can be made at any time during the two-year programme. However, since the introduction of linear A Levels it is more difficult for students to transfer after the start of teaching.

## **Oversubscription criteria**

Any student admitted has to meet the relevant academic entry requirements (published annually).

Students with an Education Health and Care Plan (EHCP) will be admitted. Where the sixth form or a subject is oversubscribed, the following criteria will be used in the order stated below:

- a)
  - i) Looked-after children or children who were previously looked after by a local authority.
  - ii) Children who have been in state care outside of England and ceased to be so as a result of being adopted.See note 1 for a definition of the above terms.
- b) Results at GCSE in relation to the entry requirements and subject chosen.
- c) Year 11 students at a Dixons academy.
- d) Year 11 students at other schools.
- e) Other students. Applications will be considered for overage students, for example, those aged 17 who have missed/repeated a year of education, or started A level studies elsewhere. Please note, however, that any offer will be subject to there still being places available after the admission of applicants who qualify under points c) or d) above.

**Tie-breaker:** If demand exceeds places at points c), d) or e), and two or more applicants qualify equally for a place but only one place remains, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 2).

### **Notes**

1. 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).

A previously looked-after child is a child who was previously looked-after but who left care through an adoption order, a child arrangements order or special guardianship order.

Children previously in care outside of England and Wales are those who have been looked-after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

2. A random number will be generated using a computer programme and ranked from the smallest number at the top to the biggest number at the bottom. The randomisation process will be supervised by an independent clerk of the independent appeals panel.

## **Waiting lists**

Owing to a strong demand, some subject areas may become full very quickly so students are encouraged to apply early. It may be possible to put on extra classes if the demand is high and if we have the staffing flexibility to fulfil this. If not, then students applying late will need to choose an alternative subject and be placed on a waiting list for the oversubscribed course.

Students who are not made conditional offers and subsequently achieve the entry requirements will be placed on a waiting list to replace any student who was made a conditional offer but failed to secure the grades required.

All applications received after the deadline published on our website will be considered late applications. These will be considered after those received on time. If, following the consideration of all applications, the sixth form is oversubscribed and the minimum entry criteria is met, students will be placed on the waiting list. This will be kept until the first day of the academic year and will operate in accordance with the oversubscription criteria defined above.

## Appeals

Any applicant refused a place will have a right of appeal.

Please bear in mind that admission is based on an application being submitted by the deadline, an applicant meeting the entry requirements and prioritisation of the application within the oversubscription criteria (above).

To avoid a delay to learning, we advise that appeals are submitted within two weeks of a place being refused. The Academy will endeavour to hear an appeal within one month of the date it is lodged.

If you are considering an appeal, please contact the Appeals Coordinator for further information.

Tel: 01274 423134

E-mail: [appeals@dixonsacademies.com](mailto:appeals@dixonsacademies.com)