

## **Admissions & Appeals policy for the admission year 2025-26**

Responsibility for review: Executive Principal

Date of next review: October 2024

Last consultation period: July-September 2018 (in pre-opening phase)

Determined by: Board of Trustees – 8 February 2024



# Admissions

## 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 1200 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 580 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. 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 are published in the Admissions area of our [website](#) 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, a mature approach to learning, and their expected or achieved grades. This will be assessed through a meeting to discuss their application, at liaison / marketing / bridging events, and from reports from their current / previous educational establishment.

## Procedures for Year 12 entry

### The admission arrangements are:

- a) There are 600 places in Year 1.
- b) Applications for places at the Sixth Form should be made directly to the Sixth Form via the online application form in the [Admissions](#) area of our website.
- c) Applications should be made by the deadline stated on the website.

## Applying for places

Students who wish to apply to the Dixons Sixth Form should read the information on the website 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 about 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. Details of the open events can be found on our website.

We encourage applications to be made by the deadline as there is usually a very high demand for places, and certain subjects. Late applications will only be considered for places / subjects, which have not already been filled by those students who made applications by the deadline.

Decisions regarding conditional offers will be made by the end of April each year. Students will be expected to accept or decline their conditional offer within 14 days of an offer being made.

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 Sixth Form website in advance of the GCSE examination results; students are invited to attend the Sixth Form on the designated date 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.

It may be possible to put on extra classes if demand is high and there is the staffing flexibility to fulfil this. If all places in a subject are filled, then students will have to choose an alternative course and be placed on a waiting list for the oversubscribed subject, 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. A place will 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, students 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 Sixth Form to begin / repeat Year 12, will be considered in line with the oversubscription criteria (below).

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.

### **Oversubscription criteria**

Students must meet the relevant academic entry requirements to be admitted.

Students with an Education Health and Care Plan (EHCP) will be admitted where they meet the relevant academic entry requirements, and the Sixth Form is named.

Where the Sixth Form or a subject is oversubscribed, the following criteria will be used in the order stated below:

- a) Looked-after children or children who were previously looked after. See note 1 for a definition of these terms.
- b) Results at GCSE in relation to the entry requirements and subject chosen.
- c) Year 11 students at a Dixons academy (see note 2).
- 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 that any offer will be subject to there still being places available after the admission of students who qualify under points c) or d) above.
- f) Students who made their applications after the deadline.

### *Tiebreaker*

If demand exceeds places at points c), d), e) or f), and two or more students 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 3).

### *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, immediately after being looked-after, became subject to adoption, child arrangements order or special guardianship order including those who appear (to the local academy board) to have been in state care outside of England<sup>1</sup> and ceased to be so because of being adopted.

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<sup>1</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.



2. Students must be on roll at the time of conditional offers being made and continue to be on roll until the end of Year 11.
3. All applications will be generated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by 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.

### **Late applications**

All applications received after the published deadline will be considered late applications. These will be considered after those received on time unless exceptional circumstances apply (for example, hospitalisation / serious illness of the student) that prevented the application from being made on time.

If an application is being submitted late, then supporting documentation to verify the reasons for late application should be submitted at the time of applying.

Students applying late will be given places on courses with available space where they meet the entry criteria. If places are not available on those courses, they will need to choose an alternative subject and can be placed on a waiting list for the oversubscribed course.

### **Admission of students outside their normal age group**

A student may request that they are admitted outside their normal age group, for instance, where they are gifted or talented or where they have suffered from learning, social or medical issues impacting their schooling.

When such a request is made, the local academy board will decide based on the circumstances of the case and in the best interest of the student, considering the view of the Principal and any supporting evidence provided by the student. The process for requesting such an admission is as follows:

The student should submit an e-mail or letter to the local academy board, via the Admissions Officer, to request that they are admitted to another year group (stating which year group) and the reasons for their application. Included with the e-mail or letter should be any evidence in support of their case; some of the evidence they might submit could include:

- information about their academic, social, and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group

The local academy board will advise whether the request for admission out of age group has been agreed or the reason for any refusal. Where the local academy board refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Sixth Form.

### **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.

Space may not be available in all the subjects chosen, so students who apply for a place in the Sixth Form may have to choose an alternative course.

Where vacancies occur, places are not offered based on the length of time someone has been on the list but are filled in line with the oversubscription criteria stated above. It is, therefore, possible that someone may be added to the list who qualifies more highly within the criteria than those already on the list because each time someone is added, the list will be ranked again in line with the published oversubscription criteria.

## **Waiting lists and appeals**

### **Waiting lists**

Owing to a strong demand, some subject areas may become full. If a place is not available in a chosen subject, students who wish to take up a place in the Sixth Form will have to choose an alternative course and be placed on a waiting list for the oversubscribed subject, continuing with their programme of study until a place becomes available.

If a student does not meet the criteria specified by their conditional offer, a place at the Sixth Form cannot be guaranteed. A place will be subject to available spaces on appropriate alternative courses.

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. If a subject they have chosen is full,



they may choose an alternative course (subject to availability and entry requirements) and be placed on a waiting list for the oversubscribed subject, continuing with the alternative programme of study until such a place becomes available.

Waiting lists will be operated until the first day of the academic year. Students can ask to remain on the waiting list after this time but should be aware that it will be more difficult to join the course once teaching has commenced.

## **Appeals**

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

Please note that admission is based on a student 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 Sixth Form 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 089780 – option 7

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

