



Haydon School

**ADMISSIONS POLICY
(6th Form)**

Admissions 1 September 2018 – 31 August 2019

1. Introduction

- 1.1 This Admissions Policy will take effect from 1 September 2018 for 'in year' admissions.
- 1.2 Haydon is an Academy and the admission of students is controlled and administered by the Governing Body and the school.
- 1.3 The procedure to be followed in applying for a place at Haydon is as set out in this Policy. The Governors will not accept applications that are not made in accordance with this Policy.
- 1.4 Although Haydon School has common admissions criteria for all admissions in Years 12-13 the **procedure** for administering the admission of students varies according to the category of application. (See Admissions Criteria 4 & 5 below.)
- 1.5 All references to 'parents' in this Policy shall be interpreted to refer to the parents or legal guardians of the child for whom an application for a place at Haydon School is made. Where parents are separated or divorced the Governors will address their communications regarding admission to the parent with whom the child normally lives, and is receiving the child benefit, or the address registered with the child's doctor.

2. Information for Parents of Prospective Students

- 2.1 Full information about Haydon School will be found in the School Prospectus and on the website.
- 2.2 An Open Evening will be held for parents of prospective students to visit the school in October/November of each year.
- 2.3 Should a place not be offered, details of the appeals procedure will be sent with the letter of notification. *Needs to be included with any refusals
- 2.4 Should a place be offered, further information about the school will be provided.

3. The Admissions Number

- 3.1 The Admissions Number for Year 12 is 300 although academies can increase their Published Admissions Number (PAN) without prior notification and must be published on the website and the LA must be informed accordingly.

4. Admissions Criteria

- 4.1 Haydon welcomes applications to join the Sixth Form both from its own students and from students at other schools. Students are admitted into the Sixth Form each year at the age of 16+.
- 4.2 **Haydon and external applicants:** All internal students who wish to continue their education into the Sixth Form will complete a Sixth Form application form, the purpose of which is to profile their interest in the Sixth Form. All external applicants must submit a fully completed Sixth Form application form and attend a meeting with the Head of Sixth Form or other senior staff. The purpose of the meeting, for external students, is to discuss with the student the characteristics and expectations of the Sixth Form at Haydon School and to discuss subject choices.
- 4.3 **Minimum standard of achievement required for the chosen courses:** Internal students who wish to continue to study at Haydon in the Sixth Form and external students who wish to apply to join the Sixth Form, must be able to demonstrate that they have achieved the minimum standard of achievement required for success in the sixth form and in their chosen courses.

NB. Full details of this is available in the Sixth Form Prospectus and Appendix 1

- 4.4 **Year 12 Admissions Criteria:** In the event that the number of applicants wishing to join Year 12 exceeds the published admissions number, the following criteria will be used, in the order shown, to decide which applicants are offered a place:
- i. Children in public care (looked after children) and other LAC who have been adopted or made subject to a residency order of special guardianship orders following having been looked after,
 - ii. Children who have a full time sibling at Haydon at the time of the application of the child for whom a place is sought,
 - iii. Children living nearest the school, measured in a straight line from the School to their parents' permanent home.
 - iv. Recruitment and retention of staff (children of staff who have been employed at Haydon School for at least two years or those that meet a skills shortage). These students will be admitted in addition to the admission number, but limited to a maximum of five per cohort, including the Sixth Form. Applications in this category should be made in the normal way and augmented by a letter directly to the Headteacher of Haydon School. If more than five places in any one cohort are requested, admissions will be decided by a panel approved by the Governors.

5.1 Further Information relating to the Admissions Criteria

- 5.1.1 Verification of information must be provided to show the applicant meets the admissions criteria.
- 5.1.2 Students already attending the school who are able to demonstrate that they have attained the minimum standard of achievement required for the chosen courses will be awarded a place.
- 5.1.3 Students from other schools who are able to demonstrate that they have attained the minimum standard of achievement required for the chosen courses will be awarded a place.
- 5.1.4 The Governors reserve the right to make such enquiries as they consider necessary to verify the information provided in support of an application for admission under any of the admission criteria. By applying for admission the applicant is deemed to have given consent to such enquiries being made.
- 5.1.5 The Governors will rely upon the information contained in the application form for admission and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to
- i. Withdraw the offer of admission, effective even after the child has commenced attendance at the school.
 - ii. Pursue their legal rights against parents making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given.

5.2 Age of Children Applying for Admission

- 5.2.1 Applications from parents seeking a place for their child in the Sixth Form, may be made when the child reaches the appropriate age. Under normal circumstances Sixth Form applicants will be 16 years old upon entry to Year 12. Applications will be accepted from students reaching their eighteenth birthday in Year 12 and their nineteenth birthday in Year 13.

5.3 Sibling Criterion 4.4.ii above

- 5.3.1 If parents are applying for a place for their child because they have a brother or sister at Haydon School priority must be claimed by the time of the published closing date for applications, by giving the details required on the application form. If the existence of such a relationship is not

brought to the attention of the Governors at that time the child will not be given priority in the allocation of places.

- 5.3.2 For the purpose of admissions we define a sibling as:
- a brother or sister sharing the same parents
 - a half brother or sister, where two share one common parent
 - a step brother or sister, where two children are related by parents' marriage or partnership. The partners must have co-habited in a permanent relationship (as if they were husband and wife or civil partners) for a minimum of two years
 - An adopted or fostered child

A sibling must be living at the same address as the applicant when the application is made.

- 5.3.3 The sibling rule will NOT apply to any applicant who has a brother or sister admitted to the school if the sibling was admitted under exceptional circumstances arising from local agreements to comply with the statutory obligations of the LA referred to in 4.4 above, unless the sibling would also have been admitted under one of the other admissions criteria.
- 5.3.4 Parents are required to provide on the application form sufficient details of the brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists.

5.4 Children Living Nearest to the school - Criterion 4.4.iii above

- 5.4.1 The Governors will offer places to children under this criterion only after they have offered places to children who qualify on LAC, statements or sibling grounds. Haydon does not have a predetermined catchment area for the admission of students under this criterion. Each year, after places have been allocated to children on sibling grounds; the distance from the school to the homes of the other applicants is measured.
- 5.4.2 The home address for this criterion will be deemed to be the child's permanent address as shown on their parents' Council Tax bill or utility bill.
- 5.4.3 Distance from the school is measured in a straight line (i.e. as the crow flies). The points taken will be from the address point as set by the Ordnance Survey of the residence to the centre of the school (as determined by the Governing Body); the distances are calculated by the LA for Year 6, also 'In Year' admissions with the points as set above.
- 5.4.4 Where applications are measured equidistant from home to school there will be a tie-breaker. The oldest child will have priority in this instance.
- 5.4.5 For twins, triplets and other multiple births there will be no tie-breaker and all the children will be allocated a place at the school.

6. How to Apply for a Place to Sixth Form

- 6.1 Sixth Form admissions, application forms may be obtained **ONLY** from the school and applications must be **made directly to the school.**
- 6.2 Sixth Form applicants should complete the school application form to apply for a place, providing all the information and supporting documentation required.
- 6.3 Applicants must provide the additional supporting evidence and documentation required by the school. This **must** be sent to the **school address** by **12.00 noon** on the published closing date for applications.

Sixth Form Admissions at Haydon School,
Wiltshire Lane, Eastcote, Pinner, Middlesex, HA5 2LX

Please mark the envelope: Admissions

- 6.4 A letter informing Sixth Form applicants of the result of the application will be posted from the school.
- 6.5 The Governors reserve the right to withdraw an offer of admission made in error, however caused.
- 6.6 If a place is not offered, the child's name will be placed on a waiting list for the Sixth Form. The child will be placed on the waiting list according to the admissions criteria. In the event that a place becomes available an offer will be made of admission to the next child on the waiting list.
- 6.7 If a place is not offered the applicant has the right to lodge an appeal through the Clerk to the Governors for an Independent Appeal panel (IAP) to be appointed by the school.
- 6.8 Appeals against a decision not to offer a place to a child will initially be dealt with by an independent panel (see Appendix 2 for details).
- 6.9 Information about the appeals procedure, including the date by which an appeal must be lodged, can be obtained from Haydon School. Appeals will be heard within 30 school working days of the appeal being lodged by the parent.

7. Review of the Admissions Policy

- 7.1 The Governing Body is required to review the Admissions Policy annually.
- 7.2 Date from which this policy will apply: 1 September 2018.
- 7.3 Review Date: Autumn Term 2018 (December 2018).
- 7.4 Person responsible: Governing Body Admissions Committee.

Date	Issue	Status	Comments 1
March 2013	1	New Policy	Draft Policy taken from original Admissions policy and amended for 6 th Form. To Student committee 22.04.13. Due to number of track changes, to be resubmitted to Student committee on 23.05.13 Accepted – to FGB for approval 04.07.13 - Approved
Oct 2015	1	Update	Author and date change only. To Student Committee 12.01.16
December 2015	1	Update	Author and date changes to policy & appendix amendment. To student committee 12.01.16. Approved – To FGB 05.02.16 for ratification. Approved.
December 2016	1	Minor updates	To Student Committee 19.01.17 – Approved. To FGB 03.02.17 for ratification - approved
January 2018	1	Minor updates	To Student committee 17.01.18 – Approved – To FGB 02.02.18 for ratification.
May 2018	2	Updated	To Student Committee in line with Lower School Admissions Policy 22.05.18 Approved. To FGB for ratification 05.07.18. Approved

Appendix 1

Entry Criteria

6 GCSEs Grade 9 - 4 or equivalent across 5 courses, including Maths and English at Grade 4 or above

3 level 3 courses - a small number of students may study 4 level 3 courses

6 GCSEs Grade 9 - 4 or equivalent across 5 courses, including Maths or English at Grade 4 or above

3 level 3 courses + Maths / English GCSE

3 - 5 GCSEs Grade 9 - 3 or equivalent, including Maths and/or English at Grade 4 or above

1 level 2 course (Media BTEC) + Maths / English GCSE

	Minimum Entry Requirement Any subjects taken at GCSE that are at A Level must be grade 4 or higher	Additional Guidance More detailed guidance can be found in the course guide
Art	Grade 4 in GCSE Fine Art	
Biology	Grade 5 in Biology or grade 5, 5 in Combined Science	Grade 6 or above is recommended
Business	Grade 4 if taken at GCSE	A Grade 4 in English Language is recommended
Chemistry	Grade 5 in Chemistry or grade 5,5 in Combined Science	Grade 6 or above is recommended, as well as a grade 5 in Maths GCSE
Classical Civilisation	Grade 4 if taken at GCSE	Grade 4 in English Literature or History
Computer Science	Grade 5 in Maths	As/A Level Computing requires a systematic and logical approach to problem solving GCSE IT/computing is recommended
Economics		Grade 4 in English Literature and grade 5 in Maths recommended. Students wishing to pursue Economics at degree level are strongly advised to take A Level Maths.
English Language	Grade 4 or above	Grade 5 or above is recommended
English Literature	Grade 5 in English Literature	Grade 6 in English Literature is recommended
French	Grade 5 (all papers must be higher tier)	Grade 6 in French recommended
Geography	Grade 4 if taken at GCSE	There is the expectation that you will have gained a grade 4 or higher at GCSE, as the course builds on knowledge gained prior to starting Year 12. A grade 4 in English Language is also recommended
Government and Politics		Grade 4 in English Language is recommended
History	Grade 4 if taken at GCSE	There is the expectation that you will have gained a grade 4 or higher at GCSE, as the course builds on knowledge gained prior to starting Year 12.

		A grade 4 in English Language is also recommended
Cambridge Technicals in IT	Grade 4 in GCSE ICT if taken	
Italian	Grade 5 (all papers must be higher tier)	Grade 6 in Italian recommended
Law		A grade 4 in English Literature is recommended
Maths	Grade 6 in Maths (+entry test)	Grade 7 in Maths is recommended
Maths-Further	Grade 7 in Maths (+entry test)	Grade 8 in Maths is recommended
Media Studies	Grade 4 in Media if taken at GCSE	
Media Studies BTEC	Pass grade if taken in Year 11	Ability to handle large volumes of information. Good levels of written communication skills. Ability to work independently to meet deadlines
Music		GCSE Music grade 5 or above. Instrumental lessons working towards grade 6 ABRSM
Music Technology		Experience of some sort of Music Technology software is required along with some understanding of music theory i.e. ability to read basic notation, basic keyboard skills and ability to play an instrument/sing
Philosophy	Grade 4 in GCSE RE	Grade 4 in English Language recommended
Photography	Grade 4 in GCSE Fine Art	
Physical Education	Grade 4 in GCSE PE	Grade 4 in English, Maths and Science is strongly recommended. As a minimum you should have played for or represented your school, but strongly recommended that you should have played or represented your Borough or County
Physics	Grade 5 in Physics or grade 5,5 in Combined Science	Grade 6 or above is recommended. Students are also recommended to study Maths A Level or to have a grade 5 in Maths GCSE
Product Design	Grade C in one of the following at GCSE:- Textiles Graphic Products Resistant Materials Systems & Control Electronics	Grade 4 in Maths is recommended. If you have not taken a GCSE in the subjects listed, please contact the relevant head of Department to register your interest in the course. This can be done via email, telephone or during the Foundation Day taster sessions in the summer term. You will be given a small design project to complete and a deadline for the submission of the project. It will be assessed by the Head of Department who will notify you of your suitability to take the course
Psychology		A grade 4 in English Language, Maths and Science is recommended
Sociology		A grade 4 in English Language is recommended

Spanish	Grade 5 (all papers must be higher tier)	Grade 6 in Spanish recommended
Textiles	Grade C in one of the following at GCSE: Textiles Graphic Products Resistant Materials Systems and Control Electronics	If you have not taken a GCSE in the subjects listed, please contact the relevant head of Department to register your interest in the course. This can be done via email, telephone or during the Foundation Day taster sessions in the summer term. You will be given a small design project to complete and a deadline for the submission of the project. It will be assessed by the Head of Department who will notify you of your suitability to take the course
Theatre Studies	Grade 4 if taken at GCSe	

Appendix 2

Issue No: 2

Author: Mrs J Martin

Doc ref: ADMISSIONS POLICY - Statutory Policy

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1.7

The School Admissions (Appeal Arrangements) (England) Regulations 2012 disqualify certain people from membership of an appeal panel. The clerk to the panel **must not** allow a disqualified person to be a member of a panel. A person is disqualified if they are:

- a) a member of the local authority which is the admission authority or in whose area the school in question is located;
- b) a member or former member of the governing body of the school in question;
- c) employed by the local authority or governing body of the school in question, other than as a teacher or teaching assistant⁴;
- d) any person who has, or at any time has had, any connection with the authority, school or any person in sub-paragraph c) above which might reasonably be taken to raise doubts about that person's ability to act impartially;
- e) any person who has not attended training required by the admission authority arranging the appeal panel.

1.8

A person employed as a teacher or a teaching assistant by the local authority or the governing body of another school maintained by the authority may not be taken, by reason only of that employment, to have such a connection with the authority as mentioned in paragraph 1.7(d) above. A person who is a teacher or teaching assistant at a school may not be a member of an appeal panel for the consideration of an appeal for that school. A person may not be a member of an appeal panel for the consideration of a decision not to offer a child a place where they were involved in making that decision or provided information which contributed to the decision.

1.9

Where a panel starts with three members, and one has to temporarily withdraw (for example because of illness), the panel **must** postpone the remaining hearings until the third panel member returns. If the panel member is unable to return, a replacement **must** be appointed and all appeals **must** be reheard. Any appeals which have been part heard before the withdrawal of the panel member **must** be reheard.

Training

1.10

Panel members and clerks **must not** take part in hearings until they have received appropriate training. Admission authorities **must** arrange and fund up-to-date training for appeal panel members on any aspect felt to be relevant to the functioning of the panel. As a minimum, this **must** include the law relating to admissions; their duties under the Human Rights Act 1998 and Equality Act 2010; procedural fairness and natural justice; and the roles of particular panel members (for example, chairing skills). It is the responsibility of the clerk to ensure that all panel members have received any training necessary to enable them to fulfil their role.