

POST-16 ADMISSIONS POLICY

The School provides for a maximum number of 240 Post 16 students. This maximum may be exceeded but is reliant on how many students we can reasonably accommodate in the Sixth Form Block.

The School admission number for external students applying to join in Year 12 in September 2018 is 10.

Heart of England Sixth Form does not accept new applications from students aged 18+; applications made for a place during the course of an academic year (outside of normal and advertised application windows) are not accepted.

Internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements.

To Study 3 A Levels:

- Each student will need to achieve a minimum average points score of 4.6† from his or her best 8 results; ensuring that a Grade 4 or higher is achieved in Maths or English Language or Literature.

To Study 4 A Levels

- Choosing to study four A Levels is a significant undertaking and not one to be taken lightly. It will not only stretch you academically but also challenge you in terms of your time management. In order to be considered for four A Levels you will need to meet the more demanding entry criteria of achieving an average points score of 6 or above.

Choice of A Level subjects

When considering option choices it is important to read the course information carefully. Some subjects have specific criteria that must be met in order to study that subject at A Level. Subject specific criteria have been arrived at by departments based upon the prerequisite skills and knowledge necessary for students to be successful from the outset. These details are available on the subject pages of our website.

When there are more external applicants than the admissions number that satisfy any minimum course requirements, and once any students with an EHCP or statement of special educational needs which names Heart of England Sixth Form have been admitted, the oversubscription criteria which forms part of Heart of England's general admissions policy will be applied.

Right of Appeal

In the event that a student does not meet the above Entry Criteria, there is the option to make an appeal. The appeal should clearly outline any mitigating circumstances (Appendix i) that may have impeded a student from achieving their best in the summer's examinations.

A written representation must be made to appeals@heart-england.co.uk, including all information identified in Appendix ii. All appeals must be submitted no later than **4pm on Monday 27th August** and will be considered by a member of the School's Leadership Team and a member of the Governing Body. Outcomes of the appeal will be communicated via email on **Tuesday 28th August**. The decision at this point is final.

†The Entry Criteria has been set based upon our working knowledge of the revised grading criteria at the time of publishing. We reserve the right to lower the overall best 8 points average entry criteria score pending the publication of the summer's results

APPENDIX I

Examples of mitigating circumstances

Mitigating circumstances may include, but are not limited to:

- Serious illness or accident resulting in hospitalisation or medical emergency relating to yourself
- Serious illness or death of a member of your immediate family e.g. mother, father, sister, brother, grandparent, guardian
- Serious infectious disease that could put others at risk
- Sudden deterioration (or flare up) of a chronic medical condition or disability
- Diagnosed psychological illness
- Legal proceedings requiring attendance at court
- Severe adverse personal/family difficulties
- Being the victim of a serious crime

It is important to note when considering a submission of mitigating circumstances that there is a clear distinction between something that happened at the end of a student's period of study (such as the examples noted above) where an individual's performance may have been compromised in their ability to demonstrate knowledge, and something that hindered a student's performance to assimilate knowledge over the two year course of the GCSEs (for example significant and recurring periods of absence).

APPENDIX II

Submitting an Appeal

Detail the grades you achieved for all of the subjects you studied at GCSE.

Identify the subjects that you would like to study at A Level.

Clearly outline and identify the mitigating circumstances that you wish to be considered (Appendix I will help).

Detail any supporting evidence that you have.

Any evidence should be scanned and submitted as part of your representation.

Carefully check your submission, ensuring that your application clearly identifies mitigating circumstances that compromised your performance in the examination(s).