



# Sixth Form Admissions Policy





## Admissions Policy 2017

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## Year 12 to Year 13

### Progression Policy for existing Castleford Academy Students

#### Introduction

Castleford Academy Sixth form is committed to providing places on an open-access basis. Our entry requirements are generic and indicative only. The sixth form is committed to recruiting with integrity. IAG is provided at all stages and takes into account a range of factors including GCSE score, predicted grade, actual grade and other factors. The Sixth Form reserves the right to refuse admission to a course in some cases, even where the generic requirements are met. This is in the interests of student success.

#### BTEC Subject Entry Requirements

Vocational Pathway – BTEC (Level 3)

- All BTEC qualifications require students to have completed at least 3 GCSE's including English and Maths.
- At least a Pass if studied the subject at Level 2.

#### BTEC's (Level 3)

Please note: The brackets indicate the number of A Level equivalence

- Health & Social Care BTEC Extended Diploma (x3)
- Sport BTEC Extended Diploma (x3)
- Public Services BTEC Extended Diploma (x3)

#### Level 2 Entry Requirements

At Castleford Academy we offer GCSE re-sit courses in English and Maths. This allows students to improve on the grades gained in Year 11 and / or fill any gaps in their qualifications. These courses run alongside the BTEC Level 3 courses the students have chosen to complete.



## Application deadlines

The deadlines for applications to study at Castleford Academy will be published on our website and to schools, on an annual basis. This is usually around July each year. The application process is generally using the UCAS Progress website all schools use as part of a student's progress from year 11 to Post 16 education.

## Planned Learning Hours

In order to maintain funding from the EFA all students must be on a programme of above 540 planned learning hours. Students will not be accepted on programmes less than 540 hours.

Students who have not achieved a grade C in GCSE English or Maths must enrol onto a GCSE course or at least be working towards GCSE on a suitable alternative qualification. This is now a condition of funding.

This will be agreed with the student on enrolment and form part of their learning agreement. Subsequent changes to this programme must be agreed by Senior Management, but the hours must not fall below 540.

Student's programmes should also contain an element of either work experience or employability skills. Students will be given the opportunity to experience these aspects within their Year 12 programme.

## Programme of Study

What will students be enrolled to do?

- BTEC Extended Diplomas which are equivalent to 3 A Levels.
- Students who need re-sit GCSE Maths will do so in addition to their BTEC
- Students who need re-sit GCSE English will do so in addition to their BTEC
- In both Year 12 & 13 students will have Personal Social and Health Education 1 hour a week in addition to their BTEC
- Year 12 students will have to complete 30 hours (throughout the year) Work experience in addition to their BTEC.



## How do Students Apply?

- If interested in applying to Castleford Academy Sixth Form for entry in September 2017 students should simply follow the steps to enrolment guidelines below
- Students may visit Castleford Academy for a tour at any point throughout the year.
- A presentation assembly by Castleford Academy will take place in most schools. A copy of our prospectus will be made available for students. (Not all schools)
- Students should start to consider the courses they are interested in. We recommend that all students and parents attend our open evening event on the 13<sup>th</sup> October. There will be opportunities to listen to a short presentation by the Principle and speak to staff and students.
- Students must then fill in the on-line application form using 'UCAS Progress'. If students are unable to access this, then they should use a paper application form.
- In the months of January through to April, students will receive a letter through the post inviting them to attend an interview. If all goes well students will be offered a conditional place at the Sixth Form dependent on GCSE results.
- In order for students to complete the final stage of applying to Castleford Academy Sixth Form, they will need to attend our Enrolment Day. It is important that they bring proof of qualifications in order to enrol at Sixth Form.

## Sixth Form Tours

If students are thinking of applying to the Sixth Form but are unable to attend the Open evening, they should contact the Head of Sixth Form via telephone or email. He will organise a suitable time and date to show them around the Sixth Form.

Alternatively, if after attending the Open Evening students are still undecided and would like an opportunity to ask further questions, including a tour of the Sixth Form, they should contact Mr Young on [pyoung@castlefordacademy.com](mailto:pyoung@castlefordacademy.com).

## Application Form

If schools have access to on-line applications such as 'UCAS Progress' students should seek advice from their Head of year on how to complete it. Alternatively, download an application form from our Sixth Form website or contact the Sixth Form.

## First Interview

- Interviews will take place between January and April. If applying from a local school, interviews will take place at school.
- Parents / guardians may accompany students at the interview.
- At the interview we will discuss proposed course choices and find out more about career aspirations.
- The interview is a key part of the application process and provides the opportunity to discuss predicted results and course choices to ensure that they are right for the student.



## Financial Support for Students

The Bursary Fund is for students aged 16-19 and is a payment of money provided to support students in their learning. The allowance is means-tested and students may be eligible if the student is on free school meals.

If eligible to receive financial support through the 16-19 Bursary Fund, application forms are available with induction packs or can be Student Support.

Student's attendance will be checked weekly, with payments being made half termly in arrears. Payment will only be made for the weeks where attendance and work performance has been satisfactory.

## Applicants with Disabilities or Learning Difficulties

The Academy welcomes students with disabilities or learning difficulties and we will ensure that there is continuity and equal access to the opportunities and experiences we offer.

## Equality and Diversity

Here at Castleford Academy Sixth Form, we are passionately committed to providing an inclusive learning environment in which diversity is both celebrated and valued.

We promise to treat each individual student with respect and dignity and to ensure that every member of our community studies and learns in an environment free from discrimination, harassment or victimisation.

We have a fundamental belief in the entitlement of every learner to fulfil his or her potential and will help both to remove any barriers so that full achievement can take place and promote equality of opportunity across all aspects of Sixth Form life.

Our commitment to recognising and celebration diversity runs through our teaching and learning, our student support and pastoral systems. We want to ensure that a disability of any kind does not prevent any student from succeeding and our study support function is directed at challenging everyone to achieve his/her potential to succeed and progress.

## Funding

### 16, 17, 18 year olds

All full-time students under the age of 19 before 31 August will be funded by the Education Funding Agency (EFA)

### 19+ students

Students who are over 19 and apply to take a Level 3 programme of study at Castleford Academy will not be funded. (Government regulations, EFA)



## Important

The Head Teacher reserves the right to amend the entry requirements for particular subjects and the over-arching Admissions Policy.

The Head Teacher also reserves the right to decline the offer of a place if:

- A student is not in full-time education owing to being excluded (temporarily or permanently)
- The Academy is unable to meet the needs of a particular student.

For any admissions enquiries please contact the student Reception on 01977 605060 or email [pyoung@castlefordacademy.com](mailto:pyoung@castlefordacademy.com)

## Complaints

If you are unhappy with any aspect of the application/interview process or wish to appeal please contact Daniella Cook, Deputy Head Teacher, in the first instance on 01977 605060

## Progression Policy

At Castleford Academy we offer a small number of GCSE resit (Level 2) courses. These allow students to improve on the grades gained in Year 11 and/or fill any gaps in their qualifications. These courses are compulsory to students who have not achieved a grade 4 at English or Maths.

### 19 BTEC Entry Requirements

All Level 3 BTEC courses require students to have achieved a Level 4 in GCSE English Language. Students will also need a minimum of 3 GCSE grade Cs or their equivalent. Where these grades have not been met, an interview process will take place on enrolment day with the Head of Sixth Form.



## Year 12 to Year 13

### Progression Policy for existing Castleford Academy Students

#### Year 12 to Year 13 Progression Policy for existing Castleford Academy Students

Progression to Year 13 will depend on the following

- Meeting the individual subject entry requirement
- Good attendance throughout Year 12
- Positive response to any of the Academy's formal interventions
- Passing the units of work for the relevant course

#### Year 13 Programme of Study

- Students will continue with their subject of choice into Year 13 in order to complete the BTEC Extended Diploma in that subject
- Students who have not passed GCSE Maths or English must continue with these subjects in addition to their BTEC Year 13 subject.