



Castleford Academy



Admissions Policy for Sixth Forms

Version No:	Date Ratified:	Review Date:
1.0	19.12.2018	31.01.2020



SECTION 1 – Admission to Academies

- 1.1 The Board of Trustees is the admission authority for Castleford Academy and is therefore responsible for the admission of pupils into the sixth form. The administration for admissions to the sixth form is the responsibility of the Headteacher of Castleford Academy. Any queries regarding sixth form admissions should be directed to the Academy.
- 1.2 The capacity for the sixth form is 50.

SECTION 2 – Expressing a Preference

- 2.1 Application for admission to the sixth form, including pupils currently attending the school, must be made via the online prospectus and common application process (www.applywakefield.org.uk).
- 2.2 A pupil will only be admitted to the sixth form of a school provided they meet the sixth form admissions criteria of the preferred school.

SECTION 3 – The Admissions Policy

- 3.1 Admission to the sixth form will be from:
 - (i) pupils in Year 11 at the school; and
 - (ii) pupils from outside of the school.
- 3.2 The entry requirements for admission to the sixth form shall be the same for students on roll in Year 11 at the school and external applicants.
- 3.3 Students will be admitted into the sixth form at the start of the autumn term in each school year although there may be some occasions when the students transfer during the academic year.

SECTION 4 – Minimum Entry Requirements

- 4.1 All students seeking admission to the sixth form must achieve the necessary grades for access onto the courses they have chosen.

SECTION 5 – Oversubscription Criteria

- 5.1 Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:
 - (i) Students looked after or previously looked after by the authority;
 - (ii) Students who live in the catchment area normally served by the school;
 - (iii) Students with siblings at the school in September 2019. Siblings are defined as brothers or sisters (including step brothers and sisters) living at the same address as their primary place of residence; and
 - (iv) Students who live closest to the school in a straight line distance.



SECTION 6 - Appeals

6.1 Any student refused a place in the sixth form has the right of appeal to an independent appeals panel.

SECTION 7 – False Information

7.1 Any place offered on the basis of a fraudulent or intentionally misleading application, e.g giving a false address, will be withdrawn. It is for the parents or guardian to satisfy Castleford Academy of their circumstances, as they apply to the admission criteria at the time of application.

SECTION 8 – Timetable for Admission

8.1 Students on roll in Year 11 at the school

2020

- Student to complete application form January
- Course guidance consultation June
- Publication of GCSE results August
- School agrees/refuses the admission August/Sept
- Decision communicated to parent/student September
- Independent Appeals September

8.2 External

2020

- Student to complete application form January
- Course guidance consultation June
- Publication of GCSE results August
- School agrees/refuses the admission August/Sept
- Decision communicated to parent/student September
- Independent Appeals September

SECTION 9 – Late Applications and Transfers

12.1 Late applications will be considered up to the end of the second week of the autumn term.

12.2 Where an application is received on behalf of a student who has moved into the area during the school year it will be considered in accordance with the minimum entry requirements and oversubscription criteria.

12.3 The right of appeal will also apply to late applications and transfers.