

## **BEECHWOOD SIXTH FORM ADMISSIONS & PROCEDURES POLICY**

### **Beechwood Sixth Form Entry Requirements**

#### **a) Academic**

In general, students wishing to access Level 3 courses must possess a minimum of 5 GCSEs at a minimum of a grade 4 or above, including English Language and Mathematics.

<b>Course</b>	<b>Level 3 Entry Requirements</b>
<b>BTEC Applied Science</b>	Grade 4+ in GCSE English Language and 4+ in GCSE Maths. Grade 4+ in GCSE Science or equivalent.
<b>A-Level 3 Art &amp; Design</b>	Grade 4+ in GCSE English Language. Where applicable 5+ in GCSE Art or equivalent.
<b>A-level Biology</b>	Grade 5+ in GCSE English Language and 6+ in GCSE Maths. Grade 6+ in GCSE Biology or grade 6+ in GCSE Science.
<b>A-Level Business Studies</b>	Grade 5+ in GCSE English Language and 5+ in GCSE Maths. Where applicable Grade 5+ in GCSE Business Studies or equivalent.
<b>BTEC Business Studies</b>	Grade 4+ in GCSE English Language and 4+ in GCSE Maths. Where applicable Grade 4+ in GCSE Business Studies or equivalent.
<b>A-level Chemistry</b>	Grade 5+ in GCSE English Language and 6+ in GCSE Maths. Grade 6+ in GCSE Chemistry or grade 6+ in GCSE Science.
<b>A-level Computer Science</b>	Grade 5+ in GCSE English Language and 5+ in GCSE Maths. Grade 5+ in GCSE Computer Science or equivalent.
<b>Applied Diploma in Criminology</b>	Grade 4+ in GCSE English Language and Maths. Grade 5+ in GCSE Sociology or equivalent.
<b>A-level Drama and Theatre Studies</b>	Grade 5+ in GCSE English Language and/or GCSE English Literature. Where applicable Grade 5+ in GCSE Drama or equivalent.
<b>A-level English Literature</b>	Grade 5+ in GCSE English Language. Grade 6+ in GCSE English Literature.
<b>A-level Geography</b>	Grade 5+ in GCSE English Language and 5+ in GCSE Maths. Where applicable Grade 5+ in GCSE Geography or equivalent.
<b>BTEC Health &amp; Social Care</b>	Grade 4+ in GCSE English Language. Where applicable Level 2 Merit+ in Health & Social Care or equivalent.
<b>A-level History</b>	Grade 5+ in GCSE English Language. Where applicable Grade 5+ in GCSE History or equivalent.
<b>BTEC Information Technology</b>	Grade 4+ in GCSE English Language and 4+ in GCSE Maths. Where applicable Grade 4+ in GCSE ICT or equivalent.
<b>A-Level Mathematics</b>	Grade 7+ in GCSE Maths.
<b>A-level Media Studies</b>	Grade 5+ in GCSE English Language and/or GCSE English Literature. Where applicable Grade 5+ in GCSE Media Studies or equivalent.
<b>A-level Philosophy and Ethics</b>	Grade 5+ in GCSE English Language and/or GCSE English Literature. Where applicable Grade 5+ in GCSE Religious Studies or equivalent.
<b>A-Level Photography</b>	Grade 4+ in GCSE English Language. Where applicable Grade 5+ in GCSE Photography and/or Art equivalent.
<b>A-level Physical Education</b>	Grade 5+ in GCSE English Language, Maths and Science. Where applicable Grade 5+ in GCSE PE or equivalent.
<b>A-Level Physics</b>	Grade 5+ in GCSE English Language. Grade 6+ in GCSE Maths. Grade 6+ in GCSE Physics or grade 6+ in GCSE Science.
<b>A-level Product Design</b>	Grade 5+ in GCSE English Language. Grade 4+ in GCSE Maths. Where applicable Grade 5+ in GCSE Design Technology or equivalent.
<b>A-Level Psychology</b>	Grade 5+ in GCSE English Language, Maths and Science. Where applicable a Grade 5+ in GCSE Psychology or equivalent.
<b>A-level Sociology</b>	Grade 5+ in GCSE English Language and/or GCSE English Literature. Where applicable Grade 5+ in GCSE Sociology or equivalent.
<b>BTEC Sport</b>	Grade 4+ in GCSE English Language, Maths and Science. Where applicable Grade 4+ in GCSE PE or equivalent.

Please note:

- *Students who do not have at least a grade 4 in GCSE English Language and/or GCSE Mathematics must continue to study the course/s until a minimum of a grade 4 is awarded.*
- *The availability of courses is dependent upon sufficient numbers opting to study.*
- *To access the Level 2 programme of study, students must have at least a grade 3 in GCSE English Language and GCSE Mathematics, as well as three other GCSEs at grade 3 or above.*

**b.) Commitment to learning, achievement and school values**

Along with the academic entry requirements, Beechwood also require that external and internal candidates:

- have an **attendance** figure of 95%+ in Year 11 *or* have made a significant improvement or have special circumstances which meant that lower attendance was unavoidable;
- have demonstrated that they are **reliable** by having a good punctuality record, *or* have made a significant improvement or have special circumstances which meant that lower attendance was unavoidable;
- demonstrate a **positive attitude to learning** and their school community so that there exists no behaviour concerns.

Students applying for a place in Year 12 will be invited to attend the Sixth Form Open Evening in the Autumn term.

Applications for Year 12 must be completed using Beechwood's Sixth Form Application Form. Please check the school's website for more details. Applications received after the stated deadline will be placed on a waiting list.

- Please note, students will only be offered a place if they meet both the academic *and* commitment to learning entry requirements.

**Admissions for internal applicants**

The Director of Sixth Form Studies will seek written feedback from staff to check suitability of students' course selection and their commitment to learning, achievement and school values.

Internal candidates must also have:

- **significantly more achievement points** than behaviour points and/or have made a significant improvement;
- a **positive engagement record** with all staff at Beechwood School. For example, attending parent information evenings and the Sixth Form open evening.

### **Admissions for external applicants**

A written reference from the students' previous school is to be submitted once their application has been approved to check suitability for Sixth Form study with us at Beechwood Schools. Students will be invited for an interview as appropriate. At the interview preferred learning pathways and course choices will be discussed. Following the interview stage, communication will be sent to the applicant confirming the decision made regarding a conditional place in our Sixth Form.

Students must provide proof of identification (birth certificate or passport) prior to any offer being made.

- *All offers of a place in Year 12 will be made on condition of students meeting the entry requirements detailed above.*
- *All prospective students holding conditional offers will have their place confirmed following receipt of GCSE certification.*

### **Late Applications**

- *Any applications received after the stated application deadline will be considered after those received on time.*
- *Students gaining a place in Beechwood Sixth Form after the Induction Day will be required to attend compulsory after school induction sessions with the Director of Studies throughout the AUT1 half term.*

### **Offer date**

*All conditional offers (subject to confirmation of meeting the required entry requirements) will be made by the Summer term.*

### **False Information**

*Where a place has been offered on the basis of a fraudulent or intentionally misleading application, the offer of the place will be withdrawn.*

### **Allocation of places**

*Applicants who meet the entry requirements for Sixth Form will be prioritised by those who applied by the stated deadline and as follows:*

1. *Looked after children and previously looked after children*
2. *Current students at Beechwood School*
3. *Siblings of students at Beechwood School*
4. *All other applicants*

## **Year 12 Graduation Process**

To ensure students are going to be successful on the courses they have selected, all students must successfully complete the Year 12 Graduation Process for all courses. The offer made to students is conditional on the Graduation Process being successfully completed.

The Graduation Process includes the submission of Graduation projects on time - at the start of the AUT1 half term. The Graduation Process also includes the successful completion of an in class assessment for each course. All work will be analysed by subject teachers to check for quality.

All Year 12 students will study a minimum of three Level 3 courses. If a student does not meet the required standards throughout this Graduation Process then it will not be possible for them to continue with the course. The reason for this is that we do not want to enrol a student on to a two year programme for which they are not academically suited to and do not have a prospect of securing a pass grade at the end of the two year period.

Where students are not positioned to study a minimum of three Level 3 qualifications, they will not be able to continue in Beechwood Sixth Form. It is a requirement that students are on a full time programme of study and this necessitates the pursuit of a minimum of three Level 3 courses. Advice and guidance will be given to ensure that students have a progression route should this be their reality after the Graduation Process.

## **Progression from Year 12 to Year 13**

Entry into Year 13 is not automatic. To continue into Year 13 students must have an attendance figure of at least 90%, demonstrate progress that is in keeping with their known ability (for example, in relation to target grades.) and have an acceptable commitment to Sixth Form study (for example, have a positive attitude to learning record). If there are issues which impede adequate attendance and progress in Year 12, students and parents are urged to make Beechwood Sixth Form aware so additional support can be provided.

A minimal expectation is that students studying A-level subjects will secure at the end of Year 12 a grade within two grades of their minimum target grade. Those students studying Level 3 BTEC subjects are expected to have attained at least a Pass grade in all units studied, including external examination units.

## **Options available for students wanting to remain in Beechwood Sixth Form, but that do not meet entry requirements for Year 13:**

- **Restart Year 12** – *only available to students aged 17 or below on 1 September of the new academic year.*
- **Graduate into Year 13** – *students will be provided with additional work to complete over the summer between Year 12 and Year 13. They will then sit assessments in September where they must achieve within 2 grades of their target. If this is not achieved students will not be able to continue with their studies in Beechwood Sixth Form from October. Advice and guidance will be given to ensure that students have a progression route should this be their reality.*

## **RAG Timetables**

**Red Timetable** issued to students who in the previous half term; *have not met deadlines, did not work to the best of their ability in classwork and/or homework tasks, had attendance and/or punctuality concerns. Rarely demonstrates our values of kindness, respect and excellence. Not making expected progress.*

**Red Timetable students are to attend from 8:40am-4:30pm Monday and 8:40am-3pm Tuesday-Friday**

**Amber Timetable** issued to students who in the previous half term; *met most deadlines, usually worked to the best of their ability in classwork and homework tasks, had an attendance of at least 90%, had no significant punctuality concerns. Demonstrates our values of kindness, respect and excellence most of the time. Making expected progress.*

**Amber Timetable students are to attend from 8:40am each day, and can leave to study elsewhere after their last lesson**

**Green Timetable** issued to students who in the previous half term; *met all deadlines, always worked to the best of their ability in classwork and homework tasks, had an attendance of at least 94%, had no punctuality concerns. Always demonstrates our values of kindness, respect and excellence. Meeting/exceeding target grades.*

**Green Timetable students are to attend from their first lesson (from 8:40am if Period 1) every and can leave to study elsewhere after their last lesson. Students must also attend PSHCE**

## **Communication and Protocols**

- 24 hours must be provided for all planned absence
  - To limit absence from lessons, appointments to take place outside of the school day or during Study Sessions
- Students must email their tutor and Director of Studies by 8:15am for any unplanned absence and lateness
  - If a student is persistently absent or late, the student's parent/carer must contact the school

## **16-19 Bursary**

In March 2011, the Government announced a new 16-19 Bursary Fund scheme to provide financial assistance to those young people who face a financial barrier to continuing in education or training post-16. The scheme has been put in place as a partial replacement for the Education Maintenance Allowance, which closed to new applicants on 1<sup>st</sup> January 2011.

This policy sets out the arrangements for how Beechwood School (The School) will prioritise and administer the 16-19 Bursary Fund.

The School is committed to ensuring the Fund is used to support financially disadvantaged young people taking up or continuing in their education or training post-16 and achieving their learning aim(s).

The contact at the School for all 16-19 Bursary support/enquiries is the Director of Sixth Form Studies.

[Please click here to access the 16-19 Bursary Policy.](#)