



Roding Valley  
HIGH SCHOOL

# 6<sup>th</sup> Form Admissions Policy 2023-2024

*“Our vision is to be the school of choice for our local community, developing successful young people with high **aspirations**, who show **respect** for all and **endeavour** to become the very best that they can be.”*

Person Responsible:	Headteacher
Lead Staff Member:	Deputy Headteacher
Date Last Reviewed:	February 2023
Approved By:	Local Governing Body
Date Approved:	23 <sup>rd</sup> March 2023
Date of Next Review	February 2024



## Section One: Our Principles

Admission to the Sixth Form at Roding Valley High School is managed by the school in accordance with the Department for Education (DfE) School Admissions Code and the law relating to admissions.

All students are welcome to apply for the Sixth Form at Roding Valley High School. Applications must be made using the online application form which can be found in the Sixth Form area of the school website. Applicants must adhere to the published deadlines.

At Roding Valley High School, all students are offered careers advice & guidance to make appropriate choices at this stage.

## Section Two: Admission to the Sixth Form

Admission to the Sixth Form will be from:

- Students in Year 11 at **Roding Valley High School** (Internal students)
- Students in Year 11 from other schools (External students)

All students must apply to RVHS Sixth Form and entrance will be based on the published criteria in the Course Information Booklet. All internal applicants will have an interview to ensure subject choices are appropriate and available. External applicants are required to share their progress report on letterhead paper. An admissions interview will take place subject to the progress report. All offers are subject to published criteria.

## Section Three: Minimum Entry Requirements

Students seeking admission to the Sixth Form must achieve the required grades and points score for the courses they have selected. The minimum entry requirements and the subject-specific grade requirements can be found in the Sixth Form Prospectus on the school website. Students should be aware of the requirements for each pathway and each course prior to application. Students will not be accepted into our Sixth form if they do not meet these requirements.

## Section Four: Timeline of Admissions

All students must apply by the published deadline. This can be found in the prospectus and on the school website. The school will meet with all internal applicants and arrange school visits for external applicants followed by an admissions meeting as required.

Students undergo enrolment in August to confirm their place. Enrolment will take place on GCSE Results Day. Enrolment will take place at specified times based on internal & external students.





## Section Five: Late Applications

Students must make an enquiry to join the Sixth Form no later than GCSE Results Day. The school will aim to complete the enrolment process for all students in time for the start of the new academic year.

## Section Six: Oversubscription Criteria

Where the number of eligible applicants for a place in the Sixth Form, or a place on a particular course, exceeds the places available then admission will be considered according to the following oversubscription criteria:

1. Looked after children, or children previously looked after but became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social service functions (see section 22(1) of the Children Act 1989)
2. Internal Year 11 students will take preference over external students. Where there are more internal applications than places available, applicants will be ranked according to their Average Point Score (APS) based on their GCSE grades.
3. External students where places are still available on that course. Where there are more external applications than places available, applicants will be ranked according to their Average Point Score (APS) based on their GCSE grades

It should be noted that offers are made on condition that the information received by the school is accurate. If, at any stage, this is proved to be otherwise, the offer of a place may be withdrawn. In the case of a fraudulent application, the local authority has the power to prosecute.

## Section Seven: Appeals Against Admission Decisions

Should admission to the Sixth Form be refused, applicants will be provided with details of the statutory appeal procedure. Both the applicant and their parent may submit an appeal.

1. The School Standards and Framework Act 1998 (as amended) allows parents to appeal against any decision made by, or on behalf of, West Essex Education Authority about the school at which education is to be provided for a child.
2. Every effort will be made to meet parental preferences and no appeal to any appeal panel may be lodged before the Authority has made a firm decision. Parents will, where this decision is not in accordance with their preferences, be informed of the date by which they must lodge their appeals.
3. Repeat appeals in the same academic year, for the same school, will not be considered unless there have been significant and material changes in circumstances relevant to the application.





4. The Authority will implement the decisions of the appeals panels.
5. Places will continue to be filled from the waiting lists, whether or not parents have appealed, in accordance with the admission policy.

