

Stanborough



# ADMISSION POLICY 2023 - 2024

**Reviewed by:** Standards & Achievements Committee

**Date of Issue:** January 2022

**Responsible member  
of SLT:** Merry John

————— **Grow and Succeed** —————

High Expectations | Mutual Respect | Quality Learning | Success for All

This policy is set within the school's four principles of:

**High Expectations    Quality Learning    Mutual Respect    Success for All**

### **Admission Arrangements for 2023-24**

The school will have a published admission number of 240 permanently, but with the addition of rule 6 added temporarily for 2 to 3 years to support the County-led proposals for school expansion to meet demand in the district of Hatfield.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

**Rule 1**            Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>

***Rule 1: Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.***

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

A "child looked after" is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

<sup>1</sup> Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

<sup>2</sup> Special guardianship order Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School".

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The child’s previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in “state care” if he or she is in the care of, or accommodated by –

- a) a public authority,
- b) a religious organisation, or
- c) any other organisation the sole or main purpose of which is to benefit society

**Rule 2 Medical or Social:** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

Hertfordshire County Council will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child’s needs.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a) Specific recent professional evidence that justifies why only one school can meet a child’s individual needs, and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child’s needs
- c) If the requested school is not the nearest school to the child’s home address clear reasons why the nearest school is not appropriate
- d) For medical cases – a clear explanation of why the child’s severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child’s need. In exceptional cases relating to a disability, where more than one school in the county can meet the child’s specific needs, a clear and compelling case can be made for the “nearest” school with the relevant facilities, environment or location. You must clearly explain why attendance at the “nearest” school with these facilities is essential

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police

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officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children who were not “looked after” immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

Further details on the Rule 2 process can be found in the Rule 2 protocol

**Rule 3** **Sibling:** Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. i.e. Year 13 is the designated range for Stanborough School. A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

*Multiple births*

Hertfordshire County Council (HCC) as the admission authority will admit over the school’s published admission number (PAN) when a single twin/multiple birth child is allocated the last place at a school.

**Rule 4** **Children of staff** who work at the school at the time of application. A member of staff teaching and non-teaching staff is defined as a person who has a full-time or part-time permanent contract of employment at the School at the time of application. The Governing Body will give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Please note that the child must be living at the same address as the staff member, children of partners will be included.

**Rule 5** **Children who live in the priority area** for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective. *Note: Non-partially selective means that the school does not offer any places based on academic ability.*

**Rule 6** The allocation of 30 places for children whose permanent address is in Hatfield will be allocated (Hatfield is defined by the administrative town boundary). If there are more applications than places available, allocations will be made on a random basis.

**Rule 7** **Children who live in the priority area** who live nearest to the school.

<sup>1</sup> Children previously looked after are those children adopted or with a special guardianship order or child arrangements order.

<sup>2</sup> A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

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**Rule 8** Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie-break will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie-break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

**Priority Areas**

The priority areas in the admission rules are based on the towns, parishes/unparished areas shown below. These apply to Rules 5 and 7.

<u>Priority Area</u>	<u>Towns/Parishes/Unparished areas</u>
<b>Welwyn Garden City, Hatfield, Potters Bar and Brookmans Park</b>	Ayot St. Peter, Codicote, Essendon, Hatfield, North Mymms, South Mimms, Potters Bar, Welwyn Garden City, Welwyn, Woolmer Green

**Home to School Distance Measurement for Purposes of Admissions**

A ‘straight line’ distance measurement is used in all home to school distance measurements for the school by the County Council. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child’s house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

**Continuing Interest (Year 7 places)**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child’s position on a CI list will be determined by the admission criteria outlined above and a child’s place on the list can be changed as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of allocation). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In Year application form.

**In-Year Admissions**

The County Council will co-ordinate Stanborough School’s In-Year admissions. Application Forms can be accessed via [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form). For all In-Year Admissions, a meeting with the Headteacher will be arranged to ensure that the transition process is as smooth as possible for the family and any support the child requires can be put in place to ensure the child thrives at Stanborough.

**Admissions Out of Year Group**

The school is responsible for whether a student is educated out of their chronological year group. There is no right of appeal for a place in a specific year group at a school.

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## Fair Access

The school participates in the County Council's Fair Access protocol and will admit children under this protocol before children on the continuing interest list and over PAN (Published Admission Number) if necessary.

[hcc\\_fair\\_access\\_protocol\\_2019.pdf](#)

## Appeals

At transfer time parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal'. Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

For in-year applications, Hertfordshire County Council will write to you with the outcome of your application and if you have been unsuccessful, they will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

## Home Address

The address provided must be the child's current permanent address at the time of application

- At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year, they **must** be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12\* months **and** the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home Local Authority to determine address. If two applications, with different addresses are received from the same Local Authority, it will be for that Local Authority to determine permanent address. If two applications are received from two different Local Authorities, the above process will be used

If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadlines for the 2023/24 transfer application process are 2<sup>nd</sup> December 2022 for secondary and upper applications and 1<sup>st</sup> February for reception, junior and middle applications. If these dates change, amendments will be published on the admissions web pages at the start of the 2023/24 application process in September 2022.

\* If , because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service.

## Sixth Form Arrangements

The school will admit up to 30 external students to its Sixth Form.

Minimum entry requirements are different for different levels of courses, for which please see the grid below, and full details can be found in the Welwyn Hatfield Consortium prospectus.

Course	Criteria For Course
<b>3 A Levels</b>	APS 4.5 or above 9-4 English Language or English Literature 9-4 in Maths Subject based criteria
<b>2 A Levels and 1 Vocational Course</b>	APS 4 or above 9-4 in English Language or English Literature Subject based criteria
<b>1 A Level and 2 Vocational Courses</b>	APS 3.8 or above 9-4 English Language or English Literature Subject Based Criteria
<b>Vocational Courses</b>	APS 3.7 or above 9-4 in English Language or English Literature Subject Based Criteria

If the school is oversubscribed, priority will first be given to:

- i) Children looked after or previously looked after to include children previously looked after by the state abroad
- ii) Medical or Social.
- iii) Sibling
- iv) Children of staff
- v) Students who live nearest the school

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.

If students are unsuccessful in gaining a place in the Sixth Form, they can appeal this decision by emailing [admin@stanborough.herts.sch.uk](mailto:admin@stanborough.herts.sch.uk)

## End of Policy

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# Sixth Form Admissions Procedure

**Reviewed by:** Standards & Achievements Committee

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of SLT:** Merry John

————— **Grow and Succeed** —————

High Expectations | Mutual Respect | Quality Learning | Success for All

# STANBOROUGH SCHOOL GOVERNING BODY

## Standards & Achievements Committee – Sixth Form Admissions Procedure

### 1 Introduction

- 1.1 This procedure defines the steps taken by the Standards & Achievements Committee of Stanborough School to administer the admission of students into the Sixth Form of the school.

### 2 'Sixth Form' Admissions Procedure

- 2.1 Admissions to the Sixth Form will be administered by Stanborough School.
- 2.2 Students should apply directly to Stanborough School.
- 2.3 The admissions number for students from outside of Stanborough School will be determined by the Standards & Achievements Committee. It is currently 30.
- 2.4 The admissions criteria will be determined by the Welwyn Garden City Consortium.
- 2.5 The responsibility for admissions to the Sixth Form is delegated to the Governors.
- 2.6 The policy and procedure will be reviewed by the Standards & Achievements Committee who will receive a report of students going into the Sixth Form.



# Welwyn & Hatfield Consortium Year 12 Application Form 2023

You must read all the information on this application form carefully. It provides information on the courses and subjects available for September 2023 and the people who can help you complete this form. If you do not have one already, ask your school for a Consortium Application Pack which contains valuable information when making your course and subject choices.

**This application form must be completed and handed in by Thursday 19 January 2023**

The following notes will help you complete the application form:

## Section 1: Personal Details

This section contains personal details which will ensure a smooth transition from Year 11 into the Consortium.

## Section 2: Predicted Grades

To ensure that you are selecting subjects at the appropriate level, please complete this table with the subjects you are currently taking and your predicted grades. Entry requirements for courses in the Consortium will include the Average Point Score (APS) for Key Stage 4 and subject specific criteria.

To calculate your APS **add** together the value of each of your predicted grades and **divide** by the number of subjects you are taking (see below). If you are taking fewer than 8 subjects, then you must still divide the total by 8

You may be taking a programme that includes BTECs. Count each course as the equivalent of one GCSE. These must be taken into account when calculating your APS.

**Please refer to the 2023 Course Entry Criteria for guidance as to which programmes and courses you are eligible to apply for.**

### Points Scores for GCSE 9 -1 subjects

GCSE Grade	9	8	7	6	5	4	3	2	1
KS4 Points	9	8	7	6	5	4	3	2	1

### Points Scores for BTECs

BTEC Grade	Distinction *	Distinction	Merit	Pass	Level 1 Pass
KS4 Points	8.5	7	5.5	4	1.75

### Example how to calculate your APS

Subject	English Language	English Literature	Maths	Biology	Physics	Chemistry	Art	History	BTEC IT	BTEC Sport	Total	APS
Grade	5	6	5	7	4	5	3	5	Dist.	Pass	10 subjects	51 ÷ 10
KS4 Points	5	6	5	7	4	5	3	5	7	4	51 points	= <b>5.1</b>

## Section 3: Course Choice

This section allows you to state clearly which courses you would like to choose. Your average points score will indicate the level of programme you should apply for.

Use the grid on the next page to select the subjects you wish to study.

- Only select one subject from each block.
- Some vocational subjects where highlighted are offered over more than one block, so any of these must be selected in all the appropriate blocks.
- Read section three very carefully to check the range of courses available to you, as this will differ depending on your average points score

**THE CONSORTIUM WISHES TO OFFER THE FOLLOWING SUBJECTS STARTING IN SEPTEMBER 2023**

<b>BLOCK A</b> Mon a.m./Thurs p.m.	<b>Site</b>	<b>BLOCK B</b> Tues a.m./Fri p.m.	<b>Site</b>	<b>BLOCK C</b> Wed a.m./Mon p.m.	<b>Site</b>	<b>BLOCK D</b> Thurs a.m./Tues p.m.	<b>Site</b>
Fine Art	MWS	Art, Craft & Design	OSA	Fine Art	MWS	Biology	MWS
Biology	RA/OSA	Art, Craft & Design	STA	Biology	MWS	Business Studies	OSA
Business Studies	BHG	Biology	BHG	Business Studies	MWS	Chemistry	OSA
Business Studies	STA	Biology	STA	Business Studies	RA	Chemistry	STA
Chemistry	BHG	Computer Science	STA	Computer Science	MWS/BHG	Drama & Theatre	MWS
Chemistry	MWS	English Language	STA	Design Technology: Fashion & Textiles*	MWS	Drama & Theatre*	STA
Computer Science	OSA	English Literature	MWS	English Literature	OSA	Economics	STA
Design Technology: Product Design	MWS	Environmental Science	RA	Geography	BHG	English Literature	BHG
Economics	MWS	Geography	MWS	Geography	RA	English Literature	MWS
English Literature	RA	Government & Politics	BHG	Government & Politics	STA	French	BHG/MWS
English Literature	STA	History	BHG	History	MWS	Geography	MWS
Film Studies	RA	History	OSA/RA	Mathematics	STA	Government & Politics	RA
Geography	BHG	Mathematics	MWS	Media Studies	STA	Graphic Communication	OSA
Geography	STA/OSA	Mathematics (F)	MWS	Music	MWS	History	BHG
History	MWS	Mathematics	OSA	PE	STA	History	STA
Law	BHG	Music Tech *	STA	Physics	MWS	Mathematics	MWS
Mathematics	BHG	PE	MWS	Physics	OSA	Media Studies	BHG
Media Studies	MWS	Photography	MWS	Psychology	BHG	Philosophy	STA
Music *	STA	Physics	BHG	Psychology	STA	Photography	MWS
Physics	STA	Psychology	BHG	Sociology	MWS	Photography *	OSA
Psychology	MWS	Psychology	MWS	Spanish	BHG/OSA	Psychology	STA
Psychology	OSA	Spanish	MWS			Sociology	BHG
Religious Studies	BHG/MWS						
Sociology	RA						
Sociology	STA						
<b>Vocational Level 3</b>							
Applied Science (BTEC) L3 Extended Certificate	RA	Animal Management (BTEC) L3 Extended Certificate	RA	Business (BTEC) L3 Diploma	OSA	Criminology (WJEC) L3 Applied Diploma	RA
Business (BTEC) L3 Extended Certificate	OSA	Business (Cam Tech) L3 Certificate	RA	Childcare (Cache) L3 Applied General Certificate	STA	Dance (BTEC) L3 Diploma *	STA
Business (BTEC) L3 Diploma	OSA	Criminology (WJEC) L3 Applied Diploma	STA	Digital Media (Cam Tech) L3 Extended Certificate	MWS	Digital Media (Cam Tech) L3 Extended Certificate	MWS
Health & Social Care (BTEC) L3 Extended Certificate	BHG	Dance (BTEC) L3 Extended Certificate *	STA	Health & Social Care (BTEC) L3 Diploma	BHG	Football Academy	OSA
Health & Social Care (BTEC) L3 Diploma	BHG	Dance (BTEC) L3 Diploma *	STA	Performing Arts (BTEC) L3 Extended Certificate	RA	Health & Social Care (BTEC) L3 Diploma	RA
Information Technology (BTEC) L3 Extended Certificate	STA	Financial Studies (LIBF) L3 Diploma	STA	Sport & Physical Activity (Cam Tech) L3 Extended Certificate	RA	Sport (BTEC) L3 Diploma	STA
Musical Performance (BTEC) L3 Extended Certificate *	OSA/RA	Health & Social Care (BTEC) L3 Diploma	RA	Sport & Physical Activity (Cam Tech) L3 Diploma	OSA		
Sport (BTEC) L3 Extended Certificate	STA	Health & Social Care (BTEC) L3 Extended Certificate	RA				
Sport (BTEC) L3 Diploma	STA	Sport & Physical Activity (Cam Tech) L3 Extended	OSA				
		Sport & Physical Activity (Cam Tech) L3 Diploma	OSA				

**Vocational Equivalent Qualifications**

**Equivalent to 1 A Level**

Courses in white boxes.

**Equivalent to 2 A Levels**

Courses in colour boxes. You must pick both option blocks of the same qualification.

(F) Students opting to take Further Maths at Monk's Walk must also choose this Maths group

\* Indicates the Year 12 class is combined with Year 13.

**SECTION 1: Personal Details**

Forename:	Surname:
Address:	
Postcode:	Telephone No:
Current school:	
Gender:	Date of Birth:
Student Mobile No:	Student E-mail:

**SECTION 2: Predicted Grades at Key Stage 4**

Subject	Grade	KS4 Point Score
English Language		
English Literature		
Mathematics		

Subject	Grade	KS4 Point Score

Total number of points



Total number of subjects



Predicted average points score (APS)

Checked by Head of Post 16:

**SECTION 3: Your Course Choices**

Your course choices must meet the general and subject specific entrance criteria. Please refer to the entrance criteria sheet before entering your course choices.

**Your Choices: A Levels or Vocational Courses**

Students who wish to take more than 3 A levels must have approval from their Head of 6<sup>th</sup> Form before submitting an application.

Block	Subject	Site	Do your predicted grades meet subject entrance criteria? Enter Yes/No	Office use only: A / R / U
A				
B				
C				
D				

**Additional qualifications**

If you wish to take one of the following additional qualifications, please tick the appropriate box. These qualifications can be taken, at your home school, in addition to your chosen academic and vocational subjects.

Further Mathematics

Core Mathematics

Extended Project Qualification

AS German at BHG

Additional qualifications approved by Head of Post 16:

Students who do not achieve 9-4 in English and/or Maths will be required to attend retake lessons and resit the exam(s).

Please approach one or more of the following to help you complete this form:

In your school:

- Head of Sixth Form
- Subject Teachers
- Form Tutor
- Head of Year
- Careers Teacher

Services for Young People provide additional advice on Careers Advice & Guidance

Services for Young People  
The Campus, Welwyn Garden City  
Tel: 01992 588220 or [www.servicesforyoungpeople.org](http://www.servicesforyoungpeople.org)

### **Course Allocation**

The consortium intends to deliver the courses offered in the blocking form. If student uptake numbers are very low for a class then the course may not run. During this academic year there may be a need to change the subjects offered in the blocks. Students will be informed of any course closures or block changes that affect their choices. Under normal circumstances all students are expected to choose classes at their home site wherever this fits with their other choices.

### **Progression to Year 13**

It is important for all students to be on the correct courses that can give them the best possible outcomes. Students starting Advanced Level subjects in September 2023 are expected to achieve at least a D grade in two subjects to progress to their second year. These grades will be determined through internally set end of Year 12 exams.

If this standard is not met there will be a review of, and possible amendment to, that student's course provision. As part of the review, the student's attitude to work and their attendance will be considered. Attendance at a student's home site's programme of activities on Wednesday afternoons and/or Friday mornings is compulsory and this will also be taken into consideration when reviewing progression. Any changes made to course provision will be in the best interests of the student's potential achievement; full support will be given should there be a need for a change of course or institution.

Changes in staffing or student numbers can occasionally necessitate amendments to a student's timetable. This can lead to a student needing to move blocks or teaching sites, or to groups being combined. We will always aim to keep any disruption to teaching and learning to a minimum in these circumstances.

The school is required to hold student application data for regulatory purposes. The information will only be disclosed to the Department for Education, the Local Authority and approved agencies. MIS users and administrators will have access with appropriate permission levels.

By signing the Application Form below you are consenting to the school storing the above information for internal use and safe-guarding purposes.

Student signature:	Date:
Parent/Carer signature:	Date:
School signature:	Position: HoY / SLT    Date: