



## Admission and Oversubscription Criteria for Entry to Sheffield Sixth Form Schools for External Students - Academic Year 2010/11

Sheffield Local Authority is responsible for setting and applying sixth form admission and oversubscription criteria for entry to High Storrs, King Egbert, King Edward VII, Silverdale and Tapton Community Schools. For All Saints and Notre Dame Catholic High Schools the Governing Body is responsible for setting application criteria. Common admission criteria have been agreed for all seven schools for the 2010/11 Academic year.

The Local Authority for the Community Schools and Governing Bodies of All Saints and Notre Dame High Schools are committed to providing students and parents with the best possible advice and guidance about courses of study that are most suitable for the individual. Places are however limited by school physical capacity and availability of subjects.

In the event of oversubscription from external candidates there must be published arrangements to determine how places will be offered. Each application for a place at a sixth form school will be considered against the following criteria:

### Exceptional Circumstances

It is important that proper provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered in a sixth form community school but because of his/her exceptional circumstances has not met the normal entry criteria. These circumstances may, for example include asylum seekers, students with special educational needs which can only be met at a particular school and students with a physical disability who require adapted buildings and/or facilities. These circumstances may also include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the normal admission criteria.

After any consideration of students in the above category, all other applications will be considered as follows:

- Students must meet a **minimum entry requirement** for entry to the sixth form:
  - ◆ for AS/A2 (level 3) courses the minimum entry requirement is **normally 5 or more A\*-C grades at GCSE**
  - ◆ for double or single award A Level (level 3) the minimum entry requirement is **normally 5 or more C grades at GCSE**
  - ◆ for Btec First courses (level 2) the minimum entry requirement is **normally 4 or more D grades at GCSE**
  
- A further minimum requirement may be set by each school in terms of the **required subject grade** for some specific courses. These may differ from school to school and are meant to indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available. For example a student may require a minimum of a B pass for a specific science or language subject.

- When applications are considered, **first priority will be given to students facing exceptional circumstances** as described above.
- Second priority will be given to those students meeting the **minimum entry** and **required subject grades**.
- Places will be offered to eligible students, up to the published admission number based upon **distance from home to school** measured in a straight line.

### **Key Dates**

<b>Closing date for applications</b>	<b>29/01/2010</b>
<b>Notification of conditional offer or refusal</b>	<b>05/03/2010</b>
<b>acceptance of offer</b>	<b>12/03/2010</b>

### **Late Applications**

Applications will be considered after the closing date but it will be more difficult to comply with preferences as places may have already been offered.

### **The Application Procedure**

If attending a Sheffield school you will be invited to apply for up to three separate schools by an online application through [www.applysheffield.org.uk](http://www.applysheffield.org.uk). Other applicants should apply using a single common application form.

You will be asked to rank your schools in order of preference. Places will be offered on an “equal preference” basis.

Under an “equal preference” admission system all applications for a school would be considered under the criteria outlined above irrespective of the ranking you give it. The ranking is only considered to determine the single offer. For example you may be eligible for a place at more than one school in which case a place would be offered at the highest ranked. The following table demonstrates how an equal preference system operates and the possible outcomes you can expect.

Your application will be considered using your predicted GCSE grades which are verified by your current school.

You should check that your chosen subjects are available at your preferred school before making your application.

### **Changing your application**

If you would like to change your preferences you should contact the Sixth Form Admissions Officer to confirm your new preferences and explain the reason for changing your mind. Any changes made after 29<sup>th</sup> January will be classed as late and only considered after the allocation date of 5<sup>th</sup> March 2010.

### **Independent Appeal Panel**

Any parent who is refused a place at any of their preferred schools will be advised of the reasons why their application was refused and of their statutory appeal rights.

The panel is only empowered to offer a place at a school, it is not empowered to offer a place on a particular course or courses. This is a crucial point with regard to appeals for sixth form places as many appellants may be under the impression that a panel can make such a decision. Whilst a panel can offer a place at the school, it is ultimately the schools responsibility to organize its curriculum and staff to ensure that it utilizes its resources in the most efficient way possible, for the benefit of all its students.

If you are refused a place at a school you will be advised of your right of appeal by the Local Authority. Appeals will be scheduled to take place early in September 2010. Appeals cannot be scheduled earlier as the final allocation of places is dependant on the GCSE outcomes in August.

Your application must be received by 29th January 2010.

*The 6<sup>th</sup> Form Admissions Officer  
Sheffield Children and Young People Directorate  
3<sup>rd</sup> Floor Howden House  
Union Street  
Sheffield  
S1 2SH*

*Telephone                      273 5790*

## How your application be considered?

All preferences will be considered on an “Equal Preference” basis.

### Process for the offer of a single place at a Sheffield Sixth Form School

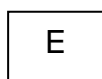
- 1 Parents may express up to three preferences and give reasons for the schools they wish their child to attend and list them in rank order.
- 2 Subject to availability of places, and eligibility, a student will receive a single conditional offer in March 2010.
- 3 Preferences will be treated on an “Equal Preference” basis.
- 4 A student may be eligible for one, two or three schools. The ranking will determine the single offer.

There are eight possible outcomes for your application:

1st	School A
2nd	School B
3rd	School C

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1st	School A	E ✓			E ✓	E ✓	E ✓		
2nd	School B	E	E ✓		E			E ✓	
3rd	School C	E	E	E ✓		E			

#### Key



Student Eligible for a place



Student not eligible for a place either because they do not meet the eligibility criteria or the school is oversubscribed.

✓ Highest ranked preference available for which the offer of a single place will be made

In an “Equal Preference” system it is crucial that you seriously consider the ranking afforded to each school as this may determine the single offer.