

**Beauchamp City Sixth Form
Admissions Policy 2023-2024**

Beauchamp City Sixth Form admission arrangements for 2023-2024

Introductory statement

Beauchamp City Sixth Form is a 16-19 Free School focused on delivering a traditional academic A' level curriculum with expert pastoral support, serving the local community of Leicester and Leicestershire.

Capacity

The college will have a total capacity of 1000 places (full-time equivalent) for students solely in the age range 16-19. It will admit 500 to year 12 in 2023, and 500 in subsequent years.

Minimum study programme

All students will be expected to enrol on a programme of study comprising a minimum of 540 planned hours per year.

Minimum Entry Requirements

Students wishing to study Level 3 at the Sixth Form are required to achieve the equivalent of at least a grade 5 in their six best GCSE grades in their examinations including at least a grade 5 in either English Language or Literature and a grade 5 in Maths. It is assumed that the majority of students will study for 3 A-levels and an extension course subject. If a student wishes to study 4 rather than 3 A Levels, GCSE grade 7 is required in all of the relevant GCSEs listed in the entry criteria for each of the courses chosen (Further Maths requires a grade 8). Some individual subjects have additional specific entry requirements which are published on our website.

Applying for places

The closing date for applications is 31st January 2023. Applicants should apply through the Positive Steps 16 website which can be accessed here: <https://ps16.co.uk/>

Conditional offers will be sent out in February 2023.

The Sixth Form aims to allocate each successful applicant a Course Guidance Meeting within 15 weeks of this deadline. During this process students will have the opportunity to discuss and confirm their choices, or consider alternatives only if there are places available in a subject. After that meeting and course choices have been confirmed a final offer letter will be sent by the end of May 2023. Unsuccessful candidates will be confirmed by the end of May 2023 and offered the opportunity to remain on our waiting list. These offers will be conditional on a student achieving the entry criteria and will be confirmed following GCSE results day.

Term dates will be published in advance of the start of the academic year.

Oversubscription criteria

Any students with an Education, Health and Care Plan naming the college will be automatically made a conditional offer.

If there are more applicants than we have places available on any course who have met the academic criteria for entry, we will prioritise pupils in the following order:

1. Students who are looked after children and students who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. 25% of places will be reserved for students who were eligible for and receiving Pupil Premium in year 11
3. Students living inside the city boundary ('the catchment area')
4. Siblings applying at the same time, or a sibling of a student already attending Beauchamp City Sixth Form
5. Others

The tie-breaks which should be used when any students are tied for the last available place.

Pure random allocation

If in any of the criteria above a tie-break is necessary to determine which student is admitted, random allocation (drawing of lots) will be used to decide who will be admitted. Random allocation will be administered in order of preference, so applicants who have placed Beauchamp City Sixth Form as the first preference will be allocated places on available courses first, followed by those who have placed Beauchamp City Sixth Form as the second preference and so on, until all courses are full.

Waiting lists

The waiting list will only include those having met the minimum academic entry criteria and who wish to be placed on it. It will operate for those not offered a place by 1 September and for those applying for a place after this date. It will operate until 31 December. It will be organised in accordance with the oversubscription criteria above and if a place becomes available a fresh independent sequencing of pupils will take place.

Late applications received after the closing date (31 January 2023) will be considered in date order if spaces remain on their chosen course.

Appeals

Any applicant refused a place as part of the random allocation process or as a result of not meeting entry criteria, they will be offered a right of appeal to the Leicester Diocesan Board of Education. The panel will consider the appellant's case and decide whether to uphold the appeal. Appeals must be submitted within 10 working days of a place being refused and will be heard by 19 and 20 June 2023 for those not receiving a place as part of random allocation and 10th October 2022 for those whose

GCSE results do not meet entry criteria. Anyone wishing to appeal should contact Jayne Crouch at admissions@beauchampcity.org.uk

Admission of Children/Students Outside of the Chronological Age-Range

The vast majority of students are educated in the year group determined by their date of birth. If a parent/carer or student aged 16 and over wishes to request they are taught out of year group they should submit their request to Beauchamp City Sixth Form along with their reasons. Parents and students are encouraged to do this ahead of the relevant closing date for applications.

Applicants may also wish to submit other information in support of their request; for example from professionals who have worked with their child/them. Each request to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the student's best interests. Decisions as to whether or not a student is educated out of year group will be taken by the admission authority.

Applicants will be notified once a decision is reached along with the reasons for the decision.

Review

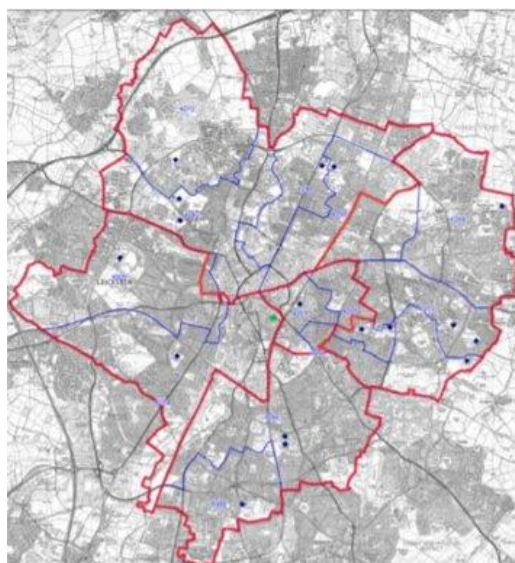
This policy will be reviewed annually and any amended policy for the following September will be published on the college website before the end of the preceding September (i.e. the policy for 2024 will be published in September 2023). The policy will remain on the website throughout the college year.

Complaints

If you are unhappy with any aspect of the admission policy or appeal process you may submit a complaint, outlining your concerns to the EFA at Academy.QUESTIONS@education.gsi.gov.uk, though you should first raise any concerns with the college via admissions@beauchampcity.org.uk

Catchment Area Map

The catchment boundary for Beauchamp City Sixth Form is the outer red line, the boundary for Leicester City. The Location of the college is marked in green.



Appendix A – Summary of the Oversubscription Procedure

In the event that Beauchamp City Sixth Form is oversubscribed and there are tie-breaks for the last available space(s) a system of random allocation will be used.

The procedure is explained below and will be talked through at the Open Day.

1. Students **MUST** choose **THREE** subjects (there will be an opportunity for students with exceptional academic ability to do a fourth subject if they so wish).

2. The College will decide the optimum size of classes in each subject and the number of classes that will run. This will establish the number of available places remaining in each subject. This number will remain confidential during the admissions process in order to maintain the integrity of the process.

3. All prospective students will be invited to the Open Day in October/November. The admissions process will be explained to students and parents. Students who choose to complete a Sixth Form Application Form through the Local Authority preferred system (e.g. PS16) **MUST** choose **THREE** subjects (there will be an opportunity for students with exceptional academic ability to do a fourth subject if they so wish), and will have their application dealt with as follows:

a) All tied applicants will be placed in a random order using an independent sequencing procedure, after those under the over-subscription criteria have been allocated priority places.

b) The randomly sequenced list will be separated into groups based on preference indicated at the point of application. Students who have placed Beauchamp City Sixth Form as first preference will be placed into group 1, students who have placed Beauchamp City Sixth Form as second preference will be placed into group 2 and so on. The students will be considered in order from the randomly sequenced list for each group with group 1 being allocated places first, starting with Student 1. Student 1: A check will take place that each of the subjects chosen has a space. A conditional place will be offered. We then move on to: Student 2: The checking process is repeated. Again a place is offered. This process will then be repeated for each preference group until courses are filled.

c) This process is repeated for each student in turn from the randomly ordered list, until a point is reached where, for example: Student 17: It is identified that there is no place available for one of the subject choices. No offer is made to that student.

d) The next student on the list is then considered: Student 18: Places still available in all subjects chosen. A conditional place is offered.

e) The process continues until no more students can have their choices matched. At this point, the school is full and the process is complete.

f) The process will be supervised by someone independent of Beauchamp City Sixth Form.

4. The students to be offered a conditional place will then be invited to attend a Course Guidance Meeting, following which the conditional offer will be confirmed, based on the agreed combination of subjects. Changes to subject choices may later be possible, but only if there are places available in a subject to which a change is requested. Where a student has a course changed then the relevant subject entry requirements will be for the courses that the student has changed to.

5. Once all conditional places have been confirmed following the completion of Course Guidance Meetings, the Waiting List will commence. From this day, only those applicants who have requested to go on the Waiting List will be used to allocate any places that become available. Places will become available if a student declines their offer or fails to meet the academic criteria set out above, following the publication of GCSE results. The process described above will be re-run and places allocated as per the oversubscription criteria.

6. All unsuccessful applicants will be informed by letter and will be told of their right of appeal to an Independent Appeals Panel, details for which will be given in the letter.