



## Tolworth Girls' School & Sixth Form

### Sixth Form Admissions Policy 2022-23

#### Determined admissions arrangements for Tolworth Sixth Form for the academic year 2022-23

Criteria for entry in Year 12 for Tolworth Sixth Form Admissions in 2022.

Existing Tolworth Girls' School Year 11 students will have priority over external applicants. The Published Admission Number (PAN) for Year 12 in September 2022 will be 25. This figure refers only to Year 12 students being admitted for the first time from other schools and not students entering from Year 11 at Tolworth Girls' School. Please note that more external places may be available subject to the number of applications received from internal applicants. Students will only be admitted into Tolworth Sixth Form if:

- a suitable course is available for them that is appropriate and meets their needs;
- they are on a full-time course (comprises of three A levels or Level 3 BTEC Courses).
- they meet the minimum course requirements for their intended programme of study. These will be published in the Course Information Booklet annually and shared on the school website.

Students will only be considered if they meet the minimum entry requirement for Tolworth Sixth Form which is 5 GCSE grades 9 - 4 or equivalents. Applications will be processed in order of arrival with a closing date of the second Friday in January.

Where there are more external applicants than available places the following oversubscription criteria will be applied:

1. places will be offered firstly to Looked After Children and Previously Looked After Children i.e. **Looked After Children** children who are (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 in accordance with section 22 of the Children Act 1989, at the time an application for a school is made; **Previously Looked After Children** children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order.

2. places will be offered next to children who have a sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending/on roll at Tolworth Girls School or Tolworth Sixth Form at the time of admission;

3. places will be offered to children of permanent staff, at the discretion of the school, where the member of staff has been employed by the School for a minimum of two years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

4. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported written evidence from a registered health professional such as a consultant doctor, psychologist, education social worker or educational welfare officer) which makes Tolworth Girls' School the most suitable one for the individual child;

5. the remaining places will be offered to children who live nearest to the school, as measured by home to school distance in a straight line. All distances will be measured using the Kingston Council School Admissions computerised Geographical Information System. Where parents live separately, the application

must be based on the address where the child lives most of the time. Where the child lives equally with both parents at different addresses, we will require evidence of your care arrangements. We will consider all available evidence that you provide to support your application so we can decide which address we will use to process your application.

**Use of a final tie-breaker.** For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker which will be supervised by someone independent of the school.

#### **OTHER ADMISSIONS**

In special circumstances, it may be possible for a student to retake Year 12. This step will only be considered if a student has a good attendance record or if there are exceptional mitigating circumstances. All decisions will be at the complete discretion of the Director of Sixth Form.

#### **WAITING LIST CRITERIA**

External applicants placed on the waiting list will reflect the oversubscription criteria used when there are more applicants than places. Students whose applications are placed on the waiting list will be informed if a place becomes available for them by the start of the autumn term.

#### **AGE LIMITS**

Students may only undertake a programme of study at Tolworth Sixth Form if they are under 19 years of age on September 1st for the ensuing academic year. All students are expected to enrol into Year 12 and commence a two-year programme of study. Tolworth Sixth Form is unable to admit external students if they have completed two years of sixth form education at another institution.

#### **ELIGIBILITY CRITERIA**

Entrance into the Sixth Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school Sixth Forms that apply at the time. Currently, students can be admitted into the Sixth Form if:

- They are British Citizens and / or EU nationals.
- If they have 'Exception' or 'Indefinite Leave to Remain' in this country;
- If they have refugee status;
- If their residency is a condition of their parent(s) legal employment status in this country

Students who are classified as 'Overseas Learners' or who have 'Student Visas' cannot be admitted to the Sixth Form for funding reasons. Tolworth Sixth Form is unable to accept students on a fee-paying basis.