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## HOE VALLEY SCHOOL SIXTH FORM ADMISSIONS POLICY 2023-24

### **HOE VALLEY SCHOOL SIXTH FORM ADMISSION ARRANGEMENTS FOR 2023-24**

Hoe Valley School is a non-selective co-educational mainstream secondary school in South Woking. Our admissions policy reflects these aspirations.

Hoe Valley School will provide school places for young people aged 11 - 18 and the admissions arrangements for the Sixth Form intake to Year 12 are set out below.

Hoe Valley School is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised in September 2021), the School Admissions Appeals Code and admissions law as they apply to academies.

#### **ADMISSION CRITERIA**

Places will be allocated in accordance with the following criteria:

##### 1. Looked after and previously looked after children

Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and

Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and

Children 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. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

##### 2. Children of individuals granted founder status

The individuals who have already been granted this provision by the Secretary of State are those who played a major role in establishing the school, undertaking activities during the application and pre-opening stages and who continue to play a significant role in the running of the school. A list of the individuals granted founder status is available on request from the school.

### 3. Students who are in Year 11 at Hoe Valley School

Students who already attend Hoe Valley School will have priority over external candidates in securing a place in the Sixth Form.

### 4. Children of staff at the school

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 the member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### 5. External students from other schools in the UK or overseas

Any other applicant who does not qualify under priorities 1-4.

### **Tie-breakers**

If the school is oversubscribed within any criteria, then places will be offered on the basis of nearness to the school measured in a straight line from the address point of the student's address, as set by Ordnance Survey, to the central point of the entrance to the School reception. This is calculated using the Admission & Transport Team's Geographical Information System.

Where two or more students share a priority for a place when using distance as a tie breaker, e.g. where two students live equidistance from the School, lots will be drawn to determine which student should be given priority.

In the case of multiple births, where students have equal priority for a place, Hoe Valley School will use random allocation to determine which student should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, each student will be offered a place.

### **APPLICATION PROCEDURE**

Current Year 11 students attending Hoe Valley School and external applicants are required to complete and return a Hoe Valley School Sixth Form application form. The deadline for returning application forms from external applicants is Friday 2<sup>nd</sup> December 2022. All applicants, both internal and external are required to meet the Minimum Entry Requirements set out in this policy. Conditional offers of places will be made in writing by Friday 25<sup>th</sup> February 2023.

### **PUBLISHED ADMISSIONS NUMBER (PAN)**

Hoe Valley School Sixth Form has an admission number of 120 for entry in Year 12 and will accordingly admit this number of students each year if there are sufficient applications. There is no defined PAN specifically for external applicants, as it will depend on the take up from internal applicants.

Where fewer applicants than the published admissions number for the relevant year group are received, places at Hoe Valley School will be offered to all those who have applied and who meet the minimum entry requirements.

## **ENTRY REQUIREMENTS**

To gain admission to Hoe Valley Sixth Form, both internal and external applicants must meet all of the following academic criteria in addition to all and any other requirements set out in this policy:

1. Five GCSE passes at grade 9-4 including English and Mathematics at least a grade 5 in the subject studied at A level.
2. For each subject studied at A Level; the GCSE grade requirements are as set out in the current Sixth Form Prospectus and are subject specific.
3. By meeting requirement 2 above the applicant will be eligible to study a combination of subjects which is viable within the school timetable and meets the minimum number of subjects to be studied by Sixth Form students at the time of entry.

Exceptions to Requirement 1 above (Five GCSE passes including English and Mathematics):

Under exceptional circumstances applicants who do not have both GCSE English and GCSE Mathematics at grade 4 or higher may be admitted. If admitted, they will be required to continue to study English and/or Mathematics as applicable, at GCSE Level or an equivalent or substitute qualification defined by the School and sit the relevant examinations until they achieve at least a GCSE grade 4, or a grade acceptable to the School for an equivalent or substitute qualification. Should such applicants be admitted into the Sixth Form and not gain the required grades in English and/or Mathematics as applicable by the end of Year 12, they will be required to continue to study the relevant courses and re-sit the relevant examinations in Year 13.

## **OVERSEAS APPLICANTS AND APPLICANTS WITH QUALIFICATIONS WITH OTHER THAN GCSEs:**

Such applicants will need to provide evidence that is acceptable to the school that their prior attainment includes qualifications equivalent to give GCSE passes grades 9-4 with an equivalent pass in both English and Mathematics at grade 5. The school will accept Statements of Comparability prepared by UK NARIC ([www.naric.org.uk](http://www.naric.org.uk)).

## **LATE APPLICATIONS**

The closing date for receipt of on time applications is Friday 2<sup>nd</sup> December 2022.

Applications received after this date will be deemed as late applications and therefore will only be considered after those that have been received on time.

## **APPEALS**

Students who are unsuccessful in their application for a place in the Sixth Form are entitled to appeal to an independent panel if they disagree with the decision. Any appeal should, in the first instance, be directed to the Admissions Officer at the school, who will explain the procedure in more detail.

In the first instance the parent(s)/carer(s) should contact Mrs. R. Knight, Admissions Manager for information and to request appropriate paperwork.

No member of staff or individual connected to the school can guarantee the offer of a place for a child. Places are offered by the LAB, who apply the criteria for admission.

## **WAITING LIST**

Students who have been unsuccessful can request to be added to the waiting list. The waiting lists will be maintained in the order of the oversubscription criteria set out above. The waiting list will continue until 30 September 2025.