

Christ The King Sixth Form College

2010/2011 Admissions Policy and Procedures

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- ✚ Provide the highest standards of teaching and learning.
- ✚ Expect students to show commitment to their studies and the Christian values of the College.
- ✚ Provide equality of opportunity, with mutual respect and positive encouragement.
- ✚ Build and further develop a partnership with parents, schools, parishes, higher education and the local community.
- ✚ Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

1 Introduction

- 1.1 The College admissions policy reflects the College mission and in particular its aim to provide a distinctive education for Catholic students and other students who wish to pursue their sixth form education in a Christian environment.
- 1.2 The college provides a broad, balanced and coherent curriculum that provides choice and flexibility. The curriculum offer ensures that the student intake is fully comprehensive and students of all abilities are able to study courses that are appropriate in relation to their skills, attributes and their Key Stage 4 outcomes. Students with a range of GCSE scores are able to access a personalised curriculum appropriate to their needs.
- 1.3 The admissions policy also reflects the Colleges association and commitment to meeting the needs of its Partner Schools. The partners schools are:

- ✚ Bonus Pastor
- ✚ Northbrook
- ✚ St Catherine's
- ✚ St Columba's
- ✚ St Matthew Academy
- ✚ St Michael's
- ✚ St Paul's Academy
- ✚ St Thomas More
- ✚ St Ursula's

2 Admissions Policy

2.1 The college welcomes applications from all students aged 16-19. Where the college is oversubscribed, meaning that it has received more applications than the number of places it has available in any one year, the following priority will be given to applications:

- 1 Partner Schools applicants.
- 2 Other Catholic applicants.
- 3 Other applicants who wish to pursue their education in a Christian context.

3 Admission Procedures

3.1 As we work with our partner schools in a particular way, there are two closing dates for applications as follows:

| | CTK Lewisham | CTK: St Mary's |
|-------------------------------|---------------------|-----------------------|
| 1 Partner School applications | 5 November 2010 | 10 December 2010 |
| 2 Other applications | 7 January 2011 | 7 January 2011 |

3.2 The priorities for admission are as follows:

- 1 Students from the following partner schools who submit their application by the given deadline: Bonus Pastor RC School, Northbrook CE School, St Catherine's, St Columba's, St Matthew Academy RC School, St Michael's RC School, St Paul's Academy, St Thomas More RC School, St Ursula's RC School.
- 2 Other Catholic students who submit their application by the given deadline.
- 3 Other students who wish to pursue their sixth form education in a Christian context, who support the ethos of the College and who submit their application by the given deadline.

3.3 The college currently offers no vocational training courses. However, if it did so priority would be given to any applicants who meet the entry criteria and submits their application by a given deadline.

3.4 Following the submission of application forms and depending on the places available on specific courses, and the overall number of places available, students will be invited for interview. All pupils applying for places from partner schools will be guaranteed an interview. For other applicants, the decision to invite for interview will be based on our priorities for admission, which will be considered alongside information contained on the application form and school reference. Students who are unsuccessful in being invited for interview will be informed of this outcome in writing, by 28 January 2011 at CTK Lewisham. For CTK St Mary's this date will be 29 January 2011.

- 3.5 The purpose of the interview will be to discuss the courses applied for and the reasons for seeking a place at the College. As the College places great emphasis on the partnership between College and home, parents/guardians are required to attend the interview.
- 3.6 Successful applicants will be made an offer of a place in order to study specified courses. These will be the courses agreed at the interview. The offer will be subject to meeting the entry criteria for the course. The College will endeavour to support subsequent requests for subject changes but this cannot be guaranteed.
- 3.7 Students will be required to enrol at the College on a specified date, following the publication of GCSE results. Failure to attend enrolment will result in the offer of a place being withdrawn, except where the College has received prior notification in writing.
- 3.8 Offers of places on all courses are made subject to availability and the constraints of timetabling all of the various combinations requested. The College reserves the right to alter, substitute or withdraw courses/programmes as appropriate.

4 **Course Admissions Criteria**

Course admission criteria reflects the college commitment to ensure the curriculum is accessible and that students are able to pursue a full-time general education programme at a level appropriate to their Key Stage 4 qualifications.

- 4.1 The course admission criteria is as follows:

Advanced Level

* 5 GCSEs including English and Maths, or equivalent, at Grade C or above for 4 AS Levels

5 GCSEs including Maths, English and Science, or equivalent at Grade C or above for the IB

4 GCSEs or equivalent at Grade C or above for Applied A Levels or BTEC National Courses.

* Where Maths and English has not been achieved at Grade C or above, 6 GCSEs (A* - C) will be accepted as an equivalent entry criteria for specific courses. BTEC First applications are accepted as GCSE equivalent qualifications however, a Merit grade is required for entry onto Advanced level programmes.

The range of GCSE qualifications offered as entry criteria for Advanced Level study should be drawn from at least four different subjects.

Intermediate Level

GCSEs covering the range of Grades C – D.

Foundation Level

There is no specific entry requirement for BTEC Introductory courses but students must demonstrate a commitment to the chosen or subject area.

- 4.2 These general entry requirements apply to all courses. Any additional requirements for the specific entry criteria to particular subject/courses that are listed in the prospectus.
- 4.3 Any changes to subject specific criteria will only be made by agreement with SMT and Governors. Departments wishing to propose changes to subject specific criteria will be required to present a rationale and supporting evidence for the proposed changes. In 2010/11 all subject specific entry criteria will be reviewed to ensure they promote progression and are appropriate in relation to the range of Key Stage 4 qualifications.
- 4.4 Students progressing internally will be required to meet progression criteria outlined in the Policy Statement on one year course and L6 to U6 student progression.

5 **Appeals Procedure**

Where a student has not been offered a place there is no formal right of appeal. However, following the interview process the college may consider any significant changes to information held as part of the application. In such cases a letter outlining the change of circumstances should be sent to the Vice Principal within fourteen days of non-acceptance at the College.

May 2010

Christ The King Sixth Form College

Policy Statement on 1 Year Course and L6 to U6 Student Progression

1 Introduction

- 1.1 Christ The King Sixth Form College aims to support the individual learning needs and career aspirations of all of its students. In doing so, a wide range of subjects and courses are provided – including some programmes, such as GCE A Levels, Applied A levels and BTEC National qualifications, which may run across two academic years. Other, one year courses – such as BTEC First and Introductory Diplomas – have the potential to lead onto further programmes in the following year.

The purpose of this policy statement is to clarify the circumstances in which progression onto U6 programmes or further courses at the College will be permitted.

2 Advanced level programme

- 2.1 Students enrolling onto Lower Sixth Advanced Level programmes including AS and National Certificates do not have an automatic right to progress onto any Upper Sixth course at the College.

- 2.2 Students wishing to progress into the U6 will need to meet the following criteria:

✚ Progression can only take place in subjects/courses which have been followed in the L6.

✚ As a general rule a minimum UMS score of 120 (Grade E Equivalent) must be gained in each of at least three subjects.

✚ A minimum UMS score of 120 (Grade E equivalent) must be gained in each of the AS subjects that are to be taken forward into the U6.

✚ Where students have taken a double award qualification such as an Applied A Level the following must be achieved:

- For Applied Health and Social Care: 240 UMS
- For Applied Science: 240 UMS

✚ Where students have taken a triple award qualification such as a BTEC National Diploma they must have gained a pass in each unit studied.

✚ L6 attendance in each of the proposed U6 courses meets or exceeds 85% (the College minimum standard). Due account will be taken, however, of authorised absences.

- ✚ The student has attended the U6 induction period in June/July following their L6 examinations.
 - ✚ Behaviour and approach to learning – including punctuality, as recorded on L6 Performance Monitoring Reports, meet College standards.
 - ✚ The proposed U6 courses meet the career aspirations/needs of the student.
- 2.3 At the discretion of the Principal, the Vice Principal, the Associate Principal, or the Assistant Principal students not meeting all of the above criteria may, by exception, be allowed to progress into the U6 where it is appropriate – having regard to the personal circumstances of the individual student. In this situation, the relevant Head of Department/Curriculum Leader and Senior Pastoral Manager will be consulted.
- 2.4 The planned programme of U6 courses for all students will be confirmed at the start of the autumn term – and parents will be notified in writing of their son/daughter's individual choices.
- 2.5 Whilst the College will endeavour to meet the needs of individual students it reserves the right to alter or withdraw courses at its discretion.
- 3 Additional Advanced Level Courses**
- 3.1 In some circumstances students progressing into the U6 may be permitted to study for new or additional AS/ other Advanced courses where the following criteria is met:
- ✚ The new subjects/courses are agreed by the relevant Senior Pastoral Manager in consultation with the appropriate Head of Department/Curriculum Leader.
 - ✚ The subject specific entry criteria have been met.
 - ✚ There are places available on the chosen course/subjects at the time of application.
 - ✚ The new subject/courses will meet the career aspirations of the student.
 - ✚ The overall workload, taking into account all courses to be taken by the student, will be manageable.
 - ✚ L6 Performance Monitoring reports indicate that the student has met the College standards in terms of attendance, punctuality and behaviour.
 - ✚ The procedures for requesting additional subjects at the College have been followed.

- 3.2 Priority for starting new/additional AS courses will be given to students who applied for these in their L6 year, but were unable to access them.

A lower priority will be given to students who dropped an AS course in their first year of study.

- 3.3 Whilst the college will endeavour to meet the needs of individual students it reserves the right to alter or withdraw courses at its discretion.

4 **Progression from Level 1 and Level 2 courses**

- 4.1 The college offers progression routes from its Level 1 and Level 2 programmes as follows:

- ✚ From BTEC Introductory to BTEC First.
- ✚ From BTEC First in Business, Engineering, and Sports and Fitness to the appropriate BTEC National.
- ✚ From BTEC First in Health and Social Care to Applied A Level in Health and Social Care.
- ✚ From BTEC First in Art and Performing Arts to related AS subjects.

- 4.2 Students wishing to progress will be able to do so provided that they meet the following criteria:

- ✚ The new course is agreed by the relevant Senior Pastoral Manager in consultation with Team Leaders/Heads of Department/Curriculum Leaders, where appropriate.
- ✚ There are places available on the chosen course at the time of application.
- ✚ The new course will meet the career aspirations of the student.
- ✚ The procedures for requesting a new course at the College are followed.
- ✚ Performance Monitoring Reports indicate that the student meets college standards in terms of attendance, punctuality and behaviour, and that he/she will be able to cope with the demands of a higher level course.
- ✚ The course entry criteria has been met. The course entry criteria is as follows:
 - BTEC First: Merit or Distinction at BTEC Introductory **or** Pass at Introductory with FSMQ Maths at 'B' or above and PRENG at Pass.
 - BTEC National: Merit or Distinction at BTEC First **or** Pass at BTEC First with GCSE Maths and English at 'C' or above.

