

TOMLINSCOTE SIXTH FORM COLLEGE ADMISSIONS POLICY 2018-2019

Tomlinscote Sixth Form College welcomes applications from all young people who have achieved the minimum entry requirements for the subjects / courses they wish to pursue. However, for health and safety reasons, the total number of spaces on some of our Vocational Courses is limited.

Tomlinscote Sixth Form College has a PAN of 80 places in Year 12 for external candidates, ie those who did not attend Tomlinscote School & Sixth Form College in Year 11.

The Application Process

Application forms are available from mid-October and should be returned by the deadline date published on the application form. Any application received after this date will be processed after all on-time applicants, and by the end of the next month following the deadline date. If there are no places available, applicants will be placed on a waiting list in line with our over-subscription criteria.

We aim to write to all on-time applicants to invite them to attend a meeting at the school during January-March, and again within two weeks of their meeting. Late applicants will be considered at the beginning of the Summer Term.

Minimum Entry Requirements

Students should refer to the Sixth Form Subject Information Guide for details on individual subject requirements. This can be found on the school website.

Admissions Criteria

If, by the application deadline date published on the application form, the number of external applications to the College, or some of its courses (from suitably qualified students), exceeds the number of places available (PAN), the College or some of its courses, will be oversubscribed. In these circumstances, the following over-subscription criteria will then be applied.

1. Looked After Children and Previously Looked After Children
2. Exceptional Arrangements
3. Siblings
4. All Other Applicants

Where a student is accepted in to the Sixth Form but is unsuccessful at securing a place on a particular course, then the student will be welcome to join an alternative course for which they meet the minimum entry requirements and where there are spaces.

1. Looked after and previously looked after children. These will be considered to be:
 - children who are registered as being 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(a), 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 in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement 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).

2. Exceptional Arrangements. Occasionally there will be a very small number of children for whom **exceptional arrangements** will apply. These exceptional arrangements may override other admissions priorities when places are offered.

What is an exceptional arrangement?

- **Medical and other reasons**

All mainstream schools are expected to support children with the more common medical ailments and/or stress related symptoms. If an applicant has a disability or a serious or life threatening medical condition and feel that they must go to Tomlinscote School and Sixth Form College, this must be included on the application form. This will only be considered if medical evidence from a consultant doctor is attached. Please note that a letter from the GP will not normally constitute sufficient medical evidence. These requests for priority placements will be considered by a panel of the admissions authority, including where necessary advice from our own medical advisors. A priority placement will only be agreed if the panel considers that it is essential for the applicant to attend Tomlinscote School and Sixth Form College.

If there are sensitive family circumstances, perhaps involving support agencies (e.g. Social Services) these will also be considered but documented evidence and/or relevant reports must be provided at the time of application. If the applicant is the subject of an Education Supervision Order, or is permanently excluded from school, then exceptional circumstances may also give priority for a placement.

It is important that any exceptional circumstances as described above are shown on the application form and supporting written and/or documentary evidence must be provided otherwise a priority placement will not be considered.

- **Children with a disability**

Applications for children with disabilities who do not have an EHCP are treated in the same way as all other applications. If an applicant has a disability and feel that they must go to Tomlinscote School and Sixth Form College, this must be stated on the application form and evidence of the disability provided at the time of application.

3. Siblings. A sibling is defined as a brother or sister, or a half brother or half sister, adopted or fostered brother or sister or step brother or sister living as part of the same family unit at the same address, Monday to Friday. Under this category the student must have a sibling at Tomlinscote School and Sixth Form College at the time of admission.

4. All Other Applicants. After places have been allocated to first, second, and third priorities, and if places are still available, any remaining places will be offered to those living closest to the school.

Tie-Breaker

In the event of any criteria above being oversubscribed, priority will be given to those living closest to the school. Distance is measured in a straight line from the address point of the student's home, as set by Ordnance Survey, to the nearest official school gate for students to use. This is calculated using Surrey CC's Geographical Information System. Where two or more children share priority for a place e.g. where two children live equidistant from the school, lots will be drawn to determine which child should be given priority. In the case of formal equal shared custody it will be up to the parents to agree which address to use. In other cases it is where the child spends the majority of the time.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by their rank position.