



LADY MARGARET SCHOOL

SIXTH FORM ADMISSIONS POLICY FOR 2016

These arrangements and the criteria listed below are reviewed annually by the Governing Body and should not be regarded as binding for future years

General Principles

1. An applicant's preference will be met where possible.
2. The anticipated Sixth Form intake in 2016 will be 120 girls taking into account both internal and external candidates. The formal admission number for the Sixth Form is 45 and relates only to those being admitted to the school for the first time and is based on an estimate of the minimum number of external candidates likely to be admitted.
3. Pupils already in the school need not apply formally for places in the Sixth Form but must meet the entry requirements set out below.
4. Applicants must study at least three subjects. Details are set out in the Sixth Form Prospectus which is available from the school and on the school's website.
5. Applicants refused admission to the Sixth Form are entitled to appeal to an independent appeal panel.

The Timetable

Autumn Term 2015	Open sessions at the school to explain the procedures for applications and the entry requirements
Autumn Term 2015	Applications to the School
Spring Term 2016	Applicants discuss their options with a senior member of staff
Spring Term 2016	Provisional offers of places
Spring Term 2016	An applicant has 14 days to accept the provisional offer
June 2016	Induction days at the School
August 2016	GCSE results
August 2016	External applicants bring their result slips to the school together with proof of identity
Summer holidays 2016	The Governors will usually accept late applications
Autumn Term 2016	The Governors will usually accept late applications in the first two weeks of term but no later.

Entry Requirements

6. The entry requirements for the Sixth Form both for applicants already in the school and for external applicants are as follows.
7. If the applicant wishes to take an A level course, she must have six GCSEs at grade C or above including English Language and Mathematics.
8. If the applicant wishes to study Modern Languages (French and Spanish) or Mathematics at A level she must have an A* or A grade at GCSE in the subject in question.
9. If the applicant wishes to study any of the Sciences (Physics, Chemistry and Biology) an A grade is required in Additional Science GCSE or a B grade in the appropriate separate science GCSE.
10. If the applicant wishes to study any other subject at A level she must have a B grade or above at GCSE in the subject in question (where previously studied). Grade B or above in Mathematics at GCSE is required for Economics. For other subjects not studied at GCSE grade B or above in English will be required.
11. The Governors will make provisional offers of places on the basis of predicted grades. However applicants must achieve or better their predicted grades in order to gain a place. The Governors will make final offers confirming provisional offers after publication of GCSE results in August 2016.
12. In the case of external applicants "predicted grade" means the grade predicted by that applicant's school. In the case of applicants already in the school it means the grade predicted by the Head Teacher.

Over-subscription criteria

13. The available courses are set out in the Sixth Form Prospectus. Every effort is made to accommodate the subject choices of applicants.
14. The school's published admission number of 45 relates only to those being admitted to the school for the first time. The Governors can exceed that admission number if demand for available courses can be met.
15. Where the Governors have not admitted pupils up to their published admission number, they will not refuse to admit applicants who have met the minimum entry requirements for the school's sixth form but whose chosen course (or courses) are full. In these cases the Governors will offer a place whilst offering alternative course options.
16. Subject to the previous Paragraphs, if demand cannot be met, the Governors will give the highest priority to looked after girls and previously looked after girls who meet the academic entry criteria and second priority to the girls who are already in the school. Ties will be resolved by lot.

Practical points

17. Governors will not interview applicants or their families for entry to the Sixth Form, although meetings will be held to provide advice on options and entry requirements for particular courses. These meetings do not form part of the decision process on whether to offer a place.
18. The Sixth Form Prospectus and application form are available from the school on request and may be downloaded from the school's website.

19. Although late applications will usually be accepted until the end of the second week of the Autumn Term of 2016 (if there are places remaining on courses), it is helpful if applications are made by Friday 27 November 2015.
20. Girls who would like to apply for a place in the Sixth Form (whether already at Lady Margaret School or at another school) should attend an open session in the Autumn Term of Year 11 at which the procedures for application and the entry requirements will be explained. The Sixth Form Prospectus outlines the courses offered and will be distributed.
21. The girls will be asked to complete an application form giving details of their current studies (this is not compulsory for girls already at the school but it is helpful). The form asks for details of the subjects they wish to study at A level. In the case of girls at other schools an additional page is provided for their current school to set out their predicted grades at GCSE.
22. Attendance at this open meeting is not compulsory and forms no part of the admissions process but is generally found to be helpful.
23. External applicants who have the appropriate predicted grades will be invited to visit the school during the Spring Term to meet a senior member of staff to discuss the course they wish to study. The ethos and expectations of the school will be explained at this meeting. Attendance at this meeting is not compulsory and forms no part of the admissions process but is generally found to be helpful.
24. The Governors will then make provisional offers to the applicants who have the required grades predicted where there are spaces in the courses offered. Sometimes a different combination of subjects from those requested will be offered. Applicants will be given 14 days to accept the offer. Those who accept will then be expected to attend a three day induction course at about the end of June.
25. External applicants (or their parents) must bring their GCSE results slips to the school on the day on which the results are published in order to ensure that the offer of a place is confirmed.
26. The Governors will make final offers if the required results are achieved or bettered and will withdraw provisional offers if the predicted results are not achieved.
27. Plans of parents and girls often change over the summer holidays or after GCSE results are known and some girls do not take up their Sixth Form places in September. Therefore the Governors will usually consider late applications made during the summer holidays and at the beginning of the Autumn Term. Girls can be admitted up until the third week of that term.