



## LADY MARGARET SCHOOL

### SIXTH FORM ADMISSIONS POLICY FOR 2017

**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 subject choice preferences will be met where possible.
2. The anticipated Sixth Form intake in 2017 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 to A Level. 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 2016	Open Evening at the school to explain the procedures for completion of the Subject Choice Form and the entry requirements
Autumn Term 2016	Submission of Subject Choice Form to the School
Spring Term 2017	Applicants discuss their options with a senior member of staff
Spring Term 2017	Provisional offers of places & subjects
Spring Term 2017	An applicant has 14 days to accept the provisional offer
June 2017	Induction days at the School
August 2017	GCSE results
August 2017	External applicants bring their result slips to the school together with proof of identity
Summer holidays 2017	The Governors will usually accept late applications
Autumn Term 2017	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 A Level courses, she must have English Language and Mathematics at GCSE grade 5 (equivalent to current grade C) and four GCSEs at grade C or above.
8. If the applicant wishes to study Modern Languages (French and Spanish) 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 Mathematics at A Level she must have the equivalent of an A or A\* Grade at GCSE which is a grade 7, 8 or 9.
10. 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.
11. 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 6 or above in Mathematics at GCSE is required for Economics and Psychology. For other subjects not studied at GCSE grade 6 or above in English will be required.
12. 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 2017.
13. 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 Headteacher.

## **Over-subscription criteria**

14. The available courses are set out in the Sixth Form Prospectus. Every effort is made to accommodate the subject choices of applicants.
15. 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.
16. 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.
17. 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**

18. 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.

19. The Sixth Form Prospectus and application form are available from the school on request and may be downloaded from the school's website.
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 the Sixth Form Open Evening 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.
21. The girls will be asked to complete a Subject Choice Form giving details of their current studies. The form asks for details of the subjects they wish to study at A Level. An additional page is provided for their current school to complete their predicted grades at GCSE.
22. Attendance at the Open Evening 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 courses 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 two 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 if spaces in appropriate courses are available. Girls can be admitted up until the third week of that term.