



**HUNTERHOUSE COLLEGE**  
**SIXTH FORM ADMISSIONS POLICY**

**Date/date Reviewed: January 2018**

**Previous: January 2017**

**Next Review due: January 2019**

This policy is available in pdf format from the school website

[www.hunterhousecollege.org.uk](http://www.hunterhousecollege.org.uk)

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## **INTRODUCTION**

Students who wish to enter the Sixth Form must meet the published entrance criteria. They will be asked to attend an interview at which career plans will be discussed and advice on courses of study will be given. Final decisions regarding courses of study should only be taken after discussion involving a student, her parents, and careers staff. There will be occasions on which it is necessary to consult the relevant Head of Department or the Principal.

## **ENTRANCE CRITERIA FOR YEAR 13**

### **(1) GENERAL ENTRY REQUIREMENTS**

- All students wishing to enter Lower Sixth, Year 13, must obtain **at least 10 points** achieved over a minimum of 6 subjects. This is where GCSE Grade A\* = 4 points, Grade A= 3 points, Grade B= 2 points and Grade C = 1 point.
- An acceptable record of attendance in line with the school's policy, and a satisfactory attitude to work and general behaviour as evidenced by the student's record.

**In order to ensure that each student makes the most appropriate subject choice which maximises attainment the following requirements apply:**

- Students may choose three or four subjects at the start of Year 13. However, by October half term only those who have attained 20 points or more at GCSE level will have the option of continuing with 4 subjects. All other students will follow 3 subjects for the remainder of Year 13.
- Those students who attained less than 15 GCSE points will be required to choose at least one course from Band Y

Students attaining less than the points score as shown in the General Entry Requirements above are advised to speak with the Principal to discuss other Post 16 options both within and outside Hunterhouse. This may involve, where an appropriate and meaningful combination of courses can be facilitated, the completion of a transition year at Hunterhouse before entry into the standard Post 16 programme of study

### **(2) CRITERIA FOR ANY EXTRA PLACES MADE AVAILABLE BY THE DEPARTMENT OF EDUCATION FOR ADMISSION INTO YEAR 13 (SIXTH FORM)**

The Department of Education may, on request, increase the number of students that the school can admit to Year 13. Places that become available in this way shall be allocated only to students who meet the basic eligibility criteria for Sixth Form study (as above) and shall be allocated in the order determined by the criteria to be applied in the order set down.

1. Students who have most recently completed Year 12 in Hunterhouse College
2. Students from other schools where admission to an extra place in Hunterhouse College has been agreed by the Department of Education.\*

The Department's policy on extra Sixth Form places is generally to grant places to a school to extend its ability to admit returners, **who meet the school's Sixth Form admissions criteria**, to

Year 13. The Department also grants extra Sixth Form places to schools for young people from other schools who otherwise would not be able to pursue their post-16 course choices at a suitable school without undertaking an unreasonable journey.

The key test applied by the Department when deciding whether or not to award additional places to the enrolment number of a school for external students seeking a place in that school's Sixth Form is whether or not a student can pursue their post-16 course choices at a suitable school with places available without undertaking an unreasonable journey (defined as a journey that cannot be taken within one hour or is further than 15 miles).

To determine the type of school that is suitable for a student, DE first considers all schools to be one of 4 types: (i) denominational (ii) non-denominational (iii) Integrated and (iv) Irish-medium. A school requesting an extra place for a post-16 student will belong to one of these 4 types and DE will consider any other school or school from this same type as suitable for the student. DE will also consider as suitable for the student any school from the same type as the type of school that the child attended in Year 12.

### **(3) ADDITIONAL SUBJECT SPECIFIC REQUIREMENTS**

Specific entry requirements have been set for a number of subjects and these are listed on the separate subject sheets. Students not fulfilling individual subject entry requirements should meet with the Principal to discuss their application.

### **(4) EXCEPTIONAL CIRCUMSTANCES**

The attendance and GCSE points score requirement may be waived if the school is satisfied that there have been exceptional circumstances e.g. caused by extreme medical problems. In this case the school will already have received appropriate documented evidence during Year 12 or will be able to access such evidence from an applicant's previous school in the case of a student joining the school in Year 13.

### **(5) ADDITIONAL INFORMATION**

These grades must have been obtained in GCSE subjects and/or recognised equivalencies.

If for any one subject course there are more applicants than places on the course, then the school's criteria for acceptance to study an AS level subject will apply. Entry will be competitive and based on relevant academic achievements.

Applicants with less than the stated criteria will be considered according to their total points score and availability of places in their chosen subjects.

The school will provide a menu of courses offered for 2018/19. Students will study 3 or 4 courses in Year 13 and all students undertake a programme of Careers Education and Guidance, Personal Social and Health Education and Enrichment Activities.

It is anticipated that those students who have not attained a grade C in either English or Mathematics will resit these examinations in Year 13.

## **ENTRANCE CRITERIA FOR YEAR 14**

### **(1) GENERAL ENTRY REQUIREMENTS**

Minimum entry requirements to Upper Sixth are:

- **A minimum of 2 grade Cs and one grade D (or equivalent in BTEC courses) is required to enter Year 14**
- Students attaining lower than 2 Grade Cs and one Grade D will have the opportunity to discuss options with a Learning Guidance Tutor, one option may be to repeat Year 13.
- In order to proceed to Year 14 in any subject a minimum of grade D is required
- An acceptable record of attendance in line with the school's policy, and a satisfactory attitude to work and general behaviour as evidenced in Progress Reviews and on the Year 13 Report

Students seeking to enter Upper Sixth should be aware that they are required to follow only three A2 Level courses. Any other combination of course levels must be approved by the Principal.

### **(2) EXCEPTIONAL CIRCUMSTANCES**

The above requirements may be waived if the school is satisfied that there were exceptional circumstances e.g. caused by extreme medical problems. In this case the school will already have received appropriate documented evidence during the Lower Sixth Year.

## **ADDITIONAL INFORMATION FOR BOTH YEAR 13 AND 14 ENTRANTS**

### **(1) PAYMENT OF FEES**

Applicants to each of the year groups will be required to make payment of the school fees by 1<sup>st</sup> September each year. The only exceptions to this are for students whose families decide to commit to a standing order for payment spread across the year or those who can evidence hardship. The Bursar can provide detail of the specific evidence required.

### **(2) BOOK DEPOSIT**

In addition to payment of the school fees, all students seeking admission to Years 13 and 14 are required to pay (Year 13) or have paid (Year 14) a Book Deposit of £50. This will be refunded at the end of Year 14 on return of all text books, library books and other materials in good condition. The deposit will be forfeited if a student fails to return all the required items by the end of the summer term of Year 14. It should be noted that the Book Deposit will be retained if payment of the statutory school fees is incomplete.

### **(3) SIXTH FORM AGREEMENT**

All students seeking admission to the school are required to accept and sign an agreement to comply with the school rules at all times.