

# Template for 16-19 academy and free school admission arrangements

This template can be used by any 16-19 academy or free school as a basis to draft a set of admission arrangements

## [College name] admission arrangements for [year]

### Introductory statement

[Name of college] is a [short description of the type of college and what it wants to achieve]

### Capacity

The college will have a total capacity of [capacity] places (full-time equivalent) for students mainly in the age range 16-19.

It will admit [number students] each year

### Minimum study programme

All students will be expected to enrol on a programme of study comprising a minimum of 540 planned hours per year [then enter anything else which might be relevant].

Those students who have not achieved at least a GCSE grade C in both English and Maths will be required to study these GCSEs alongside their other subjects[[1]](#footnote-1).

### Minimum Entry Requirements

[Set out your requirements in this area.][[2]](#footnote-2)

### Applying for places

The closing date for applications is [date]. Applicants should apply on the form here [link] and send their application to this address [address/e.mail]. Offers will be sent out on [date].

[Set out whether you will be allocating places based on predicted grades relatively early in the year, whether you will issue conditional offers, which are firmed up once grades are known in late August or whether you will wait until late August to allocate places based on actual grades]

Term will begin on [date].

### Oversubscription criteria

Any students with an Education Health and Care Plan naming the college will be admitted. Other students will be admitted in the following order.

[See some of the options for oversubscription criteria in the notes at the end of this document][[3]](#endnote-2)

Waiting lists[optional, depending on circumstances of college]

[If using a waiting list state whether this will include those who have not only met the academic entry criteria but also those who have fallen just below the minimum entry standards (say how, e.g. 4 GCSE’s A\*-C instead of 5), how long it will operate (it can operate all year if you want, or you could end it at the end of December each year). We advise ranking the waiting list in order of the oversubscription criteria. You might want to say that the waiting list is, instead, kept in relation to the subjects for which applicants have stated they want to be considered on their application forms and they will be offered a place if a vacancy on their chosen course(s) arise – using the oversubscription criteria to tie-break if there are fewer places on the course(s) available than those on the waiting list wishing to study it] ]

### Appeals

Any applicant refused a place will be offered a right of appeal to a committee of the academy trust operating the college. The panel will consider the appellant’s case and decide whether to uphold the appeal. Anyone wishing to appeal should contact [name]. Appeals must be submitted within [set a reasonable deadline] of a place being refused and will be heard by [date].

### Review

This policy will be reviewed annually and any amended policy for the following September will be published on the college website before the end of the preceding September (i.e. the policy for 2016 will be published in September 2015). The policy will remain on the website throughout the college year.

### Complaints

If you are unhappy with any aspect of the admission policy or appeal process you may submit a complaint, outlining your concerns to the EFA at [Academy.QUESTIONS@education.gsi.gov.uk](mailto:Academy.QUESTIONS@education.gsi.gov.uk), though you should first raise any concerns with the college via [address].

## 16-19 Academy oversubscription criteria

### Types of oversubscription criteria a college might use in its published policy.

Priority should normally first be given to looked after and previously looked after students, but after that criteria can be adopted in almost any order.

1. Students who are looked after children and students who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Students who in year 11 of secondary school were eligible for and receiving free school meals.
3. Students who in any or all of the past 6 years were eligible for and receiving free school meals.
4. Students living within an X mile radius of the front gates of the college.
5. Students who are, at the time of application attending an academy or maintained school, within a X mile radius of the front gates of the college.
6. Students whose parents are staff employed by the college to work at the college.
7. Students whose parent(s) are serving in the regular UK armed forces. Students who were or whose parents were regular armed forces personnel who were serving in the past 3 years. Students who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.
8. Students who for medical or social reasons need to access education at this college. Evidence supporting the applicant’s case will need to be submitted with the application. This should be in the form of a letter from a medical specialist or social working setting out the precise reasons why the student needs to access this college.
9. Students living in the catchment area [then set out a detailed map which indicates clearly which streets are inside and which are outside the catchment].
10. Those with the highest point score in the GCSEs will first be offered places. Those with the lowest scores will be given lowest priority. The following points are awarded to each grade: A\* - 8, A – 7, B – 6, C – 5, D – 4, E – 3, F -2, G – 1, U – 0.
11. Those scoring highest in the selection test [if any] with those ranked highest being given preference.
12. [After applying any of the above, 10 and 11 aside, then adopt this as the final criterion] ‘Other students’.

### The tie-breaks which should be used when any students are tied for the last available place.

These will be applicable even if options 10 or 11 above are used, as two applicants may have exactly the same score.

Either (1) Distance criterion

‘If in any of the criteria above a tie-break is necessary to determine which student is admitted, the student living closest to the college will be given priority for admission. Distance is measured from the student’s home [you may also need to add a note defining ‘home’] to the front gates of the college in a straight line [some LAs may measure from the GPS point for a home to the GPS point for the college – if an LA is measuring this for you, check which measure will be used, if doing it yourself, be specific but clear]

Random allocation (drawing of lots) will be used as a tie-break to decide who has highest priority for admission if the distance between a student’s home and the academy/free school is equidistant in any two or more cases. ‘

Or, (2) pure random allocation

‘If in any of the criteria above a tie-break is necessary to determine which student is admitted, random allocation (drawing of lots) will be used to decide who will be admitted.’

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1. If your academic entry requirements require a GCSE C in these subjects, you will not have to include this separately. [↑](#footnote-ref-1)
2. There is a menu of options ranging from a number of GCSEs at set grades, different entry requirements for level 2 and level 3 study, academic tests (in which case you need to either set a pass mark or say the highest scoring X number of applicants will be admitted) or auditions, in which case you need to set out what areas you are auditioning in, what qualities you are looking for and whether it will be a simple pass/fail test. [↑](#footnote-ref-2)
3. [↑](#endnote-ref-2)