



WOOLWICH POLYTECHNIC SCHOOL

POST 16 APPLICATIONS & PROGRESSIONS POLICY

Applications to Year 12 and Progression into Year 13

Success For Everyone

ENTRY INTO YEAR 12

1. We aim to offer a range of academic and vocational qualifications to our sixth form students at Level 3. Our policy is to ensure that the students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed.
2. Woolwich Polytechnic students in year 11 will be actively encouraged to apply for the sixth form. We also welcome external applications from students wishing to transfer from other institutions and we will be present at local events to encourage applications. Students are invited to attend the open evening in the autumn term and will be required to attend our springboard transition school in June.
3. Applications to Woolwich Polytechnic Sixth Form can be made via the online application form available on the sixth form website or by a hard copy and submitted to the sixth form office.
4. All students are asked to select provisional course preferences on application. This is not a firm commitment and they will be able to reconsider their options at enrolment after the GCSE results have been published. All applicants will be interviewed to discuss their intended pathway (laid out in our Pathways document) and to offer guidance with regard to future progression.
5. Entry requirements to the Sixth Form will be determined in accordance with the following criteria¹:
 - a. Achievement of 5 A* to C grades or equivalent. This must include both Maths and English GCSEs to at least a grade C.
 - b. Achievement of the requirements for the subjects they have chosen to continue Sixth Form (see course entry requirements information)
 - c. That the student has demonstrated a commitment to his or her studies pre-16, evidenced by their school or progress report and their school reference.
 - d. Woolwich Polytechnic Sixth Form offers places not courses. The school reserves the right to set different academic entry qualifications for entry to various courses. These are laid out in the entry requirements document and are reviewed from time to time. The school also reserves the right to the final decision about the content of a student's curriculum, in line with the 'Pathways' document and also taking into account the likelihood of a student's success in each of his or her subjects.
 - e. In order to establish student suitability to take demanding A-level courses where KS4 performance information may not be sufficiently indicative of potential (such as the sciences, maths, economics, psychology), the school will set additional Induction Testing during the first three weeks of the autumn term in Year 12. All students will be subject to rigorous monitoring during this time to ascertain which courses are best suited to them. This process will allow a clear majority of students to go on to attain a D or better at AS, in order to progress on to complete second year A'level study successfully. All students in Year 12, Year 13 and Year 14 must study a minimum of three A'level or equivalent courses in each year of study, and no student will remain on

roll with fewer than three courses in the curriculum.

Please note: class sizes will normally be capped at 20 but may vary depending on the nature of the subject and availability of resources.

6. Applications received by the published deadline will be considered first. Late applications (those submitted after the published deadline) will be considered after all on-time applications, unless exceptional circumstances merit earlier consideration.
7. All applicants must be aware that the school reserves the right to remove students from courses where a student is judged to be at substantial risk of failing because their academic performance and/or attendance and/or punctuality and/or conduct and/or approach to their studies falls below the Poly's high standards. Standards for punctuality and attendance are set out in the school's attendance and punctuality policy. The school will, where possible, offer alternative courses, but, particularly where the substantial risk of failure because standards are not being met arises mid-year, it may not be possible to do so. Removal from a course will normally be discussed in advance with parents and/or carers, and a chance given to reach minimum standards before removal occurs.
8. Applicants failing to meet entry requirements may still be admitted to courses if there are exceptional and extenuating circumstances supported by evidence.
9. If there is insufficient demand to make a particular course viable, the course may not run. We would normally look to have at least six students on a course.
10. Applicants may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merits.
11. Individual students over the normal admission age who have already attempted Year 12, whether at another centre or at the Poly, will be admitted subject to the normal process of interview, satisfactory reference etc. It may be that the school will not let students who have failed challenging courses elsewhere (such as, but not limited to, maths, the sciences, economics, psychology) restart the same courses at the Poly. This will be reviewed on a case by case basis and the school reserves the right to offer the courses where there is a better chance of success.

ENTRY INTO YEAR 13

12. Entry directly into Year 13 for external applicants will depend on the courses required, the availability of a place within that group and the student's results and progress made in Year 12. We require evidence in the form of a good reference that the applicant is likely to go on

to complete courses successfully and has a good attitude to learning. Examination Board compatibility is also required. We also require that students continue at least three subjects, and that in each subject they wish to continue they have achieved a C or higher at AS.

13. Woolwich Polytechnic School automatically re-enrolls Year 12 students onto Year 13 courses only if certain standards laid out in this paragraph are met. Students who have completed Year 12 only automatically re-enroll in Year 13 if they have fulfilled the following appropriate course requirements:

- a. Achieved a D or above at AS level OR achieved a Merit or above at BTEC in each of the subjects they wish to continue
- b. Have met this progression standard in at least three A2-equivalent subjects
- c. Greater than 90% attendance and no unauthorised absence, except in the case of students with known health concerns under the supervision of a hospital consultant
- d. No disciplinary concerns known to the Head of Year 12

14. Where students have not met the academic progression standards specified in 13b above, at the school's discretion alternative Year 12 courses may be offered to make up the minimum of three, subject to the rule about 'first time' students having priority specified in 12 above. If this is not possible, students will have to apply to another provider.

15. Where students have not met the disciplinary standards in 13c or 13d, the Head of Year will normally meet with the parents of such students just before or just after Easter to advise them that the student must apply to another provider. In such cases the Head of Year may at their discretion choose to apply a higher academic entry requirement for entry to Year 13 of 3 C grades at AS or higher, or may choose to advise, on grounds of staff well-being, that a student applies to another provider.

¹ The changes to GCSEs and A Levels over the coming years mean that we reserve the right to review our admissions and progression criteria as we understand the new grading systems and new syllabuses.

AB/AR May 2016