



**2017  
Entry**

## **ADMISSIONS TO SIXTH FORM – 2017 ENTRY (INTERNAL & EXTERNAL)**

### **A. INTRODUCTION**

This statement sets out the school's policy for dealing with applications made for places in the Sixth Form. The statement specifies the criteria used to determine which pupils are to be admitted to Years 13 and 14 (both internal and external applicants) for a programme leading to GCE AS/A levels. Admission to Year 14 will not normally be possible for non-Sullivan pupils.

The Board of Governors of Sullivan Upper School draws up and publishes the admissions policy and criteria for entry to the school at various years. The Transfer Procedure and Admissions Committee (which is a sub-committee of the Board of Governors) is responsible for applying the admissions criteria and for admitting or refusing to admit a pupil to the school. The Headmaster will provide the necessary information to the committee, co-ordinate the annual application procedure and make recommendations and offer professional advice to the committee, the members of which will ratify, check and oversee the procedure and make the final decision.

The criteria for dealing with applications for places in other years differ from those set out in this statement of policy and are published separately.

### **B. GENERAL STATEMENT OF POLICY**

The school determines the appropriate number of possible admissions so that:

- [i] the total enrolment figure remains at or below the number allowed by the Department of Education for Northern Ireland [currently 1060]; see *Appendix 1*
- [ii] the total number of pupils enrolled in the year group does not exceed the school's resources and facilities to provide appropriately for their curricular and pastoral needs.

In relation to Sixth Form entry, the school reserves the right not to offer a place to an applicant on the basis of their academic and personal record. It is unlikely that an offer will be made to applicants falling below the minimum entry requirements as outlined below.

### **C. ADMISSIONS TO SIXTH FORM (YEAR 13) - INTERNAL APPLICANTS**

**NB THIS SECTION APPLIES TO SULLIVAN UPPER YEAR 12 PUPILS ONLY.**

1. All Sullivan Upper School Year 12 pupils who meet all of the following criteria will have the right to a place in Year 13:
  - (i) obtain at least **4 B and 3 C grades** in their GCSE examinations;
  - (ii) obtain at least a grade B in the subjects chosen for AS/A level study\*;
  - (iii) satisfy the Headmaster on past school record and achievement (which may include consideration of attendance, behaviour and punctuality).

\* where applicable; pupils should also refer to the Careers Department Subject Choice booklet for other subject-specific entry requirements.
2. In the case of Sullivan Upper School pupils whose performance in the GCSE examinations may have been detrimentally affected by extreme medical or other circumstances, the Transfer Procedure & Admissions Committee may waive the requirements of paragraph 1. Each case will be carefully assessed, taking into account the available documentary evidence. The Committee will normally only consider cases where the school was made aware of the circumstances before the end of the examination period and, therefore, where the school applied to the examining bodies for special circumstances.
3. Sullivan Upper School pupils who fail to gain admission via the criteria above, and who still wish to enter Sixth Form, will be considered via the criteria set out below in Section D, paragraphs 2 & 3.

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### **D. ADMISSIONS TO SIXTH FORM (YEAR 13) - EXTERNAL APPLICANTS**

1. The closing date for applications is 1.00 pm on the day of publication of the GCSE results. Applications received after this date will only be considered after all applications meeting the deadline have been processed.
2. If the number of applicants (ie external applicants and Sullivan Upper Year 12 pupils who narrowly fail to meet the minimum requirements for an automatic place) exceeds the number of places available, applicants will be ranked according to the points score based on their best 7 GCSE grades [where A\*=4, A=3, B=2, C=1], taking any Special Circumstances into account.
3. Places will be offered in rank order from this list in accordance with the General Statement of Policy above. In the event that more than one applicant for the last place has the same score, then the following criteria will be applied, in order:
  - a) the total GCSE points tally [where A\*=4, A=3, B=2, C=1];
  - b) links with the school: - those who have attended the school in Years 8-12 - those who have or have had a brother/sister enrolled at the School;
  - c) other relevant information;
  - d) the distance to the front entrance of the school of each applicant's normal place of residence as measured by the most direct route by road. The school will use the RAC Route Planner in conjunction with maps to establish the distance.
4. The Board of Governors reserves the right to require evidence to support or verify information on any application form. This evidence will be requested if and when an offer of a place is made. It is important that all applicants (and their parents) understand that the provision of false or incorrect information or the failure to provide information or evidence thereof within the specified deadline will result in the withdrawal of the place offered.
5. Applications from pupils for whom it is not the normal age to progress from GCSE to AS Level (eg pupils who have taken AS Levels in another school and wish to repeat the year) will normally be considered after those for whom it is the normal age of progression.

### **E. PROCEDURE TO BE FOLLOWED (INTERNAL APPLICANTS)**

1. Those wishing to be considered for a place in Sixth Form should ensure that the school is informed of their intention to return by completing the appropriate form and returning it by the required date. This form will normally be provided with the statement of GCSE results along with instructions, other information and the closing date. Failure to notify the school of an intention to seek admission to Sixth Form by the required date will endanger the likelihood of being offered a place
2. Internal applicants who have met the minimum entry requirements as outlined above [Section C] and who have completed and returned the appropriate form, should make arrangements to attend school from the first day of term as specified for Lower Sixth (Year 13) pupils. Acceptance of a place in Sixth Form requires acceptance of the school's rules and regulations.
3. Internal applicants who have been unsuccessful in meeting the minimum entry requirements and who still wish to enter Sixth Form will be placed on a reserve list and will be informed by telephone as quickly as possible whether or not they can be offered a place under the criteria listed in Section D above.

**NB It is exceptionally important that those applying for places in the Sixth Form are personally available at the time of the issue of GCSE results and when decisions about Sixth Form entry are made. The school cannot be held responsible for difficulties that arise through communication problems due to the absence of an applicant at the appropriate time.**

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**F. PROCEDURE TO BE FOLLOWED (EXTERNAL APPLICANTS)**

1. Those wishing to be considered for a place in Sullivan Upper School Sixth Form must complete the Application Form and return it by 1.00 pm on the date of publication of GCSE results.
2. Those who have submitted an application form before the date of publication of GCSE results should simply telephone their results to the school office by 1.00 pm on the date of publication of GCSE results. It is emphasised that it is the responsibility of applicants and their parents to ensure that all necessary information is provided by the closing date.
3. The school reserves the right to seek clarification from an applicant's current school in relation to academic and personal record.
4. Applicants will be ranked as outlined above (Section D) and will normally be asked to attend a brief interview to discuss potential subject options and to provide written confirmation of their results. Applicants must be available in person.
5. Final decisions about admissions will be made after all relevant information has been considered. All applicants, both successful and unsuccessful, will be contacted.
6. Successful applicants will be offered a place and will have 24 hours to confirm acceptance of that place, otherwise the offer may be withdrawn. Acceptance of a place in Sixth Form requires acceptance of the school's rules and regulations.

**G. ADMISSIONS TO SIXTH FORM (YEAR 14) – INTERNAL**

1. It is expected that pupils should have obtained a minimum of 3 D grades in their AS examinations in order to progress to Year 14. Pupils who do not obtain a minimum of 3 D grades must make an appointment (for themselves and a parent/guardian) with the Headmaster on results day in order to discuss their options.
2. Where a pupil's performance in the AS examinations may have been detrimentally affected by medical or other circumstances, he/she may be permitted to resit Year 13.

For further information about the school's policies for admission, the range and variety of courses available in the Sixth Form, please contact the Headmaster.

**C J W PEEL**  
**Headmaster**  
**For and on behalf of the Board of Governors**

September 2016

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### APPENDIX 1

#### Criteria for all extra places made available by the Department of Education for admission into Year 13 (Sixth Form)

The Department of Education may, in response to a request from a school, increase the number of pupils that the school can admit to its Year 13. Places that become available in this way shall be allocated only to pupils who meet the basic eligibility criteria for sixth form study (as set out above) and shall be allocated in the order determined by the criteria to be applied in the order set down.

1. Pupils who have most recently completed Year 12 in Sullivan Upper School.
2. Pupils from other schools where admission to an extra place at Sullivan has been agreed by the Department of Education.\*

\* Parents should note how the Department of Education (DE) will, in response to a school's request, increase the school's enrolment number in order to allow an extra post-16 pupil to enrol. DE will only increase the school's enrolment number if it is content that each external pupil for whom a place is requested would not be able to pursue their post-16 course-choices at a suitable school without undertaking an unreasonable journey (ie a journey that by public transport would be over an hour from where the young person lives). If DE finds that no other suitable school may provide all of the post-16 courses that the pupil wishes to pursue – then DE will agree a school's request for an extra place.

NB It remains entirely a matter for the school to decide whether to apply for any extra places.

DE Circular 2014/05 issued on 29 April 2014

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