

Admission Criteria for Entry Post-16 (Sixth Form) 2024 - 25

The Board of Governors of St Colman's High & Sixth Form College has delegated to an Admissions Panel, comprising of the Principal, Vice Principal, and SLT representatives, the application of the Admissions Criteria to Sixth Form. Further reference, therefore, to the Board of Governors may imply the Admissions Panel or the Principal.

General Policy

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

- a) The total enrolment figure remains at or below the number permitted by the Department of Education for Northern Ireland; or
- b) in the event that there are more applications meeting the criteria for admissions to Post 16 than places, the College may apply to the Department of Education for approval for additional places. Only if additional places are granted will offers be made to applicants in excess of admissions numbers. (See Annex A)
- c) In all cases, the total number of pupils enrolled in the year group will not exceed the College's resources and facilities to provide appropriately for their curricular and pastoral needs.

Year 13 Admissions Requirements

Applications from students from other schools will be considered after the completion of the admission process for Sixth Form (Year 13) students who undertook their GCSE studies in Year 12 at St. Colman's High and Sixth Form College. The Board of Governors reserves the right to amend the criteria (1- 5) listed below for students who undertook their GCSE studies in Year 12 or Step-Up in Year 13 at St. Colman's High and Sixth Form College. In exceptional circumstances a final decision to admit a pupil, who does not meet the minimum requirements for entry to Post 16, will be referred to the Principal and/or Board of Governors

Admissions Criteria for Level 3 Study

In order to be considered for a place in Year 13 the following criteria must be met:

1. The College's enrolment number has not been reached.
2. Availability of places in Year 13
3. Availability of places in AS subjects selected for study; and
4. A minimum of 5 GCSEs at C or above including GCSE English and/or Maths (a maximum of 2 of these grades can be from Level 2 BTEC, Occupational Studies and/or QCF) and including any relevant **additional** subject specific requirements detailed below.

Group A

Religion

GCSE Religious Studies Grade C

GCSE English Language Grade C

Life and Health Science

GCSE Double Award Science Grade BB

GCSE Single Award Science Grade A

Sport

GCSE Sport Grade C or Science Grade C

Health & Social Care Single Award**Group B****English Literature**

GCSE English Language B

GCSE English Literature B

Health & Social Care Single Award**ICT Entry requirements**

GCSE Digital Technology/Computer Science Grade C or GCSE Mathematics Grade C

History

GCSE History Grade B (Grade C* May be considered)

Students who have not studied GCSE History will be considered on their broader GCSE grade profile.

Mathematics

GCSE Mathematics B (including Unit M8)

Preferable GCSE Further Mathematics B

Psychology

GCSE Mathematics B

GCSE English Language B

GCSE in any Science subject Grade B

Group C**Government & Politics**

GCSE English Language Grade C

Geography

GCSE Geography Grade B

Business

Grade C in Business GCSE or Grade C in Maths

Biology

GCSE Biology B or

Double Award B in Biology Module

Computer Science

GCSE Digital Technology (Programming) B and Grade B in GCSE Mathematics

Irish

GCSE Irish Grade B

Moving Image Arts

GCSE English Language B

GCSE Grade B in either Art, Drama, Music, English Literature ICT or Digital Technology or Technology and Design.

Physics

GCSE B in GCSE Physics/ Grades BB in GCSE Double Award Science with Grade B in the Physics units and Grade B in GCSE Mathematics

Group D

Art

GCSE Art and Design Grade B

Children's Play Learning & Development (BTEC)

Travel and Tourism

Group E

Sociology

GCSE English Language Grade C; if oversubscribed criteria may be enhanced.

Applied Science (BTEC)

Uniform Protective Services

5. The Principal must be satisfied as to the pupil's past school record and achievement, including attendance, behaviour and punctuality.
6. Pupil and Parent/Guardian signatures on Post 16 Contract and Post 16 Application Form are required for entry into Post 16

If the number of applicants meeting the basic eligibility criteria 1- 6 above exceeds the number of places available:

7. Applicants will be ranked according to the points score based on their 7 best GCSE grades (where a GCSE Grade A*= 4 points, A = 3 points, B = 2 points, C* = 1.5 points, and C = 2 points; please note a grade achieved in a GCSE short course is worth half the points of a Full GCSE eg A* = 2 points) The Principal will determine the points awarded for other non-GCSE Level 2 qualifications
8. In the event that criterion 7 fails to separate applicants for a remaining place then the total points tally of each applicant will be used to rank them, using the points system in Criterion 7. Applicants will be selected in accordance with their place in this rank order.

Where two or more applicants meet the requirement for the remaining place, applicants will be ranked by means of a computer-based process which will randomly select from the names entered using those given on the application form.

Note:

Admission to particular courses will depend upon availability of places and a student's prior attainment at GCSE. Our policy is to ensure that students accepted into the Sixth Form can be placed in appropriate courses where they are likely to succeed.

In the event that more pupils choose a subject than there are places available, additional criteria will be applied.

Priority will be given to pupils who have achieved:

- The criteria for the subject selected and/or
- A higher GCSE in the subject selected and/or
- A higher overall performance at GCSE

Please note if the number of students choosing a particular subject is not sufficient to form a class, that subject may be withdrawn.

Level 2 Qualifications course

If you have at least 4 GCSEs at grade D-G but fewer than 5 GCSEs or equivalent at grade C you should consider the Step-up one-year course. Progressing onto A-Level courses after this will be considered with teacher references, and with an attendance of 90%. (Exceptional circumstances will be considered).

Upper Sixth Admission Requirements (Internal Candidates)

Where students have completed Year 13, an E grade in at least three subjects (or two subjects where that is the maximum number studied) at AS level or AS level equivalent will be required to continue to Year 14. (Exceptional circumstances will be considered)

Note also that:

In some exceptional cases it may be possible for pupils to repeat Year 13, provided they will be under 19 years of age at the time of the DE census in their final year of School and that places are available, and that the Principal feels it is in the best interest of the pupils to do so.

Upper Sixth Admission Requirements (External Candidates)

Admissions to Year 14, which is the final year of the Advanced level public examinations, will be considered only in exceptional circumstances and if there are additional places available in Year 14.

This option is only possible if a pupil's subject profile can be matched with the curriculum offer (including Awarding Organisations) in the College. Subject specific assessments and judgements will be made by Heads of Department. All other relevant admissions criteria will also apply. Parents should contact the College directly to arrange a meeting with the Director of Sixth Form.

Closing Dates and Late Applications

All applications should be made by 1pm on 23 August 2024. Applications received by the closing date will be considered before all subsequent applications.

Waiting Lists

The College does not operate a waiting list.

Appeals

Issues that arise from the Post-16 admissions process may be raised through the College's Complaints' Procedures.

The College authorities reserve the right to amend the points, and entry requirements, as necessary.

ADDENDUM TO SIXTH FORM ADMISSIONS CRITERIA

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 below) 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 [school name].
2. Pupils from other schools where admission has been agreed and additional places granted by the Department of Education. *

*Parents should note how the Department of Education (DE) will, in response to a school's request, temporarily increase a school's enrolment number in order to allow extra post -16 pupils 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 another suitable school without undertaking an unreasonable journey (i.e., a journey, that by public transport, would be over an hour from where the young person lives or is further than 15 miles distance). 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.