



'To Inspire and Achieve'

PRINCE ANDREW SCHOOL

YEAR 12 AND 13 ADMISSIONS POLICY

May 2024

POLICY TITLE:	Prince Andrew School Year 12 And 13 Admissions Policy
LEAD OFFICER:	Portfolio Director
DATE APPROVED:	06 June 2024
DATE FOR NEXT REVIEW:	
APPROVED BY:	Minister for Education, Skills and Employment
ADDITIONAL GUIDANCE:	
TEAMS AFFECTED:	Career Access Prince Andrew School
THIS POLICY REPLACES WITH IMMEDIATE EFFECT:	N/a

DOCUMENT PROCESS

STATE IF NEW POLICY OR AN UPDATE OF EXISTING POLICY (TITLE OF POLICY)	Update of existing Policy
VERSION NUMBER	1
NEXT STEPS – ACTION TO BE TAKEN AND BY WHOM	
Distance Learning Co-ordinator Headteacher PAS	Presentation to Advisory Board for review and necessary action
Distance Learning Co-ordinator Headteacher PAS	Revise Policy using feedback
Advisory Board	Approved by Minister

FOREWORD: This policy applies to all students seeking entry into the Sixth Form (Years 12 and 13) at Prince Andrew School (PAS) to complete an academic programme of study at education Level 3 and a personal, social and skills development programme commensurate with their chosen direction and progression pathway in the world of work. Those accepted for entry are required to demonstrate a sense of purpose, self-motivation and pride in demonstrating and upholding the ethos of the school.

At Sixth Form level, PAS will attempt to offer a range of academic qualifications and where relevant, relate these to higher education and/or student career aspirations; A Level and Level 3 study programmes. The school will strive to ensure as far as possible that all students who are accepted into Year 12 and 13 are placed on appropriate courses where they are most likely to succeed. The delivery of these subjects will be through either/or a mixture of teacher delivered courses and distance learning.

This Policy sits alongside the Education, Skills and Employment Portfolio's umbrella Sixth Form Programme, where PAS acts as a placement for those students enrolled in this programme on the "Academic Route."

1. AIMS OF POLICY

To inform all service users, teachers, tutors, parents, students and other key stakeholders of the Admission Policy for all students wishing to enrol into the Sixth Form (Year 12 and 13) at PAS.

2. RESPONSIBILITY FOR IMPLEMENTATION

The admissions process will be managed by the Head of Sixth Form/ Key Stage 5 (HoSF), who will work closely with the Head Teacher, School Leadership Team, Subject Leaders, and school administration staff to process all applications to Year 12 and 13 in a fair and timely manner. The HoSF will liaise with the Assistant Director (Lifelong Learning) or designated responsible officer on all matters relating to the Education, Skills and Employment Portfolio's Sixth Form Programme.

3. CRITERIA FOR ADMISSIONS

Prince Andrew Sixth Form Students: Year 11 students are actively encouraged to apply for a place in Sixth Form. All students enrolled with Career Access St Helena (CASH) on the Sixth Form Programme and studying at PAS will follow the “Academic Pathway.” Access to courses will be based on the admissions criteria set out below in 3.1 to 3.4.

3.1: Criteria for admission: Personal attributes

Applications for entry into the PAS Year 12 are welcomed from **any** Year 11 applicant for whom there is an appropriate course and who has shown a **positive attitude to learning**; has a regular **level of attendance** that will support achievement, a **record of conduct** that is in keeping with the school’s code of conduct, and has a fair idea of their future direction and **career path/aspirations** for further or higher education/targeted career.

Applicants must commit to uphold school rules and requirements or any other related rules or regulations approved and implemented by the school. Students in Year 11 at PAS who express an interest in returning as Year 12 students will receive a warning from the school if their behaviour or conduct falls below expectations. The applicant will be informed that if there is no appreciable improvement in this behaviour or conduct, their application into Year 12 will be rejected.

PAS Sixth Form students must show a willingness and commitment to Whole School Involvement, for example, mentoring and supporting younger students in various school activities. Applicants will be expected to consider how they will contribute to the school as a Year 12 and 13 student.

3.2: Course types

Individual students will be advised on which academic pathway to follow based on their performance in their GCSEs and areas of interest. Prospective Sixth Form students will be given this advice by the HoSF in their Early Intention meeting, at Options Evening, during the Year 12 interviews and on Results Day. They can, at any time, approach the HoSF and ask for clarification if required. Whilst we expect most Sixth Form students to have a fair idea about their aspirations and goals, there may be those who may not have a clear sense of purpose. In this case, we would advise students to look very closely at what A Levels/ Level 3s would best suit their interests and skills. ‘Facilitating subjects,’ such as Mathematics, the Sciences, Geography and English are all highly regarded qualifications which can contribute to university applications in most areas.

Advanced (A) and Advanced Subsidiary (AS) Levels

The school will offer taught or distance learning AS and A level courses where staff and funding are available. The school will prioritise ‘facilitating subjects,’ which are those subjects that enable branching off into many areas as described in 3.2. Whilst there may be other ‘niche’ subjects students are interested in, the school may not be able to cater to these interests.

Some A levels are modular, whereas others are linear. The linear A Levels are very different from the modular AS system. It is imperative with the linear A Level specifications that students start courses that they are committed to completing, and as a consequence we would encourage every student to think very carefully about their options, about their career aspirations and to find out as much as possible about each of the A Levels they might wish to study. In some cases, students studying linear A Level courses may be given an opportunity to sit the AS exam as a separate qualification, on the understanding that these papers will have to be taken again at the end of the A Level course. Students should ask the subject teacher about the format of courses they are interested in.

Level 3, non-A level courses

Academic Route students can also mix A Level with one other suitably identified Level 3 course, provided they meet the necessary entry requirements for their chosen course. The minimum number of A Levels we would expect most Year 12 or 13 students to undertake is two (2) plus one other Level 3 course. Although there are many ‘Level 3’ courses available online, not all of them are accredited. The school therefore reserves the right to choose which Level 3 courses it is able to offer students, particularly those which are studied by distance learning.

Distance Learning

Some of the courses offered at A level/Level 3 may be via a distance learning format. Depending on the course and provider, students may have regular video/email contact with a tutor overseas. The extent of student support from distance learning courses is typically less than that of a course taught in the school. There is also great variation in the amount of support available from different course providers. Regardless of subject, these courses should be seen as primarily ‘independent study,’ with some support from an overseas tutor. Students are therefore advised to think very carefully about their own capabilities (especially in terms of independent study) and goals when choosing a distance learning option. All distance learning courses purchased by PAS are subject to the school’s Distance Learning Policy, which students will be required to sign before starting the course.

3.3. Criteria for admission: Minimum academic requirements

The course admission requirements for commencing studies in Year 12 and 13 are set out below:

Minimum entry requirements for ALL applicants: **5 x grade C/5s at GCSE, including C/5 in English Language and Mathematics.**

To study **four courses** at AS/A level: **5 x A* to B/ 9-6 grades, including English Language and Mathematics**

There are also **subject-specific** grade requirements which may be **higher than those listed above**. Students should consult the Options Booklet and speak to the subject teacher/HoSF for information on these.

3.4 Discretionary entry

There may be circumstances where students not meeting the minimum entry requirements described in 3.3 are allowed to join Year 12 under the discretion of the school. Such students will be accepted under condition of meeting individual targets and providing they are expected to achieve in their chosen study area. The decision to admit students under these exceptional circumstances will rest ultimately with the Head Teacher.

We would expect most Year12 and 13 students to study a minimum of three A level/ Level 3 courses. In particular circumstances, the school may offer a programme of study consisting of two subjects only. This decision will be made on a case-by-case basis, taking into account the individual circumstances of the student and ability of the school to provide a suitable programme of study. This does not mean, however, that the student will be left with significant amounts of 'private study' time. In such cases, the student will be timetabled to assist the school, particularly within their chosen subject area. For example, a student studying two A level sciences and no additional subjects may be required to assist the science department by attending Key Stage 3 or 4 lessons.

4. THE APPLICATION PROCESS

All Year 11 students are actively supported and encouraged to apply to pursue further studies as part of the Sixth Form Programme.

The benefit of continuing further academic studies will be highlighted and encouraged.

Students will be asked to identify their early thoughts about their post school intentions in writing through the Sixth Form application process. Those students who express an interest in pursuing further academic studies will have the opportunity to meet one to one for an 'early intentions' consultation with the HoSF (Key Stage 5) and the Placement Coordinator (CAS).

Students will receive career information and guidance through the school's Life Skills Programme. A Post School Options Evening will be held to provide information to all Year 11 students and parents about the post school options available. Each year, the school will provide a list of A Level subjects which will be offered by the school along with Minimum Entry Requirements. It should be noted that depending on numbers and/or staffing commitments, some courses may not be viable.

Students will be expected to complete a Key Stage 5 Application Form and state their preferred post compulsory school and course options. Following receipt of an application (including references), each student will have a formal admissions interview with at least two panel members consisting of the school's Senior Management and Sixth Form Team. Those considered as meeting the criteria (as per Point 3) for return to full time study in Year 12 will be sent a Conditional Offer based on their predicted GCSE grades, their related course options at that time and any other relevant considerations. NB: These course options will be subject to change in accordance with their actual examination results.

A breakdown of the admissions process for Year 11 follows on in 4.1. The admissions procedures for students joining the school from off-island are described in 4.2.

4.1 Timetable for Admissions, Year 11 into 12

When	What
Term 1A - September	Informal talk with Year 11 to make them aware of the admissions process.
Term 1B - October	Letter to all parents informing them of the process for students wishing to return to Year 12 as an academic student.
Term 2A - Week 2	Presentation (HoKS5) to Year 11 to formally start the admissions process: likely courses available and entry requirements. Early intentions meetings: HoKS5 will meet with students informally to discuss their subject interests.
Term 2B	Application forms: Applications to the Sixth Form Programme are submitted to Career Access St Helena.
Term 2B - Week 2	Options Evening: ALL Year 11 students and parents to attend.
Term 2B - Week 4	Formal interviews: Year 11 students attend an interview (described above).
Term 3A - Week 7	Conditional offer/ rejection letters sent out
August, Results Day	All Year 11 students to attend. Entry into Year 12 will be confirmed OR student will be directed to alternative routes.
August	Final decision letters sent out
Aug/Sept	Admission/ appeals. Students sign Admission to Year12/13 agreement and complete an Induction.

4.2: Joining Key Stage 5 at PAS from off-island

New students who have not previously been enrolled at Prince Andrew School will need to follow the school's usual enrolment procedures. Additionally, these applicants will need to apply to join the Education, Skills and Employment Portfolio's Sixth Form Programme as Academic Route candidates. Evidence of qualifications meeting the minimum entry requirements as described in 3.3 will be required. PAS will also require transcripts from the applicant's previous school, including information on their attitude to work and conduct.

5. PROBATIONARY PERIOD

All Year 12 students will be subject to a probationary period for Term 1 of the school year. All Year 12 and 13 students are subject to the Training and Development Plan and Sixth Form Agreement signed at the beginning of each school year. **Upon acceptance to study in Key Stage 5 at Prince Andrew School, all Year 12 and 13 students must abide by the school's policies, rules and the Sixth Form Agreement (Academic Route).**

Failure to meet the set targets at the end of Term 1A will result in a First Warning Letter. Should there be no improvement in meeting set targets after Term 1A and as stipulated in the First Warning Letter, the student will be deemed to have failed his or her probationary period and full-time study at school and the Academic Route will be terminated. If the termination is not related to misconduct then a transfer to another route of the Sixth Form Programme can be applied for.

6. PROGRESSION INTO YEAR 13

Students should not assume that progression from Year 12 into Year 13 is automatic. Progression into Year 13 will be considered carefully by the school, and will be based on performance and achievement of targets set during Year 12. Students will be expected to be **working at a minimum of a grade D in their AS/A level courses and be on track to complete 1-year Level 3 courses by August of Year 12**. Each half-term, students will meet with the HoSF (Key Stage 5) to discuss their progress. These progress meetings and feedback from teaching staff will be included in the school's decision as to whether a student returns to Year 13. As described for those joining Year 12 from Year 11 (section 3.3 and 3.4), the school may use its discretion and consider individual circumstances.

At the end of Year 12 students will have to apply for entry into Year 13 by submitting a letter to the Head Teacher stating their intention. Students can expect to attend a progression/monitoring meeting with HoSF and a representative from Career Access St Helena. In the interest of fairness all potential Year 13 students will be expected to go through the same application process regardless of whether their Year 12 targets were met or not. An outline of the re-admissions process is in 6.1.

6.1 Timeline of Readmission, Year 12 into 13

'Terms' refer to the year in which the student is in Year 12.

When	What
Term 1B - Week 7	End of probation period: School report.
Term 1B/ 2A	Parents evening
Term 2A-2B	Information on courses available in the next school year communicated to students. Students make a plan for continuation if returning to Year 13.
Term 3A - Week 1	Application Letter: Year 12 students apply to return to Year 13
August, Results Day	Confirmation of re-entry/student directed to alternative routes.
August	Final decision letters sent out
Aug/Sept	Admission/ appeals.

7. CONTRACT OF STUDY

All students on the Academic Route who are admitted to Prince Andrew School under this policy will be expected to sign the Sixth Form Agreement (Academic Route). This will be reviewed on a half-termly basis during their progress meetings with the HoSF. All students admitted into Year 12 and Year 13 of PAS must show a commitment to uphold all school policies and expectations and to present themselves as positive role models to the rest of the school. Students not adhering to school policies, will, after two written warnings, be given a **final termination letter**, at which point their placement at PAS will be ended. This could also result in termination of the student's placement on the Sixth Form Programme altogether. The school reserves the right to immediate termination of a Year 12/13 student's place within PAS as stipulated in the Agreement.

All Key Stage 5 students admitted to PAS under this policy will be required to give one week's notice of their intention to leave school. In turn, the student will be given one week's if it is the school's intention to terminate the student as a member of the Sixth Form Academic Route. This decision will be in accordance with the Sixth Form Policy and in liaison with Career Access Manager.

The school and Career Access reserves the right to terminate any student's membership of the Sixth Form without the normal one week's notice if they are found guilty of a criminal offence, punishable under law and any actions which might be deemed by the Head Teacher to be serious enough for immediate termination. Further details can be found in the Sixth Form Agreement - Academic Route.

8. RIGHT OF APPEAL

Students aggrieved by a decision not to be allowed entry as a member of the Key Stage 5 in Prince Andrew School as in Section 4 or 6, may appeal to the Director of Education, Skills and Employment, stating their case in writing.

Students student aggrieved by a decision to have their studies terminated as a member of Key Stage 5 in Prince Andrew School as in Section 7, may appeal to the Director of Education, Skills and Employment, stating their case in writing.