

# UNIVERSITY ACADEMY OF ENGINEERING SOUTH BANK

## Post 16 Admissions Policy 2019/20

The purpose of this document is to set out clear admissions policies to ensure correct procedures are followed during the applications process for entry into University Academy of Engineering South Bank 6<sup>th</sup> Form in September 2019.

### Admissions Policy and Procedures

#### Managing Admissions

The University Academy of Engineering will manage admissions for 2019 and onwards.

#### Student Age

The Academy will consider each application for students outside of the normal age range on its own merits.

#### Admission Numbers

The University Academy of Engineering South Bank will have an agreed Published Admissions Number (PAN) of 75 students in Year 12 for the years 2019-21.

Where there is space within Year 13 from September 2019 (i.e. where there are fewer than 65 students in the year group) the Academy will admit additional students up to this number using the oversubscription criteria below in to this year group. However, the Academy will prioritise Year 12 applications during the recruitment process.

#### External and Internal Admissions

If fewer than 75 of the Academy's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity.

## Place Allocation

Both internal and external students wishing to enter Post 16 will be expected to meet the minimum academic entry requirements for the Post 16 outlined below. For applicants that satisfy the minimum entry requirements, priority will be given according to the oversubscription criteria below.

## Oversubscription

Where the number of applications for admission is greater than the Published Admissions Number, applications will be considered for Year 12 against the criteria set out below. After the admission of students with Statements of Special Educational Needs where The Academy is named on the statement or education health and care plan (EHP), the criteria will be applied in the order in which they are set out below. This will determine which student should be given priority for the places available on chosen courses, providing they have met the Post 16 entry and course requirements:

- a. Looked after children<sup>1</sup> and previously looked after children<sup>2</sup>.
- b. Applicants for whom it is essential that they be admitted to the Academy because of a significant medical or social need<sup>3</sup>.
- c. Siblings of Students who will be registered Students at the school on the first day of the term when the applicant Student would be joining the school<sup>4</sup>.
- d. Applicants who live nearest to the school<sup>5</sup>.
- e. Applicants of staff employed for at least two years at the school or recruited to meet a skills shortage.

If at any stage two or more applicants are tied for the last place then the successful applicant will be determined by drawing lots with the lottery process being independently verified.

## Under Subscription

Where fewer than 85 applications are received, the Academy will offer places to all those who have applied and met the minimum academic requirements.

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<sup>1</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

<sup>2</sup> 'Previously looked after children' are children who were looked after, but ceased to be so, because they were adopted or became subject to a residence order or special guardianship order.

<sup>3</sup> All applications under this criterion must be supported with relevant written evidence from a qualified professional source, declared in writing at the time of the application and where such submissions offer specific evidence that necessitates attendance at this particular Academy. Any evidence of a more general medical condition offered without such focus is deemed inadmissible, although the application will then be considered under other criteria. Applicants should also state clearly why the Academy is more suitable than any other school and what the difficulties would be if their child was not offered a place).

## Waiting Lists

Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term, after beginning the Academy year. This will be maintained by the Academy and following an unsuccessful application, the applicant will be informed if they have been placed on the waiting list. Applicants on the waiting list will be ranked in the same order as the published oversubscription criteria.

## Course Quantities

Students must apply for up to 4 choices of A-levels and/or BTEC combination of courses. The Academy will consider minimum and maximum course requirements for Year 13 students on an individual basis, on its own merits.

## Admission Criteria

To be eligible for admission, the minimum academic entry requirements for the Post 16 are: 5x Grade 9-5 at GCSE, including Maths and English.

Please also note the individual minimum entry requirements for each course based on GCSE grades or other measures of prior attainment.

These criteria will be the same for internal and external transfers and will be published in our Post 16 prospectus and the Post 16 area on our Academy website.

## Application Timetable

### Opening Evening

Our Open Evening will be on Thursday 31<sup>st</sup> January 2019, between 5.00pm and 7.00pm, The prospectus will be available on our website prior to this. It will include an application form, together with full details of each course and the entry requirements.

### Application Form Completion

Applications will be accepted from Monday 17<sup>th</sup> December 2018 and should be returned to the University Academy of Engineering South Bank. The deadline for submission is 12 noon on Monday 25<sup>th</sup> February 2019. Application forms can be obtained by:

- downloading from the Academy website: [www.uaesouthbank.org.uk](http://www.uaesouthbank.org.uk)
- receiving a prospectus or
- calling 020 7277 3000

## **Guidance Support and Conditional Offers**

Shortlisting will begin on Monday 25<sup>th</sup> February 2019 and applicants will be invited to attend Information, Advice and Guidance meetings to counsel them on their choice of courses from Monday 4<sup>th</sup> March 2019. These meetings and the information collected other than home address will not be used in any way to make decisions about the offer of courses. Offer decisions will be based solely by application after obtaining a student recommendation form/reference from the applicants' current school including predicted grades. We will aim to notify applicants of the outcome of their application within two weeks of receipt. Internal applicants will be offered places earlier – from November onwards. These places will be automatically confirmed on providing evidence of the grades required.

## **Enrolment Days**

Enrolment Day's will take place on 23<sup>rd</sup> and 24<sup>th</sup> of August 2019. Applicants must submit their GCSE grades to the Academy on GCSE results day.

Where applicants do not meet grades outlined for their preferred courses they will be offered alternative courses in line with their preferences if places are still available.

## **Documentary Evidence**

Applicants must provide original documentary evidence of GCSE results and proof of identity during the enrolment process which will take place in August 2019. All offers of a place are conditional until this documentation is provided. Failure to provide all of this information will mean that we are unable to guarantee the confirmation of your offer.

## **Late Applications**

Late applications will be considered using the criteria outlined in 'Admissions Policy and Procedures' part c) above, but only after all applications received by the closing date have first been offered places.

## **Unfilled Places**

Where places become available after GCSE results, these will be offered to remaining applicants on or immediately after the enrolment day at the end of August to those on the waiting list.

## **Course withdrawal**

The Academy reserves the right to withdraw courses that do not recruit sufficient numbers of applicants.