

Mercia Collegiate Sixth Form Admission Arrangements

2023-2024

1. Context:

- I. Determined Admissions Arrangements for Entry into the Sixth Form (Year 12) September 2023. This policy will be administered fairly and impartially and accords with the School Admissions Code 2021.
- II. Mercia School is its own admissions authority.
- III. All the criteria prescribed below are the same for Mercia School pupils and those from other schools. However, pupils on roll will apply internally.

2. Places:

- I. Usually, only students born between 1 September 2006 and 31 August 2007 and who have completed their GCSEs in summer 2023 can apply for entry to the Sixth Form in September 2023.
- II. Students who are applying to re-start sixth form, i.e. are older than Y11 should contact the school directly to discuss their application. Such applications will be considered on a case by case basis.
- III. Mercia Collegiate Sixth Form has capacity in its Sixth Form for 20 external students, in Year 12. The pupil admission number (PAN) is therefore 20.
- IV. All pupils must meet the minimum entry requirements.
- V. The entry criteria for external applicants are the same as for pupils already at Mercia School. Each application (both internal and external) will initially be judged using a set of predicted grades provided by the current school by the end of December 2022.
- VI. **However, the final admissions decision will be determined by the actual GCSE grades applicants achieve in the summer exams.**

NB. The procedure set out below assumes there are no further lockdowns and that GCSE exams will take place as planned in summer 2023. In the event that circumstances change the admissions arrangements are subject to change and the school's website will be updated to reflect any such changes.

3. Minimum Requirements:

- I. The minimum qualification for entry into Mercia Collegiate Sixth Form is:
 - Grade 7 or higher in each of the subjects intended to be studied at A level
 - A grade point average of 6.5 across all GCSEs studied (minimum of 8 subjects)
 - A minimum of grade 5 in English Language and Mathematics, regardless of the subjects studied at A Level
- II. *Please note that the above represent the minimum entry criteria. Where individual courses are oversubscribed, higher actual GCSE grades will be required in order to secure a place.*

4. Minimum entry criteria for specific subjects and acceptance on to a chosen course or combination of courses:

- I. The criteria below are minimum entry requirements. Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses.
- II. Pupils must have achieved at least a grade 7 in the subjects they wish to study at A Level. Where a pupil has not studied the subject at GCSE, an alternative GCSE entry qualification is accepted in the following cases:
 - III. for Economics, at least a grade 7 in GCSE Mathematics and English Literature or Language
 - IV. for Computer Science, at least a grade 8 in GCSE Mathematics
 - V. for Further Mathematics, at least a grade 8 in GCSE Mathematics
 - VI. for Religious Studies, at least a grade 7 in GCSE English Language
 - VII. for Psychology, at least a grade 7 in Biology or 7,7 in Combined Science
 - VIII. For all Separate Science subjects, at least a grade 7,7 in Combined Science
 - IX. for Politics, at least a grade 7 in GCSE History or a grade 7 in GCSE English Language where History is not studied.
 - X. For Art, a portfolio assessed to be of equivalent standard to a GCSE grade 7 by two independent and experienced GCSE Art Teachers at Mercia School.
 - XI. For Music, a music grade in instrument/voice of at least grade 7
- XII. In addition, pupils must take note of the published subject blocks in which subject combinations can be chosen.**
- XIII. *Please note that the above represent the minimum entry criteria. Where individual courses are oversubscribed, higher actual GCSE grades will be required, in order to secure a place.*

5. Admissions procedure:

- I. Any pupil considering applying to join Mercia Collegiate Sixth Form should attend the Sixth Form Open Evening, which will be held in October 2022. It is imperative prospective pupils understand the ethos and expectations of the school.

6. Stage 1:

1. Applications will open in October 2022, immediately after our open event. All applicants, whether internal or external, must complete their online application by the deadline stated.
2. Mercia Collegiate Sixth Form will acknowledge receipt of applications from external applicants and their current school will be asked to complete a reference that is counter-signed by the Headteacher. Predicted GCSE grades must be verified by the reference writer.
3. The current school must submit this reference to us via our online application system by the stated deadline in December 2022. It is the responsibility of the applicant to ensure their referee submits this reference in time for us to consider their application. **Please note this is not via the Sheffield progress application process.**
4. All applicants will receive a response from Mercia Collegiate Sixth Form about their application in January 2023.

7. Stage 2: The Aptitude Examination. In 2 subjects out of the 3 chosen.

1. Pupils who meet the minimum entry and subject requirements will be invited to sit 2 subject aptitude examinations in February 2023. The specific subject examinations will be chosen by the candidate at the application stage. (Please see the website for further details.)
2. Each examination will be for 45 mins.
3. Examinations will be marked and pupils who score above the threshold will be invited to interview.
4. Candidates who score below the threshold will not be offered a place. All applicants will be informed of their results, via email.
5. Successful candidates will be invited to the next stage in the form of an interview.

8. Stage 3: The Interview

1. Interviews take place in February 2023 at Mercia Collegiate Sixth Form. The Interview will be on one chosen A Level subject, with a subject specialist teacher.
2. At interview, each candidate will be marked on each of the following characteristics which carry equal weighting:
 - I. **Love of the Subject:** Pupils will be asked about their chosen subject and will be marked on their passion for their favourite aspects, using a grading system in interview.
 - II. **Breadth of Knowledge:** In discussion on their chosen subject, pupils will be marked on how adept they are at manipulating the ideas and details of their subject. Their wider knowledge will be tested. Candidates will also be offered opportunities to show whether they have read around the subject and demonstrate their knowledge and interest beyond the school syllabus.
 - III. **Drive:** During the interview, pupils will be assessed on the extent to which their learning is self-driven and the ambitions they have for themselves. Pupils will be assessed using a grading system in interview.
 - IV. **Comprehension:** Pupils will be presented with a new idea, concept, text, poem, a graph or an object, then asked to answer questions and comment on it. These may be given before the interview, and pupils will be advised if there is anything in particular on which they need to focus.

9. The marks for the interview will be combined with the aptitude examination marks, with the weighting 1 (interview marks): 3 (examination marks) to generate an overall score.

- I. Based on the overall score in the aptitude examination and interviews, a qualification score will be set below which applicants will not be offered a place. This is a minimum entry standard which represents the potential to excel at A level. This score and the threshold mark for being offered an interview will be published each year after the tests and interviews.
- II. All applicants will be informed of their own score, the minimum entry standard and the reason, if they have not been offered a place.
- III. *If at stage 2 and 3 the applicant does not participate, then their application will be assumed no longer for consideration and removed from the process.*

- IV. Mercia School pupils who meet the threshold are guaranteed a place at Mercia Collegiate Sixth Form, subject to actual GCSE grades meeting the minimum entry requirements and course availability.

10. Oversubscription Criteria in order of priority:

- I. External applicants who have achieved the qualifying score will then be prioritised for places as follows:
1. Looked after children and previously looked after children
 2. Pupils who qualify for or have, in the last 6 years, qualified for, Free School Meals in the UK
 3. Year 11 students eligible to transfer from Mercia Trust Schools
 4. All other pupils

The Mercia Collegiate Sixth Form reserves the right to make discretionary offers to maintain the diversity of the community and in order to maintain curriculum balance. This will include pupils with extenuating circumstances due to ill health or absence for GCSE examinations- of which evidence would need to be provided.

- II. If, in any of these categories there are more pupils than places, priority will be given to those with the highest ranked score in the aptitude tests and interviews. If any two or more candidates are tied on the same score for the last place available, then the place will be awarded to the candidate who lives closest to Mercia Collegiate Sixth Form – using straight line distance between the applicant’s permanent address and the school address. Ties on this measure will be broken by lots drawn by an independent person.

11. Conditional offers:

- I. Conditional offers will be made to successful candidates on 1 March 2023. Applicants not given a conditional offer will also be notified on this date.
- II. Conditional offers must be accepted by the stipulated date in March 2023.
- III. To have conditional offers of places confirmed for Year 12, pupils will need to demonstrate prior attainment in terms of actual GCSE grades.
- IV. All offers made will be conditional on achieving the minimum grades at GCSE set out in this policy. The offer may be withdrawn if those GCSE grades are not achieved. Places will be confirmed on receipt of confirmation of GCSE scores in late August.

12. Inauguration:

- I. Pupils who have a conditional offer will be invited to attend an Inauguration Day that will take place in July 2023, after GCSE exams have been sat, but before the end of the school term. Should the applicant fail to attend, the Mercia Collegiate Sixth Form will assume they are no longer interested in progressing their application and they will be unable to enrol. All dates will be well published on the website and should be adhered to.

13. Results Day:

- I. On GCSE Results Day, applicants will be required to upload a copy of their GCSE results to our admission portal by 2pm. Mercia Collegiate Sixth Form will review the grades provided and invite pupils to enrolment meetings the day after GCSE results day.
- II. Pupils must be available to attend the enrolment meeting at their scheduled time slot. Please note, that an invitation to an enrolment meeting is no guarantee of a place, which will be dependent on meeting the GCSE grade requirements and the course availability of the combination of subjects selected by the applicant.
- III. Please note that where courses are oversubscribed, higher actual grades may be required to secure a place on the course.
- IV. The applicant will know by the end of the meeting whether a place can be offered.

14. Waiting list:

- I. The waiting list will automatically consist of the names of unsuccessful applicants who have not been offered a place after the GCSE results in August of the year of admission.
- II. We will keep the waiting list until 31 December of the year of admission. The waiting list is maintained in order of oversubscription as set out in this policy and not in the order in which applications are received.

15. Admissions at any time and Late applications:

- I. Applicants outside the normal admission round will need to demonstrate that they have academic ability in their chosen subjects' equivalent to other pupils at Mercia Collegiate Sixth Form.
- II. Successful applicants will only be admitted if there is a vacancy but may be placed on the waiting list. Each added child to the waiting list will require the list to be ranked again in line with the published oversubscription criteria.

16. Transition from Year 12 to Year 13:

- I. Transition from Year 12 to Year 13 is subject to pupils meeting academic and pastoral entry requirements for each year.

17. Appeals:

- I. In the event of a place not being offered at Mercia Collegiate Sixth Form, the applicant has the right of appeal to an independent appeals panel. Appeals will be heard during September.