

DOCUMENT CONTROL	
Document Title ADMISSION PROCEDURE	
Version Number 01	Author(s) (Name & Job Title) Mrs. A. Johnson, CEO
Date Approved November 2017	Document Status Live
Effective Date November 2017	Approved By The Loxford School Trust Board of Directors
Superseded Version N/A	Date of Next Review Autumn Term 2019



LOXFORD SCHOOL

ADMISSIONS PROCEDURE

LOXFORD SIXTH FORM

GENERAL

We are a multi-ethnic, comprehensive school. We cater for a diverse range of needs and abilities. We expect all students to abide by our Schools Code of Conduct. We work in partnership with parents and students. All students and parents sign a Home School Agreement before starting Year 12.

All Sixth Form students are expected to have a total commitment to work and to try to fulfil their individual potential. Sixth Formers are also expected to be responsible members of the school and the wider community.

CRITERIA FOR ENTRY

Attendance

Students applying to Loxford Sixth Form are expected to have an excellent attendance record.

Attitude to work and motivation

We offer a diverse curriculum provision that caters for a mixed-ability intake. We expect a total commitment to work from Sixth Form students. Therefore, necessary entry requirements are evidence of hard work and motivation. These entry requirements are reviewed in the light of course changes and published on the school website (LSST@loxford.net).

Behaviour

Students who apply to the Sixth Form are expected to have a good behaviour record that reflects the philosophy of our school 'Code of Conduct'.

In exceptional cases, we might offer students who have a less than perfect record a place. However, these individuals would be placed on a school contract.

ADMISSIONS PROCESS

For internal candidates the process is as follows:

- a. Publication of the Sixth Form Prospectus online with an application form.
- b. Students within Loxford School may attend an Information Evening for the Sixth Form at the end of January where parents and students can meet key members of the Sixth Form and also have the opportunity to speak to subject staff and other Sixth Formers about the courses on offer.
- c. The deadline for application forms is the middle of February. We expect all of our Year 11 students to apply. These students have a meeting where subject options and expected grades are discussed.
- d. Applications from external students are assessed to see if they meet the entry requirements. Their current school is contacted in order to check the students' expected grades. Successful students are then asked to attend a meeting which follows an identical format to internal students.
- e. Students who have chosen clashing A' level choices are met again to discuss alternatives.

Students are then informed by letter if they have been accepted.

- f. Following the publication of results in August all students with conditional places are met to confirm their subject choices.

INDUCTION COURSE/CONTRACT

Students who are offered a place at the Loxford Sixth Form are expected to attend an 'Induction Course' in the summer term, after the GCSE exams.

Students are also expected to sign a Home School Agreement that indicates their commitment to the ethos and philosophy of the Sixth Form.

WITHDRAWAL OF PLACES FROM THE SIXTH FORM

Student places at the Loxford Sixth Form are withdrawn for the following reasons:

- poor attendance
- extended holidays
- poor, disruptive or anti-social behaviour
- breaking our school Code of Conduct
- poor work record e.g. lack of effort, non-completion of coursework/homework
- bringing the good name of the school into disrepute

In such cases, students and parents will be given the opportunity to discuss formally the reasons why the student is having her/his place withdrawn.