



SULLIVAN UPPER SCHOOL, HOLYWOOD.

Admissions to Sixth Form (Internal) [2010 Entry]

1. Introduction

This statement sets out the school's policy for dealing with applications made for places in the sixth form. Admission to Year 14 will not normally be possible. The statement specifies the criteria used to determine which students are to be admitted to Year 13 for a programme leading to GCE AS/A levels.

The Board of Governors of Sullivan Upper School draws up and publishes the statement of policy and admissions criteria for entry to the school at various years. The Transfer Procedure and Admissions Committee which is a sub-committee of the Board of Governors is responsible for applying the admissions criteria and for admitting or refusing to admit a pupil to the school. The Principal will provide the necessary information to the committee and will co-ordinate the annual application procedure and will make recommendations and offer professional advice to the committee, the members of which will ratify, check and oversee the procedure and make the final decision.

The criteria for dealing with applications for places in other years differ from those set out in this statement of policy and are published in separate policy documents.

2. General Statement of Policy

The school reserves the right to make no offer of places and must determine the appropriate number of possible admissions so that

- [i] the total enrolment figure remains at or below the number allowed by the Department of Education for Northern Ireland [currently 1060]
- [ii] the total number of students enrolled in the year group does not exceed the school's resources and facilities to provide appropriately for their curricular and pastoral needs

3. **Minimum Entry Requirements**

The following are regarded as the basic minimum criteria for admission to sixth form:

- [a] seven or more passes at GCSE level, the majority at B grade or above with the examinations normally having been taken at the same time in the summer immediately prior to September admission [Pass grades being for this purpose A*, A, B and C only]
- [b] grade B or higher in the subjects chosen for AS/A level study
- [c] evidence of a satisfactory record of attendance, application to school work and general conduct and behaviour.

4. **Admissions Criteria**

If there are more applications for places from students who meet these basic requirements than the school is able to accept then decision about which students will be offered places will be made by applying the following criteria in order as set out below:

- [i] those who have attended the school from Years 8-12
- [ii] those who have attended the school in Years 11 and 12
- [iii] those who have or have had a brother or sister enrolled at the school
- [iv] those whose normal place of residence is nearest the school as measured by the most direct route by road.

5. **Further Considerations**

If when all those who have met the basic requirements for admissions have been offered places, there are still places remaining, the school will be prepared to consider applications for admission from other students. These will be applicants who have narrowly failed to meet the minimum requirements for admission but who wish strongly to pursue a course of study at GCE AS/A level. In deciding which of these students, if any, should be offered places the following facts will be taken into account.

- [a] the GCSE record
- [b] the record of attendance, application to school work, motivation to succeed, general conduct and behaviour
- [c] the student's normal place of residence and distance from the school
- [d] the appropriateness of the student's proposed AS/A level course and career goals
- [e] other relevant information including special circumstances

The criteria set out in paragraph 4 will be applied to applicants in this category, if it becomes necessary to distinguish between students whose applications are judged to be broadly equivalent under the terms of paragraph 5.

6. **Procedure to be followed (Internal Applicants)**

- [a] those wishing to be considered for a place in sixth form should ensure that the school is informed of their intention to return by completing the appropriate form and returning it by the required date. This form will normally be provided with the statement of GCSE results along with instructions, other information and the closing date. Failure to notify the school of an intention to seek admission to sixth form by the required date will endanger the likelihood of being offered a place
- [b] all applications will be considered and account taken of the criteria specified in this document to reach decisions about admission
- [c] final decisions about admissions will be made after all relevant information has been considered and where appropriate, after interviews with the applicants
- [d] internal applicants who have obtained the appropriate number and level of GCSE grades as specified in Paragraph 3 and who are not informed to the contrary by the school can assume that a sixth form place is available and should make arrangements to attend school from the first day of term as specified for lower sixth pupils
- [e] applicants who have been unsuccessful in obtaining the appropriate number and level of GCSE grades as specified in Paragraph 3 will be placed on a waiting list and will be informed by telephone as quickly as possible whether or not they can be offered a place under the criteria listed under Paragraph 5 and according to the number of places available [see Paragraph 2]

N.B. It is exceptionally important that those applying for places in the sixth form are personally available at the time of the issue of GCSE results and when decisions about sixth form entry are made. The school cannot be held responsible for difficulties that arise through communication problems due to the absence of an applicant at the appropriate time.

For further information about the school's policies for admission, the range and variety of courses available in the sixth form please contact the Principal.

J S Stevenson
Principal
For and on behalf of the Board of Governors

November 2009