



ADMISSIONS POLICY

FOR POST 16

Joint Principals

(Draft before the Governing Body December 2023) | 2025/2026

Capacity in Post 16 – 400

Year 12 Admissions (from outside the Academy) - 25

Minsthorpe Community College: A place where everyone plays a part in strengthening our learning community through **Motivation, Commitment & Care**.



Minsthorpe
Community College

Section 1

Glossary of Terms

- 1.1 “the LA” means Wakefield Council acting in its capacity as local authority.
- 1.2 “the LA area” means the area in respect of which the LA is the local authority.
- 1.3 “school” means a community school, voluntary controlled school or academy. Community special schools are not covered by the policy.
- 1.4 “specified year” means the school year beginning at or around the beginning of September 2024.
- 1.5 “admission authority” in relation to a community or voluntary controlled school means the LA. The governing bodies of foundation (trust) and aided schools are the admission authority. The Secretary of State is the admission authority for Academies.
- 1.6 “admission arrangements” means the arrangements for a particular school or schools which govern the procedures and the decision making for the purposes of admitting pupils to the school.

Section 2 – Not Applicable to MCC

Admissions to Foundation/Voluntary Aided Schools

- 2.1 *The Governing Body/Academy Trust is the admission authority for XX School/Academy and is therefore responsible for the admission of pupils into the sixth form at the school. The administration for admissions to the sixth form is the responsibility of the Headteacher of the school. Any queries regarding sixth form admissions should be directed to the school.*
- 2.2 *The capacity for the sixth form is 400.*



Section 3

Admission to Academies

- 3.1 The Secretary of State is the admission authority for Minsthorpe Community College (Minsthorpe Academy Trust) and is therefore responsible for the admission of pupils into the sixth form at these Academies. The administration for admissions to the sixth form is the responsibility of the Principal of the Academies. Any queries regarding sixth form admissions should be directed to the Academy.
- 3.2 The capacity for the sixth form is 400.

Section 4

Expressing a Preference

- 4.1 Application for admission to the sixth form, including pupils currently attending the school, must be made via the online prospectus and common application process (www.applywakefield.org.uk).
- 4.2 A pupil will only be admitted to the sixth form of a school provided they meet the sixth form admissions criteria of the preferred school.

Section 5

The Admissions Policy

- 5.1 Admission to the sixth form will be from:
- (i) pupils in Year 11 at the school; and
 - (ii) pupils from outside of the school.
- 5.2 The admission number for pupils entering the sixth form from outside of the school will be 25 each year.
- 5.3 The entry requirements for admission to the sixth form shall be the same for students on roll in Year 11 at the school and external applicants.
- 5.4 Students will be admitted into the sixth form at the start of the autumn term in each school year although there may be some occasions when the students transfer during the academic year.



Section 6

Minimum Entry Requirements

- 6.1 All students seeking admission to the sixth form must achieve the necessary grades for access onto the courses they have chosen.

Section 7

Oversubscription Criteria

- 7.1 Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:
- (i) Students looked after or previously looked after by the authority;
 - (ii) Students who live in the catchment area normally served by the school;
 - (iii) Students with siblings at the school in September 2020. Siblings are defined as brothers or sisters (including step brothers and sisters) living at the same address as their primary place of residence; and
 - (iv) Students who live closest to the school in a straight-line distance.

Section 8

Appeals

- 8.1 Any student refused a place in the sixth form has the right of appeal to an independent appeals panel

Section 9

False Information

- 9.1 Any place offered on the basis of a fraudulent or intentionally misleading application, e.g giving a false address, will be withdrawn. It is for the parents or guardian to satisfy the LA of their circumstances, as they apply to the admission criteria at the time of application.



Section 10

Timetable for Admission

10.1	Students on roll in Year 11 at the school	<u>2025</u>
•	Student to complete application form	January
•	Course guidance consultation	June
•	Publication of GCSE results	August
•	School agrees/refuses the admission	August/Sept
•	Decision communicated to parent/student	September
•	Independent Appeals	September
10.2	External	<u>2025</u>
•	Student to complete application form	January
•	Course guidance consultation	June
•	Publication of GCSE results	August
•	School agrees/refuses the admission	August/Sept
•	Decision communicated to parent/student	September
•	Independent Appeals	September

Section 11

Late Applications and Transfers

- 11.1 Late applications will be considered up to the end of the second week of the autumn term.
- 11.2 Where an application is received on behalf of a student who has moved into the area during the school year it will be considered in accordance with the minimum entry requirements and oversubscription criteria.
- 11.3 The right of appeal will also apply to late applications and transfers.



Final Section

Equality Assessment

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

Policy Review Schedule

Policy last reviewed:	Due for next review:	Role Responsible:
December 2021 This policy is reviewed annually	December 2022	Joint Principals Approved each December by the Governors
December 2022	December 2023	Joint Principals Approved each December by the Governors
December 2023	December 2024	Joint Principals Approved each December by the Governors

