



<b>Document Control</b>	
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## **TAVOR ACADEMY**

### **ADMISSIONS PROCEDURE 2018 – 2019**

#### **TAVOR 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 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 Tabor Academy 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.

##### **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 with an application form
- b. Students within Tabor Academy 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 Tabor Academy Sixth Form are expected to attend an 'Induction Course' in the autumn term, after the GCSE exams.

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

## **YEAR 13**

Progression from Year 12 to Year 13 depends entirely on excellent attendance and behaviour, and evidence of a commitment to hard work and motivation.

The progress of Year 12 students is evaluated annually, to see if they are suitable candidates for Year 13.

## **WITHDRAWAL OF PLACES FROM THE SIXTH FORM**

Student places at Tabor Academy 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.