**Admission Policy**

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| Policy Reviewed: | Autumn 2023 |
| Next Review:  | Autumn 2024 |

1. **Description**

Brook 6th Form and Academy will offer a combined academic and technical curriculum. With this in mind it should be noted that Brook 6th Form and Academy is non-selective but students will be expected to have an active interest in STEM subjects, as well as a commitment to performing well in English and Maths. As a UTC, Brook 6th Form & Academy is its own admissions authority.

1. **Making an Application**

Brook 6th Form and Academy currently opt out of local authority coordinated admissions.

Year 10 - Parents can apply for a place direct to Brook 6th Form and Academy. The closing date for application is 31st January although applications will be accepted after this date as long as year 10 remains undersubscribed.

Year 12 – Applications to be made directly to Brook 6th Form and Academy. The closing date for application is 30th May. Applications will be accepted after this date as long as year 12 remains undersubscribed.

1. **Pupil Admission Numbers**

The admission arrangements for Brook 6th Form and Academy for the academic year 2023/2024 and subsequent years are:

* Year 10 – Brook 6th Form and Academy has an agreed admission number of 25 pupils.
* Year 12 – Brook 6th Form and Academy has an agreed admission number of 300 students. Pupils in Year 11 at Brook 6th Form and Academy will have priority.
1. **How to apply**

Applications are made on-line via the Brook 6th Form & Academy website:

[www.brooksixthform.com](http://www.brooksixthform.com)

1. **Consideration of applications**

Brook 6th Form and Academy will consider all applications for places. The school does not have a religious character; no priority is given on religious grounds to any student. Where fewer than the published admission number for any relevant age group are received, Brook 6th Form and Academy will offer places to all those who have applied.

Brook 6th Form & Academy adheres to the Schools Admissions Code, which states that schools are required to admit children with statements of special educational needs where the school concerned is named on the statement even if by doing so the school exceeds its planned admissions number.

1. **Procedures where Brook 6th Form and Academy is oversubscribed**

Where the number of applications for admission is greater than the published admissions number, that is, the school is over-subscribed for places, admissions will be based on the following criteria:

1. Children who are in the care of a local authority and previously looked after children. (A looked after child, as defined by Section 22 of the Children Act 1989, is a child who is in care of a local authority, or provided with accommodation by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted – or became subject to a residence order or a special guardianship order.)
2. In order of application, by date, and, for Year 12 students, availability of course applied for.

Notes:

1. Children with statements of special educational needs are dealt with under the terms of the Education Act 1996 and are not referred to in the criteria above. Children with a statement of special educational needs will go to the school that is named on their statement.
2. Other circumstances not listed in the criteria cannot be considered. It is essential that judgements are consistent and use only the criteria that have been agreed.
3. **Operation of waiting lists**

Where in any year Brook 6th Form and Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Brook 6th Form and Academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in Section 6. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

Brook 6th Form & Academy will participate in the arrangements operated by LBBD and agreed with local Secondary Head teachers in regard to the Fair Access Protocol, which requires schools to admit a fair percentage of students who are deemed “hard to place”.

1. **Arrangements for admission to post 16 provision**

Brook 6th Form and Academy operates a sixth form with a Year 12 capacity of 300 students.

Pupils progressing from Year 11 will be given priority.

Where there is space within year 12 Brook Sixth Form and Academy may admit additional pupils up to the PAN using the oversubscription criteria and subject to the students meeting the minimum entry criteria.

Brook Sixth Form and Academy will publish its minimum entry criteria (based on GCSE grades or other measures of prior attainment) on its website. Internal applicants who meet the entry criteria will automatically be offered places.

1. **Appeals**

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission. The appeals process will be managed by the Brook 6th Form and Academy and if you wish to lodge an appeal you should obtain an appeals form from Brook Sixth Form and Academy reception. Appeals for Year 10 applications must be submitted no later than 30 March. Appeals for year 12 applications must be submitted no later than 25 August.

The Appeal Panel will not include anyone who has been involved in allocating school places, or anyone who has any knowledge of the case.