

The Charter School North Dulwich Sixth Form Application and Admissions Guidance 2023-2024

Purpose of this document: to summarise the admissions process and policy and provide additional helpful guidance for students and parents / carers. For further reference, please read The Charter School North Dulwich Admission Policy and The Charter School East Dulwich Admission Policy.

Application

Entry to The Charter School North Dulwich Sixth Form is by application during Year 11, no later than 16 December 2022 deadline. This applies to students in Year 11 at The Charter School North Dulwich and students who apply in Year 11 from other schools.

Students can only apply to one Sixth Form in The Charter Schools Educational Trust, ie either North Dulwich or East Dulwich. Should students wish to change their mind during the academic year, then this decision will be considered as a late application.

Students choose their courses from the option blocks on the application form.

Students will be invited to a discussion of their application during the Spring Term. There will be a review of their subject choices.

Following GCSE Results Day, students will be invited to enrol. Once timetables are given to students there may be limited availability during the first two weeks of term to change subjects.

When applying via the online application form, applicants are asked to read and agree to the [Admissions Policy](#).

IMPORTANT: Students can only apply to **one** Sixth Form in The Charter Schools Trust (North Dulwich or East Dulwich). They are advised to **NOT APPLY** to both Sixth Forms as this may invalidate both applications. Contact the Sixth Form teams if further clarification or guidance is needed.

In the event of oversubscription, for External Applicants, priority will be given in accordance with the criteria set out in the admission policy, including giving students priority who live closest to the school by the shortest straight-line measurement. If we are unable to offer a place at The Charter School North Dulwich Sixth Form we will look to offer a place at the East Dulwich Sixth Form.

Late applications

If you're making an application after 16 December 2022, your application will be considered as late.

All late applications received after 16 December 2022 (except those regarded as exceptional circumstances) will not be considered for a place in the Sixth Form until after the initial offer of places in Spring 2023.

However, we may accept a late application as on time where we consider there are exceptional circumstances. You will need to notify the Sixth Form admissions team by email (sixthform@charternorthdulwich.org.uk) if you are submitting a late application under exceptional circumstances, providing your reasons and any supporting documents so that they can be considered.

Admission

Admission to Year 12 at The Charter School North Dulwich Sixth Form is a separate and distinct point of entry.

All Year 11 students and external candidates wanting a place in Year 12 must achieve the general entry requirements: at least five 9 to 4 (A* to C) grades at GCSE including in GCSE English Language and Mathematics.

In addition, students must meet the specific minimum entry criteria for each of the courses they wish to study in the sixth form as published in our Sixth Form prospectus.

If students do not attain the grades needed for their course choices on GCSE Results Day, they will have the chance to discuss their results and their course choices with a member of the Sixth Form team, in person at school on results / enrolment day. If the Sixth Form team feel their grades indicate that they wouldn't be able to cope with their preferred courses, they will try to offer them alternatives that will enable them to progress successfully.

Priority of admission

There are 180 places available in Year 12. The published admission number (PAN) for Year 12 is 30. This is the number of places, which will be offered on an annual basis to external applicants who meet the minimum academic entry requirements. If fewer than 150 of the school's own Year 11 pupils who meet the academic entry requirements transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 180.

Year 11 students already enrolled at The Charter School North Dulwich who have completed their Sixth Form application will transfer into Year 12 where there are appropriate courses and where they meet the general entry requirements and the specific minimum entry criteria for each of the courses they wish to study in the Sixth Form.

In the event of oversubscription, priority will be given to 'external' applicants in accordance with the criteria set out below:

1. **Looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Documentary evidence will be required at the time of application by the LA.

2. **Children with siblings** who are already on roll at The Charter School North Dulwich and will still be on roll at their date of entry
3. **Children enrolled in Year 11 at The Charter School East Dulwich**
4. **Children with exceptional medical, psychological or social needs**, which mean that The Charter School North Dulwich is the most suitable school to best, address their needs.

Written evidence should come from at least two NHS registered health or social care professionals and should set out the particular reasons why The Charter School North Dulwich is the most suitable provision. Any supporting evidence to substantiate that the child has an exceptional medical, psychological or social need must be provided at the time of application and must be less than 6 months old at the time of application. Additional supporting evidence, submitted from other professionals who work for a government organisation (e.g. school SENCO, school Head Teacher etc.) who are currently providing direct care/support/treatment to the child on an ongoing basis in their professional capacity, according to the stated medical, psychological or social need, will only be considered if the two mandatory pieces of evidence have been submitted with the original application. Families need to explain difficulties that would be caused if their child had to attend another school. All such applications will be dealt with on an individual basis by the Admissions Committee of the school. Applications under this criteria, does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

5. Children of permanent staff who work at The Charter School North Dulwich where:

- a. either the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- b. or the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made

6. Other children living closest to the school by the shortest straight-line measurement

An independent agency determines the distance using a computerised Geographical Information System (GIS). This system measures the distance from each applicant's home to the designated main entrance of the school (where the main drive pedestrian entrance joins Red Post Hill opposite Ardbeg Road) by the shortest straight-line distance in metres. A centroid (centre point), derived by Ordnance Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority.

Procedures where The Charter School North Dulwich Sixth Form is over-subscribed: tiebreaker

In an instance where two applications cannot otherwise be separated (i.e. a tiebreaker), the distance measured would continue into further decimal places to determine the closer address. Subsequent to continuing into further decimal places, should the distance remain identical, lots will be drawn to determine which address will be offered the place. There is a right of appeal to an independent appeal panel for unsuccessful applicants. This must be done in writing within 20 school days of the date of the refusal letter from The Charter School North Dulwich Sixth Form

At Enrolment, in the event of oversubscription, for External Applicants, priority will be given in accordance with the criteria set out above and in the admission policy. If we are unable to offer students a place at The Charter School North Dulwich Sixth Form we will look to offer a place at the Sixth Form at East Dulwich.

Waiting List

Waiting lists are kept by The Charter School North Dulwich Sixth Form until the end of the Autumn Term of the admission year. Parents need to confirm with the school after this if they wish their child's name to remain on the waiting list. The waiting list applies to The Charter School North Dulwich Sixth Form applicants who meet the entry requirements.