

Admission Requirements

Whitchurch High School Sixth Form

Whitchurch High School Sixth Form is a popular place to study and thus a large community with about 500 students on the 16-19 roll.

The retention rate from our own Year 11 cohort is significant and thus provides the majority of student membership – every effort is made to accommodate those who have been with us prior to entry. However, whilst we have a minimum entry requirement of 5 ‘C’ grade passes at GCSE, entry to sixth form is not automatic for admission staff take account of whether or not applicant:-

- **Have demonstrated the potential to succeed at the higher level which is senior study.**
- **Are deemed to have the aptitude for voluntary study beyond the school leaving age have a proven:-**
 - ❖ **Track record by way of attendance, behaviour and attitude to work that suggests successful outcomes.**
 - ❖ **Have demonstrated a broad competence across subjects with a consistent degree of diligence throughout.**

Our intention in setting admission requirements is twofold.

- **Firstly, it is to ensure that as many as possible of our students with a good chance of succeeding at IB, AS / A Level and BTEC L3 are encouraged to do so.**
- **Secondly, it is to ensure that students for whom IB, AS / A Levels and BTEC L3 are likely to be inappropriate do not start on programmes that would almost certainly lead to failure and a wasted year.**

Although ‘C’ grades at GCSE are shown as a minimum entry requirement for almost all subjects, there are some in which all the evidence points to the need for a ‘B’ grade starting point in order to give a reasonable chance of success. See our website for further details.

Our departmental staff are immensely experienced in making judgements about which students are likely to benefit from, and succeed at Higher Level study. Where they advise that it would be unwise to start an IB or AS course with only a ‘C’ grade GCSE in the relevant subject, this advice should be taken very seriously indeed.

If the number of applicants exceeds places available, preference will be given to students achieving A*, A and B grades. If some, but not all, of the ‘C’ grade candidates can be admitted then those selected for the course will be those deemed, on the basis of professional judgement by the department, as most able to cope with and benefit from higher level study.

Course	Admission Requirements
IB Diploma	A minimum of 6 Full GCSE passes at C grade or above
4 AS Levels or BTEC Level 3’s in Year 12 and the compulsory Welsh Baccaulaureate Diploma	A minimum of 6 Full GCSE passes at C grade or above
3 AS Levels or BTEC level 3’s in Year 12 and the compulsory Welsh Baccaulaureate Diploma	5 Full GCSE passes at C grade or above
BTEC Level 2 (one year course)	A minimum of 4 GCSE passes at grade E or above and evidence of a positive self motivated approach to learning is required

The above are minimum recommended requirements. Please refer to individual subject entries to check for any additional requirements on our website.

External Applicants

Annually Whitchurch High School receives a sizeable number of applicants from other institutions not all of whom can be accommodated.

- Not all students who apply will be offered an interview.
- Not all students who are interviewed will be offered a place – the school regards each decision as final.
- The initial application form is a key indicator for it will signal the target/potential grade potential of the applicant. Any accompanying documents – interim/full reports will provide us with additional knowledge of the study background of the applicant.
- If no documentation is initially available the school will contact the applicant to provide such.
- Decisions at this point will be made as to whether the applicant receives a letter of offer to interview or not.
- Interview candidates will be called to school for a 20 minute discussion and the opportunity to visit the sixth form site.
- The interview board will assess the interviewees and make decision as to whether or not an offer can be made.
- Candidates will be informed by letter of our decision.

CHARGING POLICY

- Any GCSE re-sit will be at the student's expense.
- Any student wishing to re-sit an AS or A2 Unit to improve their grade will be asked to meet the cost of the examination.
- Students attending Whitchurch High but following a subject elsewhere may be asked to meet their course fees and the cost of the examination for that subject.
- All other examination fees will normally be met by the School.

YEAR 12 REQUIREMENTS

Please read the following requirements very carefully and ensure that you understand them fully. They are the requirements expected of all students studying for IB, AS and BTEC L3 courses at Whitchurch High School.

Requirements	Clarification
All students in Y12 must be accepted for at least 3 AS /BTEC courses plus the compulsory Welsh Baccalaureate or the IB Diploma programme.	<p>Students with 6+ GCSE grades A*-C will be encouraged to enrol for 4 AS courses + the Welsh Baccalaureate Diploma</p> <p style="text-align: center;">or</p> <p>Students with 6+ GCSE grades A*-C will be encouraged to enrol on the International Baccalaureate Diploma programme</p> <p>Students with 5 GCSE grades A*-C will be encouraged to enrol for 3 AS courses + the Welsh Baccalaureate Diploma</p>
A student may be permitted to change course (discontinuing one course and commencing another) only following discussion with Head of Sixth Form and completion of a Change of Course Form.	<p>The Change of Course Form requires approval from Heads of Department of the subjects concerned. It must also be countersigned by Parent / Guardian.</p> <p>Until final approval for the change is given, the student must continue to attend lessons for which they are enrolled.</p>
No student may reduce the number of AS/BTEC courses for which they have enrolled until October half term at the earliest and, only following extensive discussion with senior staff, will students be allowed to do so at all.	It is important that students make informed decisions. Any amendment to a student's course of study may only be made following discussion with Head of Sixth, Subject Teacher and satisfactory approval from a Parent / Guardian. A change of options form will need to be completed and countersigned by all parties.
Students in Y12 following AS and BTEC courses are required to attend the Welsh Baccalaureate support lessons each fortnight.	These lessons are provided to add breadth to students' academic course of study and to prepare them well for employment and Higher Education.
All Year 12 students are required to attend their registration tutorial each morning	This is essential for Health and Safety - and students' pastoral and academic welfare.
All students are required to attend Assemblies / Organised Events as notified.	Assemblies / Organised Events are an essential means of communication and identify the sixth form as part of the school.
<p>Where absence from school and/or lessons is planned, students should notify their subject teachers and Form Tutor in advance – e.g. medical/dental appointment.</p> <p>If the absence is not planned a telephone call must be made on the first day of absence to the pastoral secretary .</p> <p>Cont...</p>	<p>This is common working practice [including teaching staff] and recognises the increasing maturity of students.</p> <p>Cont...</p>

<p>Cont...</p> <p>Any student absence should be accompanied by a parental letter or medical certificate, which should be given to the appropriate Form Tutor or Pastoral Secretary on the first day back after the absence.</p>	<p>Cont...</p> <p>Note, however, that the School reserves the right to check on any absence if a student's attendance gives cause for concern.</p>
<p><u>Examination Entries And Fees:</u></p> <p>Entry for IB/AS/BTEC courses</p> <p>Students who are enrolled for a course will be entered for the appropriate examinations as long as the department recommends entry.</p> <p>Examination fees for recommended entries will be paid for by the School except:</p> <p>a) Where a student chooses to withdraw from the examination on or after the date when a late amendment incurs a financial penalty. b) Where a student fails to sit all or part of the examination (including a coursework component) for a reason other than illness that is accompanied by medical certification.</p> <p>In circumstances a) and b) above the cost of examination entry shall be at the student's expense.</p> <p>Entry for re-sits of AS units</p> <p>Will be at the student's expense.</p>	<p>A department may withhold recommendation for entry if there are significant concerns about the student's:</p> <ul style="list-style-type: none"> • Attendance • Submission of work to the required standard • Validity of the student's own work <p>Parents will be notified of any such concerns</p>
<p>Entry onto Yr12 AS/BTEC L3 courses following the BTEC L2 qualification:</p> <p>A minimum of a Merit in the BTEC L2 and successful completion of the Welsh Baccalaureate Intermediate Diploma will be required for entry onto Level 3 courses</p>	<p>It's is felt that this is the minimum standard of work required for a student to be successful following level 3 courses in year 12. Approach and ability to study independently, attendance and behaviour will also be taken into account by senior staff when reviewing individual applications.</p>
<p>Dress Code</p> <p>You are reminded that Year 12 students remain part of an 11-18 school. You are required to exercise discretion in your choice of clothing and avoid extreme fashions that are inappropriate to a school environment.</p>	<p>Please see Sixth Form Dress Code</p> <p>Sixth Form Tutors and Senior Staff reserve the right to make decisions about the suitability of appearance if difficulties arise. The Head Teacher will act as the final arbiter. This requirement continues to apply throughout the year, including all examination periods!</p>

All Year 12 students are required to complete a student contract that includes student acceptance of the above Year 12 Requirements and Code of Behaviour

<p>EXAMINATION ENTRIES AND FEES</p> <p>Entry for A2/equivalent course</p> <p>Students who are accepted and registered for an IB / A2 / equivalent course will be entered for the appropriate examination as long as the department recommends entry.</p> <p>Examination fees for recommended entries will be paid for by the School EXCEPT:</p> <p>a) Where a student chooses to withdraw from the examination on or after the date when a late amendment incurs a financial penalty.</p> <p>b) Where a student fails to sit all or part of the examination (including a coursework component) for a reason other than illness that is accompanied by medical certification.</p> <p>c) Where a student's attendance falls below 90% (unless absence is authorised).</p> <p><i>In circumstances a) and b) above the cost of examination entry shall be at the student's expense.</i></p>	<p>A department may withhold recommendation for entry if there are significant concerns about the student's:</p> <ul style="list-style-type: none"> • Attendance • Submission of work to the required standard • Validity of the student's own work <p>Parents will be notified of any such concerns.</p> <p>Entry for re-sits of AS/A2 units</p> <p>Will be at the student's expense.</p>
<p>DRESS CODE</p> <p>You are reminded that Year 12 students remain part of an 11-18 school. You are required to exercise discretion in your choice of clothing and avoid extreme fashions that are inappropriate to a school environment.</p>	<p>Please see Sixth Form Dress Code</p> <p>Sixth Form Tutors and Senior Staff reserve the right to make decisions about the suitability of appearance if difficulties arise. The Head Teacher will act as the final arbiter. This requirement continues to apply throughout the year, including all examination periods!</p>

The student contract signed at the start of Year 12 sets out the expectations Whitchurch High School has for all students in Sixth Form. A copy of the contract is kept on file and will be referred to if necessary.

Any student who is unable to co-operate with these Year 13 requirements needs to be aware that the following sentences will be included in any reference the School may write. [Formal warning and notification will be given to the student and parent/guardian in advance of implementation.]

“We have been disappointed that [Name of student] has persistently demonstrated a lack of co-operation with the School's general requirements. These requirements relate to (reason) in compulsory aspects of the programme of study provided for all Year 13 students at Whitchurch High School.”

Sixth Form Dress Code

Sixth Formers return to school voluntarily as their place of study and work.

A privilege of membership of senior school deems that for sixth form students there is no longer a requirement to wear school uniform.

However, as senior students there is a responsibility to dress as befitting a working environment and thus a DRESS CODE applies.

This acknowledges student individuality, yet, ensures that students are well presented in the community and as role-models to pupils in Years 7-11.

Dress Code Guidelines

- Clothes should be worn that are appropriate for a place of study and work.
- Casual clothing must be 'SMART'.
- Long trousers or jeans must be sufficiently neat and tidy – under no circumstances should they be “cut-off” or frayed.
- Shirts, Tee-shirts can be worn, but not bear any inappropriate logos or wording.
- Hoods on tops must be worn down at all times
- Given the very nature of a working school, all students must dress respectfully and thus no shoulder-less tops, immodest necklines or vest-type attire will be accepted.
- Midriffs should be covered.
- Skirts should be of a respectable length.
- Students may wear tailored 'Chino'-type shorts of discreet single colour, but other leisure shorts will **not** be accepted.
- Hats/caps/sunglasses should not be worn when inside school buildings.
- If facial jewellery is worn, it must be a discreet stud type.

ALL Senior Students play a valuable role as role models, and a decent dress code encourages younger pupils to assume high standards!

Senior staff are the arbiters of what is acceptable.

Whitchurch High School

Sixth Form Contract

As students settle into their chosen courses, they will now be aware of the challenges that face them. The learning environment is different with far more emphasis placed on self-study and self-organisation; a necessity of Higher Education.

Whilst the Sixth Form works on the principle of 'structured autonomy' it is nevertheless important that the structure itself is carefully observed. To this end we would like to draw your attention to the following basic requirements made of students and hope that the school can count on your support on these matters.

Section 1

- All students **must attend all compulsory classes/tutorials/timetabled events punctually**. Attendance is to be maintained above 95%. Pupils who fail to achieve this level of attendance without medical certificate will be asked to find an alternative education establishment.
- **Attendance at all Welsh Baccalaureate lessons is compulsory. (Excluding IB students)**
- Any student who is unable to co-operate with the requirements above needs to be aware that the following sentences (or similar) will be included in any reference the school may write.
“We have been disappointed that (name of student) has persistently demonstrated a lack of co-operation with the school’s general requirements. These requirements relate to attendance in compulsory aspects of the programme of study provided for all students at Whitchurch High School.”
- Absence letters are required on the first day back to school and the school must be notified in advance of planned absences. The Sixth Form secretary Mrs Lis King can be reached on 02920 629 742 or you may leave a message in her absence.
- Periods of 'free time' are for private study **in school** –using the library, study room or other agreed working areas.

Section 2

- Work/coursework deadlines set by the teachers must be adhered to. Failure to meet set deadlines could mean you will be removed from a course and or you will have to pay for your own exam entry.
- Students who wish to drop a subject **MUST** complete a form available from the pastoral team. The form will need to be countersigned by **you the student, your parents, the subject teacher(s) concerned and a member of the pastoral team.**
- **No student will be allowed to continue in Whitchurch High’s Sixth form with less than 3 subjects in year 12.**
- All students in Year 12 will be required to sign up to help with school based activities which contribute to the education / wellbeing of others in the school.

PTO



Reply Slip

RE: Year 12 Student Contract

Name of Student _____ (I have read and understand the contents of the Student Contract)

Signature of Parent / Guardian _____

(* I/We have read and support the contents of the Student Contract for my/Our child and are aware of the admission requirements set out on the school’s website.) (* =Delete as appropriate)

Date _____

Section 3

- Although a non-school uniform Sixth Form, we do expect our students to dress in a smart but casual manner, which would befit a place of work. Senior staff are the arbiters of what is acceptable and parents are asked to support our decisions.
- The common room / study area / old library and new library are all available to all Year 12 & 13 students and they are the responsibility of each individual to ensure that they are all well maintained.
- We are a non-smoking school and students should not smoke on or within 500 metres of the school site.
- Drugs or Alcohol are not permitted on the school premises. Any student found possessing, dealing, condoning the use of, or who is under the influence of such substances will be investigated and may face permanent exclusion
- Students who bring bikes to school should store them in designated areas with their own locking devices. Bikes must not be ridden on the school site at any time.
- Students who drive to school **must not drive onto the site or park cars or motorcycles on site.** Cars/motorcycles should be parked in Church Road or Glan-Y-Nant Terrace.
- Students are reminded that they are the most senior members of the school and should conduct their behaviour accordingly, setting a good example at all times to younger pupils.
- There is an expectation that students with specific talents in sport, music, drama and so on would represent the school if so required.
- There will be an initial charge of £10 for student printing credits when students collect a library card from the Librarian. This may be added to during the year as necessary.
- Lockers are available in the 6th Form block – cost £5 p.a. Please bring money to Mr D Havard at the start of the second week of term.

We are confident that parents will work with the Sixth Form pastoral team in ensuring that students make the very best of their opportunities.

Please keep the above contract for your information but complete the reply slip below to acknowledge your receipt of this letter and return it to school on the registration day. This will then be kept on file.