

ADMISSIONS POLICY

1) INTRODUCTION

1.1 William Morris Sixth Form (WMSF) is a 16 to 19 Community Secondary School and is able to admit up to 900 students in total each academic year. WMSF welcomes applications from all students who will be aged 16-18 on the 31st August in the year of starting their programme. WMSF has a strong relationship with the local authority in the London Borough of Hammersmith & Fulham (LBHF) and all references to the “borough” are referring to LBHF.

1.2 Applications received by the published deadline are prioritised in the following order:

- i. Students who are presently studying at WMSF and applying to continue their existing programme at WMSF (e.g. moving from year 1 of their advanced level programme on to year 2);
- ii. Students who are presently studying at WMSF and applying to start on a new programme at WMSF (e.g. progressing from a one-year programme on to a further programme);
- iii. Students who are in care, or looked after, who attend a borough special school or other borough special educational provision;
- iv. Other students eligible by age to attend WMSF.

1.3 In all cases, the offer of a place will be subject to the availability of a suitable course.

2) PROCESS

2.1 WMSF publishes annually a detailed prospectus about all the courses it offers. The application form is available online with a standard reference form; along with details explaining the applications process and timetable, including dates for open days and evenings.

2.2 Information obtained from the reference form is used as part of the student guidance process and must be completed by a Head of Year, or similar, before the application is returned to WMSF

2.3 The prospectus for the next academic year is available from October onwards.

2.4 Applicants will normally receive an acknowledgement of receipt of their application and in due course an invitation to attend a guidance interview. Invitations to interview are sent to students two weeks prior to interview date. These are held monthly between December and March, and also in May, just before exams commence.

3) THE INTERVIEW

3.1 At WMSF, students are treated as individuals and given extensive guidance on suitable courses. Accordingly, the purpose of the interview is solely to start this guidance process and to enable the student to make informed decisions about subject choice and

suitability of course offer. The interview is to establish a relationship with the student, with the purpose of easing his/her/their transition into life at WMSF. To facilitate this, we endeavour to match the student with an interviewer who teaches one of the subjects s/he/they is/are interested in. The primary purpose of the reference is to aid WMSF staff in guiding students onto suitable courses. Admission to WMSF is *conditional* on attending an interview.

4) OFFERS

- 4.1 Students who accept places at WMSF must attend for a day of course guidance towards the end of the summer term. Attendance is compulsory as this is an opportunity for the student to spend time finding out more detail about subjects and courses and ways of working at WMSF. Failure to attend course guidance usually results in the withdrawal of the offer.
- 4.2 Final decisions about courses are made at enrolment in late August when details of individual student GCSE results and other examinations are known. As offers of places on courses are conditional on examination grades, course preference cannot be finalised before this date. Students who do not meet the conditions of their initial offer will be assisted to find an alternative suitable study programme.
- 4.3 During enrolment the school continually assesses course numbers in order to accommodate student preferences as far as is reasonably practicable (e.g. by adjusting the curriculum offer in response to demand, enrolment on a similar course etc.)