Tauheedul Education Trust

The arrangements are in line with the Mission Statement of the Trust

To create outstanding organisations that promote educational excellence, character development and service to communities.

DETERMINED ADMISSION ARRANGEMENTS FOR 2018/19

Tauheedul Boys

Tauheedul Islam Boys' Sixth Form College

Determined Admission Arrangements for Tauheedul Islam Boys' Sixth Form College for 2018/19

Tauheedul Islam Boys' Sixth Form College is part of the Tauheedul Education Trust. The Tauheedul Education Trust has devolved operational responsibility for managing admissions to the Local Governing Body of Tauheedul Islam Boys' Sixth Form College.

Admission into Tauheedul Islam Boys' Sixth Form College is open to students from year 11 at Tauheedul Islam Boys' High School and students from other schools. We aim to ensure that students will experience a high quality and stimulating education which will equip them to progress to courses at prestigious universities.

The overall capacity for Year 12 is 120. The published admission number which applies to students requiring admission from other schools is 70 for Year 12.

Entry Requirements

The minimum academic entry requirement that must be met by all students requiring admission to the relevant level of study are:-

(a) A minimum of 5 GCSEs at grades 9 - 6, with at least a grade 5 in GCSE English Language or English Literature and GCSE Mathematics to pursue A Levels.

(b) A minimum of 5 GCSEs at grades 9 – 5, with at least a grade 5 in GCSE in English Language or English Literature and Mathematics to pursue vocational courses.

There is also a requirement to have attained a minimum GCSE grade in order to pursue a specific A level subject. This also applies for some vocational courses. More details are included in the Sixth Form prospectus.

Students who fail to obtain the necessary GCSE grades to meet the minimum entry requirements for the course of their choice will not be eligible for an offer of a place on that course. They may however be considered for admission for an alternative course, for which they meet the minimum course entry requirement.

Admission process

All applicants (internal and external) must complete the Tauheedul Islam Boys' Sixth Form College Admission Form. The form is available from Tauheedul Islam Boys' Sixth Form College. The completed form must be returned to the College by 8th December 2017.

Following receipt of the application form, the students will be asked to attend an information, guidance and advice meeting at the College, with their parent(s) / carer(s). The purpose of the meeting will be to discuss the options the students wish to pursue and the entry requirements which must be met. The meeting does not form part of the decision process on whether to offer a place or not.

Offers of places

All applicants are required to advise the College of their GCSE results as soon as possible after they receive them. This will enable the College to confirm the final offer of a place by 31st August 2018.

Admission policy

Students with a statement of special educational needs or education, health and care plan, naming the Sixth Form College will be admitted.

Oversubscription criteria

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, student arrangements, or special guardianship order (see note 1).

2. Children of staff employed at Tauheedul Islam Boys' High School or Tauheedul Islam Boys' Sixth Form College for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 2).

3. Children who have a sibling already attending Tauheedul Islam Boys' High School or Tauheedul Islam Boys' Sixth Form College or was a former pupil of Tauheedul Islam Boys' High School or Tauheedul Islam Boys' Sixth Form College at the time of both application and admission (see note 3).

4. Students for whom the Governing Body accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at Tauheedul Islam Boys' Sixth Form College.

   Professional supporting evidence must be provided by the parent(s) / carer(s) from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the Governing Body accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at Tauheedul Islam Boys' Sixth Form College (see note 4).

5. All other students who live nearest from home to Tauheedul Islam Boys' Sixth Form College.

Tie-breaker

If any criteria are oversubscribed, then priority will be given to those students who live nearest from home to the college. The distance will be measured in a straight line from the main entrance of the college to the main entrance of the home address, using Blackburn with Darwen Borough Council's computerized mapping system. If the distance between the student's home and the college is the same, which includes the same geographical property reference (such as a block of flats), then random allocation will be used as a tie-breaker. The random allocation process will be undertaken by Blackburn with Darwen Borough Council's School Admissions Team at the Council Offices.

Address

The address given must be where the student and parent(s) / carer(s) live permanently. It must not be the child minder's, grandparent's or other relative's address. If parent(s) / carer(s) share custody of a child, then the Governing Body may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, then the address of the parent(s) / carer(s) receiving the child benefit will be used.

Notes:

1. 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) at the time of making an application to a college. This includes children who were adopted 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). Under the provisions of s14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by student arrangement orders. Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a student's special guardian (or special guardians).

2. Siblings refers to full, half, adopted, step, foster brothers or the son of the parent(s) / carer(s) partner, and, in every case, the student must be living in the same family unit at the same address. .

   To be eligible for consideration as a sibling of a former pupil, the following condition must be satisfied:

   (a) Attendance at Tauheedul Islam Boys' High School until the end of year 11.

3. A student will be eligible for consideration when the parent(s) / carer(s) confirm on the Tauheedul Islam Boys' Sixth Form College Admission Form that they are employed at Tauheedul Islam Boys' High School or Tauheedul Islam Boys' Sixth Form College for 2 or more years at the time at which the application for admission is made, and / or they have been recruited to fill a post where there is a demonstrable skill shortage.

4. It is important that you state on the application form and if required, attach a letter, clearly setting out your reasons for requesting admission under the medical or social criteria. You must also provide written supporting evidence from a professional with the application form. The letter from the professional must confirm that the existing medical or social difficulties will be exacerbated if admission is not offered at Tauheedul Islam Boys' Sixth Form College.

   The supporting evidence from the professional must be submitted by 8th December 2017. If the evidence from the professional is received after 8th December 2017, then the Governing Body will accept this as long as it is received by 6th January 2018, at the very latest.

Multiple births

If children of multiple births (twins and triplets) and siblings require admission in the same year group and there is only a single place left within the published admission number, the Governing Body will offer places above the published admission number.

Late applications

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as applications that were received by the closing date.

Waiting list

Details of students who are refused admission at Tauheedul Islam Boys' Sixth Form College will be kept on the waiting list, which will be maintained by Tauheedul Islam Boys' Sixth Form College, in accordance with the oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the college in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

Withdrawing an offer of a place

The Governing Body reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parent(s) / carer(s) / student fails to respond to the offer of a place within a reasonable period of time.
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parent(s) / carer(s) / student fail to respond to the offer of a place, the Governing Body will give the parent(s) / carer(s) / student a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn on the basis of misleading information, the Governing Body will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The Governing Body will not withdraw the offer of a place once the student has started at the college, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the student has been at the college. Where the student has been at the college for less than a term, the Governing Body may consider it to be appropriate to withdraw the place.

Admission of students outside their normal age group

Parents / carer(s) / students may seek a place outside of their normal age group, for example, if a student is gifted and talented or has experienced problems such as ill health.

Parents / carer(s) / students who wish to seek admission at Tauheedul Islam Boys' Sixth Form College outside the student's normal age group (whether they are currently placed in a lower year group than their chronological age or are already of college age), must submit a written request to the Governing Body for admission out of the normal age group.

The Governing Body will make a decision on the request before the provisional offer date if at all possible. If the request is agreed, the application will be processed as normal.

If the request for admission outside the normal age group is refused, the parent(s) / carer(s) / student must decide whether they wish to pursue an appeal or accept any other offer of a place from another admission authority or, in the case of a student who was seeking admission to a higher year group, the parent(s) / carer(s) / student may make a further application the following year for admission into Tauheedul Islam Boys' Sixth Form College with their chronological cohort.

Parent(s) / carer(s) / students seeking admission outside the student's normal age group must send their written request to the Governing Body. It is the responsibility of the applicant to provide the Governing Body with all relevant information relating to this request which is outlined below:-

- Evidence to show that the student is currently or has previously been educated outside the normal age group and / or they may naturally have fallen into a lower age group if it were not for being born prematurely
- Letter from the Headteacher at the current school outlining the level of work undertaken, the progress being made and evidence that the student will learn more from being in a group that is outside their normal age group
- Letter from the Headteacher at the current school regarding the student's social and emotional development and the likely impact of the admission
- Existing professional assessment reports either from the LA's educational psychologist or an independent educational psychologist
- Medical history of the student along with a letter from the Consultant / GP outlining the benefits of admission outside their normal age group

The Governing Body is required to take into account the views of the Principal on the application as well as the information from the parent(s) / carer(s) / student.

The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the student concerned. The Governing Body will then inform the parent / carer / student of their decision on the year group the student should be admitted to and will provide the reasons for their decision.

Parent(s) / carer(s) / students have a statutory right to appeal to an independent appeal panel against the refusal of a place at Tauheedul Islam Boys' Sixth Form College for which they have applied. As the purpose of the appeals process is to consider whether a student should be admitted to a particular college, the right of appeal **does not apply** if they are offered a place at the college but it is not in their preferred year group. However, they may make a complaint about the Governing Body's decision not to admit the student outside their normal age group.

In - year admission

In - year admission is the process of applying for admission into an existing year group within college. It does not refer to year 11 to year 12 transfer in September. The College will deal with any requests on an individual basis.

Appeals

Parent(s) / carer(s) / students have a legal right of appeal to an independent appeal panel against the decision not to offer admission at Tauheedul Islam Boys' Sixth Form College. The appeals process will be administered by Blackburn with Darwen Borough Council, on behalf of the college. Parent(s) / carer(s) / students who wish to appeal should contact the college.

Parent(s) / carer(s) / students will be given at least 20 college days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, if they wish to attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision will be communicated to all parties as soon as possible, but no later than 5 college days, after the hearing.

Re-appeals

Parent(s) / carer(s) / students do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the Governing Body has accepted a 2nd application from the parent(s) / carer(s) / students because of a significant and material change in the circumstances of the parent(s) / carer(s) / student or college but were still refused admission.