



KINGS NORTON
SIXTH FORM

YEAR 12 ENROLMENT INFORMATION

2020 Entry

***Please read this pack carefully and bring all
required documents and completed forms with
you to enrolment on GCSE RESULTS DAY
Thursday 20th August 2020***

A LEVEL ENROLMENT – THURSDAY 20TH AUGUST 2020

Please take the time to read through this pack carefully as it contains important information to enable you to enrol on your chosen A level courses.

Enrolment will take place on GCSE results day, **Thursday 20th August 2020** in the **main school hall**. It is essential that you attend enrolment at your allotted time.

Enrolment slots for students will take place in the following priority order and times:-

KNGS students with offer	8.30 am – 11.00 am
KNBS students with offer	11:30 am – 13.00 pm
All other external students with offer	13:30pm onwards

ALL students must bring the following with them:-

- GCSE results (official results report from exam board)
- All forms accompanying this pack that are printed on blue paper; please complete ahead of arriving for enrolment.

NON-KNGS students must ALSO bring along:

- Passport or birth certificate

If you are **UNABLE TO ATTEND** on enrolment day, you can nominate a person to attend and carry out enrolment for you. You must:-

- Complete **Appendix A: Sixth Form Third Party Enrolment form** (printed on blue paper).
- Return Appendix A to **Jennifer Brookes, Sixth Form Administrator** at Kings Norton Sixth Form **BEFORE** enrolment day.

ENROLMENT PROCESS

Please note: students are enrolled onto specific courses on a first come first served basis and so **we cannot absolutely guarantee a place on a course, even if an offer is held and the entry criteria is met**. We therefore strongly recommend that you attend enrolment as early as possible in your designated time, which will be advised in the summer term. Should we reach our capacity on enrolment day then our over-subscription criteria will apply (see next page).

Enrolment will take place on a first come, first served basis and will be in three steps.

1. Checking results against the entry requirements for chosen subjects and allocation of courses.
2. Enrolment with a member of staff - processing of paperwork (blue forms) and payment of school fund.
3. Student photography is taken and relevant documents copied.

Staff will be on hand to discuss A level choices either before step 1 or between step 1 and 2.

OVERSUBSCRIPTION CRITERIA The following oversubscription criteria is in place, should the places available for study be exceeded (you must meet entrance grade requirements for specific subjects):-

- Looked after or previously looked after children.
- Existing students at Kings Norton Girls' School.
- Children of staff at the school where:-
 - a) 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 OR
 - b) the member of staff is recruited to fill a post for which there is a demonstrable shortage.
- Existing students at Kings Norton Boys' School.
- Distance (Note: distances are calculated on the basis of a straight-line measurement between the applicant's home address and the front main reception entrance to the school).

CURRICULUM OFFER 2020/2021 AND ENTRY REQUIREMENTS

A flexible, personalised package will be discussed to support all students' needs on enrolment and students will be placed on one of three pathways.

Pathway 1: Most students will study three A Levels and an enrichment subject, continuing with all 3 subjects to the end of Year 13.

Pathway 2: Students who achieve exceptionally well at GCSE may take four A Levels and choose an enrichment option continuing with all 4 subjects to the end of Year 13. Students beginning with four A Levels can drop to three A Levels but **will not** take an AS in the dropped A Level.

Pathway 3: A few students will study 2 A Levels from an identified range of subjects (see subjects marked with **(*)** on the next page detailing our entry requirements for 2020) and at least one enrichment option.

Students might complete work experience connected with their course in order to enhance their future options and will study GCSE English or Maths if appropriate. Students will be expected to continue with all courses to the end of Year 13.

General academic entry criteria for the pathways is as follows:-

- **3+ A Level study:** 5 GCSE grade 5 or above (or equivalent), grade 4 GCSE in English and maths. For each proposed course of study, the minimum entry criteria for each subject must be met. This is usually a grade 6 (grade 7 science) in the subject at GCSE or associated subject (see detailed requirements on the next page outlining our entry requirements for 2020).
- **2 A Level study (from a given range of subjects – pathway 3):** 5 GCSE grade 4 or above (or equivalent), grade 3 GCSE in English and maths, grade 5 in subjects studied or associated subject (see detailed requirements on the next page outlining our entry requirements for 2020).

ENTRY REQUIREMENTS 2020: (*) denotes subjects available for students following pathway 3

Subject	Entry Requirement
Art and Design (*)	Grade 6 in GCSE level Art and Design or related subject
Biology	Grade 7 in GCSE Science (additional or separates) and Grade 6 in GCSE Mathematics. <i>This is to ensure that they are able to access the increased mathematical content (10% of the marks)</i>
Business Studies (*)	Grade 5 in GCSE Business Studies if studied or Grade 5 in GCSE English, and Grade 5 at GCSE Mathematics.
Chemistry	Grade 7 in GCSE Science (additional or separates) and Grade 6 in GCSE Mathematics. <i>This is to ensure that they are able to access the increased mathematical content (10% of the marks)</i>
Computer Science	Grade 6 in Computer Science if studied OR Grade 6 in Mathematics
Drama and Theatre Studies (*)	There are no prior learning or other requirements for this qualification. Students who would benefit most from studying this qualification are likely to have a Level 2 qualification such as a GCSE in Drama.
English Language & Literature	Grade 6 in GCSE English Language or Grade 6 in GCSE Literature
English Literature	Grade 6 in GCSE English Language or Grade 6 in GCSE Literature
EPQ (*)	Students must manage their own time and meet deadlines. Be an independent learner and work independently to complete the project.
French	Grade 6 in GCSE French
Geography	Grade 6 in GCSE Geography, Grade 5 in maths, Grade 5 in English
German	Grade 6 in GCSE German
History	Grade 6 in GCSE History. <i>If GCSE History has not been studied, Grade 6 in GCSE English will be considered on an individual basis</i>
Mathematics	Grade 7 in GCSE Mathematics. <i>Grade 6 in GCSE Mathematics will be considered on an individual basis</i>
Media Studies (*)	Grade 5 in GCSE Media Studies or Grade 5 in GCSE English
Music	Grade 6 in GCSE Music equivalent. Practical Music / Trinity or ABRSM instrumental or vocal exam to Grade 5
PE	Grade 6 in GCSE PE and GCSE science, and are competing in their chosen sport at a good standard
Photography (*)	Grade 6 in GCSE in a creative subject. Other students will be considered on an individual basis.
Physics	Grade 7 in GCSE Science (additional or separates) and Grade 6 at GCSE Mathematics. <i>This is to ensure that they are able to access the increased mathematical content (40% of the marks). Consequently, it would be beneficial for prospective students to be studying A Level Maths</i>
Government and Politics	Grade 6 in GCSE English
Psychology	Grade 6 in GCSE science, English and Mathematics. <i>Grade 5 in GCSE Mathematics will be considered on an individual basis if all other entry criteria are met. In this case, additional maths support lessons will be given.</i>
Religious Studies (*)	Grade 5 in Religious Studies or Grade 5 in GCSE English
Sociology (*)	Grade 5 in GCSE Sociology or Grade 5 in GCSE English.
Spanish	Grade 6 in GCSE Spanish
Textiles (*)	Grade 6 in GCSE Textiles or related subject. Other students will be considered on an individual basis.

NOTES AND GUIDANCE: CHOOSING YOUR OPTIONS

You can only choose one subject from each option block.

The option blocks which will operate in September 2020 can be found below. We have devised the best combination so that as many students as possible can study their preferred choices. All courses are linear A Levels and will run through Year 12 and 13.

All classes have now been timetabled with appropriate staff allocated. However, if after enrolment in September there are insufficient student numbers for particular subjects, we do reserve the right to withdraw any course. This situation is very rare and hopefully will not occur. Please note, this could also happen if there were any unforeseen staffing changes.

If any subject has too many students then we may have to look at appropriate 'selection' methods to reduce group size.

Please be aware that the subjects in our confirmed option blocks will not change. As mentioned above, all subjects have now been timetabled and staffed and therefore **cannot** move from these blocks. If you decide to enrol in September 2020 you must be prepared to choose from the blocks as they stand. No subject will be taught outside of these option blocks. Under no circumstances must you ask any teacher to see if they would be prepared to teach you outside of these blocks.

A LEVEL OPTION BLOCKS 2020–21

You must read the notes and guidance above before confirming your choices. ***If you choose to study Spanish you must choose it in option 1 AND option 3**

Year 12 Level Option Blocks 2020 – 21

Option 1	Option 2	Option 3	Option 4	Option 5
PE	English Literature	Chemistry	Psychology	Chemistry
Physics	English Lang/Lit	Biology	Geography	French
Drama	Maths	History	Computer Science	Sociology
Religious Studies		Media	Photography	Art
Politics		Business Studies	Biology	Music
German			Textiles	
Spanish		Spanish		

Complete and return **Appendix B: Sixth Form Enrolment Form printed on blue paper.**

Please remember if someone is enrolling on your behalf, they must have completed **Appendix A: Third Party Enrolment Form** and handed this into Jennifer Brookes ahead of enrolment day. The person enrolling on your behalf must bring photographic ID to confirm their identity (refer to Appendix A)

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SIXTH FORM INDUCTION INFORMATION

MONITORING STUDENT PROGRESS

Students will be set summer holiday work. This is to support them in their transition to A levels and to inform staff of students' starting points. It also assesses students' engagement with their chosen A level courses. There's a window in which students can change the A level course that they have chosen (provided there is space on the alternative course). Any changes of A Level have to be made in writing by **25th September 2020**. All students will be closely monitored in the first few weeks of Year 12 to ensure they are on the most appropriate course.

Subjects will be examined externally at the end of Year 13. Subjects will not be examined at AS Level. Students will be rigorously tracked throughout Year 12 and Year 13 and interventions put in place where necessary. A formal end of year internal examination schedule will be in place for Year 12. Students will have study leave over the exam period.

In exceptional cases, students may be invited to re-sit their end of Year 12 examination before a decision about continuation is finalised, particularly where a U grade has been awarded following a resit. Exam grades achieved at the end of Year 12 will form the basis of UCAS predicted grades.

In exceptional circumstances we will allow subjects to be dropped in Year 12 to a minimum of 2 A Levels. Anyone doing this will then pick up an enrichment course. Students beginning with 4 A Levels can drop to 3 A Levels but will not take an AS in the dropped A Level.

REPORTING PROGRESS

Kings Norton Sixth Form keeps parents and carers updated on student progress in a number of ways. When interim grades are awarded and exam results are published these will be available via the SIMS Parent App. We no longer issue paper copies.

Written reports for Sixth Form students have been replaced by more timely and impactful Improvement Cards: following formal assessments in December each student will have a conversation with their teacher about how best to improve. The personalised targets arising from this conversation will be summarised on a form which we ask parents to look at, discuss with their son or daughter and sign.

Additionally, we have one parent's evening each academic year at which parents and carers can discuss their son's or daughter's progress in individual subjects.

PARENTS/CARERS AS PARTNERS EVENING

Parent/carer events are held regularly throughout the year. As part of our on-going work to support our students and raise achievement at post 16, we are holding a Parents/Carers as Partners Evening on **Monday 21st September 2020**. The aim of the short presentation is to provide parents/carers with first-hand information regarding Kings Norton Sixth Form including day to day policies, expectations, approaches, and strategies to support your son/daughter.

It is hoped that the presentation will give you a useful insight into Kings Norton Sixth Form. We do hope you will be able to attend and look forward to seeing you at **6pm**.

Our sixth form parents evening usually takes place towards the end of November; date will be confirmed at the start of the school year.

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SIMS PARENT APP

Once students are enrolled, parents/carers will have access to the SIMS parent app which provides invaluable information relating to important school dates, progress of your son or daughter, their achievements, praise, attendance and any behaviour concerns. You will receive an invite to connect and download the app early in the new school year. All communication relating to interim reports is shared through the app; paper reports are no longer sent home.

MEDICAL NEEDS

It is important that we have accurate information of all medical needs and conditions for our Sixth Form students. This information enables us to update our records and to ensure that appropriate action is taken in the event of an illness or accident. It also helps to ensure that any medicines are held in school, should they be needed. Please complete and return **Appendix C: Data Collection Sheet and Photography Consent** as this covers medical history (printed on blue paper). Once enrolled, any changes to medical history can be made via the SIMS Parent App.

OFFSITE EDUCATIONAL VISITS

Staff arrange a number of off-site visits for sixth form students. This may form part of their main academic or supplementary studies, or be designed to encourage their cultural interests. Additionally, it may be to take advantage of opportunities to visit other schools or exhibitions. These opportunities sometimes arise at very short notice. It involves staff, parents/carers and students in much unnecessary work if we issue a separate consent form for each activity. We therefore ask all parents/carers to give their consent for their son or daughter to take part in any local visits during their time with us in Sixth Form. Naturally, we expect your son/daughter to inform you, and the teaching staff of their other subjects, of these visits. You should not be asked for a separate consent for these local visits. If the visit is outside the Birmingham area, you will receive full details and a separate consent form.

Throughout the year various social events may be organised by the Sixth Form Committee. It is expected that the students involved will act in a responsible way. The school cannot be held responsible for the management or control of the events. Please complete and return **Appendix C Section H: Sixth Form Consent for Offsite Educational Visits and Appendix D: Expectations of all Sixth Form Students**, (printed on blue paper).

STUDENT INTERNET AGREEMENT

The school has a computer network with internet access to help enhance the education of all students. The rules outlined in this agreement keep students safe and help the school to be fair to others. Please spend time together at home to read through and discuss the points outlined in the agreement. Please complete and return **Appendix E: Sixth Form Student Internet Agreement** (printed on blue paper).

PHOTOGRAPHY CONSENT FORM 2020

During the course of the school year there may be opportunities to publicise some of the activities and projects that your son/daughter is involved in. This may well involve filming or photographing students for use in the media, in displays and school brochures or in electronic form, such as on our website, school social media accounts. As a school, we welcome these opportunities and hope that you do too.

We also use video footage and photography of students to support teaching & learning at KNGS. We will use videos and photographs as evidence for assessment purposes and also to demonstrate exemplars to other students during lessons.

Photography or filming by the media will only take place with the permission of the headteacher, and under the supervision of a teacher. Pictures and video footage for school use may be taken by students or staff, but will only be used by staff that have been trained in their appropriate use, after consent has been given and signed for. For all photographs and footage used in the news media or the website the identity of individuals will be protected. Students will only be identified individually if there is a particular reason to do so (e.g. they have won a prize), and other specific permission will be sought. Personal details will not be given out without permission.

There may be other circumstances falling outside the organised activities of the school, in which pictures of students are requested. The school recognises that in such circumstances specific consent from parent or carer will be required before the school can permit photography or filming of students. The full version of the photography policy can be found on our website.

From time to time student artwork is displayed on the website and in public places. Safeguarding measures as described above will also apply in this instance.

Please complete and return **Appendix C: Sixth Form Data Collection Sheet and Photography Consent** (printed on blue paper).

SIXTH FORM FUND

We ask that all students pay £15 cash at enrolment as this covers the cost of your student planner and lasts for your two years of study with us.

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursary:

- bursaries for defined vulnerable groups of up to £1,200 a year.
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

Eligibility Criteria: All bursaries

Age - A student must be aged 16 or over but under 19 at 31 August 2019 to be eligible for help from the bursary fund in the 2020 to 2021 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation. Students aged 19 or over are not eligible for bursaries for vulnerable groups. Institutions should generally only pay bursaries to students aged 16 or over. However, in exceptional circumstances institutions may use their discretion to pay bursaries to younger students, for example, where a student is following an accelerated study programme. Exceptional circumstances do not include students aged 14 to 16 who are attending college as part of their key stage 4 programme. Students aged under 19 enrolled on higher education qualifications are not eligible for support.

To find out more about the bursary scheme please visit:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year>

To apply for a bursary, complete and return **Appendix F: Confidential Bursary Fund Application Form 2020- 2021** (printed on blue paper). If you have any queries relating to the bursary, please contact Jennifer Brookes.

CHECKLIST

PLEASE NOTE: You will not be enrolled unless you bring all of your paperwork to enrolment.

ALL students MUST bring the following with them:-

- Your GCSE results (official results report from exam board)
- Completed forms (blue paper) – see appendices list below; *please complete ahead of arriving for enrolment.*

NON-KNGS students must ALSO bring:

- Passport or birth certificate

ALL students must complete and return each of the following appendices:

Tick	Form
	Appendix A: Sixth Form Third Party Enrolment Form <i>(note this must be handed into Sixth Form BEFORE enrolment)</i>
	Appendix B: Sixth Form Enrolment Form 2020
	Appendix C: Sixth Form Data Collection and Photography Consent
	Appendix D: Sixth Form Expectations of all Students
	Appendix E: Sixth Form Student Internet Agreement
	Appendix F: Confidential Bursary Fund Application 2020-2021 <i>(if applicable)</i>
	Sixth Form Fund: £15 cash. <i>This lasts for two years and pays for your Sixth Form diary/planner</i>

CONTACT INFORMATION

The Sixth Form Team and wider staff will support you in your studies; we are very much looking forward to welcoming you in September 2020. We would like to wish you a very happy summer holiday ahead of commencing your A Level studies.

	<p>Sarah Ledwidge Head of Sixth Form</p>
	<p>Tom Charlett Assistant Headteacher</p>
	<p>Jennifer Brookes Sixth Form Administrator</p>

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