



## GUILSBOROUGH ACADEMY

### Admissions (Sixth Form) Policy

Policy Name	Admissions (Sixth Form)
Committee	Curriculum and Student Welfare
Owner	Director of Sixth Form
Statutory	No
Authorisation	Ratified by Principal, Trustees to note

Date Ratified	Date of Review
January 2025	January 2026

Guilborough Academy will continue to operate an open access policy (with clear entry criteria) to the Sixth Form. As well as our own Year 11 students (referred to as Internals), the school admits students who are studying for GCSE's and Vocational course at other schools (referred to as Externals).

Every student in Year 11 at the school who wishes to apply is entitled to a place in the Sixth Form, provided they meet the minimum entry and subject specific academic requirements. They must complete a Sixth Form Application Form. This will determine the number of spaces available on each course for external students.

#### Entry requirements

##### **The process of Sixth Form application is as follows:**

- Open evening for all prospective Sixth Form students during the year preceding entry to Sixth Form.
- Completion of application form into Guilborough Academy before the Christmas break of the year preceding entry to Sixth Form.
- A guidance discussion to ensure options and choices reflect a student's aspirations and future plans.
- **Offer of places will be made on the following basis:**
- Students seeking entry at 16+ should have the minimum entry criteria is at least 3 GCSEs at grade 5 and 2 GCSEs at Grade 4. Grade 4 in English (Literature or Language) and Maths also required. Resits in one of the two may be possible.
- In addition, there are specific GCSE requirements for individual subjects detailed in the Sixth Form Prospectus. On receipt of a completed application an interview will be arranged. The interview is intended to ensure that all students make informed choices.
- Young people in the care of or provided with accommodation by a local authority who meet the qualifying standard for the school have priority.



- Offers of places are conditional subject to the entry requirements being met, and to there being places in the subjects of the student's choice.
- Enrolment into Sixth Form and subjects to be studied will be confirmed on results day following cross referencing of students' grades with their chosen subjects. Acceptance into a course of study is always conditional upon the viability of the course.

All External applicants meeting the minimum entry and subject specific academic requirements and completing a Sixth Form Application Form will be offered a place, except if the number applying is more than the PAN, the following over-subscription criteria will be used to determine to whom places are offered.

### **Over Subscription Criteria (External Students only)**

Our Pupil Admission Number is 275 (Year 12 and 13).

Places are allocated in the following order:

Students with an Education, Health and Care Plan or a SEN statement naming the school, who meet the required standard for entry, will be admitted to the Sixth Form.

If the Academy is oversubscribed, places are allocated in the same way as our Admissions Policy found on our website

There is no guarantee of a place being available but places up to the PAN will be allocated where the applicant meets the relevant qualifying standards.

### **Tie break**

In the event of two or more students having the same oversubscription priority, the place will be allocated to the student who lives closest to the school using NCC's GIS (geographic information system).

### **In-Year Applications**

Within Year 12 and 13 any request for admission should be made directly to the school using the school's application form.

Application will be considered in line with this policy and offers will be made where there are places available within the appropriate year group and:

- The applicant meets the relevant qualifying standards; and
- There is place on the course or courses preferred by the applicant
- The applicant applies before 1<sup>st</sup> October unless there are extenuating circumstances which the sixth form team will look into on an individual basis. This will then be reviewed by the Principal for a final decision.



## **Out of Age Admissions**

Where an applicant wishes to be placed in a year group outside that which would generally be appropriate for their chronological age, they should initially contact the school to discuss the application and present any relevant evidence to support the request. The same criteria will be applied as stated above.

## **Waiting List**

If Guilsborough Academy's sixth form is oversubscribed, we will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to re-ranking when new applicants are added to the list. The waiting list will be maintained for the first academic term in the year of admission.

## **Appeals**

If you have not been successful in gaining a place at Guilsborough, you may appeal the decision. Guilsborough Academy appeals are handled by Northamptonshire County Council. You will find all the information and relevant forms via the following link:  
<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/school-admissions/appeals/Pages/default.aspx>