



SIXTH FORM ADMISSIONS POLICY

Approved by: Governing Body

Approval: January 2025

Review: January 2026

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1. Aims

This policy aims to:

- Explain how to apply for a place at Springwood High School Sixth Form.
- Set out the school's arrangements for allocating places to the pupils who apply.
- Explain how to appeal against a decision not to offer your child a place.

2. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

For the purpose of this policy the **main admissions round** is the period during which applications can be made a place at a school or college for the Key Stage 5 phase of education.

Looked after children are children who, at the time of making an application to a school, are:

- **In the care of a local authority, or**
- **Being provided with accommodation by a local authority in exercise of its social services functions**

Previously looked after children are children who were looked after, but ceased to be so because they:

- **Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or**
- **Became subject to a child arrangements order, or**
- **Became subject to a special guardianship order**

'Siblings' for the purposes of our school includes:

- step siblings
- foster siblings
- adopted siblings

Springwood High School Sixth Form is based at Springwood High School and may be referred to as just the **sixth form**.

4. How to Apply

The main admissions round will open immediately after the school's sixth form "open evening", held during the Autumn prior to the year of entry. The round will close on the final day of the same Autumn term. Any applications received after this date will be deemed as late but will still be considered, where there is space in subjects.

The process for applying to the sixth form will be published on the Springwood High School website from October prior to the year of starting in the sixth form.

5. Requests for Admission Outside the Normal Age Group

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the student concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views.
- Information about the student's academic, social and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.
- The headteacher's view.

Wherever possible, requests for admission outside a student's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Ultimately, it is the Headteacher's decision whether or not to admit outside the normal age group.

A student may begin their 6th form schooling at a different establishment and then restart year 12 the following September providing:

- There are sufficient places on the desired courses.
- There is space available in Springwood for that year.
- The student is beginning a different programme of study to the one they followed at the previous school.

6. Allocation of Places

6.1 Admission Number

The School will provide 250 places for pupils in each of years 12 and 13.

6.2 Allocation of Courses

Initial offers of a place will normally be made following a successful interview at Springwood High School. Any offer of a place will be subject to the student meeting the entry requirements for each of the subjects offer, along with the general requirements of entry to Springwood High School Sixth Form. If, on results day, the student has not met the entry requirements for one or more subjects they should contact the school at the earliest possible time.

The school will make every effort to ensure that each Sixth Form applicant will be able to begin the course they applied for, should they meet the entrance requirements of the particular course.

We make every effort to provide the combination of subjects chosen by students but occasionally this is not possible. In this rare event, students who have failed to access their chosen course may be offered an alternative.

6.3 Over-Subscription Criteria (for year 12 places)

If more students apply than there are places, and the school is unable to accommodate them all, then places will be allocated according to the following criteria, in order:

- i) To looked after children and previously looked after children who are due to transfer and meet the academic entry criteria.
- ii) To students who attend a West Norfolk Academies Trust school.
- iii) To students who attend local schools where there is no Sixth Form provision.
- iv) To students whose brothers or sisters already attend the school at the time of admission.
- v) To any other applicants up to the maximum number to be admitted.

All admissions are subject to achievement criteria detailed in the school's website. Basic requirements are for grade 4 in English Language and Maths and three other grade 5s. Admission to the school, or individual subjects, where subject specific admissions criteria has not been met, will be at the discretion of Springwood High School, and dependent upon subject choice.

6.4 Over-Subscription of a Subject

In the event that the course is oversubscribed it may be necessary to rank order the applicants, based on GCSE grades and raw scores with the higher achieving students offered a place.

7. In-Year Admissions

An application may be made for a student at any time outside the normal admissions round, however admittance may not be granted until the following September to give the student the best chance of success in their studies.

Application for in-year admissions should be submitted to directly to Springwood High School.

8. Appeals

If the student's application for a place at the school is unsuccessful, you may request to appeal the decision. If you wish to appeal, you should request a form from the school to set out the grounds for your appeal and send it to Springwood High School Admissions Team.

Where an appeal is based on a student not reaching the specified entry requirements, the appeal panel is not able to make its own assessment of the student's ability to meet the requirements, but is able to consider whether any process in place to consider such cases (for example, where a pupil has not been studying in England and therefore did not have GCSEs) was carried out in a consistent and objective way.

9. Monitoring Arrangements

This policy will be reviewed and approved by the Trustees and reviewed, as part of the school website documentation, by the Local Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.