



HIGHFIELDS SCHOOL

SIXTH FORM ADMISSIONS POLICY 2025/26

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This Policy was drawn up in accordance with the Department for Education School Admissions Code, December 2021. It will be reviewed annually.

Responsibility

As an academy, the Academy Trust is the Admissions Authority for Highfields School and has responsibility for ensuring that the admission arrangements are compliant with the DfE Admissions Code.

Application Process

The school will hold a Sixth Form Open Evening in the Autumn term. The date will be published on the school website, will be advertised in the local press, and also available upon request. There is an online Sixth Form application process accessed through the school website with details provided at the Open Evening. Paper forms may also be obtained from the Sixth Form Team. The closing date for applications is stated on the school website. It is normally towards the end of February.

Applicants are required to achieve the necessary GCSE grades (see Admission Criteria) and conditional offers are made subject to there being capacity in each subject (see Over-Subscription). An acknowledgement letter containing the conditional offer is sent as soon as possible after receiving the application.

To confirm their Sixth Form place applicants should provide the school with **their GCSE results** (external applicants only) and **Confirmation of Entry Form** preferably on GCSE results day but no later than **4:30 pm on results day** (the method for this submission will be confirmed to all applicants in advance of GCSE results day).

On-time applicants who have met the entry requirements for their stated subject choices will be offered a place and an email or letter will be sent in confirmation. Applicants who do not provide the information by the deadline will be treated as Late Applicants. If the applicant has failed to meet the School Sixth Form Entry Requirements a rejection letter or email will be sent by the end of August. However, should the applicant meet the Sixth Form School Entry Requirements but not the subject minimum entry requirement he/she will be invited to School to discuss their options.

Admission Numbers

- The admission number for external students, subject to them meeting the minimum academic entry requirements is 30.
- The total number of students, both internal and external, in Year 12 is proposed to be 200.
- Where there are fewer internal students that progress to Year 12, additional external applicants will be admitted up to the overall capacity.
- In school admissions terms, this number for external students is referred to as the Published Admissions Number (PAN). We are allowed to exceed this number, but we will only do so in line with our Over Subscription Criteria.

Allocation of places

Highfields Year 11 students who submit an application by the published deadline will be offered a place in the Sixth Form, subject to them meeting the minimum academic entry requirements.

External applicants who submit an application by the published deadline will be offered a place in the Sixth Form, subject to them meeting the minimum academic entry requirements.

If we are oversubscribed, the Oversubscription criteria for Sixth Form will be applied.

However, if a subject area is full but places still remain in Sixth Form overall, prospective students will be offered suitable alternative courses if they meet the entry requirements of those subject areas. For the

avoidance of any doubt, allocation of a place in the Sixth Form is not a guarantee of a particular course of study.

Oversubscription criteria for Sixth Form

Oversubscription can occur where more students apply for a particular subject than we have capacity to accommodate i.e. we cannot reasonably provide sufficient sets because we do not have the teaching capacity and/or specialist rooming for that subject.

If more than 30 **external** students wish to take up places in our Sixth Form, we shall accommodate them provided there is capacity in the subject teaching sets. In the event of oversubscription, after the admission of students with a Statement of Special Educational Needs or an Education Health and Care Plan where Highfields School is the named school on the statement or plan, we shall make places available in order of priority to:

Children and Young People in Care and previous Children and Young People in Care

1. Children and Young People in Care and previous Children and Young People in Care

Qualifying Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child in care arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children of Staff

Children whose parent/carer is a member of staff employed at the school for two or more years at the point at which the application for admission to Sixth Form is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Qualifying students living closest to the school – When calculating distance, this will be measured in a straight line between the mid-point of the school's address and the child's home address. The distance is measured using the Local Authority software, with those living closest to the school receiving the highest priority from the centre of the Main gates of Highfields School where it meets the public highway, to the permanent home address of the child on the day of enrolment. If parents/carers are separated, and the child spends time at each parent/carer's address, the address of the main parent/carer (where the child lives for the majority of the school week) will be used. If time is split equally during the school week, then Highfields School will use the address closest to the school. Parents/carers may be asked to provide documentary evidence to verify the child's address, such as being registered with their GP.

Late applications

The school will endeavour to accommodate qualifying late applicants.

Underage and Overage applications

Those students who apply underage and meet the School Entry requirements will be offered a place. They may if they wish defer entry until they are 16 years of age although they must ensure that they remain in full time education during the intervening period. Under normal circumstances applicants who are over-age will not be considered.

Appeals Procedure

If an applicant is not offered a place, they have a right to appeal to an independent appeals panel against the school's decision. To do so they should contact the Sixth Form Admissions Officer at the school who will provide the necessary information and guidance. Any appeal should be made within three weeks from the date of the letter sent by the school informing the student of the outcome of their application. Appeals will be heard by a committee of the Academy Trust within 30 school days of the appeal being lodged.

Complaints

If an applicant has a complaint about the way in which an appeal hearing is conducted, they should contact the Education, Skills Funding Agency (ESFA). Complaints about the legality of the admission arrangements should be addressed to the Office of the School Adjudicator (OSA).

Admission Criteria

We admit students for the Sixth Form where academic demands are significantly higher than for GCSE. It is our experience that students who do not meet the criteria below will find the courses difficult and they are likely to struggle to make satisfactory progress. In order to be eligible for entry to Highfields School's Sixth Form students should have the following qualifications:

A minimum points score of 50 across a student's best 8 GCSE results. The point's value for each of the 8 grades is derived from the numerical results of the GCSE. (For example 9=9, 8=8, 7=7, etc). (A short course GCSE in Religious Studies, taken in Year 10, at grade 7 or above would count as a full GCSE). Other short course GCSEs do not count towards the full GCSE requirements.)

Mathematics and English Language GCSE each at grade 5 or above.

Students who were in receipt of Pupil Premium (Ever 6) in Year 11 who have failed to meet the general Sixth Form entry criteria will have their applications considered by an admissions panel. This panel will be made up of at least three members of senior staff. If they have met the minimum entry requirements for their chosen subjects (listed below) and the panel are satisfied that they will cope with the academic demands of our Sixth Form, a place will be offered.

For applicants who have met the above criteria, there are minimum entry requirements specified for each course which may vary for each academic year:

These requirements apply to both internal and external applicants and will be confirmed on the school website following that year's Open Evening.

Fraudulent Applications

A place will be withdrawn if it is offered in error or if it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Approved at Trust board on 8th February 2024

HIGHFIELDS SCHOOL MINIMUM ENTRY REQUIREMENTS AT 2023 (SUBJECT TO CHANGE FOR FUTURE YEARS)

SUBJECT	ENGLISH LANG GCSE	MATHS GCSE	SCIENCE GCSE	GCSE or other REQUIREMENTS
Art and Design	5			GCSE Art grade 5 or BTEC Art Level 2 Merit
Biology	5	6	Grade 6 in Biology and Chemistry, OR Grade 7-7 in Combined Science	Studying Advanced Level Chemistry is recommended
Business Studies	5	5		GCSE Business grade 5 (if studied)
Chemistry	5	6	Grade 6 in Chemistry and Biology/ Physics, OR Grade 7-7 in Combined Science	Studying Advanced Level Maths is recommended
Computer Science	5	5		GCSE Computing grade 6
Criminology (Applied)	4			
Drama	5			GCSE Drama grade 5
Economics	5	5		GCSE grade 5 in a related subject
English Literature	6			GCSE English Literature grade 6
EPQ				Acceptance into Sixth Form
Film Studies	5			GCSE English Literature grade 5
Geography	5	5		GCSE Geography grade 5 (if studied)
Health and Social Care (Applied)	4	4		BTEC L2 Merit in Health and Social Care (if studied)
History	6			GCSE History grade 6
ICT (Applied)	4	4		Creative iMedia Level 2 Pass

HIGHFIELDS SCHOOL MINIMUM ENTRY REQUIREMENTS AT 2023 (SUBJECT TO CHANGE FOR FUTURE YEARS)

SUBJECT	ENGLISH LANG GCSE	MATHS GCSE	SCIENCE GCSE	GCSE or other REQUIREMENTS
Law	5			
Mathematics	5	6		Algebra skills to be demonstrated on Year 11 Algebra Assessment
Mathematics (Further)	5	7		Must study A-Level Maths
Music	5			GCSE Music grade 5 ABRSM grade 5 level on instrument or voice Knowledge of basic music theory (equivalent to ABRSM level 3)
PE	5		Grade 5 in Biology	GCSE PE grade 5
Religious Education	5			GCSE RE grade 5 or a grade 5 in a Humanities subject
Physics	5	6	Grade 6 in Physics OR Grade 7-7 in Combined Science	Studying A-level Maths is desirable
Product Design	4	5		GCSE Design Technology grade 5
Psychology	5	5	Grade 5 in Biology	
Science (Applied)	4	4	Minimum of two Sciences at grade 5	
Sociology	5			GCSE Humanities subject at grade 5
Spanish	5			GCSE Spanish grade 6

Please note: These individual subject entrance requirements are in addition to the generic Sixth Form entrance criteria below.

- To study A-Level courses requires GCSE grade 5 in a **minimum** of 5 separate subjects
- To study Applied courses would require GCSE (or equivalent) grade 4 in a **minimum** of five subjects
- Students should have a least a grade 4 in GCSE English and Maths for acceptance into our Sixth Form