



**SIXTH FORM**  
**ADMISSIONS POLICY**  
*For entry in Sept 2021*

**Policy Lead:** Paul Mundy Castle, Headteacher

**Signed:** .....

Chair of Governors

*For first admission in 2021 and subsequent years.*

## WOODCOTE HIGH SCHOOL

### CRITERIA FOR ADMISSION TO THE SIXTH FORM Internal and external students - Academic year 2021

- Applications should be made on the Woodcote High School Sixth Form application Form, available at [www.woodcotehigh.com](http://www.woodcotehigh.com) or by contacting the school. Completed Forms should be returned to the school at the address below:

Woodcote High School  
Meadow Rise  
Coulsdon  
CR5 2EH

- Woodcote High School Sixth Form offers courses solely at Level Three so it is necessary for applicants to have demonstrated achievement at Level Two in order to have a reasonable chance of success. The entry requirements for admission to the Sixth Form shall be:

A Level courses: 7 GCSE passes at grade 5 and above and at least a grade 6 in the subjects to be studied.

Level Three vocational courses: 5 GCSE passes at grade 5 and above including grade 6 in the subjects to be studied.

Students achieving these criteria will be classified as *eligible students*

- Students will normally be admitted into the Sixth Form in Year 12 at the start of the autumn term of the school year (*please see section below concerning late applications*).
- Entry to Year 13 courses will be from eligible students transferring from Year 12 based on successful completion of the first year of their courses. Students will need to demonstrate satisfactory examination performance in the Year 12 examinations in order to be eligible to carry on to the A Level.

- The number of places offered in Year 12 will be 150 less the number of students transferring to Year 13.
- The total admission number for external students entering the Sixth Form (Year 12) will be a minimum of 10.
- The expected total number of students in Year 12 will be 80.

## **OVERSUBSCRIPTION CRITERIA**

Where the number of applicants exceeds the number of places available then admission will be determined in accordance with the following priority of admission criteria:

1. Eligible students who are classified as looked after children (LAC)
2. Eligible students transferring from Year 12 to Year 13
3. Eligible students from Woodcote High School Year 11
4. Eligible students from other schools who have a sibling at Woodcote High School. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence, including half and step-brothers or sisters (providing both siblings will attend school in the same academic year)
5. Eligible students from other schools prioritised by the distance from their home address to the front gate of Woodcote High School as measured in a direct line using the Local Authority's computerised measuring system

### **Note 1**

Entry to the Sixth Form does not imply that students will automatically be enrolled on the courses of their choice. If individual courses are full, the school reserves the right to offer alternative programmes of study.

### **Note 2**

Eligible students from other schools with an Education, Health and Care Plan, which names Woodcote High School as the best way to meet their needs, will be offered a place in Woodcote Sixth Form.

## **APPEALS**

Any pupil refused the offer of a place in the Sixth Form has the right of Appeal to an independent appeals panel.

## **FALSE INFORMATION**

Where the School has made the offer of a place in the Sixth Form on the basis of fraudulent or intentionally misleading information, the school reserves the right to withdraw the offer of a place.

## **LATE APPLICATIONS**

The normal admissions deadline is the end of the first half of spring term in each year. However, students can apply up to the 1<sup>st</sup> September each year, but in the event of individual courses being full, preference will be given to students applying before the end of the first half of spring term in the calendar year of admission.

Late applications after 1<sup>st</sup> September each year will be considered under exceptional circumstances i.e. where the student has been following a similar programme of study at another institution and only when there is room on individual courses.

## **TIMETABLE FOR ADMISSIONS for entry in September of each year**

1. Students complete application	End of the first half of spring term
2. Applications acknowledged	End of February
3. Application processed and provisional offers made	End of March
4. GCSE results published	August
5. Final decision on Admission made	August

Address for correspondence:

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