

ASHBY SCHOOL SIXTH FORM ADMISSIONS POLICY (2025-26 ENTRY)

Documentation Information			
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CONTENTS

Ashby School Sixth Form for 2025-26 Entry	2
Admission to Ashby Sixth Form for first entry into Year 12 in Autumn 2024	2
Entry Criteria - Level 3	2
Appropriate courses	2
Applications	3
Late Applications	3
Appeals	3
Admission of Children Outside of the Chronological Age-Range	3-4
Offers	4
Oversubscription criteria	4-6
Waiting List	6

The closing date for applications for entry in August 2025 is the 10th January 2025.

AIMS

This policy aims to:

- Explain how to apply for a place at Ashby Sixth Form
- Set out the arrangements for allocating places to the students who apply
- Explain how to appeal against a decision not to offer your child a place

1. Ashby School Sixth Form for 2025-26 Entry

- 1.1 This policy is based on advice from the current DfE School Admissions Code & School Admissions Appeals Code.
- 1.2 As well as our own National Forest Hub Year 11 students, the school admits students who are studying for GCSEs at other schools (External Applicants). The Published Admissions Number in total cannot exceed 350. Where applicants from the National Forest Hub schools meet our entry requirements, spaces for external applicants may be restricted. If spaces remain on some courses, this number can be exceeded.
- 1.3 Internal and External students must meet the same academic admissions criteria in order to be admitted to the Sixth Form.

2. Admission to Ashby School Sixth Form for first entry into Year 12 in Autumn 2025

Ashby School Sixth Form is a 16-19 co-educational, comprehensive sixth form, offering a curriculum of Level 3 courses and A Level's.

All applications for places will be considered in accordance with the arrangements set out below.

2.1 Entry Criteria -- Level 3

Students wishing to study Level 3 courses in the Sixth Form are required to achieve the minimum entry requirements; at least 5 GCSE grades of 4 or above (or equivalent) including GCSE English Language/Literature and Mathematics. We may consider students who do not meet these entry requirements if there have been exceptional circumstances.

Students should select three Level three courses in Year 12 and they will continue with these three Level 3 courses into the second year of their programme of study. If students are studying Further Mathematics (which includes mathematics), it is expected that they will take an additional two Level 3 courses.

All students are expected to enrol on a programme of study comprising of a minimum of 580 hours.

If a student wishes to study four Level 3 courses, rather than three Level 3 courses, then they should have demonstrated the achievement, hard work and aptitude required for such a commitment during their first year.

Some individual subjects have additional specific entry requirements which are published on our website.

2.2 Appropriate Courses

Students who are offered a place at the school for the next September will be invited to an interview where their preferred choice of subjects will be discussed. It is imperative that students choose courses upon which they will find success, and which lead to their chosen career, training or university course.

A place in the Sixth Form will be confirmed as a conditional offer, specifying the agreed subjects to be studied following the interview. Changes of subject may later be possible, but cannot be guaranteed. The conditions set out in the academic admissions criteria must be met.

2.3 Applications

1. Applications will be made via PS16 and the Ashby Sixth Form team will then consider all applications.
2. The school closing date for applications is stated on the front of this policy. Applications made after this date may be considered dependent on individual course capacity.
3. The Sixth Form team aims to allocate each successful applicant a Course interview within 12 weeks of this deadline where we will confirm subject preference order. After that interview, where course choices will have been confirmed and once students have returned their Sixth Form Admission Form, a final conditional offer letter will be sent by the end of May. Unsuccessful candidates will also be confirmed by the end of May.
4. Students wishing to apply to join Year 13 should contact Ashby Sixth Form directly to request an application form. Admission will be subject to the requirements within this policy.

2.4 Late Applications

Applications received after the closing date will be considered in date order if spaces remain on their chosen course(s). The application form will be available on PS16 following our Open Evening in November until the school closing date. Students who wish to apply outside of these times should contact the Sixth Form directly to discuss making an application.

For in-year applications we aim to notify the parents of the outcome of their application in writing. In the event of a refusal, the reasons will be shared as well as information regarding the right to appeal.

2.5 Appeals

If your child's application for a place in the Sixth Form is unsuccessful you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal you must set out the grounds for your appeal in writing. The appeal will be heard by a committee of the LiFE Multi Academy Trust operating the Sixth Form.

The panel will consider the applicant's case and decide whether to uphold the appeal.

The determination of the appeal panel is binding on all parties.

Full details of the procedure will be sent to parents in advance of the appeal.

2.6 Admission of Children Outside of the Chronological Age-Range

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.17 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group. If a parent/carer wishes to request that their child is taught out of year group, they should submit their request to Ashby Sixth Form along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications.

Parents may also wish to submit other information in support of their request, for example from professionals who have worked with their child. 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 (a) Parents views, (b) Information about the student's academic, social and emotional development, (c) Where relevant their medical history and the views of a medical professional, (d) Whether they have previously been educated out of their normal age group, (e) Whether they may have naturally fallen into a lower age group if it were not for being born prematurely and (f) The Head of School's views.

Wherever possible requests for admission outside a child'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 the policy, including the oversubscription criteria listed in section 2.8. Applications will not be treated as a lower priority if parents have made a request for a student to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a student should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

2.7 Offers

All applicants meeting the minimum entry and subject specific academic requirements, having completed a Sixth Form Admission Form will be offered a place, unless the number applying is more than the Published Admission Number as described in section 1.2.

Students with an Education, Health and Care Plan (EHCP) will be offered a place, where the school – after consultation with the Local Authority – has been named on the EHCP as the appropriate post-16 provision. That student will still need to meet the minimum entry and subject specific academic requirements.

Students who have not confirmed their place on GCSE results day will automatically be removed from the application process.

All students must complete a Sixth Form Admission Form.

Any students not meeting Ashby School Sixth Form's behaviour and/or attendance expectations at time of entry, are highly likely to be subject to an additional behaviour and/or attendance contract.

2.8 Oversubscription criteria

All students whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the Sixth Form is not oversubscribed then all applicants who have met the academic criteria for entry will be offered a place.

If there are more external applicants than we have places, and that have met the academic criteria for entry, places will be given to those students who meet any of the criteria set out below, in order, until all places are filled:

1st	Looked-after children and all previously looked-after children. (see note ii)
2nd	Students who live in the catchment area. (See note iii.)
3rd	Students who will have a sibling attending the same school at the same time. (See notes iv and v.)

4th	Students who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.) (See note vi.)
5th	Students who are attending a LiFE Multi-Academy Trust school. (See note vii.)
6th	Commitment to a minimum of 40 hours per academic year of community based volunteering on behalf of The LiFE Multi-Academy Trust.
7th	Children of Employees of The LiFE Multi-Academy Trust.
8th	Students living nearest to the school measured in a straight line distance (home to school front gate). (see note viii.)

Table 2.8

Notes:

- i. Combinations of the above criteria are used where appropriate, in priority order.
- ii. A 'looked after child' is a child who at the time of making an application to the school is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were (a) adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or (b) became subject to a child arrangements order, or (c) became subject to a special guardianship order. This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.
- iii. The student's place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at your catchment school.
- iv. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
- v. Regarding siblings who will be of sixth form age, these are counted as sibling connections for criteria iii or vi above.
- vi. If the 4th criterion in table 2.8 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:-
 - Crown Servants
 - Students subject to Child Protection Plans
 - Hard to Place children – who fall under the Fair Access Protocol
 - Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional)
 - A student who transfers to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the student having attended the present school for at least a year.)
 - Each case will be assessed on its individual merits.
- vii. For the 5th criterion in table 2.8, the student must be on roll at a LiFE Multi-Academy Trust school at the point of application.

- viii. Measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn, supervised by our independent officer.

Disabled students will be given equal consideration of a place under the admission criteria where the school is deemed to be accessible. The definition of disability is that contained in the Equality Act 2010.

2.9 **Waiting List**

The waiting list will only include those having met the minimum academic entry criteria and who wish to be placed on it. It will operate for those not offered a place by 1st September and for those applying for a place after this date. It will operate until the 30th September of the year of entry. Any applicant who requests a place beyond this date should contact Ashby School Sixth Form directly.

The list will be ordered in accordance with the oversubscription criteria above and if a place becomes available it will be offered to the student who is top of the waiting list. The list will be re-ranked in line with the oversubscription criteria, which will include a fresh random allocation of students, every time a new student is added to the list.