

BISHOP WORDSWORTH'S CHURCH OF ENGLAND GRAMMAR SCHOOL

SIXTH FORM ADMISSIONS POLICY 2026-27

SIXTH FORM ENTRY – YEAR 12

1. **Admission.** Admission to the Sixth Form is open to pupils already at the School and to applicants from other schools, both boys and girls. Applicants are required to complete an online application form by the advertised closing date. Applicants may be invited to attend meetings to discuss their subject choices, however, such meetings are not part of the decision-making process on whether an offer will be made.
2. **Published Admissions Number (PAN).** The PAN for Year 12 entry in September 2026 is 70. This relates to the minimum number of places available for external applicants. All Year 11 students at the School who attain the minimum entry requirements for and who wish to study in the Sixth Form will be admitted.
3. **Entry Criteria – Internal and External Applicants.** Entry to Year 12 is on the basis of academic ability demonstrated by achievement at GCSE/ IGCSE. Places in Year 12 will be allocated following GCSE results day in August. Please note that admission is to the Sixth Form and is no guarantee of a specific course of study.
4. **GCSE/ IGCSE Requirements.** The minimum requirement for entry to Year 12 is 52 points in the best 8 GCSE / IGCSE subjects including at least a 5 in both English Language and Mathematics. Additionally, minimum grades may be required for specific A-level subjects and these are listed in the Sixth Form Prospectus and on the Website. Applicants wishing to study a fourth A-level subject require an average point score of 7.5 across their top 8 subjects.
5. **Applicants with Statements of Special Educational Needs or Education Health and Care Plans.** Where an applicant who has attained the minimum entry requirements for admission into Year 12 and has a Statement of Special Educational Needs or Education Health and Care Plan which names the School, that applicant will be admitted and the number of available places will reduce accordingly.

OVERSUBSCRIPTION

6. Where the number of **external** applicants who have achieved the required standard exceeds the number of places available, the following Oversubscription Criteria will be applied to those external applicants in the order of sub-paragraphs a to e below:
 - a. Looked after child – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to adoption, child arrangements, or special guardianship order including those who appear to the School to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of the Local Authority or (b) being provided with accommodation by a local authority in the exercise of its social services functions (as defined by section 22 of the Children Act 1989).
 - b. Applicants who, at the time of the receipt of GCSE/IGCSE results, meet the eligibility criteria to claim for free school meals currently or in any of the previous six years and who therefore qualify for Pupil Premium. Documentary evidence that the parent is in receipt of the appropriate support payment for entitlement to free school meals will be required.
 - c. Applicants who, at the time of receipt of the GCSE/IGCSE results, have been recorded as qualifying for the Service Premium in their school or who have been a Service Child in any of the previous three years or who are in receipt of a child pension from the Ministry of Defence under the Armed Forces Compensation Scheme (AFCS)

and the War Pension Scheme (WPS). Documentary evidence that a parent is or has been a member of the regular Armed Forces will be required.

d. Applicants with the highest academic profile across the best 8 GCSEs /IGCSEs (i.e. the best grades).

e. Other applicants who have met the entry requirements.

7. **Tiebreaker** If there are two or more applicants with the same priority for admission but cannot all be admitted, then the available place(s) will be allocated by the casting of lots supervised by a person who is wholly independent of the School.

ENTRY TO THE SIXTH FORM – EXCEPTIONAL CIRCUMSTANCES

8. Circumstances that differ from standard Sixth Form entry at the end of Year 11 will be considered on an individual basis by the Head of Sixth Form in consultation with the Headmaster and ultimately determined by the Admissions, Property, Health & Safety Committee of the Governors. This may include, but is not limited to:

a. Entry into Year 13. Normally only those already at the School in Year 12 enter Year 13. In exceptional circumstances **consideration** will be given to applicants but on a case by case basis.

b. International or home-schooled applicants.

c. Students who wish to restart Year 12.

d. Students who are considered disadvantaged or have experienced significant difficulties that have not already been taken into account by the exams process (e.g. through special consideration).

APPLICATION AND ENTRY PROCESS

9. **Prospectus and Application.** The Sixth Form Prospectus, details of subjects taught and open days are (http://www.bws-school.org.uk/main/Sixth_Form/Admissions) or are available from the School's Sixth Form Office.

10. **Application Form.** The application form (on the website) must be completed by the candidate online and by the deadline. The deadline for receipt of the completed form is on the website and form but is usually at the end of the January preceding entry.

11. **Discussion and Advice.** Candidates may be invited to the School in March or April to discuss their applications and to receive advice on subject choices etc.

a. Some applicants may be invited for further discussions with Heads of Department, normally for: foreign languages, art, economics and music.

b. Applicants for mathematics may be required to take a mathematics assessment exam. Entry to mathematics courses is not subject to passing or achieving a certain mark in the exam but the mark may enable the Mathematics Department to suggest useful preparatory work for the applicant to undertake before the start of 'A' Level studies.

c. Applicants from the School can request a meeting with the School Careers Adviser or the Sixth Form Office for further guidance. Applicants from other schools should contact the Careers Adviser at their current school.

12. **Conditional Offers.** Applicants will be offered a place conditional on GCSE/iGCSE results. Applicants are required to accept or decline this offer within 14 days of receipt.

13. **Acceptance of Conditional Offers.** Those who achieve the required grades and wish to take up their conditional offers are required to notify their results to the School either in

person, by telephone or completion of a form (sent out to applicants before results day) by 14.00 on results day in August.

14. Those who have not met the entry requirements may contact the School by 14.00 on results day and, depending on the results obtained, may be invited to discuss options for entry. Pupils who do not meet the grades but get one or more papers reviewed by the exam board may not start at the School until an uplift in grades has been confirmed. On receipt of revised GCSE grades that meet the entry requirements, the School will where possible offer a place.

15. **Late Applications.** Late applications (i.e. those made after the deadline on the Application Form) will be accepted and a conditional offer made, but a place will only be offered after all the on time applications have been dealt with. Subject choices may then be limited because subject numbers and staffing are fixed.

16. **Subject Choices.**

- a. Applicants choose 3 (or 4, see below) 'A' Level subjects to study plus a reserve option. They will also be offered the chance to study for an Extended Project Qualification (EPQ) or Level 3 Core Maths qualification or Advanced Subsidiary Music.
- b. Those taking Further Mathematics will take 4 'A' level subjects and those who are expected to score above an average of 7.5 in their best 8 GCSE subjects (including English Language and Maths) may apply to study a fourth 'A' level. The application will be considered by Sixth Form staff with the pupil when GCSE results are confirmed but the final decision will be at the discretion of the School.
- c. A maximum of two new subjects (i.e. without GCSE/ IGCSE study) may be taken.
- d. If a subject is oversubscribed, places are usually allocated according to the priority in which the subjects are listed on the application form. The importance of the subject to the future university or employment plans of an applicant may also be taken into account. The final decision will be at the discretion of the School.

17. **Withdrawal of Subjects.** Subjects and combinations initially advised are subject to change and subjects may be withdrawn if there is insufficient demand. Additionally, if there is more demand than can be accommodated, some applicants may not be able to take their subject choices.

18. **Waiting List.** Where Year 12 is oversubscribed the Oversubscription Criteria at paragraph 6 will be applied to order the waiting list.

19. **Application outside the normal age range.** Parents of pupils may apply for a place outside the pupil's normal age range. It must be stated clearly on the Sixth Form application where that is the case and the bases on which the application is made.

20. The decision on whether to admit will be taken on the basis of the circumstances of each case and in the best interests of the applicant taking into account the parent's views; information about academic, social and emotional development; medical history; the views of a medical professional if relevant; whether the applicant has previously been educated outside the normal age group and the views of the Headmaster.

21. Where an underage applicant meets the School's entry requirements and would be offered a place under the oversubscription criteria, they may be invited to defer entry to 16 years of age (although there will be no guarantee of entry if entry is deferred). Overage applicants will be considered on a case-by-case basis by the Admissions, Property, Health & Safety Committee.

22. In year applications for entry into the Sixth Form will be considered on a case by case basis. The later the application is received the more likely the School will reject it on the basis of prejudice to the efficient education of others and/or efficient use of resources.

23. **Appeals.** Both the unsuccessful applicant and their parents will be notified that they separately have a right of appeal to an independent appeals panel. An appeal must be initiated by writing to the Clerk to the Admissions, Property, Health & Safety Committee at the School's address (or by email Admissions.Appeals@bishopwordsworths.org.uk).

24. **Primacy of Policy.** This Policy is the prime authority for admissions and, if any information on the Website or on on-line forms differs, then the requirements of this Policy are to be followed.

25. **Determination.** This Policy was determined by Governors as below:

5 th November 2024	Approved for consultation
30 th January 2025	Approved after consultation