Yateley School

Sixth Form Admissions Policy 2028/2029

Approved by:	Yateley School FGB	**Date:**
Signed:		
Last reviewed on:		
Next review due by:		

Yateley School Sixth Form Admissions Policy 2028/2029

This policy applies to admission to Year 12 in September 2028.

1. Policy Statement

1.1 This policy applies to applicants seeking admission to Yateley School Sixth Form for full-time A Level, Level 3 vocational and technical courses and equivalent qualifications for students aged 16 to 19. Admission to Yateley School Sixth Form is open to all applicants who meet the entry requirements in section 3.

1.2 Yateley School is a community school and the admission authority for Yateley School Sixth Form is Hampshire County Council. Hampshire County Council is responsible for setting and determining these admission arrangements, and does so in consultation with Yateley School and its Governing Body. Yateley School Sixth Form is part of Yateley School and is not a separate legal entity. References in this policy to "the school" mean Yateley School.

1.3 This policy has been written to comply with the School Admissions Code and the School Admission Appeals Code. Where this policy refers to the "Admissions Code", it means the School Admissions Code in force at the time the policy is applied.

1.4 In this policy:

- "applicant" means a person who has applied for a place and has not yet been offered one, and "student" means a person who has been offered or has accepted a place;
- "internal applicant" means an applicant who is a Year 11 student at Yateley School at the time of application, and "external applicant" means any other applicant.

Applications may be made by the applicant or, where the applicant is under 18, by a parent or carer on their behalf.

2. Planned Capacity and Published Admission Number

2.1 Yateley School Sixth Form has a planned capacity of 220 students in Year 12.

2.2 The majority of places at Yateley School Sixth Form are expected to be taken up by internal applicants. However, the school encourages applications from external applicants and reserves the right to offer places to them, to help maintain a broad curriculum provision and make full use of the school's resources.

2.3 Therefore, a minimum of 50 places will be available in Year 12 for external applicants. This is the published admission number (PAN). Section 5 sets out the criteria used to select between external applicants if more external applicants meet the entry requirements than there are places available.

2.4 The PAN applies only to external applicants. Internal applicants who meet the entry requirements in section 3 are entitled to continue into Year 12 and are not counted against the PAN. The same entry requirements apply to all applicants, whether internal or external.

2.5 Students with an Education, Health and Care (EHC) plan that names Yateley School Sixth Form must be admitted as set out in section 4, and this is the case even if the PAN has been reached.

3. Entry Requirements

3.1 To be offered a place, an applicant must meet the following minimum entry requirements:

- for A Level courses: at least five GCSEs at grade 5 or above;
- for Level 3 vocational and technical courses (including BTEC): at least four GCSEs at grade 4 or above.

3.2 In addition, some courses require a grade 6 or above in GCSE mathematics, or a grade 6 or above in GCSE English, or a specified grade in a related GCSE subject. The subject-specific requirements for each course are set out in Appendix A and in the Yateley School Sixth Form prospectus, and they apply equally to all applicants.

3.3 Entry requirements are applied to predicted grades when an offer is made and to actual GCSE results when a place is confirmed.

3.4 The Assistant Headteacher, Head of Sixth Form may offer a place to an applicant who does not meet the entry requirements only where there are exceptional circumstances that are supported by written evidence from an appropriate professional (for example a medical practitioner, social worker, educational psychologist, or the applicant's current school). The applicant, or their parent or carer, must submit the evidence with the application or as soon as possible afterwards. The decision is taken by the Assistant Headteacher, Head of Sixth Form and is recorded in writing with reasons. The same approach applies to all applicants.

3.5 If an applicant does not meet the entry requirements for a course, the school may offer a place on an alternative course for which the applicant does meet the entry requirements, as set out in Appendix A. The alternative course may be, for example, a different combination of Level 3 courses or a Level 2 programme of study. Offers of alternative courses depend on places being available.

3.6 All students are expected to follow the Yateley School Sixth Form code of conduct. Students will be asked to sign the code of conduct on enrolment. It is not an entry requirement or an admission criterion and is not used to decide whether an applicant is offered a place.

4. Students with an Education, Health and Care Plan

4.1 Yateley School Sixth Form will admit any student whose EHC plan names the school. The school must admit such students even if the PAN has already been reached, and the entry requirements in section 3 and the oversubscription criteria in section 5 do not apply to them. Places for these students are allocated before places for other applicants.

4.2 The local authority is responsible for deciding which school is named in an EHC plan. The school will respond to consultations from the local authority in line with the Special Educational Needs and Disability Code of Practice and the Admissions Code.

4.3 Applicants who have an EHC plan or who are being assessed for one should contact the Assistant Headteacher, Head of Sixth Form and their local authority as early as possible. Applicants with an EHC

plan that does not name the school will be dealt with under the local authority's process for assessing and naming a school, not under this policy.

4.4 The school will make reasonable adjustments, in line with the Equality Act 2010, to help disabled applicants to apply and to take part in any meeting or process described in this policy. Applicants who need an adjustment should contact the Admissions Office.

5. Oversubscription Criteria for External Applicants

5.1 If the number of external applicants who meet the entry requirements in section 3 (and who do not have an EHC plan naming the school) is more than the number of places available for external applicants, places will be allocated in the following order of priority:

1. Looked after children and previously looked after children (see 5.2).
2. All other applicants, in order of distance from home to the school, with applicants living nearer to the school receiving priority (see 5.3 to 5.5).

The school does not take account of any other schools to which an applicant has applied, or the order in which an applicant ranks them.

5.2 Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their 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 immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children also include those 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

5.3 Distance is measured in a straight line from the Ordnance Survey address point of the applicant's home to the Ordnance Survey address point of the school, using Hampshire County Council's Geographic Information System (GIS). The same method is used for every applicant.

5.4 The applicant's home address is the address at which they live for the majority of the school week, and it must be the applicant's permanent residence. If an applicant lives at more than one address, the address used is the one at which they spend the majority of the school week. Where time is split equally, the address used is the one where the person who receives child benefit for the applicant lives, or if this does not apply, the address of the person with whom the applicant is registered with their GP. The school may ask for evidence of the home address, for example a council tax bill or a utility bill, and may withdraw an offer that was made on the basis of a fraudulent or misleading address.

5.5 If two or more applicants live the same distance from the school, the place will be allocated by random allocation. The draw will be carried out by a person who is independent of the school, and the draw will be supervised by someone independent of the school. A record of the draw will be kept. An explanation of the random allocation procedure is available on the Hampshire County Council website.

5.6 If a particular course is oversubscribed, places on that course will be allocated to applicants who meet the entry requirements for the course, using the order of priority in 5.1 to 5.5. For this purpose only, the order of priority applies to all applicants, whether internal or external.

6. Applications and Meetings

6.1 All applicants, whether they currently attend Yateley School or another school, may apply for a place at Yateley School Sixth Form.

6.2 Yateley School Sixth Form will set a closing date for applications, which will be published in the prospectus and on the website. Applications received on or before the closing date will all be considered together, and no applicant is given priority because of the date on which they applied.

6.3 Late applications will be considered after those received by the closing date, unless there are good reasons for the delay (for example, the applicant has recently moved into the area or has recently changed schools). Late applicants will be offered a meeting where it is practicable to do so. Late applicants will be allocated places in line with the entry requirements in section 3 and the oversubscription criteria in section 5, and are placed on the waiting list if there are no places available.

6.4 Every applicant who applies by the closing date will be offered a meeting with a member of the sixth form staff. The purpose of the meeting is to give advice on A Level and other subject combinations and on progression after Year 13, to discuss the applicant's extra-curricular interests, and to answer questions about Yateley School Sixth Form. The meeting is not part of the assessment of an application. Attendance at a meeting is not a condition of an offer and the content of the meeting is not used to decide who is offered a place.

7. Offers and Confirmation of Places

7.1 Offers of places are conditional. They are made in writing and depend on the applicant achieving the GCSE results described in the offer.

7.2 There is no fixed offer date. Offers to internal applicants and to late applicants are made as their applications are assessed. Offers to external applicants who applied by the closing date are made after the closing date, once all of those applications have been considered together under sections 3 and 5. Applicants will be told the outcome of their application in writing as soon as is practicable.

7.3 For applicants who attend other schools, Yateley School Sixth Form will ask their current school for predicted GCSE grades before making an offer. The school will not ask for, or take into account, references or reports about behaviour, attitude, character or personal circumstances when deciding whether to offer a place. Where an applicant's current school does not provide predicted grades by the deadline, the school may ask the applicant for evidence of their predicted grades. This applies in the same way to applicants from overseas, as described in section 8.

7.4 Places are confirmed when GCSE results are published in August, provided the applicant has met the entry requirements in the offer. The school will tell students in writing as soon as it can once results are known.

7.5 Yateley School Sixth Form can withdraw a place only if the student's results do not meet the entry requirements for the offered course, or if the offer was based on false or misleading information that was given by the applicant or by a parent or carer. If a student's results do not meet the entry requirements, the school will, where possible, offer a place on an alternative course (see 3.5).

7.6 Where a student meets the entry requirements for a course but the course is oversubscribed, places will be allocated in line with 5.6. The school will provide guidance to students who want to change courses after GCSE results are published, but cannot guarantee that a change can be made.

7.7 Where an offer has been made, Yateley School Sixth Form will aim to enable the student to follow their first-choice combination of subjects. Where this is not possible, for reasons such as timetable clashes or the oversubscription of courses, guidance will be given on suitable alternatives.

8. Students Moving into the Area, Including from Overseas

8.1 Applicants who are moving into the Yateley School area from elsewhere in the United Kingdom will be considered in the same way as any other applicant, using their new home address once it is confirmed in writing.

8.2 Applications from overseas will be considered only where the applicant is moving to the Yateley School area with a parent or carer for the whole duration of the course applied for. Applicants who require a visa should check their immigration status before applying. Some overseas students have to pay tuition fees, and applicants should contact the Admissions Office for details before applying.

8.3 Where an applicant has non-standard or overseas qualifications, the school will ask UK ENIC (or its successor) or another recognised body to compare the qualifications with GCSE grades, and will apply the entry requirements in section 3 to the equivalent grades. The school may also use an assessment of readiness for Level 3 study, if necessary. The same criteria are applied to all applicants.

9. Waiting List

9.1 Where an external applicant who meets the entry requirements is not offered a place because the places available for external applicants have been taken, or because a course is oversubscribed, the school will keep a waiting list. Applicants who are not offered a place may ask to be placed on the waiting list.

9.2 The waiting list is ranked using the oversubscription criteria in section 5, and not by the date on which an application was received or on which the applicant was added to the list. Where the criteria give an applicant a higher priority than others on the list, they will move up the list. A looked after or previously looked after child or a student with an EHC plan that names the school will always take priority over those on the waiting list.

9.3 The waiting list will be kept until 31 October 2028. After this date, applicants must make a new application under the in-year admissions process in section 10.

10. In-year Admissions and Year 13

10.1 Yateley School Sixth Form will consider applications for a place in Year 12 or Year 13 made after the start of the autumn term. The school will tell the applicant of its decision in writing, within 15 school days of receiving the application and the information it needs. Applications are made to the Admissions Office.

10.2 An applicant to Year 12 in-year must meet the entry requirements in section 3, and there must be space on the course concerned.

10.3 An applicant to Year 13 must meet the entry requirements in section 3, must have completed the first year of an equivalent programme of study at another school or sixth form, and there must be space on the course concerned.

10.4 The Assistant Headteacher, Head of Sixth Form decides whether a programme of study is equivalent. The applicant, or their parent or carer, must provide written confirmation from the applicant's previous school or sixth form of the courses studied, the type and level of each qualification, the awarding organisation and specification for each course, and the applicant's end-of-year results. A programme of study is treated as equivalent for the course applied for if:

- the applicant followed the first year of a full-time Level 3 programme of the same type of qualification (A Level, BTEC or T Level) as the course applied for; and
- the previous course is in the same subject and uses the same awarding organisation and specification as the course taught at Yateley School Sixth Form or, where the specification is different, the awarding organisation's rules allow the applicant to complete the qualification by the end of Year 13.

10.5 The decision on whether a programme is equivalent is recorded in writing with reasons. If a programme is not equivalent for a course, the applicant may be considered for the course as an in-year applicant to Year 12 under 10.2.

10.6 Where there are more applicants than places on a course, places will be offered using the oversubscription criteria in section 5. Where this applies, the school will keep a waiting list as set out in section 9.

10.7 Students with an EHC plan that names Yateley School Sixth Form will be admitted as set out in section 4, in any year group.

11. Appeals

11.1 Where an applicant is refused a place at Yateley School Sixth Form, the school will write to them with the reasons for the decision, an explanation of the criteria that were applied, information about the waiting list, and information about the right of appeal.

11.2 An unsuccessful applicant, or their parent or carer, has the right to appeal to an independent appeal panel. The appeal will be heard in line with the School Admission Appeals Code. The panel's decision is binding on the school.

11.3 An appeal must be made in writing. The school will allow at least 20 school days from the date the applicant is told that they have not been offered a place for appeals to be lodged. The school will tell applicants how to appeal, the date by which an appeal must be made and where to send it. The school will tell applicants about the arrangements for hearing appeals, including the date of the hearing and the school's decision to withdraw an offer if relevant.

11.4 Before lodging an appeal, applicants may wish to discuss the application with the Assistant Headteacher, Head of Sixth Form. This conversation is optional and does not affect the right of appeal or the date by which it must be made.

11.5 Complaints about how this policy has been applied, other than the decision whether to offer a place, can be made under the school's complaints procedure. Anyone who believes that these admission arrangements are unlawful or do not comply with the Admissions Code may refer the matter to the Office of the Schools Adjudicator.

12. Further Guidance

12.1 For further guidance, please first contact the Admissions Office at sixthform@yateley.hants.sch.uk or on 01252 746940.

Appendix A: Course Entry Requirements

All applicants must meet the general entry criteria in section 3: five GCSEs at grade 5 or above for A Levels, or four GCSEs at grade 4 or above for Level 3 vocational and technical courses. Where the table below says "general A Level threshold" or "general Level 3 vocational threshold", no additional subject requirement applies.

Course	Additional requirement
Art and Design	Art grade 5
Biology	English grade 5; Biology or Combined Science component grade 6
Business Studies	Business Studies grade 5
Chemistry	English grade 5; Combined Science 6-6 or individual sciences grade 6
Computer Science	General A Level threshold
Design & Technology (both pathways)	General A Level threshold
Drama and Theatre	Drama grade 5; English grade 4
Economics	English and Mathematics grade 5
English Language and Literature	General A Level threshold
English Literature	English grade 5

Course	Additional requirement
French / German / Spanish	Grade 6 in the relevant language
Further Mathematics	Mathematics grade 8
Geography	Geography, Mathematics and English grade 5
Government and Politics	General A Level threshold
History	History grade 5
Mathematics	Mathematics grade 7
Photography	General A Level threshold
Physical Education	General A Level threshold
Physics	English grade 5; Combined Science 6-6 or relevant science grade 6; Mathematics grade 6
Psychology	English, Mathematics and Science grade 5
Religious Studies	Religious Studies grade 5
Sociology	English grade 5
BTEC Business / Creative Digital Media / Performance (Dance)	General Level 3 vocational threshold
Applied Criminology / Food Science and Nutrition	General Level 3 vocational threshold
T Level Education and Early Years	General Level 3 vocational threshold
CACHE Level 2 Early Years Practitioner	Open to applicants who do not meet the entry requirements for a Level 3 course. Subject to programme availability. If oversubscribed, places are allocated under 5.6
Foundation / pre-A Level (Level 2)	Open to applicants who do not meet the entry requirements for a Level 3 course. Subject to programme availability. If oversubscribed, places are allocated under 5.6
Extended Project Qualification (EPQ)	Taken alongside a Level 3 main study programme. No additional GCSE requirement

Alternative pathways: Where an applicant does not qualify for a first-choice subject, the school may offer another eligible A Level or BTEC combination (for example BTEC Business instead of A Level Business) or the Foundation / pre-A Level or Level 2 programme. All alternatives are subject to the entry requirements, timetabling and available places.

GCSE English and Mathematics: Students who have not achieved at least a grade 4 in GCSE English and/or Mathematics are required to continue studying that subject, in line with national post-16 funding requirements.

Guidance: Further guidance on each subject, including recommended GCSE grades and the skills that help students succeed, is in the Yateley School Sixth Form prospectus. This guidance is not an entry requirement and is not used to decide whether an applicant is offered a place.

For full course descriptions and the current prospectus, see https://www.yateleyschool.net/apply-to-sixth-form/.