



## **Northwood School Sixth Form Admissions Policy September 2023**

<b>Policy reviewed, updated</b>	November 2023
<b>Date of next review:</b>	September 2024

## **1. Admissions Authority**

Northwood School is an academy and therefore is its own admissions authority.

## **2. Overview & Entrance Requirements**

- 2.1 Students must normally be 16 on 31 August 2023. Applications for students outside that age group will be considered according to the individual circumstances of the case.
- 2.2 The minimum qualification for entry into the Sixth Form is 5 GCSE grades including English Language or Literature and Mathematics. The student must have a grade 5 or higher in both English Language and Mathematics. The applicant must meet the entrance requirements for the subjects they have chosen to study in the Sixth Form.<sup>1</sup> See 'Appendix A - Subject Entrance Requirements Table'.
- 2.3 Northwood School must be providing a current available course suited to the applicant's age, ability, aptitude and educational needs.
- 2.4 All existing Northwood School students on roll during the previous academic year in Year 11 who meet the entry requirements as set out above in 2.2 and the application deadline may continue into the Sixth Form, if they wish. Late applications may be unsuccessful.

## **3. Application Process for External Applicants**

- 3.1 To apply, the applicant should complete the application form on the Northwood School website.
- 3.2 All application forms must be completed and returned by the date given. Late applications will only be considered after all other applications have been placed and offered.
- 3.3 Applicants must meet the same academic entry and course requirements as internal candidates.

## **4. Oversubscription**

In the event of oversubscription for sixth form places, highest priority will be given to looked-after children and previously looked-after children who meet the admissions criteria.

## **5. Appeals**

Applicants who are not offered a place have the right to appeal to an independent appeal panel. A request for an admission appeal must be accompanied by the grounds for making the appeal, as outlined in the form below (appendix B) and sent to the Headteacher's PA. The reason for the refusal of a place should be considered before the grounds of appeal are set out. Should some appeals be unsuccessful, further applications will not be considered from those applicants within the same academic year unless there have been significant and material changes in their circumstances.

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<sup>1</sup> Very occasional decisions may be taken to accept a student into the Sixth Form who does not meet the entry requirements. This is at the discretion of the school.

## **6. Extenuating circumstances**

In exceptional circumstances (for example prolonged illness, difficult family circumstances) which have caused a student to underachieve at GCSE, the school may consider an offer to enter the Sixth Form on a trial basis.

An offer to be made will be based on:

- An assessment of the individual's circumstances (this is likely to involve an interview);
- Medical evidence, in the case of prolonged illness;
- The availability of places on the chosen courses (or combination of courses);
- Suitability of candidate for chosen course.

In these cases, offers will be made on a trial basis only, to be reviewed by the final working day in September. At the end of the trial period a decision will be made, by the Head of Sixth Form, on whether the school is satisfied that the student is enrolled on suitable courses. This decision will be based upon a formal assessment within each of their enrolled courses to determine suitability.

## **7. Enrolment**

The formal enrolment for Sixth Form courses will begin on the day the GCSE results are released. If a student has met the conditions of their offer they will enrol on to their chosen courses. Should a student not have met the conditions of their offer, they will have a meeting with a member of the Sixth Form team to discuss an alternative suitable course. On rare occasions, and with the approval of the Head of Sixth Form, a student may enrol on a course where they have not met their conditional offer for a trial period. The length and conditions of the trial period will be decided on an individual basis and in conjunction with the relevant Head of Department.

## **8. Entry to Year 13**

All students wishing to progress to Year 13 must have passed Year 12 courses in at least 3 subjects at Grade E or above. Formal assessments will be given to students before the end of Year 12 who do not take an external AS exam. Those who have passed 3 subjects with lower grades in any one subject will only be admitted to Year 13 with the permission of the subject teacher for that course, they must also have shown exemplary attendance and effort in Year 12.

## **9. Admissions for students retaking Year 12 or Year 13**

In exceptional circumstances (for example prolonged illness, difficult family circumstances) which have caused a student to underachieve at A Level (Year 1), the school may consider an offer to retake Year 12.

An offer to be made will be based on:

- An assessment of the individual's circumstances and whether it is best for them to continue with A Level study (this is likely to involve an interview);
- Medical evidence, in the case of prolonged illness;
- The availability of places on the chosen courses (or combination of courses) - students joining from Year 11 will be given priority over students retaking Year 12; students progressing from Year 12 will be given priority over students retaking Year 13;
- Suitability of candidate for chosen course in comparison to other candidates based on estimated grades, work ethic and attendance and punctuality (for joining students, a reference will be requested);

- An assessment by teaching staff that the candidate has the capacity to improve his or her grades by retaking Year 12 or Year 13. In these cases, offers will be made on a trial basis only, to be reviewed at October half term.

## Appendix A - Subject Entrance Requirements Table

Northwood Sixth Form offers a wide range of A Level courses. We recommend that students take 3 subjects, while some choose to take 4.

In order to begin any of the A Level courses offered by Northwood Sixth Form, students must achieve the following grades at GCSE. Conditional offers for the Sixth Form will be confirmed upon receipt of GCSE results.

**STUDENTS MUST HAVE AT LEAST A GCSE GRADE 5 OR ABOVE IN MATHS AND ENGLISH**

<b>Subject</b>	<b>Entry Requirements</b>
<b>Art</b>	Grade 6 or above in Art GCSE or a strong portfolio of art related work
<b>Biology</b>	Grade 7 or above in GCSE Biology and grade 6 or above in GCSE Maths (students on the combined science course would need to achieve grade 8-7 minimum)
<b>Business</b>	Grade 6 or above in GCSE Maths and English.
<b>Chemistry</b>	Grade 7 or above in GCSE Chemistry and Maths (students on the combined science course would need to achieve grade 8-7 minimum)
<b>Computer Science</b>	<b>Grade 6</b> or above in GCSE Computer Science and a <b>grade 6</b> or above in GCSE Mathematics.  If Business has not been studied at GCSE, we require GCSE Maths at grade 6.

<b>Drama</b>	Grade 6 or above in GCSE Drama
<b>Economics</b>	Grade 6 or above in GCSE Maths and English.
<b>English Literature</b>	Grade 6 or above in English Literature and English Language
<b>French</b>	Grade 7 or above in French GCSE
<b>Further Maths</b>	Grade 8 or above in Maths GCSE
<b>Geography</b>	Grade 6 or above in GCSE Geography
<b>History</b>	Grade 6 or above in History and English
<b>Maths</b>	Grade 7 or above in Maths GCSE
<b>Music</b>	Grade 7 or above in music GCSE and Grade 6 in their chosen instrument. English GCSE grade 6 or above.
<b>Physics</b>	Grade 7 or above in GCSE Physics and Maths (students on the combined science course would need to achieve grade 8-7 minimum and would be considered on an individual basis)

<b>Politics</b>	Grade 6 or above in History or English
<b>Portuguese</b>	Grade 7 or above in Portuguese GCSE
<b>Product Design</b>	Grade 6 or above in Product Design
<b>Psychology</b>	Grade 6 or above in English and Biology (students achieving the double award in Science should have 6-6)
<b>Sociology</b>	Grade 6 or above in English.
<b>Spanish</b>	Grade 7 or above in Spanish GCSE
<b>BTEC Sport</b>	Level 2 Merit in Level 2 BTEC Tech Award in Sport (must include minimum of a Level 2 Merit in the Component 3 exam) or Grade 5 and above in GCSE PE.
<b>A Level PE</b>	Grade 7 or above in GCSE PE (and must compete in a sport/activity on the OCR NEA curriculum)

As per the ESFA guidance for funded education for 16 to 19 year olds, the core aim of Northwood's study programme is the completion of three A Level courses.

**Appendix B- Appeals Form**



**Northwood School  
Appeal against Admission Decision –Sixth Form**

*Please complete all sections of this form*

**Student**

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Secondary School attended and address:

\_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_

**Parent/Guardian**

Title: \_\_\_\_\_

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Tel No Day: \_\_\_\_\_

Evening: \_\_\_\_\_

Email:

\_\_\_\_\_

Preferred A Level choices

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Please state clearly the reason you wish to appeal against the decision refusing a place at the sixth form of Northwood School. (Continue on a separate sheet if needed).

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**Declaration and Signature of Parent/Carer**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form and any supporting documents must be sent to the Headteacher's PA at:  
office@nwschool.org.uk