

## Sixth Form Admission Arrangements

---

<b>Reviewed by</b>	Local governing body/Principal
<b>Frequency of Review</b>	Bi-Annually
<b>Date of Approval</b>	Determined 31 <sup>st</sup> January 2025
<b>Date of review</b>	September 2025
<b>Author</b>	Principal

## Contents

Application Process _____	3
Admissions Criteria _____	3
Minimum Entry Requirements _____	3
Oversubscription Criteria (Post 16) _____	3
GCSE English and Maths Retakes _____	4
Special Educational Needs (EHCP) Post 16 _____	4
International Students _____	4
Appeals Process _____	4
Definitions _____	5

## Application Process

The Etonbury Academy Sixth Form issues an application form which is used by internal and external applicants who wish to apply for a place. This application form allows the student to provide up to 3 choices of A levels and/or vocational Level 3 combination courses. All students will be expected to take the Extended Project Qualification (EPQ) or Further Maths in addition. Copies of the subject guide and blocks are available on the Sixth Form webpage via the Etonbury Academy main school website. All applicants will receive a 1:1 consultation meeting with the Sixth Form team and a conditional offer after they have applied, which outlines all entry requirements that must be met in order to secure a place. There will be discussions about alternative courses should a student not achieve the required grades.

## Admissions Criteria

To determine eligibility for admission, the Etonbury Academy Sixth Form has specific criteria in relation to minimum entry requirements for Year 12 based on GCSE grades.

### Minimum Entry Requirements

- Five grade 4s minimum to study all A level courses
- Five grade 4s minimum to study a combination of A level courses and vocational courses (BTEC's and applied L3 courses)
- Five Grade 4's to study all Level 3 BTEC/applied courses
- Each subject has their own entry requirement (see subject guide).

Each course also has academic entry requirements based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external applicants and will be published in the Sixth Form subject guide in the admissions and application section of the sixth form [webpage](#)

Applicants failing to meet the grades for their preferred course options will be offered alternative courses in line with their preferences, if places are available. Internal applicants who fail to meet the overriding entry requirement of the Sixth Form will result in a referral to the careers, advice and guidance team to look at other options such as college applications and apprenticeships. External applicants who fail to meet the Etonbury Academy Sixth Form entry requirements, will be referred back to their current school's careers advice team.

Conditional offers of places will be made on a common date around April each year, conditional on obtaining GCSE or other external examination results. These places will be automatically confirmed on providing evidence of the grades required.

Places which become available after GCSE results will be offered to remaining applicants on or immediately after the enrolment day at the end of August.

## **Oversubscription Criteria (Post 16)**

If Year 12 is oversubscribed (maximum year 12 entry number of 200) after the admission of students with Special Educational Needs where an Etonbury Academy student is named on the statement, the below criteria will be applied in the order in which they are set out, providing the student has met the sixth form entry and course requirements:

1. Applicants who are deemed to be either a looked after child or a previously looked after child, including those children 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
2. The distance of the applicant's home from the Academy with the applicants living closest being given priority. Distance is measured in a straight line from the applicant's home to the Academy reception office.

## **GCSE English and Maths Retakes**

A student who enters the Etonbury Academy Sixth Form in September without at least a grade 4 in GCSE Mathematics, legally needs to retake the GCSE mathematics until they achieve a grade 4.

A student who enters the Etonbury Academy Sixth Form in September without a grade 4 in GCSE Language or Literature, legally needs to retake and will be entered for GCSE English Language retake classes. If a student achieves a grade 4 in GCSE English Language or

Literature, they do not legally need to retake but it is recommended if a grade 4 in GCSE English Language has not been achieved, that the student opts-in to GCSE English Language retake classes.

## Special Educational Needs (EHCP) Post 16

If a student with an Education Health and Care Plan (EHCP) wishes to name Etonbury Academy Sixth Form in the plan, in accordance with the SEND Code of Practice, the Local Authority will engage with the Academy through the statutory consultation process.

## International Students

International students entering Year 12 must be 17 or under by 1st September on the year of entry.

All international students (or students who have qualifications other than GCSE's) are required to sit entrance examinations in Maths and English.

All international students are required to have an entry interview with the Head of Sixth Form.

International applicants need to sign up and register with UK ENIC to get a statement of compatibility. Etonbury Academy Sixth Form will not accept any international student without an ENIC statement as grades cannot be compared/converted effectively. It is the applicant's responsibility to ensure this is done. Once the applicant has the ENIC statement, they can contact Sixth Form admissions to take an application forward. ENIC website: <https://enic.org.uk/>

## Appeal Process

If an applicant wishes to appeal against the decision to not offer them a place in the Sixth Form at Etonbury Academy, the process is as follows:

- Stage 1: The applicant will have the right to appeal within 5 working days of receipt of the decision not to offer them a place. The appeal request should be addressed to the Principal of Etonbury Academy. The Principal will investigate the application and inform the student of the result of the appeal within 10 school days of receipt of the appeal letter.
- Stage 2: The applicant can appeal via the Etonbury Academy governing body to review independently.



- Stage 3: The applicant can appeal the Principal's decision within 5 working days of receipt of the letter confirming the result of the appeal. This should be addressed to the Chief Executive Officer (CEO) of Bedfordshire Schools Trust (BEST). The CEO (or designated member of the Central Team) will investigate the application and inform the student of the result of the appeal within 10 school days of receipt of the appeal letter.

## Definitions

### **“Looked After Child”**

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

### **“Previously 'looked after children”**

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

### **“Home address”**

The Admissions Authority expect a student's home address to be a residential property that is the student's only or main residence, not an address at which they may sometimes stay or sleep due to your domestic arrangements.

If the student lives at more than one address because of a shared parental/family arrangement, either address may be used, but the address where the student spends most of the school week will be considered the most relevant. If it is unclear where the student spends most of the school week, the Admissions Authority may also request further information, this may include GP registration.

For children of UK service personnel and crown servants, the Admissions Authority will use the address at which the student will live when applying their oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address can be used as the student's home address when considering the application where a parent requests this.