Sixth Form Admissions Policy for students joining in September 2025

(Next Review: Autumn 2024)

1. **Admissions Policy for Internal Candidates for Year 12**

- The total number of places available in Year 12 will be 75. This number may be exceeded when places in individual subjects are still available. Students need to apply to a minimum of three A level subjects. These may be studied within Whitefriars School or other schools in the collegiate. There may be an opportunity to enrol on four A level courses if they have gained Grades 7 or above in all their GCSE subjects.
- Internal students will be given priority in Year 12. Any remaining places will then be made available to external candidates.

2. **Admissions criteria for Internal Candidates for Year 12**

All candidates will have a discussion, about appropriate subject choice with a member of the school's senior staff. That discussion will take into consideration:

- Estimated/achieved GCSE grades. The required grades for each subject will be published before the application process. Usually students will require a Grade 5 in the subject (or a related subject) at GCSE level
- An assessment from the school that the candidate is likely to meet the requirements of the course(s) for which the application has been made
- Where a student is estimated to achieve over a grade below the published entry requirement, then the member of staff will help the student choose another option
- If a student achieves the entry criteria for the previously selected subject, they may enrol on this course on GCSE results day

3. **Where the number of eligible candidates exceeds the number of places available, the following criterion will be used:**

- Suitability of candidate for chosen course in comparison to other candidates based on estimated grades

4. **Admissions policy for External Candidates for Year 12**

- The total number of places available in Year 12 will be 75. There will be 15 external places. This number may be exceeded where places in individual subjects are still available.
- Students need to apply to a minimum of three A Level subjects.
- Internal students will be given priority for places in Year 12
- Any remaining places will be open to external candidates

5. **Admissions criteria for external candidates for Year 12. The criteria will be applied in the following order**

- Estimated/achieved GCSE grades. The required grades for each subject will be published before the application process. Usually students will require a Grade 5 in the subject (or a related subject) at GCSE level
- An assessment from the school that the candidate is likely to meet the requirements of the course(s) for which the application has been made

6. **Where the number of eligible candidates exceeds the number of places available the following criterion will be used as a 'tie breaker':**

- Highest priority will be given to looked-after children and previously looked-after children who meet the admissions criteria
- If the candidate has siblings in the school at the time of application
- Distance from home to school – shortest distance will be given priority

7. **Admission to the Harrow Collegiate for Sixth Form**

- A collegiate system operates within Harrow and some courses are offered through their arrangement. As a result, some students from other schools and/or colleges join courses at a particular sixth form and some students from the school may join sixth form courses in other schools and/or colleges.

8. **Class sizes**

- After the application process, the school may decide it cannot offer a previously published course if there are an insufficient number of students who have selected that subject. In this situation, students will have a meeting with a member of the Sixth Form team to discuss choosing an alternative subject.

9. **Appeals**

- where the offer of a place would have been conditional upon exam results, appeals will be heard within 30 school days of confirmation of those results;
- where the offer of a place would not have been conditional upon exam results, appeals will be heard within 40 school days of the deadline for lodging appeals;
- for applications for in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.

10. **English and Mathematics**

- In line with statutory requirements, students who did not attain a grade 4 or above in GCSE English or Maths will be required to resit GCSE English and/or Maths. An offer of a place in Year 12 is made to these students on the condition the students attend all support sessions provided by the school in preparation for taking a resit in these examinations.

11. **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
- Suitability of candidate for chosen courses

- In these cases, offers will be made on a trial basis, 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 6th Form, on whether the school is satisfied that the student is enrolled on suitable courses.

12. Enrolment

- The formal enrolment for Sixth Form courses begins 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 have not 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 the terms of the conditional offer for a trial period. The lengths and conditions of the trial period will be decided on an individual basis and in conjunction with the relevant Head of Department.

13. Progress to Year 13

- At the end of Year 12, students will sit end-of-year exams. The results of these examinations will be used as part of a discussion with the sixth form team determining suitability for courses. Students are also expected to complete twenty four 'volunteering and enrichment' hours in Year 12 in order to progress to Year 13.

14. Admissions policy for students retaking Year 12 or Year 13

I In exceptional circumstances (for example prolonged illness, difficult family circumstances) which have caused a student to underachieve in Year 12 the school may consider an offer to retake Year 12. An offer will be based upon:

- An assessment of the individual's circumstances and whether it is best for them to continue with A-level study
- Medical evidence, in the case of prolonged illness
- The availability of places on the chosen courses. Students joining in Year 11 will be given priority over students retaking Year 12.
- Suitability of candidate for chosen course in comparison to other candidates based on estimated grades, work ethic and attendance and punctuality.
- An assessment by teaching staff that the candidate has the capacity to improve his/her grades by retaking the year.

In these cases, offers will be made on a trial basis only, to be reviewed at October half term.