



# Great Marlow School

*Excellence • Compassion • Integrity*

## Sixth Form Admission Policy and Procedure

Recommended by the Leadership Team:

November 2024

Approved by the Finance & Resources Committee

(or Policies Sub Committee):

November 2024

Adopted by Board of Trustees:

December 2024

Review Due:

Autumn Term 2025

Indicate as appropriate:

There **has been** a change to the previous policy

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## **Introduction**

This Sixth Form Admission Policy has been drawn up to ensure that students who are applying to join the Sixth Form at Great Marlow School to commence courses are clear on the criteria that is required for entry and the procedure that the school goes through regarding entry to the Sixth Form.

## **Vision**

- I. have high aspirations, a willingness to succeed and the ability to make the right choices
- II. have access to provision in the choices that they want to make
- III. feel included within all areas of school life
- IV. have the ability to progress along their chosen path

## **Values**

- I. show respect for feelings, values and beliefs of others in our diverse school society. Including positive attitudes towards people with disabilities, through PSHE, extensive collective worship and SMSC
- II. have self-confidence, have high self-esteem and the ability to form constructive relationships with others

## **Entry to the Sixth Form**

### **Internal Applicants:**

Students apply for a place in the Sixth Form at Great Marlow School in the Autumn Term of an academic year.

- Students receive GCSE results in August of the academic year and will attend a pre-arranged appointment should they have applied to the Sixth Form.
- Only students who receive the entry requirement grade indicated by the subject that they intend to study will be admitted to the course(s) at the time of the appointment (normally the day that the results are published to students).
- A student that misses the entry criteria and are considered close to grade boundary will not gain an automatic place on to their elected course. Course capacity (numbers of students) and the grades of other applicants will be considered.
- If students fail to attain the entry requirements for a subject, Heads of Department may consider lower grades which are very close to the required grade boundary and those students who have higher fine-grades will be given priority over students with lower fine-grades.
- Due to the complexity and differences between subjects there is no uniform system of fine grading across all subject areas; what is considered close enough to a grade boundary for consideration could differ from subject to subject.
- Students who miss the entry requirement for a subject by two grades (e.g they achieve a grade 5 rather than a grade 7) will not be considered for a place on the course.

- If students do not gain a grade 4 or higher in GCSE Maths or English Language, they will have to study GCSE Maths or English Language alongside your BTEC or A Levels. A student will not be admitted to the Sixth Form at Great Marlow School if they have not achieved a grade 4 in either English or Maths.

#### **External Applicants:**

- Students receive GCSE results.
- Students attend enrolment appointment-this will take place the day after the GCSE release date and once internal applicants are processed.
- Only students who receive the entry requirement grade indicated by the subject will be admitted to the course(s) at the time of the appointment.
- An external applicant that that misses the entry criteria will not gain an automatic place on their elected course. Course capacity (numbers of students) and the grades of other applicants will be considered.
- External applicants who have higher fine-grades will be given priority over external students with lower fine-grades.
- Students who miss the entry requirement for a subject by two grades (e.g they achieve a grade 5 rather than a grade 7) will not be considered for a place on the course.
- If students do not gain a grade 4 or higher in GCSE Maths or English Language, they will have to study GCSE Maths or English Language alongside your BTEC or A Levels.

#### **Enrolment team and Procedure:**

- The Head of Sixth Form will lead the enrolment team on the day. The team is normally made up of middle and senior leaders at the school and/ or staff who are experienced with the enrolment process or sixth form.
- The team will meet at the end of the first (internal candidates) enrolment day to discuss internal applicants that have not met the entry criteria.
- Decisions made at this meeting will where possible be communicated with student and/ or parent carer on that day.
- Attitude to Learning should not be used by the enrolment team to decide on entry to the Sixth Form.
- The Head of Sixth Form should liaise with the Head of School regarding decisions made at the meeting at the end of day 1.
- The Head of Sixth Form will make the final decision on admitting all students including those who have not met entry criteria to a course.

#### **Head of Department/ Department expectations**

- Each department should have a point of contact on enrolment day and where possible in the days leading up to the return to school. If the enrolment team are unable to contact a department, then they may decide to admit a student to a course without dialogue with that department.

## **Appeals to entry into the Sixth Form at Great Marlow School**

- If a student does not gain a place in the 6th Form at GMS, they have the right to appeal this decision. If a place was not offered based on a student not achieving the entry criteria based on the GCSE grades required, the panel will only uphold the appeal if it considers that the admission authority's (the school) decision was unreasonable based on the information provided/ available. For example, if there were specific reasons/ circumstances that meant your child was not able to achieve the required GCSE grades to access one or more of the subjects that they had chosen. (Parent/ carer and student need to be aware that as already stated different subjects may/ will have different entry criteria based on the GCSE grade achieved)
- In the first instance the appeal should be directed (with supporting evidence and reasoning) to the Executive Headteacher/ Head of School who will respond within 3 working days.
- Students have the right to appeal to the Board of Trustees if they are not satisfied with the outcome of the appeal submitted to the Executive Headteacher/ Head of School