



SIXTH FORM ADMISSION POLICY AND PROCEDURE

**Published Admission Number for admission to Year 12
in September 2024: 140**

Author of Document	Helen Yapp/Kenny Alexander
Position	Headteacher/Head of Sixth Form
Date Adopted by TGS Board	September 2024
Signed by Head Teacher	
Signed by Chair of Governors	
Review Date	September 2025

1 PURPOSE

1.1 To ensure fair and open access to Thomas Gainsborough Sixth Form using the prescribed admissions policy.

2 POLICY STATEMENT

2.1 Our school motto is 'Excellence: for each, for all' and this encapsulates our values and ethos. It is a school where every single individual matters and this extends into our Sixth Form.

2.2 We strive to personalise a young person's education, putting them at the centre of their own learning, to ensure that each student achieves their potential enjoying an education that focuses on their own individual skills, strengths and aptitudes. Each student has a voice here – it is their school and their education. Yet each student is also part of a community, locally, nationally and globally.

2.3 We want our students to become outstanding citizens and contribute greatly to the society in which they live and our Sixth Form provides them with a nurturing and challenging environment in which they can thrive.

3 PROCEDURE

Admissions Criteria

3.1 Students will be admitted into the Sixth Form at age 16 or 17 where the school agrees it is able to offer and resource, for the student, a two-year programme of study from which he or she will benefit.

3.2 Key Stage 5 courses chosen by students and their GCSE results will be discussed individually with each student and their parent or guardian prior to a place being confirmed at the commencement of the relevant academic year. This formal meeting will determine whether a place is offered to the students.

Successful applicants will be required to sign a Sixth Form Expectations contract prior to admission and must meet stated entry requirements.

Entry requirements:

3.3 All students should:

3.3.1 have a minimum of 5 GCSEs including Maths and English at Grade 5 or higher to complete A Level courses.

- 3.3.2 have a minimum of 5 GCSEs including Maths and English at Grade 4 or higher to complete other level 3 courses.
- 3.3.3 study a particular course a student must have attained a grade 5 or better in that subject or in English if that subject wasn't studied at GCSE.
- 3.3.4 meet any specific subject requirements as published in the Sixth Form Prospectus available from the school.
- 3.3.5 have an excellent attendance and behaviour record.

3.4 All applications must be submitted by the end of the Autumn term to the Director of Sixth Form.

Oversubscription criteria:

3.5 Offers will be made according to places available in the relevant teaching groups. Where this does not provide sufficient differentiation between students for the final places preference will be given:

- 3.5.1 To a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (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).
- 3.5.2 To students who previously attended Thomas Gainsborough School and made a first choice application to the Sixth Form by the specified application deadline.
- 3.5.3 To students with siblings already in the school or Sixth Form at the time of admission who made a first choice application to the Sixth Form by the specified application deadline.
- 3.5.4 To the student(s) who live(s) closest to the school who made a first choice application to the Sixth Form by the specified application deadline. Priority will be determined by straight-line distance from home to school, those living closest being given highest priority.

3.6 For applicants not awarded a place as a result of the above they may appeal to an Appeals Panel of the Unity Schools Partnership.

3.7 A waiting list (if required) will be maintained by the school for each year cohort up until 31st December of the year of admission.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1. It is the responsibility of the author of this policy to ensure that it reflects current government and Unity Schools Partnership policy and guidance and is reviewed in accordance with the indicated timeline.
- 4.2. The policy is subject to audit as prescribed by the relevant governing board or agreed sub-committee.
- 4.3. The review/update of this policy must be undertaken within the three months preceding the review date and be presented to the relevant Governing Board sub-committee for review prior to being presented to the full governing body for ratification.

Reporting

- 4.4. All admissions are reported to the governing body and/or sub-committee as appropriate.
- 4.5. SMT have a specific remit to review applications and report to the Governing Body.

Records management

- 4.6. Staff must maintain all records relevant to administering this policy and procedure in a recognised school recordkeeping system

5 DEFINITIONS

- 5.1. The school glossary is the official website repository for approved terms and definitions. Terms and definitions in a policy and procedure must be consistent with those in the glossary to maintain alignment between the glossary and this document, Unity Schools Partnership policies, websites and publications.
- 5.2. If new terms and definitions are required for this document (and inclusion in the glossary), submit requests for their creation when seeking approval for this policy and procedure.