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Admissions Policy 2025/6

Sixth Form

POLICY DETAILS

Policy name	Sixth Form Admission Policy 2025/6
Status	Up dated from approved policy (in 2018/9)
Strategic objective	To set out Sixth Form admissions arrangements for 2025/6
Policy owner	Headteacher/Director of Sixth Form
Authorised by	Governing Body
Authorisation date	December 2023
Review date	Every 7 years (next due for consultation Autumn 2025) or sooner if a change is proposed.
Statutory, regulatory and/or contractual considerations	Required by the school's contractual funding agreement with the Secretary of State for Education
Equality assessment	Positive

This policy covers: entry into the Sixth Form at Ringwood School from the beginning of Year 12 between the ages of 16 and 18; late applications; and in-year admissions into both year 12 and year 13 from September 2025 onwards.

Section 1 - The Guiding Principles

The Sixth Form is open to all learners who satisfy the criteria for admission as set out in the Sixth Form prospectus each year and who agree to, sign and adhere to the student agreement. It is the School's expectation that sixth form students embrace the values and ethos of the School.

Ringwood School has considered carefully the needs of its potential students and our Programmes of Study are designed to provide academic challenge and rigour and, as a Level 3 centre, to allow progression to higher education, higher level apprenticeships and further study.

Section 2 – Oversubscription Criteria

In all categories students must meet the academic entry requirements for the course(s) requested which are based around GCSE and Level 2 performance.

The Sixth Form (Years 12 and 13) at Ringwood School has an overall capacity of 380 pupils. Applications from Year 11 pupils at Ringwood School, who meet the academic entry criteria, will automatically be offered places.

There will be a minimum of **30** places available for external applicants in Year 12. This is the published admission number (PAN). Places will be offered up to the PAN to students who meet the entry criteria in accordance with the oversubscription criteria, below. Additional places may be offered if fewer of the School's own Year 11 students progress to the Sixth Form, up to the overall capacity of the sixth form.

The overall capacity of the Sixth Form will also be determined by the capacity of individual courses.

The School will consider first all those applications received by the published deadline. Late applications (those submitted after the published deadline) will be considered after all on time applications unless exceptional circumstances merit earlier consideration.

If a subject is oversubscribed or the number of external applications exceeds the capacity of the Sixth Form the following criteria will be used:

- i. Students who are looked after by a local authority and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. (see definitions a)
- ii. Students who have special medical needs supported by written information from a registered health professional, which make it important that they attend Ringwood School.
- iii. The children of teachers and support staff with at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage.(see definition b)
- iv. Students who have a sibling attending Ringwood School at the time of admission (see definition c).
- v. Applicants who live closest to the Sixth Form (based on the post code of the student's home address and that of the school to calculate the distance) (see definition d).

Section 3 - Entry Requirements

The entrance requirements for all courses to include A-Level, Vocational and other courses are reviewed on an annual basis and are published in the Sixth Form Prospectus.

Students failing to meet entry requirements may still be admitted to courses if teachers consider that individual circumstances (such as illness) led to unexpected underachievement at Level 2. These are on a case by case basis and can be classed as 'exceptional'.

If there is insufficient student demand to make a particular course financially viable, the course may not run. Some courses may require students to attend after-school lessons, beginning at the end of the normal school day.

All applicants' first choice subjects i.e. those marked 1 on the Application Form will be satisfied whenever possible. Where this is not possible applicants will be informed and second choice subjects will be offered.

Group sizes in some practical subjects will be limited for reasons of health and safety.

Section 4-Extraordinary Cases

Where a student has been unable to complete six GCSE qualifications (either due to medical reasons or due to the fact that their school does not enter students for GCSEs) it will be at the discretion of the school whether to offer a place. An interview will be required and where appropriate it will be necessary to show a portfolio of work.

Section 5- Information from Parents and Students

If parents or students provide information in order to secure a place which subsequently proves to be false, the governors reserve the right to withdraw the offer of a place. A school report together with any other relevant documentation and proof of GCSE results (or equivalent) will be required from applicants who did not attend Ringwood School in Year 11.

Section 6- In-Year Admissions

The Sixth Form team, in consultation with governors as needed, will manage all admissions to the Sixth Form during the academic year. Admissions will be restricted by group size for practical subjects. Entry to courses will depend on suitability for the course, previous examination success and compatibility as determined by examination board requirements.

Section 7 – The Right to Withdraw a Place:

The School withholds the right to withdraw a place in sixth form following an absence of 20 consecutive days.

Section 8- Entry in to Year 13

Students who have completed Year 12 at Ringwood School can only enter Year 13 if they have successfully passed the Yr13 Entrance Exams to the stated (and published) standard. Students must pass at least 3 courses to qualify as a full time student and progress into Yr13.

Section 9– Right to Appeal

If an application to the school has been unsuccessful, the parents of students and /or the student themselves has the right to appeal to an independent admissions appeal panel. Parents who wish to exercise this right should do so in writing within 15 school days of receiving the letter indicating that a place has not been offered. The letter should be addressed to the Clerk of the Admissions Panel at the school.



Section 10 – Definitions

- (a) This criterion provides priority for children who are (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). Previously looked after children are those that were previously looked after but immediately after this point became subject to an adoption, arrangement or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a “special guardianship order” as an order appointing one or more individuals to be a child’s special guardian (or special guardians). This category includes previously looked after 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. These children are referred to as internationally adopted previously looked after children (IAPLAC). This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. A child is regarded as having been in ‘state care outside of England’ if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- (b) “Staff” includes all those on the payroll of the school. “Children of staff” refers to situations where the staff member is the natural parent, the legal guardian or a step parent.
- (c) “Sibling” refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses. Criteria 4 includes children, who at the time of application, have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.
- (d) The child’s permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.
- (e) The school’s catchment area can be viewed on the Hantsweb website (<https://www.hants.gov.uk/educationandlearning/findaschool/schooldetails?dfesno=5403>)