

SIXTH FORM ADMISSIONS POLICY 2025-26

Highcliffe Sixth Form admit students already on roll at Highcliffe (internal applicants) and students on roll at other schools (external students). Internal Highcliffe students meeting the academic entry criteria will be offered a place. The Sixth Form can accommodate 145 students in a Year Group, including externals.

The PAN for external students is 40. If more than 40 external applicants meet the academic entry criteria the oversubscription criteria described below are applied.

Academic Entry Criteria

Students progressing into the Sixth Form will need to meet entry requirements. These requirements will vary depending on the course/s chosen.

Although these are standard realistic requirements, each student will be looked at individually and acceptance on any given course will take into consideration the proven ability, career aspirations and evidence of a positive attitude of the individual concerned.

Some courses may require higher levels of qualification than those set out below, to ensure that students do not embark on a course they will be unable to complete. Students are advised to check the individual course description for any such requirement as listed in the Sixth Form prospectus.

We accept external applications from students wishing to transfer from another institution and make 40 spaces available to external candidates.

| Minimum Entry Criteria – September 2025 |
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| <p>GCSE Mathematics Grade 5 or above An English GCSE Grade 5 or above Plus 4 other GCSE Qualifications at grade 4 or above (Maximum of two equivalents at Level 2 Merit or above)</p> |
| Some courses require a higher level of entry criteria as set out below |
| <p>Applicants wishing to follow an A Level Course in Biology, Chemistry, or Physics must have attained at least a Grade 6 in a Science at GCSE.</p> <p>Applicants wishing to study A Level Mathematics must have attained at least a Grade 6 in GCSE Mathematics and those wishing to study Further Mathematics must have attained at least a Grade 7 in GCSE Mathematics.</p> <p>In the event of oversubscription of A level Mathematics, preference will be given to students who have attained a Grade 7 or higher.</p> <p>In the event of oversubscription of A Level Further Mathematics, preference will be given to students who have attained a Grade 8 or higher.</p> |

Oversubscription Criteria

Highcliffe School is an Academy and as such, the Governing Body is the Admissions Authority. They are also responsible for the admission arrangements for the Sixth Form entry.

The policy set out below explains the procedure for entry into the Sixth Form at Highcliffe School.

1. Where all parental preferences for places at the school can be satisfied, all external students seeking a place who have met the academic entry criteria will be admitted.
2. Where there are too few places available to satisfy all preferences, places will be allocated according to the following priority order:
 - a. Students who are looked after by a local authority, or a child who was previously in the care of a local authority, but immediately after being looked after became subject to an adoption, residence or special guardianship order. (*see footnote iii*)
 - b. Students living within the school's catchment area and who will have a sibling(s) attending the school at the time of admission (*see footnote iv*)
 - c. Children of members of staff, who have worked at Highcliffe School for a minimum of two years or have been recruited/retained to fulfil a skill shortage. (*see footnote v*)
 - d. Students living within the school's catchment area *
 - e. Students living outside the school's catchment area who have a sibling(s) attending the school at the time of admission (*see footnote iv*) *
 - f. Students living outside the catchment area *

*on the basis of the child's closeness to the school (defined by straight line measurement using a Geographical Information-based system which identifies an Easting and Northing for the home address and the school building and calculates the distance between the two locations)

3. Where too few places are available to satisfy preferences of all who meet the entry criteria, or within any of the priority order categories listed above, places will be allocated on a scale of exceeding/meeting the academic entry criteria
4. In the event that the Governing Body is unable to distinguish between applications, despite applying the priority categories above, a person who is independent of the Governing Body will draw lots to determine the final place(s).

Footnotes iii) iv) and v) please see Explanatory Notes for main school admission

Admission of Children outside Normal Age Groups

If a parent expresses an interest in applying for admission outside of the normal age group, they should contact the School to discuss their options in the first instance. After discussion with the School, if the parent wishes to pursue an application for admission outside the normal age group they will be asked to submit the standard application form but to forward a request to consider their child being educated outside their normal year group, along with any supporting evidence, to the school via admissions@highcliffeschool.com. Reasons for the request being made should be clearly set out.

Supporting evidence may include, but is not limited to:

- A letter from Headteacher of current school confirming the child's current year group and reasons for child being outside normal year group.
- Reports and assessments from the child's current school, where this is available
- Existing professional reports and assessments e.g. educational psychology reports from the Local Authority where these are available
- Health information
- Other relevant information and documentary evidence

Schools are not legally required to admit students out of age. Highcliffe School is its own Admissions Authority and the final decision on whether to allow delayed or accelerated entry lies with the School after full and careful consideration. The decision will be communicated in writing outlining the reasons for it.

If the application is approved, any existing application will be cancelled, and parents should re-apply the following year (for delayed entry) or make an in-year application (for accelerated entry) within the published timeframes. At no point will offers be held in two year groups. Any applications made following this approval will not be given special priority over other applications in that year as the usual oversubscription criteria will apply. If the application is not approved, parents should note that although they have a statutory right to appeal the general admission decision, this right does not extend to the decision to admit out of age group.

Highcliffe School Governing Body 2024

