



SIR THOMAS RICH'S

Admissions Policy for Sixth Form Entry 2025/26

This Policy was drawn up in accordance with the Department for Education School Admissions Code, December 2014. It will be reviewed annually.

Approval Date:

Status: Statutory

This policy has been drawn up in accordance with the School Admissions Regulations 2012 and School Admissions Code 2021.

Responsibility: Sir Thomas Rich's ("School") became an Academy on 1 October 2010 and at that point the Governing Body of the Academy became the admission authority for the School. The Full Governing Body reviews the policy annually after public consultations through the Local Authority.

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1. Application Process

The School normally holds a Sixth Form Open Evening each January/February. The date is published on the School website, is advertised in the local press, and is also available from the School office. There is an online Sixth Form application process accessed through the School website with details provided at the Open Evening. Paper forms may also be obtained from the School office. The closing date for applications is stated on the application form. It is normally two weeks after the Open Evening.

Applicants are required to achieve the necessary GCSE grades (see *Admission Criteria*) and conditional offers are made subject to there being capacity in each subject (see *Over-Subscription*). An acknowledgement letter containing the conditional offer is sent as soon as possible after receiving the application.

To confirm their Sixth Form place applicants should provide the School with **their GCSE results** (external applicants only) and **Confirmation of Entry Form** no later than **17:00 on GCSE Results Day** (the method for this submission will be confirmed to all applicants in advance of GCSE results day).

On-time applicants who have met the entry requirements for their stated subject choices, and where there is capacity in each subject, will be offered a place and an email or letter will be sent in confirmation. Applicants who

provide their results after the deadline above will be treated as Late Applicants (See 5.) Applicants who do not submit their results will be deemed to have withdrawn their application. If the applicant has failed to meet the School Sixth Form Entry requirements a rejection letter or email will be sent by the end of August. However, should the applicant meet the Sixth Form School Entry Requirements but not the subject minimum entry requirement he/she will be offered the reserve choices on their application (subject to entry requirements and capacity in each subject).

2. Admission Number

In addition to students from our own Year 11, we admit a further 90 students from other schools to our Year 12. In school admissions terms, this number for external students is referred to as the published admissions number (PAN). We are allowed to exceed this number, but we will only do so for a student who achieves our admission criteria and if there are places in the subjects the student wishes to study. (see *Over-Subscription*).

3. Allocation of places

Immediately after the closing date for applications we calculate the number of students who have applied for each subject. The number of sets for each of these subjects is then determined, to ensure reasonable set sizes. We are constrained by our teaching capacity and by the availability of specialist rooming in each subject. The maximum set size is normally 25 students. This may vary according to Health and Safety and curriculum considerations. However, if a subject area is full but places still exist in the Sixth Form overall, prospective students will be offered suitable alternative courses if they meet the entry requirements of those subject areas. For the avoidance of doubt, allocation of a place in the Sixth Form is not a guarantee of a particular course of study.

4. Over-Subscription

Over-subscription can occur where more students apply for a particular subject than we have capacity to accommodate i.e. we cannot reasonably provide sufficient sets because we do not have the teaching capacity and/or specialist rooming for that subject.

If more than 90 **external** students wish to take up places in our Sixth Form we shall accommodate them provided there is capacity in the subject teaching sets. In the event of over-subscription, after the admission of pupils with a Statement of Special Educational Needs or an Education Health and Care Plan where Sir Thomas Rich's School is the named school on the statement or plan, we shall make places available in order of priority to:

- a. **qualifying pupils who are a 'looked after child' (LAC) [1] or a child who was previously looked after (PLAC)** but immediately after being looked after became subject to an adoption [2] child arrangements order (residency order) [3] or special guardianship order [4], or an 'internationally adopted previously looked after child' (IAPLAC) [5].

[1] 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

[2] This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

[3] Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

[4] See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

[5] This also includes children who appear to the School to have been in state care outside England and ceased to be in state care as a result of being adopted.

- b. **qualifying Pupil Premium pupils;** Students attracting Pupil Premium are those who have been registered for free school meals at any point in the six years to 1 September 2024. The School will require independent

and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority. The School will make such enquiries as are necessary of GCC (or the relevant Local Authority) as to the entitlement of any student who has qualified.

- c. qualifying** pupils who have achieved the highest GCSE profile (i.e. the best grades in that subject and related subjects). We do not include “GCSE Equivalent” qualifications.

For the avoidance of doubt, the above oversubscription process applies to external students only.

Our protocol in the event of oversubscription is as follows:

- We will offer places to qualifying internal candidates and the top 90 external, on time, applications based on the points total of their best 8 GCSEs.
- Places on individual courses will be subject to maximum class sizes with oversubscription criteria based on giving preference to those students who opted for the subject prior to the results day, and then ordered by the grade in a related subject, and the points total of the best 8 GCSEs.
- For qualifying external candidates outside of the top 90 the School may be able to offer a place if there is space on the selected courses, or if a modified course offer (including reserve choices or a reduced number of options) is possible.

5. Late applications

The School will endeavour to accommodate qualifying late applicants.

6. Underage and Overage applications

Those pupils who apply underage and meet the School Entry requirements will be offered a place. They may if they wish defer entry until they are 16 years of age although they must ensure that they remain in full time education during the intervening period. Applications must be lodged in accordance with the process set out above. Overage applicants will be determined by the Governors Admissions Committee on a case-by-case basis.

7. Appeals Procedure

If an applicant is not offered a place, he or she (and/or their parent / carer) has a right to appeal to an independent appeals panel against the School’s decision. To do so they should contact the Admissions Officer at the School who will provide the necessary information and guidance. Any appeal should be made within three weeks from the date of the letter sent by the School informing the student of the outcome of their application. Appeals will be heard within 30 school days of confirmation of results.

For the avoidance of doubt, a successful appeal is not a guarantee of a place on a particular course of study, and a subject offer will be based on subject entry requirements being met and capacity in each subject.

8. Complaints

If an applicant has a complaint about the way in which an appeal hearing is conducted, he/she should contact the Education and Skills Funding Agency (ESFA).

9. Admission Criteria

We admit students for the Sixth Form where academic demands are significantly higher than for GCSE. It is our experience that students who do not meet the criteria below will find the courses difficult and they are likely to

struggle to make satisfactory progress. In order to be eligible for entry to Sir Thomas Rich's Sixth Form students should have the following qualifications:

- A minimum points score of 52 across a student's best 8 GCSEs results. The points value for each of the 8 grades is derived from the numerical results of the GCSE. (For example 9=9, 8=8, 7=7, etc). (A short course GCSE in Religious Studies, taken in Year 10, at grade 7 or above would count as a full GCSE). Other short course GCSEs do not count towards the full GCSE requirements.) iGCSEs will be treated as equivalent to GCSEs.
- Mathematics and English Language GCSE each at grade 5 or above.

Pupils who were in receipt of Pupil Premium (Ever 6) in Year 11 who have failed to meet the general Sixth Form entry criteria will have their applications considered by an admissions panel. This panel will be made up of at least three members of senior staff. If they have met the minimum entry requirements for their chosen subjects (listed below) a place will be offered.

For applicants who have met the above criteria, there are minimum entry requirements specified for each A Level course, which are set out in the Sixth Form Prospectus. The Prospectus is available at our Open Evening, from the School Office and also published on the School website. The same course requirements apply to both internal and external applicants.

10. Fraudulent Applications

A place will be withdrawn if it is offered in error or if it is established that the offer was obtained through a fraudulent or intentionally misleading application.