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	Effective Date: 01/01/2023	Version No: 1.9


ADMISSIONS POLICY SIXTH FORM 2024/25 FOR ENTRY IN YEAR 12

Originator	Admissions Manager
Persons Consulted	Head Master, Bursar
Approved by	FGB
Next Review	December 2023

Revision No	Effective Date	Summary of Revision	Reviewed		Approved/Noted	
			By	Date	By	Date
v1.0	1 Aug 2014	New Policy	SMT	15.08.14	FGB	15 Sep 2014
V1.1	1 Aug 2015	Updated fees and deposit	SMT			
V1.2	1 Aug 2016	Updated fees and deposit	SMT			
V1.3	1 Aug 2017	Updated fees	SMT			
V1.4	1 Aug 2018	Updated fees	SMT			
V1.5	1 Aug 2019	Updated fees and deposit	SMT			
V1.6	1 Dec 2019	Updated fees and addition of policy document annual review	SMT	02.12.19	FGB	2 Dec 2019
V1.7	1 Jan 2020	Updated fees	SMT	25.02.20	FGB	25 Feb 2020
V1.8	1 Jan 2022	Review – no changes	Bursar	02.12.21	FGB	2 Dec 2021
V1.9	25 Nov 2022	Review – no changes	Bursar	28.11.22	FGB	1 Dec 2022

POLICY DOCUMENT REVIEW

This Policy document is subject to a periodic review by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year.

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Holyport College reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

INTRODUCTION

The admissions policy for Holyport College will operate in accordance with the Schools' Admissions Code, the School Admissions Appeals Code and education law. The school's admissions policy will seek to be fair and transparent. In line with other maintained schools, the Governing Body will be the Admissions Authority for Holyport College. Information about Holyport College will be available through the website and through the Prospectus. Normally prospective parents and students will have the opportunity to visit the school prior to the application deadline.

Holyport College offers day places without reference to the gender of the applicant and this is also the case, as far as is possible, for boarding places. However, the school is not obliged to admit any student as a boarder if accommodation appropriate to his/her gender is not available.

Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, Holyport College will not admit any child as a boarder unless they have satisfied the school that they are suitable to board.

ADMISSION NUMBERS

Holyport College welcomes applications from external candidates for entry as a day or boarding student. The number of places available will vary from year to year and will depend on the number of offers made to internal candidates.


Sixth Form Day Places

There are a total of 58 day places, drawn from both internal and external candidates, available for entry to the Sixth Form.

Holyport College may exceed the number of day places if the preferred courses of study are not oversubscribed and the candidate has met all the entry requirements.

Sixth Form Boarding Places

There are up to 80 boarding places available in the Sixth Form across Years 12 and 13.

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ENTRY REQUIREMENTS

Holyport College Sixth Form offers two-year linear A level courses and does not offer vocational courses. Applications for entry in Year 12 are made directly to Holyport College.

The Minimum Qualifying Standard (MQS) for admission to the Sixth Form is based on an Average Points Score (APS), which will be an average of the best 8 GCSE subjects taken.

Candidates are required to have a minimum APS of 6.00 across their best eight GCSE subjects, and a minimum of grade 6 & 5 in English and Maths in any order if not included in the APS. The grade for English may come from either Language or Literature.

In addition, candidates must meet the entry requirements for each of the A level courses for which they applied. The minimum standard a student will need to achieve is expected to be a GCSE grade 7 in the subject they are planning to study at A-level. Students wishing to study an A-level subject they have not studied at GCSE should consult the subject specific entry criteria published on the College website.

The College accepts applications from students studying qualifications that are not GCSE 9-1 qualifications. Applications will be reviewed on merit using GCSE equivalence data where available.

The MQS for admission will be based on candidates' GCSE grades received on GCSE Results Day.


INTERNAL CANDIDATES TRANSFERRING TO SIXTH FORM

All students in Year 11 must apply to return to the Sixth Form by the deadline set out on the school website. These applications remain outside the Sixth Form Admissions Policy unless students also wish to change from a day to a boarding place or vice versa in which case they will need to apply as an external candidate.

ADMISSIONS PROCEDURE - DAY STUDENTS

Applications to Holyport College Sixth Form open on June 1st 2023 and will close on August 31st 2024 for entry in September 2024.

1. Any student thinking of applying to join the School's Sixth Form should attend the Sixth Form Open Evening, which will be held in the Autumn term 2023. Further details, including the Sixth Form prospectus, are available on the school website.
2. The first round of applications will close on November 17th 2023. All applicants whether internal or external, must complete the online application. Applications after this date will still be considered.
3. The School will acknowledge receipt of applications from external applicants and the current school will be asked to complete a reference. The sole purpose of the reference is to confirm the predicted grades provided by the candidate in their application form.


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4. The current school must submit this reference to us via our online application system by the stated deadline. It is the responsibility of the applicant to ensure their referee submits this reference in time for us to consider their application.
5. All applicants will receive a response from the College about their application. Applications will be ranked according to our admissions policy and those who are predicted to meet the entry criteria will be invited into the school for a discussion with a member of the Sixth Form Team. The purpose of this discussion is to ensure that the applicant's A-level choices are appropriate for their future aspirations and to ensure that applicants are aware of the entry requirements for their chosen subjects. This meeting will not form part of the decision-making process on whether to offer a place but, should the applicant fail to attend, the College may assume they are no longer interested in progressing their application and no offer will be made.
6. Successful applicants will receive conditional offer letters by 1st March 2024. Applicants are required to respond to the offer by the stated deadline.
7. Applicants receiving a conditional offer will be invited into school for an induction day in June/July 2024 when they will have the opportunity to meet their peers and teachers and to be welcomed into the Holyport College community.

ADMISSIONS PROCEDURE - BOARDING STUDENTS

Boarding applications follow the same procedure outlined above except for the following:

1. Applications will be processed after the first round closing date, November 17th 2023.
2. All applications will be ranked according to our admissions policy. Candidates applying for a boarding place in Year 12 will be invited for an interview with the school solely to assess their suitability for a boarding school education.
3. References from the candidate's current school will be taken up to help to determine whether the candidate would be able to cope with and benefit from a boarding place. References also help the College to determine if the admission of any candidate would be detrimental to the wellbeing of other boarders. The College may also seek supporting documentation from other agencies, such as the Local Authority, where appropriate. This assessment will include scrutiny of reports as above together with the outcomes from an interview which will only consider suitability for boarding and which will include an opportunity for discussion with the child in the absence of their parents or carers.
4. The applicant will also be invited to attend a discussion with a member of the Sixth Form Team. The purpose of this discussion is outlined in point 5 of the admissions procedure for day students.
5. Holyport College will inform parents whether or not their son/daughter is considered suitable for boarding as soon as possible after the interview process has been completed.

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ALLOCATION OF DAY PLACES

Conditional places will be offered on the basis of applicants meeting the criteria set out above, determined by the GCSE predicted grades provided by the school.

1. More conditional offers will be made than the number of places available. This is because some applicants given a conditional offer will not achieve the required grades or will decide to decline their offer.
2. Once a conditional offer has been made, applicants will need to achieve the MQS and enrol on GCSE Results Day with evidence of their GCSE results to guarantee their place. The procedure for this will be communicated to all offer holders by the Sixth Form Admissions Officer
3. Applicants wishing to apply after receiving their GCSE results will be considered only if the number of registered students is less than the PAN.

HOLYPORT COLLEGE SCHOLARSHIPS

Holyport College Scholarships are available for both boarding and day students. Boarders holding scholarships will be awarded a reduction in fees. Day pupils' scholarships hold no monetary value and are honorary only. The application and awarding process for scholarships are available on the school website.


OVERSUBSCRIPTION CRITERIA FOR EXTERNAL DAY PLACES IN YEAR 12

External candidates who meet the entry criteria will be offered a conditional place in the Sixth Form. Once the approximate number of internal places has been determined, conditional offers will be made to external candidates.

In accordance with the law, children with statements of Special Educational Need or Education, Health and Care Plans will be admitted to the school where the local authority has specifically named Holyport College as the most appropriate placement and the candidate has met the minimum entry requirements and specific course requirements of the College.

In the event of there being greater demand than there are places available, and after internal offers have been made, places will be allocated using the following criteria in order of priority:

1. Looked after or previously looked after children who meet the academic entry requirements.¹
2. Children of staff at the school in either of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The Governors may admit above the PAN in order to secure the best candidates for hard to recruit or residential staff.

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3. Candidates with a sibling who is also a day pupil at the school at the time of admission. The term ‘sibling’ includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the local authority.
4. Candidates eligible for the Pupil Premium²
5. Students who have been awarded a Holyport College scholarship
6. Proximity to the school. This will be measured in a straight line from the address point of the student’s house as determined by Ordnance Survey to the address point of the school.³


OVERSUBSCRIPTION CRITERIA FOR EXTERNAL BOARDING PLACES IN YEAR 12

The supplementary information form for boarding applications is available on our website at www.holyportcollege.org.uk. All students applying for a boarding place in Year 12 will be invited for an interview with the school solely to assess their suitability for a boarding school education. These interviews will be arranged as soon after the College receives the student’s application. Candidates for boarding places will be assessed to determine their suitability for boarding prior to application of the oversubscription criteria. References from the candidate’s current school will be taken up to help to determine whether the candidate would be able to cope with and benefit from a boarding place. References also help the College to determine if the admission of any candidate would be detrimental to the wellbeing of other boarders. The College may also seek supporting documentation from other agencies, such as the Local Authority, where appropriate. This assessment will include scrutiny of reports as above together with the outcomes from an interview which will only consider suitability for boarding and which will include an opportunity for discussion with the child in the absence of their parents or carers.

Holyport College will inform parents whether or not their son/daughter is considered suitable for boarding as soon as possible after the interview process has been completed. Candidates who are considered suitable for boarding will then be allocated places according to the published oversubscription criteria.

In the event of there being greater demand for boarding than there are places available to the school, places will be offered using the following criteria in order of priority:

1. Looked after or previously looked after children who meet the academic requirements.¹
2. Children of members in the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
3. Candidates with a ‘boarding need’. This includes children with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; children of other key workers and Crown Servants whose work dictates that they spend much of the year overseas. Determination of ‘boarding need’ is at the discretion of the Governing Body, which may require corroborating evidence to be provided by a person appropriately qualified to supply such evidence. In each case, it is the responsibility of the parents/carers to provide the information required to enable the Governing Body to make a determination.

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4. Candidates transferring from a day place to a boarding place at Holyport College.
5. Candidates with a sibling at the school who also boards and who will still be a boarding pupil of Holyport College when the candidate takes up his/her place.
6. Students who have been awarded a Holyport College scholarship
7. Proximity to the school. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school.³

TIE BREAK FOR EXTERNAL DAY AND BOARDING STUDENTS

In the event of students meeting identical criteria in the selection process, students to be admitted will be determined by the drawing of lots.

WAITING LIST


A Waiting list will be held at the start of Year 12 and will be kept up to date by the Admissions Committee of the Governing Body. The waiting list will be held in accordance with the stated admissions oversubscription criteria. Late applications may be added to the waiting list dependent on the criteria they fulfil. This means that positions on the list may change over time. The College does not consider it in the best interests of students for them to commence their Sixth Form studies later than three weeks after the start of the academic year. Students are not normally admitted into Year 13.

APPEALS PROCESS

Parents whose applications for places are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. All appeals should be lodged within one month of receiving notification that an application has been unsuccessful.

The Appeal Panel will be independent of Holyport College. The determination of the Appeal Panel will be binding on all parties. The appeals process is independently administered and clerked by RBWM. Full details of the procedure will be available from RBWM Democratic Services.

¹ Looked after and previously looked after children will be considered to be: i) children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), eg fostered or living in a children's home, at the time an application for a school is made; and ii) children who have left care

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through adoption immediately following having been looked after (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

² The following pupils attract the Pupil Premium: children registered as eligible for free school meals or who have been registered as eligible for free school meals at any point in the last six years; or children who have been looked after by a local authority for one day or more. In addition, the following pupils attract the Service Premium and are also eligible for admission under the Pupil Premium admission priority: children whose parent(s) are serving in the UK armed forces or who are serving in the armed forces of another nation and are stationed in England.

³ Distance from home to school is measured in a straight line from a single fixed point in the centre of the home address to the main entrance of the school on the Ascot Road. If more than one applicant lives in a multi- occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest