 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

ADMISSIONS POLICY

Originator	Headteacher
Persons Consulted	Curriculum Committee
Approved by	FGB
Next Review	December 2025

MAIN SCHOOL ADMISSIONS POLICY 2026/27 FOR ALL YEAR GROUPS

1. INTRODUCTION

1.1 Holyport College is a boarding and day school for boys and girls aged 11 to 19

1.2 The admissions policy for Holyport College will operate in accordance with the Schools' Admissions Code, the School Admissions Appeals Code and education law.

1.3 Holyport College is an academy and therefore its own admissions authority.

1.4 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.


Paragraphs 2 to 7 relate only to Year 7 admissions

2. YEAR 7 ADMISSION NUMBERS

2.1 The published admission number (PAN) for the school will be 88 students entering Year 7.

Entry in 2025/26	Year 7
Boarding	24
Day	64

2.2 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.

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

3. YEAR 7 ADMISSIONS PROCESSES FOR ALL STUDENTS

3.1 Students entering the school at Year 7 will comprise boarding and day students and admission will be entirely separate for each type of place. It will be permissible for separate applications to be made for a student for a boarding and a day place in the same admissions round, but this will involve two separate simultaneous applications and preference for a day or boarding place must be stated.

3.2 Children with an Education, Health and Care Plan (EHCP) will be admitted under a different process. In the first instance parents of children with EHCPs should contact their Special Educational Needs (SEN) case worker or Home Local Authority who administer the process. If parents have a preference for Holyport College they can request that their Home Local Authority names Holyport College on their EHCP. If then, following consultation with the College, the local authority determines that the College is suitable for the young person's age, ability, aptitude and SEN, and that their admission is compatible with the efficient use of resources and the efficient education of others, Holyport College will be named on their EHCP. Students with an EHCP, where Holyport College is the named school, will be allocated a place.


3.3 The College normally admits students into their chronological year group. However, where there is a compelling educational, developmental or social reason why a student should be educated out of his/her chronological year group, the Headteacher may use his discretion to permit an application for admission on behalf of a candidate who is over or under the normal age for his/her year group. The support of the candidate's present school is normally required in order to establish that the candidate is "due to transfer" under the School Admissions Code.

4. YEAR 7 ADMISSIONS PROCESSES FOR BOARDING STUDENTS

4.1 Holyport College welcomes applications for boarding places in Year 7. Applicants should apply by filling in the boarding applications form on the College website. Boarding Applicants should also apply for a 'Holyport College Boarding Place' using the common application form on their Home Local Authority's website. Where this is not possible, for example overseas applicants, an email explaining this should be sent to admissions@holyporthcollege.org.uk. The deadline for 'on time' applications is 31st October prior to the proposed year of entry.

4.2 Following the deadline for 'on time' applications, all students applying for a boarding place will be invited for an assessment with the school solely to determine their suitability for a boarding school education. References from the candidate's current school will be taken up to help 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.

4.3 Following the 'extended deadline date for exceptional applications which were received after the closing date', set by The Royal Borough of Windsor and Maidenhead (RBWM) and usually in late November or early December, the College will apply its oversubscription criteria for boarding applicants. At this point the College will write to parents of boarding applicants indicating whether or not a place will be offered. If the College indicates the future offer of a place cannot yet be

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

confirmed, parents will be informed of the reasons. Where the reason is related to the oversubscription criteria, parents will be provided with information that will help them determine the likelihood of a place being offered at a later stage in the process.

4.4 Formal offers will be received from each candidate's Home Local Authority on the first working day in the March of the proposed year of entry.

4.5 A boarding place at Holyport College will be confirmed on receipt of the boarding deposit which must be made by the second Monday in March or within two weeks of an offer being made whichever is later. Parents also need to accept the offer of a place directly with their Home Local Authority within two weeks of the offer being received.

4.6 Parents should not apply for a boarding place for their son/daughter unless they are prepared to take up and pay for a boarding place if offered. It should be noted that the allocation of a boarding place at Holyport College will mean that no other place can be offered at any state school as part of the co-ordinated admissions arrangements.


5. ALLOCATION OF BOARDING PLACES IN YEAR 7

4.1 To be admitted to the School as a boarder, pupils must have full United Kingdom nationality or other approved residential status in the United Kingdom.

4.2 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. Candidates who are considered suitable for boarding will then be allocated places according to the published oversubscription criteria.

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

- i Looked after or previously looked after children (see Appendix B).
- ii 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.
- iii Children 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.
- iv Children transferring from a day place to a boarding place at Holyport College.
- v Children who meet the criteria for and have been offered a Holyport College bursary or scholarship.
- vi Children with a sibling³ at the school who also boards and who will still be a pupil of Holyport College when the candidate takes up his/her place.

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

- vii Children who are eligible for the Pupil Premium (see Appendix B) and who have funding for boarding secured by an external charitable foundation. To be considered under this criteria, parents need to make the College aware of this before 15 November and funding must be in place by 20 January in the proposed year of entry.
- viii Remaining boarding places will be allocated on the basis of a random lottery conducted by the College under the supervision of an independent person.

6. YEAR 7 ADMISSIONS PROCESSES FOR DAY STUDENTS


6.1 Holyport College welcomes applications for day places in Year 7. Applicants should apply for a ‘Holyport College Day Place’ using the common application form on their Home Local Authority’s website. The deadline for ‘on time’ applications is 31st October prior to the proposed year of entry.

6.2 Any offers will be received from each candidate’s Home Local Authority on the first working day in the March of the proposed year of entry.

7. ALLOCATION OF DAY PLACES IN YEAR 7

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

- i. Looked after or previously looked after children (see Appendix B).
- ii. Children with exceptional medical or social needs, where a letter from a qualified medical practitioner or social worker supports the case in terms of a relevant medical condition supported by medical evidence or equivalent written evidence from a social worker. This category shall be determined by reference to the RBWM Guidance on how exceptional medical or social needs are to be identified. This guidance is available on the RBWM website.
- iii. 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, however any children admitted in these circumstances would not be prioritised over any children on the waiting list who are eligible for a higher admissions priority criterion.
- iv. Children eligible for the Pupil Premium such that up to 20% of children admitted within each year group are in receipt of the Pupil Premium (including children eligible for the Pupil Premium through the first four priority criteria above). The distance tie break will be used when the number of pupils in each year who are eligible for the Pupil Premium exceeds 20%.
- v. Children who live in the ‘designated area’ of the school with a sibling who is also a day pupil at the school at the time of admission. Please see Appendix A of this Admissions Policy for clarification of the Designated Area. These children will only be able to take up a sibling priority place if their sibling was admitted to the College in Year 7. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority in the same year of entry as a day pupil. There is no transfer from boarding pupil to day pupil.

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

- vi. Children who live in the ‘designated area’ of the school. Please see Appendix A of this Admissions Policy for clarification of the Designated Area.
- vii. Children with a sibling who is also a day pupil at the school at the time of admission. These children will only be able to take up a sibling priority place if their sibling was admitted to the College in Years 7 or 8. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority in the same year of entry as a day pupil. There is no transfer from boarding pupil to day pupil.
- viii. Proximity to the school for those applicants whose permanent residence is in the UK. 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.

7.2 It is not the school’s intention to split twins and other multiple-birth children. As such any twins or multiple birth children will be considered together when applying oversubscription criteria but counted individually for the PAN.

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

8. IN-YEAR ADMISSIONS (YEARS 8 TO 11)

Where applications are made to year groups outside the year of entry (Years 7), places will be offered dependent on available vacancies. In the event of there being more applications than places available, the oversubscription criteria outlined above will be applied.

Paragraphs 9 to 16 relate only to Year 12 admissions

9. YEAR 12 ADMISSION NUMBERS

9.1 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

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

9.3 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

9.4 There are up to 80 boarding places available in the Sixth Form across Years 12 and 13. Normally 40 places are allocated to each of Year 12 and Year 13.

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

10. YEAR 12 ENTRY REQUIREMENTS

10.1 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.

10.2 The Minimum Qualifying Standard (MQS) for admission to the Sixth Form is based on a Total Points Score (TPS), which will be a total of the best 8 GCSE subjects taken. Candidates are required to have a minimum TPS of 48 across their best eight GCSE subjects, and a minimum of grade 6 & 5 in English and Maths in any order. The grade for English may come from either Language or Literature.

10.3 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 (See Appendix C).

10.4 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.

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

11. INTERNAL CANDIDATES TRANSFERRING TO SIXTH FORM

11.1 All students in Year 11 must apply to return to the Sixth Form by the deadline set out on the school website.


11.2 Students in Year 11 who wish to change from a day to a boarding place or vice versa will need apply as external candidates.

11.3 Students who do not wish to change from a day to a boarding place or vice versa will be offered a place at the college without reference to the oversubscription criteria provided they meet the MQS and the entry requirements for each of the A level courses for which they applied.

12. YEAR 12 ADMISSIONS PROCEDURE FOR BOARDING STUDENTS

12.1 The supplementary information form for boarding applications is available on our website at www.holyportcollege.org.uk The closing date for the first round of applications is the 1st December.

12.2 Following the closing date for the first round of applications, 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. 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

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

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.

12.3 Usually on the same day, the applicant will also be invited to attend 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.

12.4 Holyport College will inform parents whether or not their son/daughter is considered suitable for boarding shortly after the interview process has been completed.

12.5 A conditional boarding place at Holyport College will be confirmed on receipt of the boarding deposit which must be made within two weeks of an offer being made whichever is later. The offer of a place at this stage is conditional on meeting the MQS.

12.6 All applicants who have been offered conditional places will have an appointment scheduled for GCSE results day which they are expected to attend (either in person or online) to confirm whether or not they have achieved the MQS and their acceptance of the place.


13. ALLOCATION OF BOARDING PLACES IN YEAR 12

13.1 To be admitted to the School as a boarder, pupils must have full United Kingdom nationality or other approved residential status in the United Kingdom.

13.2 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. Candidates who are considered suitable for boarding will then be allocated places according to the published oversubscription criteria.

13.3 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:

- i Looked after or previously looked after children who meet the academic requirements (see Appendix B).
- ii 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.
- iii 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.
- iv Candidates transferring from a day place to a boarding place at Holyport College.

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

- v 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.
- vi Students who have been awarded a Holyport College scholarship
- ix Remaining boarding places will be allocated on the basis of a random lottery conducted by the College under the supervision of an independent person.

14. YEAR 12 ADMISSIONS PROCEDURE FOR DAY STUDENTS

14.1 The supplementary information form for boarding applications is available on our website at www.holyportcollege.org.uk The closing date for the first round of applications is the 1st December. All applicants whether internal or external, must complete the online application. Applications after this date will still be considered.

14.2 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. 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.

14.3 All applicants will receive a response from the College about their application in January of the year of entry and those who are predicted to meet the MQS 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.


14.4 Successful applicants will receive conditional offer letters by 1st March 2025. Applicants are required to respond to the offer by the stated deadline.

14.5 Applicants receiving a conditional offer will be invited into school for an induction day in June/July 2025 when they will have the opportunity to meet their peers and teachers and to be welcomed into the Holyport College community.

14.6 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.

14.7 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.

14.8 Applicants who are not made a conditional offer will be placed on a waitlist and asked to submit their GCSE results and confirm their A Level subject preferences to the College by electronic form on GCSE results day. Some of these candidates may then be contacted by the College in the days following GCSE results day in the event that further places can be offered.

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

14.9 Applicants wishing to apply after receiving their GCSE results will be considered only if space remains after the conditional offers made prior to GCSE results day have been accepted.

15. HOLYPORT COLLEGE SCHOLARSHIPS

15.1 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.

16. ALLOCATION OF DAY PLACES IN YEAR 12


16.1 Internal candidates will be offered a conditional place in the Sixth Form. The offers will be conditional on meeting the MQS and the entry requirements for their chosen subjects. Once the approximate number of internal places has been determined, conditional offers will be made to external candidates.

16.2 In accordance with the law, children with 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.

16.3 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:

- i. Looked after or previously looked after children who meet the academic entry requirements (see Appendix B)
- ii. 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.
- iii. 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.
- iv. Candidates eligible for the Pupil Premium (see Appendix B)
- v. Students who have been awarded a Holyport College scholarship
- vi. Proximity to the school. This will be measured in a straight line from the address point of the student's house (see Appendix B).

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

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

17. APPEALS PROCESS

17.1 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.

11.2 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 at the time of writing this policy appeals were administered by Surrey County Council. Full details of the procedure available <https://www9.surreycc.gov.uk/SchoolAdmissionAppeal/AppealForASchoolPlace?dfec=8688684001&keystage=2>

18. HOLYPORT COLLEGE BURSARIES


18.1 Holyport College will consider applicants for a bursary boarding place in line with its Bursaries Policy.

19. WAITING LISTS

19.1 Waiting lists will be held for each year group and will be kept up to date by the Governing Board. 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. Waiting lists will be held for one year following the start of the academic year. Parents may specifically request that their child's name remains on the list for his/ her year group.

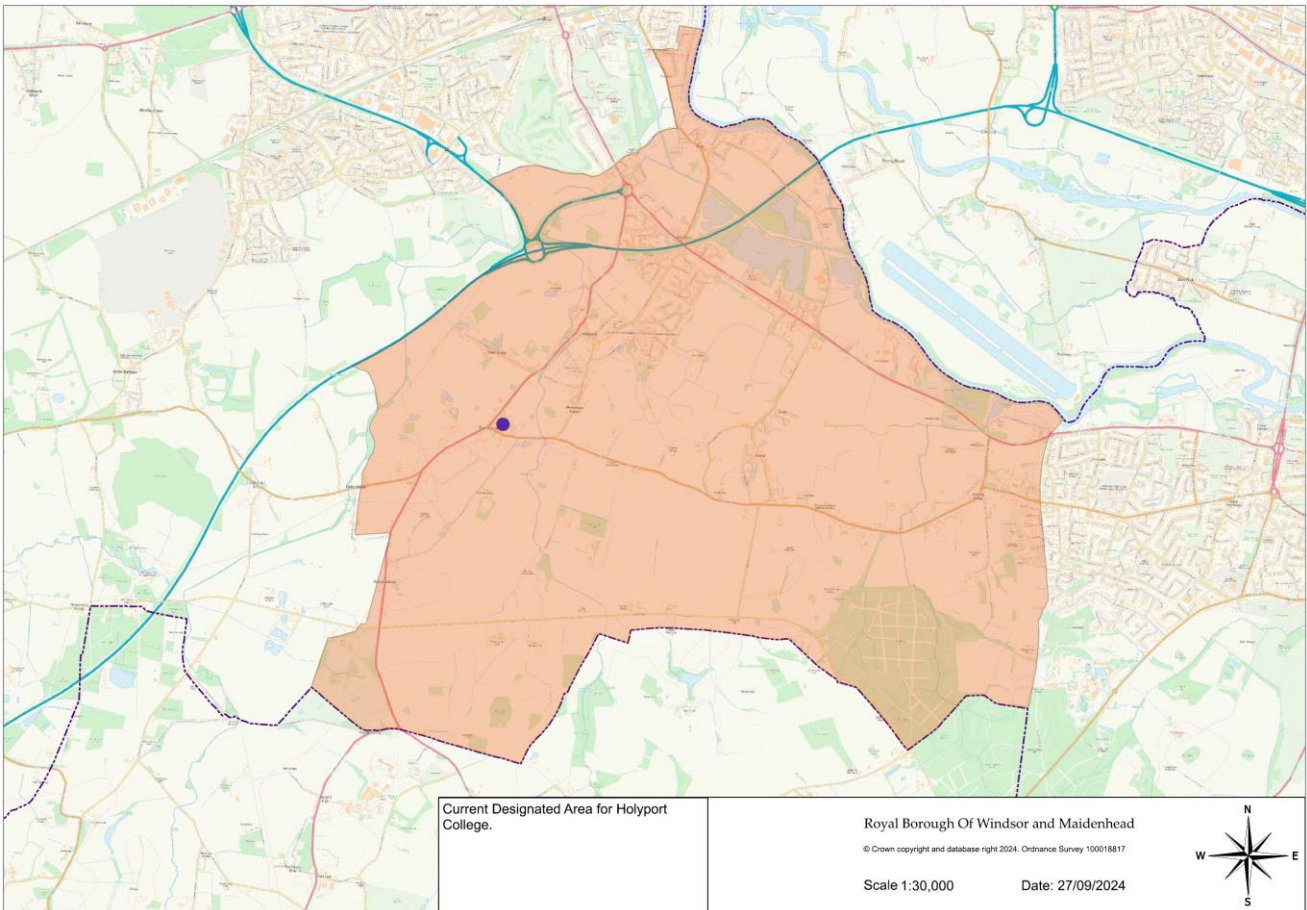
20. WITHDRAWAL OF PLACES


20.1 Holyport College reserves the right to withdraw the offer of a place where it has been offered in error or parents/carers have not responded within the time stated in the offer letter or it is found that the offer was obtained through a fraudulent or intentionally misleading application. We also reserve the right to withdraw a place after a pupil has started at the School where that place was fraudulently obtained.

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

APPENDIX A Designated Area For Admissions

The designated area follows the boundary of Bray Parish and is shown on the map below. If the Bray Parish boundary is reviewed, the boundary as at 31st October 2024 will be used for the purposes of this admissions policy.



 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

APPENDIX B

Definitions

Looked after and previously looked after children

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 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) and those children who appear (to Holyport College) to have been in state care outside of England and ceased to be in care as a result of being adopted.

Pupil Premium


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, or have at any point in the last six years, been serving in the UK armed forces or who are serving in the armed forces of another nation and are stationed in England.

Sibling

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. The sibling must be a pupil in the main school at the time of admission – sibling priority does not apply to siblings of children in the Sixth Form.

Distance from Home to School


Distance from home to school is measured in a straight line using the computerised Geographical Information System from a single fixed point in the centre of the home address to the main entrance of the school on the Ascot Road. This will then use the permanent place of residence as supplied by the Home Local Authority as part of the Pan-London Co-ordinated Admissions System. 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 numerically and/or alphabetically.

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

APPENDIX C

Sixth Form Individual Course Criteria

A Level subject	GCSE/Other requirements
Art	Minimum grade 6 in Art
Biology	Minimum grade 7 in Biology or 7-7 combined science
Chemistry	Minimum grade 7 in Chemistry or 7-7 combined science
Computing	Minimum grade 6 in Computing and Maths
Economics	Minimum grade 6 in Maths
English Literature	Minimum grade 6 in English Language and English Literature
French	Minimum grade 6 in French
Further Maths	Minimum grade 8 in Maths
Geography	Minimum grade 6 in Geography
Government & Politics	Minimum grade 6 in English and one other essay based subject
History	Minimum grade 6 in History
Maths	Minimum grade 7 in Maths
Music	Minimum grade 6 in Music
Physics	Minimum grade 7 in Physics or 7-7 combined science
Psychology	Minimum grade 6 in Biology, 6 in English and 6 in Maths
Religious Studies	Minimum grade 6 in Religious Studies or grade 6 in English Literature and one other essay based subject
Spanish	Minimum grade 6 in Spanish
Sports Science	Minimum grade 6 in PE

 HOLYPORT COLLEGE	Admissions Policy	
	Effective Date: TBC	Version No: 2.0

APPENDIX D

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. 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.

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