



Sixth Form Admissions 2024-25

Swakeleys School for Girls

Date Approved: 22nd November 2023

Date of Next Review: 12th July 2024

Control Sheet

Version number	I.1
Original date approved	22 nd November 2023
Current date approved	22 nd November 2023
Approved by	Full Governing Body
Date of next review	12 th July 2024
Status	Final
Policy owner	Kelda Stevenson, Headteacher
Policy location	G:\School\Handbook\POLICIES\Academy Trust
Target group	Staff, Governors, Students, Parents
Consultation Period	September 2023
Chair of Committee signature	Hardip Singh

Document History:			
Version	Date of review	Author	Note of revisions

1. Background

6th Form @ Swakeleys is a co-educational sixth form for 16+ students. The agreed admission number for the sixth form is 350 which is split into two year groups and further sub divided into 10 tutor groups. The admission number is subject to students selecting subjects which also have space on their course. A Level subjects should not exceed a maximum of 25 per class.

As well as our own students entering the sixth form, applications from other institutions are most welcome though applicants should be aware of the admissions criteria on page 2 of this policy. A full programme of both A Level and Level 3 courses is provided.

The requirements for each of the four pathways are included in the appendix and the requirements for individual courses are available in detail from the sixth form prospectus. We retain the right to withdraw any courses before the A Level year if student numbers are too low to make the course viable.

2. Rationale

This document sets out the admissions arrangements for the school. These arrangements will be ratified by members of the Academy Trust on an annual basis.

3. Success Criteria

6th Form @ Swakeleys has a clear and understandable policy and provides equal access to all students.

4. Objectives

To explain the process for admission to the 6th Form and to ensure the process for admissions is fair, transparent and provides equal access to all.

5. Methodology

1. Students must apply directly to the school using our online application form which will be live on the website at specified times. Application forms must be completed and submitted online by the specified deadline (approx. January)
2. Applicants will be invited to attend an interview with a member of the 6th form team (approx. February/March). Failure to attend this interview will result in withdrawal from the application process. Parents are welcome to participate in the process. Current academic performance, prior achievements, attendance, behaviour, punctuality, interests, aptitude and future education or career aspirations will form the basis of whether applicants receive a conditional offer following their interview. Consultation will be made with year 11 teaching staff and predicted grades, alongside mock results, will be taken into account during the course allocation process. Where there is a demand for a course that exceeds the number of available places, places

will be allocated based on the academic information available on the students in that subject area. Offers should be expected in May.

3. 6th Form @ Swakeleys has no predetermined catchment area and according to the law, parents of students resident both inside and outside the London Borough of Hillingdon are entitled to apply for admission for their child. Students will be admitted in the following order of priority:
 - Looked after and previously looked after children
 - Children of a member of staff
 - Students from Year 11 in Swakeleys School for Girls
 - Students from other schools with siblings at Swakeleys School for Girls. Sibling refers to a brother or sister, half brother or sister with one parent in common and an adopted brother or sister
 - Any other students. Priority may be given to students wishing to study small uptake subjects.

The published admission number of students in Year 12, given health and safety requirements, is no more than 125.

4. If admission to the 6th form is offered, applicants must follow the acceptance procedure by the specified date (approx. May) and attend any compulsory induction days (approx. June). Failure to complete either of these steps may result in students' offer of admission being withdrawn. Applicants will receive written confirmation of such a withdrawal of a place.
5. On the day that students receive their GCSE results, applicants must complete the enrolment process by contacting the 6th Form to confirm their place (Approx. August). Failure to complete this step may result in an applicant's offer of admission being withdrawn. Applicants will receive written confirmation of such a withdrawal of a place.
6. Where an applicant's GCSE results do not meet the entrance requirements for their chosen pathway or subjects, applicants may be provided with an alternative pathway or combination of subjects.
7. Where applicants have failed to achieve a grade 4 in English and/or Maths they will have the opportunity to study these subjects over the course of their sixth form at Swakeleys.
8. The school will rely upon the information contained in the application form for admissions and if it transpires that any information is false or misleading in any way whatsoever, then the school reserves the right to:
 - withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school provided that the pupil has not completed more than one term at Swakeleys School for Girls
 - pursue their legal rights against parent(s)/carer(s) making such false claims and this will include seeking compensation for loss or expense incurred by the school

in rejecting an application due to false or misleading information having been given

6. Appeals

- If you meet the criteria above, have applied for, but not been offered, a place for your son/daughter at the school you have the right to lodge an appeal with the Governing Body.

7. Entry on to Year 13 Courses

A Level students will generally pursue four AS Level courses in Year 12 and continue three of these at A2 Level in Year 13. In order to enter on to the A Level year of any course, the student should achieve at least a grade D at AS level. In addition, they should have a minimum attendance of 95% throughout the year.

8. Evaluation

This policy will be evaluated annually as part of the school cycle of self -evaluation, led by the Headteacher.

9. Review

The policy will be reviewed by the Curriculum Committee of the Governing Body annually, who have ultimate responsibility for this policy. They will review the policy as part of their cycle of reviews for which they are responsible.

APPENDIX – Entry Requirements

Academic Requirements:

To study AS Level subjects (or a combination of AS subjects and BTECS) we expect a student to achieve a minimum of five GCSE grade 5s or above.

To study BTEC subjects only we expect a student to have achieved a minimum of four GCSE grade 4s or above.

General Requirements:

We require that students have 95% attendance in Year 11 (excluding known medical conditions/ exceptional circumstances) and an excellent behaviour record.

Subject Specific Requirements:

Subject	GCSE minimum grade
AS LEVEL	
Art and Design	Art Grade 5
Art and Fashion (Textile Design)	Art Grade 5
Biology	Science - 7-6, Maths 6 & English 5
Business	Maths 5 & English 5
Chemistry	Science 7-6, Maths 6 & English 5
Computer Science	Maths 6, English 6 & Computer Science 7
Economics	Maths 6 & English grade 6
English Literature and Language	English 6-5
English Literature	English 6-5
Geography	Geography 5
History	History 5 (if studied) & English 5

Mathematics	Mathematics 7 – students must also pass an entrance exam sat on Induction day
Mathematics - Further	Mathematics 8
Media Studies	English 4
MFL (French or German)	Grade 7 in the chosen language
Photography	Art 5 desirable
Physics	Science - 7-6, Maths 6 & English 5
Politics	English 5 & study of history at GCSE desirable
Psychology	Psychology 5 (if studied), English 5, maths 5 & science 5
Religious Studies	English 5 (RE 5 is also desirable)
Sociology	Sociology 5 (if studied) English 5
LEVEL 3 BTEC	
Childcare (Ext Certificate)	4 GCSEs at 9-4
Health & Social Care (Ext Certificate or Diploma)	4 GCSEs at 9-4