



Admissions Policy 6th Form @ Swakeleys

Swakeleys School for Girls

Date Approved: Autumn Term (20 November 2024)

Date of Next Review: Autumn Term 2025

Reviewed November 2024 and ratified by the full governing body on

Control Sheet

Version number	1.1
Original date approved	TBC
Current date approved	TBC
Approved by	Acting Chair of Trustees
Date of next review	
Status	Draft
Policy owner	Headteacher
Policy location	G:\School\Handbook\POLICIES\For Ratification
Target group	Staff, Trustees
Consultation Period	Shared with all staff for comment.
Chair of Committee signature	

Document History:			
Version	Date of review	Author	Note of revisions
1.1	Autumn 2024	RH	

Admissions Arrangements for 6th Form @ Swakeleys 2024 - 2025 Academic Year

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.

We retain the right to withdraw any courses before the A Level year if student numbers are too low to make the course viable. These decisions may take place at any time prior to the start of the academic year.

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 Friday 10th 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, attendance, behaviour, punctuality, 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 April.

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.

Reviewed November 2024 and ratified by the full governing body on

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 Education 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.

Reviewed November 2024 and ratified by the full governing body on

APPENDIX – Entry Requirements

A level pathway

3 A level subjects (or a combination of A level and AAQs)

Minimum entry requirement of 5 Grade Fives at GCSE level, including one of either English Lang or Lit.

Students with a GCSE APS of 7 or above will have the option of studying 4 A levels.

All students studying Further Maths will be required to choose 3 additional subjects. Students of Further Maths will sit the AS examination and may drop one subject at the start of Year 13.

Individual subject requirements must also be met (see appendix).

Vocational Pathway

2 or 3 AAQs (or equivalent)

Minimum entry requirements of four 9 – 4 grades

General Requirements

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

If you do not have the qualifications for a specific pathway due to exceptional circumstances you will need to mention this in your 6th Form interview.

All offers on courses will be subject to necessary student numbers. We reserve the right to cancel courses.

APPENDIX - COURSES: AN OVERVIEW

Summary of Subjects Offered for September 2025 start

You may select from the A level/BTEC subjects depending on your Pathway.
You can choose from the subjects listed below.

A Level Subjects

Art and Design
Art and Fashion (Textile Design)
Biology
Business
Chemistry
Computer Science
Economics
English Language and Literature
English Literature
Film Studies
Geography
History
Mathematics and Further Mathematics
Media Studies
Modern Languages: French & German
Photography
Physics
Politics
Psychology
Religious Studies: Philosophy and Ethics
Sociology

Level 3 AAQ

Childcare
Health and Social Care

AS Level subjects

Extended project qualification
Further Mathematics

If numbers are too low and courses are not viable they will not run.

In addition: GCSE retakes in English or maths are compulsory for those students who have not achieved a grade 4 or higher.