



WOODBRIIDGE HIGH SCHOOL

Sixth Form Admissions Policy

Admission to the Sixth Form at Woodbridge High School is managed by the school in accordance with the Department for Education (DfE) School Admissions Code and the law relating to admissions.

All students are welcome to apply for the Sixth Form at Woodbridge High School. Applications must be made using the online application form which can be found in the Sixth Form area of the school website. Applicants must adhere to the published deadlines.

The capacity for the Woodbridge Sixth Form is 500 (250 in each year group).

Admission to the Sixth Form

Admission to the Sixth Form will be from:

- Students in Year 12 at Woodbridge High School who are completing a one-year course.
- Students in Year 11 at Woodbridge High School (Internal students)
- Students in Year 11 from other schools (External students)

The Published Admission Number (PAN) for external students is 50.

All students must apply to Woodbridge Sixth Form and entrance will be based on the published criteria in the Course Information Booklet. All internal applicants will have a meeting to ensure subject choices are appropriate and available. External applicants are required to obtain a reference. An admissions meeting will take place subject to the reference. All offers are subject to published criteria.

Minimum Entry Requirements

Students seeking admission to the Sixth Form must achieve the required grades and points score for the courses they have selected. The minimum entry requirements and the subject-specific grade requirements can be found in the Sixth Form Prospectus on the school website. Students should be aware of the requirements for each pathway and each course prior to application.

Timeline of Admissions

All students must apply by the published deadline. This can be found in the Course Information booklet. The school will meet with all internal applicants and arrange school visits for external applicants followed by an admissions meeting as required.

Students undergo enrolment in August to confirm their place. Enrolment will take place on GCSE Results Day and the following days. Enrolment will take place online for the majority of students. Students may be invited to a meeting to discuss their enrolment.

Late applications

Students must make an enquiry to join the Sixth Form no later than GCSE Results Day. The school will aim to complete the enrolment process for all students in time for the start of the new academic year.

Oversubscription Criteria

Where the number of eligible applicants for a place in the Sixth Form, or a place on a particular course, exceeds the places available then admission will be considered according to the following oversubscription criteria in order of priority:

1. Looked after children, or children previously looked after but became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social service functions (see section 22(1) of the Children Act 1989)
2. Internal Year 12 students completing one-year courses who meet the entry requirements.
3. Internal Year 11 students who meet the entry requirements.
4. External Year 11 students who meet the entry requirements. Where there are more external applications than places available, applicants will be ranked according to their Total Points Score based on their GCSE grades.
5. Internal Year 11 students who do not meet the entry requirements.

It should be noted that offers are made on condition that the information received by the school is accurate. If, at any stage, this is proved to be otherwise, the offer of a place may be withdrawn. In the case of a fraudulent application, the local authority has the power to prosecute.

Appeals against Admission Decisions

Should admission to the Sixth Form be refused, applicants will be provided with details of the statutory appeal procedure. Both the applicant and their parent may submit an appeal.

1. The School Standards and Framework Act 1998 (as amended) allows parents to appeal against any decision made by, or on behalf of, Redbridge Education Authority about the school at which education is to be provided for a child.
2. Every effort will be made to meet parental preferences and no appeal to any appeal panel may be lodged before the Authority has made a firm decision. Parents will, where this decision is not in accordance with their preferences, be informed of the date by which they must lodge their appeals.
3. Repeat appeals in the same academic year, for the same school, will not be considered unless there have been significant and material changes in circumstances relevant to the application.
4. The Authority will implement the decisions of the appeals panels.
5. Places will continue to be filled from the waiting lists, whether or not parents have appealed, in accordance with the admission policy.

Policy Prepared by: Mr J Clifton, Deputy Headteacher

**Approval: Approved by Curriculum and Standards Committee Chair's Action on 24th September 2023
and confirmed by Curriculum & Standards Committee Meeting to be held on 7th November 2023**

Date of Next Review: Autumn 2026