



# WOODBIDGE HIGH SCHOOL

## Sixth Form Admissions Policy: September 2027 entry

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.

The capacity of Woodbridge Sixth Form is 520 students.

### Admission to the Sixth Form

Admission to the Sixth Form will be from:

- Students in Year 12 at Woodbridge High School (internal students) 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)

There are 270 places in Year 12 of which 200 are expected to be taken up by internal students. Therefore, the Published Admission Number (PAN) for external students is 70. If the school admits fewer than 200 internal students then a correspondingly higher number of external students will be admitted.

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 will be asked to provide contact details for a reference. All offers are subject to published criteria. Students who do not receive a conditional offer are able to apply for their chosen courses on enrolment day, subject to meeting the published entry requirements. Such students will not be disadvantaged by not having received a prior conditional offer.

### 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 Course Information booklet on the school website. Students should be aware of the requirements for each pathway and each course prior to application.

### Timeline of Admissions

All internal students must apply by the published deadline in advance of their scheduled guidance meeting. This can be found in the Course Information booklet.

Students undergo enrolment in August to confirm their place. All students who have registered or applied to Woodbridge Sixth Form will be contacted via email on results day with an invitation to enrol. Any offers made before enrolment day are conditional: enrolment is subject to the applicant meeting the minimum total points score and the minimum course requirements for the subjects they want to study. The published enrolment prioritisation will apply and the oversubscription criteria will be applied if required.

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. External students are required to provide evidence of GCSE results before enrolment is finalised.

### **Late applications**

Students are encouraged to make an enquiry to join the Sixth Form no later than Enrolment Day. Late applicants will only be considered if there are spaces remaining in the Sixth Form. The school will aim to complete the enrolment process for all students in time for the start of the new academic year.

### **Enrolment Prioritisation**

Student applications for enrolment will be processed in order of priority as follows:

1. Internal Year 12 students completing one-year courses who meet the entry requirements.
2. Internal Year 11 students who meet the entry requirements.
3. External Year 11 students who meet the entry requirements.
4. Internal Year 11 students who do not meet the entry requirements.

### **Oversubscription Criteria for External Students**

Where the number of eligible applicants for a place in the Sixth Form exceeds the PAN then admissions will be considered according to the following oversubscription criteria in order of priority:

1. Looked after children (LAC), or children previously looked after (PLAC) 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. Children of current Woodbridge staff.
3. Rank order by Total Points Score (TPS), starting with the highest TPS.

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**

Information on how to appeal a decision regarding a place in our sixth form can be found on the London Borough of Redbridge website: <https://www.redbridge.gov.uk/schools/school-admissions/school-appeals/>