



GUILSBOROUGH ACADEMY

SIXTH FORM ADMISSIONS POLICY

Year of Entry 2027 - 2028

Policy Name	Sixth Form Admissions Policy
Statutory	Yes
Authorisation	Trust Board
Last Consulted	November 2025
Policy Determined	10 th February 2026
Review Date	October 2026

Admission to Guilsborough Academy Sixth Form

Guilsborough Academy will continue to operate an open access policy (with clear entry criteria) to the Sixth Form. As well as our own year 11 students (referred to as Internals), the school admits students who are studying for GCSE's and vocational course at other schools (referred to as Externals).

Every student in Year 11 at the school who wishes to apply is entitled to a place in the Sixth Form, provided they meet the minimum entry and subject specific academic requirements. They must complete a Sixth Form Application Form.

This will determine the number of spaces available on each course for external students.

Process for Sixth Form Applications

The process of Sixth Form applications is as follows:

- Open evening for all prospective Sixth Form students during the year preceding entry to Sixth Form.
- Submit the sixth form application form to Guilsborough Academy before the first day of the Academy Christmas break of the year preceding entry to Sixth Form.
- A guidance discussion will be held to ensure options and choices reflect a student's aspirations and future plans.
- Applications will be considered after the deadline above, subject to the admissions criteria set out below and subject to course availability, up to midnight on 30th September of the year of entry.

Offer of places will be made on the following basis:

- The minimum academic entry criteria is at least 3 x Grade 5's and 2 x Grade 4's, to include Maths and English (Literature or Language) at Grade 4.
- In addition, there are specific GCSE requirements for individual subjects detailed in the Sixth Form Prospectus. On receipt of a completed application an interview will be arranged. The interview is intended to ensure that all students make informed choices.

- Offers of places are conditional subject to the entry requirements being met, and to there being places in the subjects of the student's choice.
- Enrolment into Sixth Form and subjects to be studied will be confirmed on results day following cross referencing of students' grades with their chosen subjects
- Acceptance into a course of study is always **conditional upon the viability of the course.**

All external applicants meeting the minimum entry and subject specific academic requirements and completing a Sixth Form Application Form will be offered a place, except if the number applying is more than the pupil admissions number (PAN). The following over-subscription criteria will be used to determine to whom places are offered.

Over Subscription Criteria (External Students only)

Our Pupil Admission Number is **50**.

Places are allocated in the following order:

Places will first be allocated to children who have an Education, Health and Care Plan (EHCP) that names the school and who meet the required standard for entry.

When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
 - a) Where the member of staff has been employed by Guilsborough Academy for one or more years at the time which the application for admission to the school is made, and/or
 - b) Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

For the purposes of these arrangements, a staff member is defined as a permanent full or part-time member of teaching or non-teaching staff employed directly by the school or Trust. The child must be living for at least part of the week with the staff member to be eligible to be considered under this criterion.

3. Children who live in the civil parishes of Arthingworth, Clay Coton, Clipston, Cold Ashby, Cottesbrooke, Creaton, Crick, East Farndon,

East Haddon, Elkington, Great Oxendon, Guilsborough, Haselbech, Holdenby, Hollowell (including Teeton), Kelmars, Lilbourne, Long Buckby (including Buckby Wharf), Marston Trussel (including Hothorpe and Thorpe Lubenham), Naseby, Ravensthorpe (including Coton), Sibbertoft, Spratton, Stanford, Sulby, Thornby, Watford, Welford, West Haddon, Winwick and Yelvertoft.

4. Children with a brother or sister at the school who is expected to remain on roll at the time of admission of the child.

5. Other children.

Twins or other multiple births.

In the case of twins or other multiple births from the same household, if, when applying the oversubscription criteria, one twin or multiple birth is offered a place and the other is not, then a place will be offered to the other twin or multiple birth sibling above the Published Admission Number. If the qualifying sibling withdraws, then the second place (or places) will be forfeited.

Tie break

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the child's home address to the school's main gate.

Definitions

Looked after children

A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

Previously looked after children

Previously looked after children are children who were looked after, but ceased to be so because they:

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or

- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)).

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Siblings:

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion.

For School Admissions purposes, the term sibling includes:

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- step-brothers and step-sisters
- half-brothers and half-sisters, or child who is adopted or fostered, in all cases providing they are living at the same address.

Parents applying under this criterion may be required to provide evidence that both children live at the address

Home Address (Child's):

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive)

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

In-Year Applications

Within Year 12 and 13 any request for in-year admission should be made directly to the school using the school's application form.

Applications will be considered in line with this policy and offers will be made where there are places available within the appropriate year group and:

- The applicant meets the relevant qualifying standards; and
- There is place on the course or courses preferred by the applicant
- The applicant applies before midnight on 30th September, unless there are extenuating circumstances which the sixth form team will look at on an individual basis. This will then be reviewed by the Principal for a final decision.

Out of Age Admissions

Where an applicant wishes to be placed in a year group outside that which would generally be appropriate for their chronological age, they should initially contact the school to discuss the application and present any relevant evidence to support the request. The same criteria will be applied as stated above.

Waiting List

If Guilsborough Academy's sixth form is oversubscribed, we will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to re-ranking when new applicants are added to the list. The waiting list will be maintained until 31 December in the year of admission.

Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school. Parents/carers wishing to appeal should complete the online appeal form on the West Northamptonshire Council website.

Please visit <https://www.westnorthants.gov.uk/school-admissions/appeals-process> for more information and to complete the form.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to appealsteam.ncc@westnorthants.gov.uk within 10 working days of the submission of the appeal.