KING EDWARD VII SCHOOL POLICY

Post 16 Admissions Policy

Date: June 2026

Approved: GB

Leadership Team Responsibility: Assistant Headteacher KS5

This Admissions Policy has considered the DfE guidance given to all sixth form schools in September 2017 following the case at St Olave's School Kent. It also considers subsequent clarifications given by the DfE.

Summary

The Local Authority and 11-18 Schools are committed to providing a fully coordinated admission service for new entry to sixth form Schools. The intention is to make the process easier and more consistent for students and parents. Under these co-ordinated arrangements, students are required to complete a single application and have the opportunity to express up to three preferences. https://www.sheffield.gov.uk/schools-childcare/how-apply-school-sheffield/apply-sixth-form and https://www.sheffieldprogress.co.uk/register

The Local Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that closing dates and allocation dates are consistent across all Schools. The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students.

The criteria to enter the sixth form is five good GCSEs (Grades 4-9) including English Language and Maths. Currently, school sixth forms in Sheffield have adopted this common approach and will continue to do so during the admissions process until further review.

There are additional GCSE entrance criteria to meet in order to study most subjects – to be set annually by the School. These are published and are available to prospective students on the Sheffield Progress and the School's website.

Conditional Offer of a place

All students who apply on time will have their school preferences considered equally, looking to offer their highest ranked school available. If there are more applications than available places, distance from home to school (straight line measurement) will be used as the tiebreaker. Applicants will be offered places on courses if they meet the criteria – waiting lists may be created if students apply late. Where possible we will aim to adjust our offer to meet demand (e.g. if we need to run five Psychology A Level classes due to demand, we will try to do this, within staffing and rooming constraints).

Refused Applications

If students are not eligible, because of GCSE grades or incorrect subject choice, the application will be refused. Applicants are advised to contact their current school for further guidance about applying for alternative places. If an applicant is eligible, but refused on the distance tiebreaker, they will be placed on the waiting list, in distance order, in case a place becomes available at a later date. All refused applicants whom are eligible and meet the minimum required grades, may request a statutory appeal to have their case considered by the Independent Appeal Panel. The appeal forms will be available from July and the appeals will be scheduled for early September.

Local Authority Oversubscription Criteria

Where there are more applications from external candidates than there are places, places (subject to meeting the entry requirements) will be offered in the following order:

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.

2. All other students who are predicted to meet the minimum entry requirement of 5 subjects at grade 4-9 including English and Maths Some subjects will also require a minimum subject grade at GCSE. Please see details in the School's prospectus.

3. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school. Applications received after the closing date will be placed on a waiting list and will be considered after those received on time for any places that become available.

Additional information

- The School will provide a curriculum that in addition to A Levels also provides a range of options for students gaining mainly Grade 5s in their GCSEs or BTEC passes. A range of Level 3 BTEC courses and AAQ (Alternative Academic Qualifications) courses are currently included in the offer.
- Late applications (after the Autumn Term has started) will only be considered up to the date of the School's census in early October. All students need to be included in this census in order to attract Education and Skills Funding Agency funding.
- Students arriving in Sheffield after the October census may be considered for entry into the sixth form, but the late start may necessitate a three-year or Year 14 route.
- Changing subjects - once in the School students may only switch to subjects for which they meet the entrance criteria and if there is space in the new class. There are no new subject starts after week 5 of the academic year as students will have missed too much teaching.
- Numbers in some subjects may be capped due to the specialist teaching rooms required e.g. Applied Science BTEC/AAQ course. Criteria will be published to make it clear how students will be selected and how any waiting list will operate.
- Priority on all courses will be given to students who have pre-selected their subjects before enrolment day in September. These students will be on the School's subject lists.
- Occasionally, there are timetable clashes meaning that certain subject combinations are impossible. In this situation students will be told as soon as possible after subject selections have been made and alternatives suggested.
- Some students arrive from abroad with international or national qualifications equating to GCSEs (for example iGCSEs). As far as is possible we make a judgement as to the suitability of students to follow specific courses at King Edwards based on these results. These students will need to provide a certificate of comparability of previous qualifications. These are available from https://enic.org.uk/Qualifications/SOC/Default.aspx
- Students have to have equivalent qualifications to GCSE to demonstrate prior attainment in English Language and Maths to qualify for funding. See DfE guidance https://www.gov.uk/guidance/16-to-19-funding-maths-and-english-condition-of-funding#excempt-funding

Progression from Year 12 to Year 13 is guaranteed as long as:

- Assessments, trial exams and review data suggest at least a pass grade (E grade or BTEC or AAQ pass grade) in the full A Level/BTEC/AAQ. If this is the case a student can then progress into Y13 in that subject.
- The student has a history of good attendance.

In cases where the student is unable to continue with a subject as assessments, trial exams and reviews suggest a most likely outcome of a U grade or fail, an alternative appropriate programme of study will be considered. This could involve picking up an alternative subject and finishing this over the following two years – Y13 and Y14.

Following DfE guidance, students will **not** be told they cannot return for Year 13 based on academic performance. This breaks with the previous longstanding practice in most schools. Students may, however, be advised of alternative provision as part of the discussions following poor performance in Year 12. It may be the case that there are no suitable courses at King Edward VII School.

Decisions relating to progression from Year 12 to Year 13 will usually take place before the summer holidays, shortly after Year 12 progression exams or retakes. Enrolment into Year 13 will take place at this time.

In most circumstances students start Year 13 with a timetable of subjects equal to three A Levels. This means that they are studying for sufficient hours to be classed as full-time students and eligible for support such as Child Benefit. Occasionally, students may continue with a planned programme of study of two (or two and a half) subjects in preparation for apprenticeships or Foundation Degree courses. Some students will be taking four A Levels – they are likely to be taking both Mathematics and Further Mathematics.

Removal from roll in the sixth form or exclusion. The following are grounds for removal from roll or exclusion:

- Very poor attendance, of below 70%, is grounds for removal from the School roll in the sixth form. The guidelines for implementation are as follows: repeated absences on the same day for a term or a block of absence of six weeks or more or averaging less than 70% attendance over a term. Periods of ill health would not be considered as absence when removal from roll is considered. A warning letter will be issued stating that a student's attendance has fallen into the 70-90% band and parents are invited into School if the student is at risk of being taken off roll when attendance drops below 70%. The sixth form attendance policy supports the prevention of low attendance.
- Students will be removed from roll if they take unauthorised absence and do not attend school for twenty consecutive days as per Department for Education guidance. Section 160 https://www.gov.uk/government/publications/advice-funding-rules-for-16-to-19-provision/advice-funding-rules-for-16-to-19-provision-2026-to-2027
- If they have voluntarily chosen to leave the school and this has been confirmed to the school.
- Any failure to hand in BTEC/AAQ assignments on time and to a pass standard is grounds for removal from the course and potentially the School roll, if no alternative is possible. If a mandatory BTEC/AAQ unit is failed, a student cannot pass the course.
- Regular failure to hand in assignments or attend assessments or continued disruptive behaviour in class are also grounds for removal from roll from the sixth form.
- Students can also be issued with a fixed term suspension or permanent exclusion as appropriate following a serious incident, regular disruptive behaviour around School or refusal to follow the rules of the School. See the School's Suspension and Exclusion Policy.

Academic and pastoral support will be provided to support students at risk of removal from roll. Permanent exclusion will only occur as a last resort.

Year 14 options

The option of a Year 14 is completely discretionary and will usually be offered for one of these reasons:

- Medical, health or well-being issues have disrupted studies and a significant amount of study time has been lost.
- A qualification was started in Year 13 with a planned completion date of end of Year 14.
- In order for Post 18 progression for some students a planned three-year route is appropriate.

A student who has been removed from a subject for lack of work e.g. BTEC/AAQ assignments not completed will **not be able** to assume they can complete a Year 14 and start another subject in Year 13.

A student who had poor attendance (less than 75% in their classes) in Year 12 will **not be able** to start Year 12 again with different subjects. The Year 14 route is at the discretion of the School and will only be implemented if there is a good chance of success. It will be considered on an individual basis with all relevant factors taken into consideration.

Appeals procedure

The initial decision to admit a student to the sixth form will be made by the Assistant Head Teacher for Post 16.

If a student has not been offered a place in the Sixth Form an appeal can be submitted to the Assistant Head Teacher for Post 16 in writing. See appendix A: Appeal Form Stage 1. This appeal must be submitted within five working days of receiving the decision. The Assistant Head Teacher for Post 16 will respond to the appeal.

If the student or parent wishes to appeal against the Assistant Head Teacher for Post 16's decision an appeal can be made to the Headteacher. This appeal must be submitted to the Headteacher, in writing, within five working days of receiving the response from the Assistant Head Teacher for Post 16. See appendix B: Appeal Form Stage 2. The Headteacher will make a final decision based on the information that has been presented as part of the appeal process.

Appendix A

King Edward VII School
Admission to the Sixth Form
Appeal Form Stage 1

Your name: Your parent(s) name(s): Name of previous school: Home address; including post code: Contact telephone numbers: Mobile: Landline:
Please give reasons for your appeal
What actions, if any, have you already taken to resolve your appeal?
Are you attaching any further paperwork or evidence? If so, please give details
Signature: Date:
For official use by the School Date appeal received: Date acknowledgement sent: By Whom: Outcome of appeal:

Appendix B

King Edward VII School
Admission to the Sixth Form
Final Appeal Form Stage 2

Your name: Your parent(s) name(s): Name of previous school: Home address; including post code: Contact telephone numbers: Mobile: Landline:
Date Appeal Form Stage 1 submitted: Date Outcome of Stage 1 received:
Please give reasons why you are appealing the decision of Stage 1:
What actions do you feel might resolve the situation at this stage?
Are you attaching any **new** and additional paperwork or evidence to support your appeal? If so, please give details:
Signature: Date:
For official use by the School Date appeal received: Date acknowledgement sent: By Whom: Outcome of Final Appeal Stage 2: