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Signed: TW
Approval Committee: Governing Body



ADMISSIONS POLICY SIXTH FORM

Gillingham School

Hardings Lane, Gillingham

Dorset, SP8 4QP

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1. Purpose of this Policy

This policy outlines the admissions arrangements for Gillingham School Sixth Form and is intended to:

- Summarise the entry criteria for applicants
- Describe the selection and application process
- Ensure fairness, transparency, and compliance with equalities legislation
- Provide guidance for applicants with disabilities and those with protected characteristics
- Outline the process for appealing an admissions decision

Applicants and their parent(s)/carer(s) should read this policy in full before applying.

2. Roles and Responsibilities

The Headteacher and the Senior Leadership Team are responsible for the implementation of this policy. All staff involved in the admissions process must be familiar with and follow its procedures. This policy is compliant with the Equality Act 2010.

3. Eligibility

For Year 12 entry, applicants must be aged 16 on or before 31 August of the year in which they wish to join the Sixth Form, having completed their GCSEs (or equivalent) in the summer term of Year 11. Applications from students outside this age range may be considered on a case-by-case basis.

4. Minimum Entry Criteria

To be eligible for entry, students must meet the following requirements:

- **At least five GCSEs at grades 9–5**, which must include a grade 4 or higher in English Literature or Language
- Meet subject-specific requirements for each chosen Level 3 course (see Sixth Form Prospectus)
- Students typically choose **three Level 3 subjects and a complementary course in Core Maths or an EPQ**, though some may opt for four Level 3 subjects
- Students who have not achieved a grade 4 or above in Maths and one of English Language or English Literature will be required to study and retake these subjects.

6. How to Apply

Late applications are welcome for students still considering their options, through to the point of entry in September. However, to gain access to the full range of subject choices, applications must be submitted via the Gillingham School Sixth Form online admissions portal by the date stipulated in the prospectus each year, usually towards the end of January. Applications must include predicted grades confirmed by the applicant's current school.

7. Late Applications

Late applications will be reviewed on a case-by-case basis.

8. Applicants with Non-standard Qualifications

Applicants with qualifications other than GCSEs (e.g. international or home-school credentials) will be considered individually. Applicants may be asked to provide equivalency documentation, such as a UK ENIC Statement of Comparability.

9. Post-GCSE Results Applications

Where places remain available following results day, the Sixth Form may make additional offers to suitable applicants, including those with whom no prior contact has been made.

10. Applicants with Disabilities and Protected Characteristics

Gillingham School welcomes applications from students with special educational needs, disabilities, or protected characteristics. Applicants requiring access arrangements or support during the admissions process should indicate this in their application or contact the Sixth Form team directly.

The school will make reasonable adjustments and ensure equitable access to the admissions process, in compliance with the Equality Act 2010.

11. Conditional Offers

Conditional offers will be made based on predicted grades and other entry criteria. Offers are provisional and subject to confirmation upon receipt of GCSE results. A reserve list will be maintained for qualified students who narrowly miss predicted grades but meet the minimum requirements at results day.

12. Confirmation and Enrolment

- Offer holders, whether current Gillingham School students or students joining us from external schools must confirm their intention to join Gillingham Sixth Form by completing the **Place Acceptance Form** as soon as possible after **GCSE Results Day** and by 30th August latest
- Students joining from external schools must, when completing the **Place Acceptance Form** upload a copy of their **Statement of GCSE Results**
- Subject choices will be confirmed, subject to entry requirements and timetable availability.

If a student does not meet a subject-specific requirement, alternative course options may be discussed, subject to availability.

13. Entry to Year 13 and Year 12 Resit Applicants

- **Year 13 entry** is only considered in exceptional cases, typically where a student has relocated and can match Gillingham's curriculum
- **Year 12 resits** from external providers will only be accepted in cases of documented exceptional circumstances (e.g. medical needs)

All such applications are reviewed by the Director of Sixth Form and SLT.

14. Appeals

If an applicant believes the admissions policy has not been applied correctly in their case, they may appeal as follows:

- **Stage 1:** Appeal in writing to the Headteacher within 20 working days of the decision.
- **Stage 2:** If unsatisfied, a further appeal can be submitted to the Appeals Panel of the Governing Body via the school office.

16. Withdrawal of Offers

Gillingham School reserves the right to withdraw a place if:

- It is found that an application included false or misleading information
- The applicant does not meet the required entry criteria
- The applicant fails to uphold the school behaviour code of conduct