

## **SIXTH FORM ADMISSION POLICY**

**2025-2026**

The Howard School Sixth Form is co-educational Sixth Form, admitting a significant number of our internal Year 11 students as well as students who are studying for GCSEs at other schools (externals).

Internal and External students must meet the same academic admissions criteria in order to be admitted to the Sixth Form.

### **Admission for first entry to The Howard Sixth Form in September 2025**

The Sixth Form will recruit on the basis of A MAXIMUM of 140 student places in Year 12.

The PROVISIONAL Published Admission Number (PAN) for external students is 40, however, this figure could decrease or be exceeded in the event that internal numbers exceed or fall short of the required number required to produce an overall total figure for Year 12 of 140 students.

We reserve the right to change academic offers if numbers for each subject do not meet the threshold.

**Students must attend or inform the school on results day of their intention to accept the place offered to them at interview or their place will be offered to other applicants, either internally or externally**

### **Entry Criteria - Level 3**

Students must have achieved a total of at least 5 GCSE passes at grade 4, including a 4 or better in Mathematics and English Language or English Literature, in order to qualify to enrol in the Howard Sixth Form. Where a student has failed to obtain a grade 4 in Mathematics or English Language / Literature places to the Sixth Form alongside having to re-take a subject will be considered on a case by case basis and will be required to re-take this subject alongside their three A Level choices. Students additionally need to satisfy the entry requirements of their chosen A level subjects (minimum of three), which are detailed in the Sixth Form Prospectus.

### **Appropriate Courses**

Students who select The Howard School as first choice will be offered an interview and a conditional offer of a place at the school for September 2025, where entry criteria is on track to be met. Preferred choice of subjects will be discussed and it is imperative that students choose courses on which they will find success, and which lead to their chosen career, training or university course. Changes of subject may later be possible, but cannot be guaranteed. The conditions set out in the academic admissions criteria must be met in order for students to be confirmed a place at The Howard Sixth Form.

## **Internal Applicants**

All internal students who request a place and who meet the academic criteria of the Policy will be offered a conditional place. Students MUST choose THREE subjects. There is the possibility to select a fourth subject, Extended Project Qualification (EPQ) in Year 13.

## **Oversubscription Criteria**

If there are more applicants than we have places available on any course who have met the academic criteria for entry, we will prioritise pupils based on the following:

1. Children in Local Authority Care or Previously in Local Authority Care who meet the entrance requirements
2. Children who were designated as receiving 'Pupil Premium' in the calendar year before admission to the Howard Sixth Form (a letter of confirmation from the previous school will be required) and who meet the entrance requirements.
3. GCSE or Equivalent KS4 Academic performance - This will be measured by ranked average performance points score in the applicant's best 8 qualifications
4. Distance - Where average performance points scores are the same, students will be further ranked by distance from home to school (with the nearest given the highest ranking).
5. Random Selection - A random selection will be applied should two or more applicants have the same average performance points score and the same distance from home to school.

## **Priority for places for qualified applicants will be:**

1. Internal applicants – students enrolled in Year 11 at The Howard School School for Boys. Internal applicants transfer to Year 12 provided they have met the entry criteria.
2. External applicants that have applied and who placed The Howard as first choice and subsequently have been offered a conditional place, alongside having met the entry criteria.
4. Internal applicants who have met the entry criteria and course requirements of their chosen 3 A Levels, however, need to re-take either Mathematics or English Language
3. Late applicants who have not previously applied or been offered a conditional place (subject to places being available) and who have met the entry requirements.

## **Applications**

- 1) Applications to The Howard Sixth Form can be made via an online form by scanning the QR code in the Sixth Form prospectus or by visiting The Howard School website.
- 2) The closing date for application forms is the 24th January 2025.

3) The Sixth Form aims to allocate each applicant who has placed The Howard School as first choice an interview within 8 weeks of the application deadline. After that meeting and course choices have been confirmed a final offer letter will be sent by the end of April 2025. Unsuccessful candidates will be confirmed by the end of April 2025 and offered the opportunity to remain on our waiting list. These offers will be conditional on a student achieving the entry criteria and will be confirmed following GCSE results day

### **Late applications**

Applications received after the closing date (24/01/25) will be considered in date order and a place offered if spaces remain on their chosen course.

### **Appeals**

Any applicant refused a place as part of the selection process or as a result of not meeting entry criteria, will be offered a right of appeal to an Independent Appeals Panel. The panel will consider the appellant's case and decide whether to uphold the appeal. The determination of the appeal panel is binding on all parties. Full details of the procedure will be sent to parents with the decision letter. Appeals must be submitted within 10 working days of a place being refused and for those not receiving a place as part of random allocation and 10th October 2025 for those whose GCSE results do not meet entry criteria. Anyone wishing to appeal should contact [office@thehowardschool.co.uk](mailto:office@thehowardschool.co.uk)

### **Waiting list**

The waiting list will only include those having met the minimum academic entry criteria and who wish to be placed on it. It will operate for those not offered a place by 1st September and for those applying for a place after this date. It will operate until 31st September. It will be organised in accordance with the oversubscription criteria above and if a place becomes available a fresh independent sequencing of pupils will take place.