

# Joining the Sixth Form

## Post-16 Entry Sept 2025

**This operational guidance supports the formal admissions policies for Brinsworth Academy and Dinnington High School.**

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	Associated Publications: Dinnington High School Admissions Policy Brinsworth Academy Admissions Policy Prospectus - New Dinnington Sixth Form Prospectus – New Brinsworth Sixth Form	

## **1.0 Introduction**

- 1.1 New Brinsworth Sixth Form and New Dinnington Sixth Form are committed to providing places in a fair and transparent way, on an open access basis.
- 1.2 This guidance sets out practical arrangements and considerations for Post 16 admissions, with a primary focus on students in Year 11, for applying to start Post 16 study in September. Our first priority is to ensure that students enrol on courses which they will enjoy, which link to their aspirations and progression goals, and which, importantly, they are likely to be successful at studying. Information, advice and guidance are central to successful enrolment, drawing heavily upon a range of statistical indicators, considering students' GCSE predicted results at application and actual GCSE results achieved, alongside national data about the accessibility and performance of different courses.
- 1.3 The sixth forms offer wide-ranging qualifications for our applicants. This curriculum breadth is intended to provide access to wide-ranging higher education courses, higher level apprenticeships or employment. Our curriculum offer, and our information, advice and guidance, are designed to support progression to a wide range of careers and study pathways at 18.
- 1.4 We are committed to providing advice and carrying out enrolment with integrity, ensuring that students can be successful on individual courses and also their full programme of study. We are committed to providing careful advice and guidance about the range of course options available and the likelihood of success for specific courses based on a student's prior attainment, and based on our knowledge of individual students.
- 1.5 The transition from school to sixth form and from level 2 to level 3 study is a significant one, and students will adapt to it in different ways. Schools treat the initial weeks as an important period during which each student will have the opportunity to make changes to their study programme and teachers and tutors will be able to monitor and support every student to enable them to succeed and achieve. This period is referred to as the probationary period, and it enables both students and staff to work together to ensure that students are working well, are happy and engaged, and are developing good study habits. For the majority, it will serve as a useful settling-in period in which they can be helped to develop as sixth form students rather than school pupils. Occasionally, the probationary period will identify students for whom the sixth form environment is not working, for whatever reason. We will explore any additional support students may need during this period, and beyond. Where there are significant concerns about attendance, punctuality, commitment or behaviour during this period, these will be addressed via the sixth form's Code of Conduct and its Behaviour and Attendance Policy which, in more serious cases, can result in permanent exclusion.

## **2.0 EU Settlement Scheme (EUSS)**

2.1 We cannot accept applications from students who do not have EU settled status or who do not have official leave to enter / remain in the UK.

## **3.0 Children in Care/Looked After Children**

3.1.1 A 'child in care' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

3.1.2 A 'child previously in care' is a child who was in care but ceased to be so because they were adopted immediately after. This includes children adopted under the Adoption Act 1976 (see section 12 adoption orders) and Adoption and Children's Act 2002 (see section 46 adoption orders).

3.1.3 Children subject to a special guardianship order or child arrangements order immediately after they were looked after are also considered to be 'previously looked after children'

3.1.4 Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3.1.5 Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders determine a) with whom a child is to live, spend time or otherwise have contact, and (b) when a child is to live, spend time or otherwise have contact with any person. They replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

## **4.0 Programmes of Study**

4.1 All students are required to:

- enrol on a programme of above 580 planned learning hours in order to maintain funding from the ESFA. Students will not be accepted on programmes less than 580 hours. This will be agreed with the student on enrolment and form part of their learning agreement.
- have met the course specific entry requirements, and minimum average GCSE point score for each of their courses.
- be under the age of 19 at enrolment and eligible for full funding under ESFA regulations.

4.2 A level and Applied General Qualifications

4.2.1 The sixth form offers two types of qualification at level 3: A level qualifications and Applied General qualifications. Applied General qualifications are equivalent to A levels, albeit with a different grading system, and are accepted by the vast majority of universities within their entry criteria. A level courses are grades A\* to E, and most Applied General qualifications use grades Distinction\*, Distinction, Merit and Pass.

Nearly all A level courses are assessed entirely with formal end of course examinations, although some courses do include a small coursework element (NEA – non-examined assessment).

4.2.2 Applied General qualifications (such as BTEC, UAL and WJEC courses) include a combination of different assessment methods including coursework, controlled assessment and formal examinations.

### 4.3 Level 3 programmes of study

4.3.1 This programme includes:

- A minimum of three substantial Level 3 qualifications – A Level, Applied General or a combination – equivalent to at least 3 A levels in total.
- A tutorial programme which includes study skills, work and employability skills, preparation for HE, and wider personal development.
- Support and assistance from members of staff for students wishing to take part in work experience placements

The sixth forms offer 4 pathways for level 3 programmes, with the following minimum entry requirements:

#### 4.3.2 **Pathway 1:**

##### **Four A-Level qualifications:**

- achieved Grade 4 in GCSE English Language and GCSE mathematics
- achieved an average GCSE point score of at least 7.5 from a minimum of 5 GCSE subjects
- achieved each of the subject specific entry requirements

#### 4.3.3 **Pathway 2:**

##### **Three A-Level qualifications:**

- achieved Grade 4 in GCSE English Language and GCSE mathematics
- achieved an average GCSE point score of at least 4.5 from a minimum of 5 GCSE subjects
- achieved each of the subject specific entry requirements.

#### 4.3.4 **Pathway 3:**

##### **A combination of up to 3 A-Level and Applied General qualifications:**

- achieved Grade 4 in GCSE English Language and GCSE mathematics
- achieved an average GCSE point score of at least 4.0 from a minimum of 5 GCSE subjects
- achieved each of the subject specific entry requirements, which may also require a point score higher than 4.0

#### 4.3.5 Pathway 4:

##### **Three Applied General qualifications, or the equivalent of three:**

- achieved Grade 4 in GCSE English Language and GCSE mathematics
- achieved an average GCSE point score of at least 3.5 from a minimum of 5 GCSE subjects
- achieved each of the subject specific entry requirements

Applicants must have completed at least 5 GCSE qualifications, but all level 2 qualifications (including non-GCSE courses) will be included in the calculation of the average GCSE point score. For example, for a level 2 BTEC course which is of equal size to a GCSE course, a pass will be counted as equivalent to grade 4, merit as 5.5, distinction as 7.

In exceptional circumstances, for example where a student has not been in full time education for a period of time or has recently moved to the United Kingdom from another country, students may also be asked to sit one or more short assessments to determine the suitability of a programme and course choices. If a student has completed international qualifications outside of the UK which are not GCSE qualifications, the sixth form will take reasonable steps to explore the equivalence of those qualifications and grades relative to GCSE qualifications and grades, where possible.

Subject-specific entry criteria are published annually in the sixth form prospectus, which is available on the school's website. Students must meet the individual subject entry criteria for courses they wish to study in addition to the overall entry criteria for their preferred pathway. On rare occasions, the entry requirements for September may be reviewed and amended in-year and after the publication of the prospectus. In such cases, the sixth form will advise affected students before enrolment.

If a student does not meet the minimum entry requirements for one of the pathways above they will not be offered a place in the sixth form. Students will not be permitted to enrol on a specific course if they do not meet the subject specific entry requirements. If a student does not meet the subject specific entry requirements for one of their preferred courses, the sixth form will explore other courses which have remaining availability, and which suit the student's interests and future plans.

If, in exceptional circumstances, a student is permitted to enrol onto a level 3 programme but has not yet achieved a 4 in either GCSE English Language or GCSE mathematics, the student will be enrolled onto a GCSE resit course alongside their full level 3 programme. In no circumstances would a student be able to enrol onto a level 3 programme if they had not achieved a 4 in both GCSE English Language and mathematics.

## **5.0 The Application Process**

5.1 Before students apply, schools will provide information, advice and guidance through a range of different events and activities. This may include:

- Taster events in Year 10 or 11 within the sixth form, or other colleges within the trust
- Assemblies and events in school
- Information and guidance provided through tutorials, including about the sixth form and about how to apply
- Students being provided with a copy of the sixth form prospectus
- Open events
- Induction activities
- Application interviews
- Enrolment interviews

These activities will provide helpful information about the sixth form. The schools recognise that the sixth form might not be the appropriate route for all young people and are committed to ensuring that students have fair and impartial advice and guidance, with appropriate access to and information from other providers.

## **5.2 The Application Form and Deadline**

The official deadline for applications is always in the spring term and is published in the prospectus and on the school's website. Students are advised to apply as early as possible so that we can consider each application, provide advice and guidance, and make appropriate plans for provision.

Students in Year 11 at Dinnington High School and Brinsworth Academy will be provided opportunities to apply for places in their respective sixth forms via an application form at school. Completing an application indicates to the school that the student has an interest in joining the sixth form. The school will assume that any Year 11 students that choose not to apply do not have a wish to join the sixth form and will therefore not routinely provide conditional offers to them.

External applicants should contact the school's reception who will be able to send to them an application form.

## **5.3 Late Applications**

Students can still apply after the formal application deadline and a student will not be refused admission to the sixth form solely because they have applied after other applicants. If applicants miss the official application deadline we would still encourage them to apply. If students miss the official application deadline, the application will be considered a 'late application'. We will process and consider late applications and will invite students to interview where possible, but interviews cannot be guaranteed. In the event that a course is oversubscribed at enrolment, priority will be given to students who met the deadline. For students that have been offered places in the sixth form but where there is not availability on particular courses, we will explore courses that have remaining availability. Students that apply late will not be refused admission into the sixth form but may have more limited course options.

#### 5.4 Applications after Enrolment

Any students that enquire about applications after the Enrolment Day or after the first day of the autumn term will be considered at the discretion of the senior leadership team. Senior leaders will take into consideration:

- Whether there are remaining spaces in the sixth form as a whole
- Course availability and class sizes
- The amount of teaching students have missed and the likelihood of the student successfully catching up on work, given their GCSE profile, if they apply after teaching has started
- Background reasons for the very late application.

#### 5.5 Application Interview

The sixth form will arrange individual interview appointments for all students that apply on time. Where possible, interviews will be arranged for late applicants.

This is an informal opportunity to meet with students, to discuss their interests, course choices and career aspirations, and to provide information, advice and guidance. The primary purpose of the interview is to help each student to make an informed decision about studying in the sixth form, and the courses they might wish to study.

#### 5.6 Conditional Offer

Most applicants are likely to be made a conditional offer during or following their application interview.

A conditional offer means that there is a place for the applicant in the sixth form to provisionally study the courses identified at interview, provided that:

- 1) The applicant meets the minimum entry requirements for their chosen courses;
- 2) The applicant attends school to enrol on GCSE results day;
- 3) If the student has an Education, Health and Care Plan (EHCP), the school must formally become the named provider for post-16 education following a full consultation via the Local Authority. If the school is not made aware of an EHCP in place and the school is not formally named via a full consultation process, the school cannot offer a place for September.

Applicants must also be eligible for ESFA funding for the duration of their courses to be given a conditional offer.

Conditional offers are also subject to arrangements set out in this framework in relation to possible oversubscription.



## 5.7 Concerns about whether the Sixth Form is a suitable placement

It is important that applicants have a full appreciation of the level of challenge of post-16 study and of the standards and expectations they will be required to meet to should they join the sixth form. We want students to make a fully informed decision about whether the sixth form is the right route for them, and to understand the behaviours and attendance they need to maintain in order to be successful.

An applicant's attendance, punctuality, behaviour and commitment in Year 11 or previous years will not prevent a student being provided with a conditional offer for the sixth form. However, any concerns about these issues are likely to have a significant impact on whether a student will satisfactorily complete their studies in the sixth form and it is therefore legitimate to discuss these issues honestly and openly.

The expectations of the sixth form may be set out explicitly and attention may be drawn to the sixth form's student code of conduct, to the sixth form's behaviour and attendance procedures, and any relevant policies. Where a conditional offer is made but there are concerns, these concerns may be addressed verbally or in writing, so that students can seek to make the necessary improvements in Year 11 and to ensure that they fully understand that their places in the sixth form will be at risk if they join the sixth form but do not adhere to the student code of conduct. In more serious cases, the sixth form may provide a conditional offer but explicitly advise the student that progression into the sixth form is not recommended and that alternative routes may be more appropriate. Where there have been serious or ongoing concerns about behaviour, commitment, attendance or punctuality prior to joining the sixth form, it is likely that students will transfer to an appropriate stage of the sixth form's behaviour and attendance system upon joining the sixth form, recognising the seriousness and/or ongoing nature of those concerns. The behaviour and attendance systems and policies in Key Stages 3 and 4 may differ to those in the sixth form and schools will consider the most suitable arrangements for individual students moving into Year 12.

There may be cases where a student is interested in joining the sixth form but the school considers that it is very unlikely that the student will meet the minimum entry requirements. This will not prevent the school from providing a conditional offer, though the student will still be required to meet the minimum entry requirements. The school will take steps to supportively and sensitively provide guidance to the student to help them consider additional and alternative routes and options.

For external candidates, the sixth form may request that the applicant brings their most recent school report to their interview and may also request a reference from their most recent educational provider, to help inform discussions about the suitability of the sixth form for the applicant. The school report or reference will not be used to determine whether to make a conditional offer, but to develop a full understanding of the applicant and to provide appropriate advice and guidance.

Where there are concerns about a student's health and wellbeing, or their readiness for a sixth form environment, and this has implications for joining the sixth form, the school will explore this with care and sensitivity with the student and their parents, where appropriate.

## 5.8 Induction Day

Students that have been given a conditional offer will be invited to attend an Induction Day after their final GCSE exams in July, in order to spend some time in the subjects they have chosen to study. The focus of this day is to prepare them for the start of term in September. Attending the Induction Day does not bind the student to enrolling in the Sixth Form.

## 5.9 The Enrolment Appointment

Enrolment takes place on GCSE results day. It is important that students are available to attend school in person to collect their GCSE results and for an enrolment appointment on this date if they wish to join the sixth form.

Any opportunities to enrol after the enrolment days are fully at the sixth form's discretion and places in the sixth form and for particular courses will not be reserved. There is no guarantee that applicants will be offered a place in the sixth form if they are not able to attend to enrol on GCSE results day. Applicants are advised to notify the school as soon as possible if they are unable to attend on GCSE results day.

The interviewer will focus on ensuring subject choices and programmes of study meet the student's interest, their career or progression aspirations, and the sixth form's entry criteria. Where a student only narrowly meets the entry criteria for a course, appropriate professional advice and guidance will be given so that students can make good, well-informed decisions about the programmes. Further support will be put in place based on applicants' needs.

## 5.10 Number of Places in the Sixth Form & Sixth Form Oversubscription

There is no expectation that the sixth form will be oversubscribed in September 2025 and we expect that places in the sixth form will be available for all students that have been given conditional offers and who meet the minimum entry requirements.

All Year 11 students at Dinnington High School and Brinsworth Academy that have been given conditional offers will be admitted into the sixth form, provided they meet the minimum entry requirements for their chosen courses. There is no limit to the number of Year 11 students from Dinnington High School and Brinsworth Academy that will be admitted into those respective sixth forms in 2025. Section 5.11 sets out the arrangements in the unlikely event that any individual courses are oversubscribed.

Up to 25 places in the sixth form will be provided to external applicants who have been given conditional offers and who meet the minimum entry requirements for their chosen courses. It is unlikely that all 25 places will be taken and there is the possibility that the sixth form would be able to provide more than 25 places if there was sufficient demand, though this cannot be guaranteed.

In the unlikely event that there were more than 25 **external** applicants and it is not possible to provide more than 25 places in the sixth form to external applicants, the following prioritisation criteria will be used to manage oversubscription for **external applicants**:

- 1) Applicants with an EHCP and Looked After Children
- 2) Year 11 on time applicants with a parent/carer who is a member of staff within New Collaborative Learning Trust
- 3) On time applicants currently in Year 11
- 4) Late applicants currently in Year 11
- 5) On time applicants not currently in Year 11
- 6) Late applicants not currently in Year 11
- 7) All others, including but not restricted to:
  - Applicants that failed to attend interviews but subsequently ask for their applications to be considered
  - Applicants that withdraw their applications but subsequently ask for their applications to be considered
  - Applicants that fail to attend enrolment day and attend at a later stage, by discretionary agreement from the sixth form
  - Applicants for whom applications are withdrawn by the sixth form due to a lack of response or a failure to correctly engage in the admissions process

#### 5.11 Management of Course Oversubscription

There is no expectation that individual courses will be oversubscribed in September 2025, but this cannot be guaranteed. The arrangements set out below detail how we would manage any course oversubscription, should it occur, for students that have been allocated places in the sixth form.

**In all cases applicants must meet the sixth form's minimum entry requirements.**

If after the enrolment day is complete, the number of students wishing to study a particular course exceeds the number of students that it is possible to accommodate, a very small number of students may be required to select an alternative course.

Places on oversubscribed courses will be allocated in the following order of priority:

- 1) Applicants with an EHCP and Looked After Children
- 2) Year 11 on time applicants with a parent/carer who is a member of staff within New Collaborative Learning Trust
- 3) On time applicants currently in Year 11
  - i) From the same school
  - ii) From other schools within NCLT
  - iii) From schools external to NCLT
- 4) On time applicants not currently in Year 11
- 5) Late applicants currently in Year 11
  - i) From the same school
  - ii) From other schools within NCLT
  - iii) From schools external to NCLT
- 6) Late applicants not currently in Year 11
- 7) All others, including but not restricted to:
  - Applicants that failed to attend interviews but subsequently ask for their applications to be considered

- Applicants that withdraw their applications but subsequently ask for their applications to be considered
- Applicants that fail to attend enrolment day and attend at a later stage, by discretionary agreement from the sixth form
- Applicants for whom applications are withdrawn by the sixth form due to a lack of response or a failure to correctly engage in the admissions process

The prioritisation criteria for determining course places will be used consistently with all students that have been allocated a place in the sixth form, irrespective of whether the student has joined the sixth form from the same school or as an external candidate.

#### 5.12 Tie Breaker

In the event of two or more students that cannot otherwise be separated, remaining places will be allocated according to distance. Students living closest to the sixth form will be allocated a place before those who live further away. We will measure the 'as the crow flies' distance between the **postcode** of the student's address and the **postcode** of the sixth form.

To calculate these distances we will use the website tool at <https://www.freemaptools.com/distance-between-uk-postcodes.htm>.

Random allocation will be used as a tie break to decide who has highest priority for admission if the distance between a student's home and the sixth form is the same in any two or more cases. This process will be overseen by a panel from the sixth form's Advisory Group.

#### 5.13 Undersubscription

In the event that a course undersubscribes, a decision will be made as to whether or not it is viable to run the planned course. This will depend both on levels of student applications and the strategic importance of a course within the wider curriculum offer. We will do everything we can to find suitable alternatives for students and enrol students that meet the entry criteria onto alternative courses, by mutual agreement, in the event that a planned course does not run.

#### 5.14 Course Changes

Whilst some changes to courses may be possible at enrolment, or in the early weeks of teaching, and the sixth form will take reasonable steps where possible to make changes, this cannot be guaranteed. The timetable will be constructed on the basis of courses that students have applied to study. Students will have the opportunity to propose changes to their course choices at interview and again at enrolment, but any such changes would be subject to availability. We will do our best to accommodate any requested changes, and to ensure that students are making fully informed decisions before any changes are agreed and implemented.

#### 5.15 Transfers and Restarts

The sixth form is unlikely to be able to offer in-course transfers from other schools and colleges, either during the academic year, or for students wishing to transfer into Year

13 at the end of Year 12. The sixth form is likely to request a reference from the current or previous school / educational provider of the applicant. Transfers are fully at the sixth form's discretion.

Only in exceptional circumstances would the sixth form consider requests to restart Year 12 in the sixth form when a student has already completed Year 12 elsewhere. The sixth form is likely to request a reference from the current or previous school in order to inform its decision. Restarts are fully at the sixth form's discretion.

For students that have completed Year 12 at the school, a Year 12 restart will only be considered where there is a clear identified need and is at the sixth form's discretion. In nearly all circumstances, a restart is likely to involve and be subject to an appropriate change of courses.

The sixth form is very unlikely to be able to offer students an opportunity to retake Year 13, whether they have completed Year 13 at the school or elsewhere.

#### 5.16 Waiting Lists

If at enrolment a student wishes to study a course for which they have met the minimum entry requirements but for which there are unfortunately no remaining places available, we will provide the student with the opportunity to be placed on a waiting list. The student will have to choose an alternative course at enrolment and we will notify the student if a place does become available when enrolment has been completed.

If a student wishes at enrolment to change their courses this will be possible at the point of enrolment if there are spaces available based on the sixth form's modelling. If a course is full then they will be placed on a subject waiting list for the new course and students will be contacted if a place becomes available when enrolment has been completed.

If a student requests to change courses once teaching has started and there is a waiting list for the course they wish to transfer to, places will first be allocated to students already on the waiting list from enrolment.

#### 6.0 Sixth Form Discretion

The sixth form reserves the right to decline the offer of a place if:

- An applicant has been permanently excluded from the school prior to Year 12
- Applicants want to transfer in-year from an external provider
- Applicants want to transfer at the end of Y12 into Y13 from an external provider
- Applicants have already started post-16 education elsewhere, or have completed post-16 education (particularly if they have completed Level 3 programmes)
- Applicants have not correctly followed the admissions procedures
- The applicant has an unspent criminal conviction and/or is judged to pose a serious safeguarding risk – the school will liaise with appropriate external agencies in such situations

Each such case will be considered based on the individual circumstances.

## **7.0 Appeals**

The formal admissions policy for each school sets out arrangements for appeals in relation to applications for places in Years 7 to 11 and which are managed via the Local Authority. These policies can be found at [www.nclt.ac.uk/policies](http://www.nclt.ac.uk/policies).

If you wish to appeal a decision about admissions into the sixth form and believe that New Brinsworth Sixth Form or New Dinnington Sixth Form have not acted in line with the school's formal Admissions Policy or this operational guidance, please contact The Governance Manager, New Collaborative Learning Trust, Pontefract Road, Normanton Industrial Estate, Normanton, WF6 1RN.

Please note the school's decision to strictly adhere to its entry requirements is final and does not constitute grounds for appeals.

The appeal must be lodged no more than 20 school days from the date that the application was unsuccessful. This would usually either be following a decision not to offer a conditional place at the sixth form or following a decision not to offer a firm place at enrolment. Appeals will be heard within 15 school days of receiving the appeal.

Appellants will receive at least 5 school days' notice of the place, date and time of their appeal hearing. The Governance Manager will notify appellants of the appeal hearing. Appeals will be heard by a panel of one or more members of The Trust's local Advisory Group. The appellant can attend to explain their case and may be accompanied by an adviser, friend or family member.

Following the appeal, the Governance Manager will send decision letters to the parties within 5 school days of the hearing taking place. School days are those days when the school is in session (they do not include weekends and school holidays, for example).

This process is separate to the Trust Complaints Policy. If you wish to make a complaint please follow the Trust's Complaint Procedure details of which are available via the website.