



CHIPPING NORTON  
SCHOOL

**Chipping Norton School**

**ADMISSION POLICY FOR  
SIXTH FORM**

**16-19 Provision (Years 12 and 13)**

**2025-26**

# SIXTH FORM ADMISSIONS POLICY

## (STATUTORY)

|                                     |                      |
|-------------------------------------|----------------------|
| <b>Date reviewed:</b>               | January 2024         |
| <b>Next review:</b>                 | January 2025         |
| <b>Member of staff responsible:</b> | Local Governing Body |
| <b>Committee:</b>                   | Local Governing Body |

### Introduction

Chipping Norton School is an 11-18 comprehensive school which aims to provide excellent education to all students. The School is an Academy managed by the River Learning Trust.

This policy has been approved by Chipping Norton School Governing Body and the River Learning Trust Board of Trustees, the body responsible for admission arrangements and decisions. These arrangements come into force for admissions planned for 2024-25.

This policy is for entry to the Sixth Form where applications are made directly to the school; the policy for entry to 11-16 Provision (Years 7 to 8) is available separately where applications are part of the Oxfordshire Local Authority co-ordinated scheme and further details of this process, including important dates can be found at: <https://www.oxfordshire.gov.uk/cms/content/secondary-school-applications>

Further details on how to make an application for entry to the Sixth Form (Years 12 and 13) can be found at: <https://chipping-norton.oxon.sch.uk/students/6th-form/joining-the-sixth-form/>

### Admissions Numbers

- (i) All students in Year 11 at Chipping Norton School who meet the academic entry criteria are entitled to a place in the Sixth Form.
- (ii) The minimum number of external applicants to be admitted is not restricted.

### Admissions Arrangements

- (i) Chipping Norton Sixth Form encourages applications from students currently at Chipping Norton School as well as students from other institutions.
- (ii) The academic entry criteria are the same for both internal and external applicants
- (iii) All applicants must complete the online application form and send this to the Sixth Form Administrator by the designated date (usually the start of February).
- (iv) All information relating to applications is contained within the Sixth Form prospectus, a copy of which can be found on the school website.
- (v) A Sixth Form Open Evening is held annually (in November / December) and all potential applicants are encouraged to attend.
- (vi) Internal applicants will receive guidance prior to completing their application. External candidates may have a guidance conversation with a member of staff after receipt of their application. The guidance conversation will only be used to discuss options and academic entry requirements for particular courses.

- (vii) The school aims to inform applicants whether or not they have been successful in their application by the end of Term 4.
- (viii) Students wishing to study a subject at another institution should indicate this on the application form. Chipping Norton School will facilitate this where possible and no further application is required.
- (ix) For successful external applicants, a formal written acceptance of the offer will be required by the date indicated in the offer letter. Should a student fail to accept the offer by this date the school reserves the right to withdraw the offer of a place in the Sixth Form.
- (x) All applicants who have been offered a conditional place will be invited to attend the Sixth Form induction programme (in early July) and confirm subject choices once students have received their GCSE results in August. Should a student fail to confirm subject choices without good reason the school reserves the right to withdraw the offer of a place in the Sixth Form.

#### **Admission Requirements: Academic Entry Criteria**

- (i) Admission to particular courses will depend upon availability of places and a student's prior attainment at GCSE.
- (ii) Our aim is to ensure that students play to their strengths, enjoy their 16-18 studies and are successful as they progress beyond them. We consider each application carefully and, as such, we will discuss the best options and combinations that will allow for progression post-18.
  - We require a minimum of seven GCSE passes at Grade 4-9, including in Mathematics and English Language. Our A level subjects specific entry requirements are available on the school website; students are usually required to achieve a minimum of Grade 6 in the relevant subjects (or related subjects for an option not studied previously e.g. Psychology).
  - Offers of places are made for admission into the sixth form and are not offers to study a specific course of subjects.
  - For in year admission to the sixth form any applicant must meet our GCSE entry requirements. An application form should be completed, and if a place is refused then a right of appeal arises.

#### **Allocation of Places and Oversubscription Criteria**

Where external students meet the admissions requirements, places will be offered in the following order of priority:

- (i) Children We Care For and previously Looked After Children including those previously in state care outside England
- (ii) Other external applicants
  - For each category, priority will be given to students living nearest to the school as measured by straight line distancing.
  - Tie breaker - Where the distance between two children's homes is the same, random allocation will be used to decide between them.

#### **Closing Dates and Late Applications**

Internal applications received by the closing date will be considered before all subsequent external applications. Late applications will only be considered if places become available in all subjects requested at the time of receiving the application; if a place in all subjects is not available the application is held on the waiting list.

#### **Waiting Lists**

If we are unable to offer applicants a place based on the details described in this policy, the school will hold a waiting list until 31st December in the year of school admission. Each application is ranked on the waiting list as determined by the oversubscription criteria (see above) and should a place become available applicants may be contacted.

## Appeals Process

If an applicant is refused a place and wishes to make an appeal, they or their parents/carers may do so. In relation to appeals that relate to a student not having secured the entry requirements, the student or their parents may write to the Headteacher and Head of Sixth Form, stating why they feel that there are mitigating circumstances which should be taken into account. This mitigation may involve, but not be limited to, one or more of the following:

- Special Educational Needs
- Significant underperformance against predicted outcomes
- Significant medical issues which impacted on a student's performance
- Other factors which may have led to a student not performing in line with expectations.

It is important that the mitigation is enough to explain why a student has not secured the entry requirements. In such cases, the appeal will first be considered by the school which reserves the right to use its discretion to offer a place to that applicant, in line with the oversubscription criteria.

Should such an appeal be turned down, or appeals that relate to the applicant not having received a place due to the administration of the oversubscription criteria, applicants and their parents/carers have a right of appeal to an independent appeals panel administered by the Local Authority.

## Appendix A: Specific Course requirements as at February 2024

| Subject                         | Subject grade/entrance criteria 2025-26   |
|---------------------------------|---|
| Art                             | Students are expected to have achieved a grade 6 or above in Art.   |
| Biology                         | Students are expected to have a grade 6 or above in Biology or Combined Science, and a grade 5 or above in Mathematics.                 |
| Business Studies                | Students are expected to have a grade 6 in Business Studies, and a grade 5 or above in Mathematics and English Language.                |
| Chemistry                       | Students are expected to have a grade 6 or above in Chemistry or Combined Science, and grade 5 or above in Mathematics.                 |
| Computing                       | Students are expected to have a grade 6 Computing, and a grade 5 or above in Mathematics.   |
| Dance                           | General Sixth Form entry requirements.  |
| Design Technology               | Students are expected to have achieved a grade 6 or above in Design Technology.   |
| Drama and Theatre Studies       | Students are expected to have achieved a grade 6 or above in Drama and/or English Literature.   |
| English Language and Literature | Students are expected to have achieved a grade 6 or above in both English Language and English Literature.                              |
| English Literature              | Students are expected to have achieved a grade 6 or above in both English Language and English Literature.                              |
| Geography                       | Students are expected to have achieved grade 6 or above in geography.   |
| History                         | Students are expected to have achieved grade 6 or above in history.   |
| Mathematics                     | Students are expected to have achieved grade 6 or above in mathematics.   |
| Further Mathematics             | Students are expected to have achieved grade 8 or above in mathematics.   |
| Modern Languages                | Students are expected to have achieved grade 6 or above in French or German.  |
| Music                           | Students are expected to have achieved grade 6 or above in GCSE music, and a grade 5 or above in theory and instrumental exams.         |
| Philosophy and Ethics           | Students are expected to have achieved grade 6 or above in Religious Studies, and a grade 5 or above in English Language.               |
| Physical Education              | No specific requirement beyond entrance requirements.   |
| Physics                         | Students are expected to have a grade 6 or above in Physics or Combined Science, and grade 6 or above in Mathematics.                   |
| Psychology                      | Students are expected to have achieved grade 6 or above in English Language Mathematics, and at least two grade 6s or above in science. |
| Sociology                       | Students are expected to have achieved a grade 6 or above in English Language.  |
| Textiles Technology             | Students are expected to have achieved a grade 6 or above in Design Technology or Textiles.   |

To be reviewed annually

## Appendix B: Point Scores available per Grade

### Entry Requirements

All students will require 38 GCSE points in their highest 8 GCSEs. This must include a minimum of grade 4 in both English (language) and mathematics GCSE.

| GCSE Grade | Points Awarded | Old GCSE Grade | Points Awarded |
|------------|----------------|----------------|----------------|
| 9          | 9              |                |                |
| 8          | 8              | A*             | 8.5            |
| 7          | 7              | A              | 7              |
| 6          | 6              | B              | 5.5            |
| 5          | 5              | C              | 4              |
| 4          | 4              | D              | 3              |
| 3          | 3              | E              | 2              |
| 2          | 2              | F              | 1.5            |
| 1          | 1              | G              | 1              |
| U          | 0              | U              | 0              |