



Prince Henry's Grammar School  
COLLABORATIVE LEARNING TRUST



# SIXTH FORM ADMISSIONS POLICY 2026-2027

**PHGS Sixth Form Admissions Policy 2025-26**

**Reviewed by Prince Henry's Local Governing Board: November 2025**

**Next review due: September 2026**

## **Sixth Form Admissions Policy**

### **General Principles**

At Prince Henry's Grammar School we offer a range of high-quality academic and vocational qualifications which require certain minimum grades at GCSE. Our policy is to ensure that all students accepted in the sixth form are placed on appropriate courses where they are likely to succeed. For this reason, we ask all students to attend a meeting with a member of the Sixth Form Team to discuss the most suitable courses of study based on their expected GCSE results.

Students in Year 11 will be encouraged to apply for the sixth form. We will also accept applications from students wishing to transfer to Prince Henry's Grammar School from another school. In all cases the same admissions criteria will apply. We have a Planned Admission Number (PAN) of 350 which allows for a minimum of 20 places to be offered to external candidates.

### **Transfer from Year 11 into Year 12**

The school expects students to achieve certain results in Level 2 examinations (GCSE, BTEC etc.) if they are to have a reasonable chance of success on any given programme, these are the Basic Requirements, and each course carries a specific entry requirement, Subject Specific Requirements; these are available on request or via the school's website. It should be noted that there is no Level 2 provision for students in the sixth form other than re-take classes for GCSE Mathematics and GCSE English; if taken, these must be alongside a programme of Level 3 courses. In the event that the number of applications likely to meet the entry requirements exceeds the PAN, the oversubscription criteria will apply.

### **Year 12 Entry from another school**

Pupils attending other schools in Year 11 or Year 12 are able to apply for places in Year 12 at Prince Henry's Grammar School and offers will be made subject to the same entry requirements as those set out for existing pupils (see Transfer from Year 11 into Year 12). In the event that the number of applications likely to meet the entry requirements exceeds the PAN, the oversubscription criteria will apply.

### **Continuation to Year 13**

Progression onto A level courses in Year 13 is not automatic and students must provide evidence through Year 12 that they have the capacity to succeed on the second year of the course. Students will be expected to achieve a minimum of a pass grade in either AS examinations or internal Year 12 examinations, exhibit levels of attendance above 90%, and through the development of strong independent study skills, demonstrate the ability to cope with the increased depth of study students will experience on Year 13 courses. Failure to meet one or more of these expectations may result in the student not being permitted to progress to the Year 13 part of the course.

### **Year 13 Entry from another school**

Pupils attending other schools in Year 12 are able to apply for places in Year 13 at Prince Henry's Grammar School. Entry into Year 13 for this group of students will depend on the transferability of their A-level courses, whether or not their joining the Sixth Form would exceed the PAN, the availability of places within teaching groups, and the applicant's results from any external or internal examinations taken in Year 12. We require evidence that the applicant will go on to complete the course successfully.

### **Course Load**

Students will follow a minimum of three courses in Year 12 and the same in Year 13 although a minority of students will follow four courses in both years. Most Level 3 courses each count as a single course, as does regular work experience. BTEC Sport will count as two courses and the ESEP, EPQ and Core Maths are additional programmes followed on top of 3 academic or vocational courses. GCSE Mathematics and GCSE English are Level 2 courses and therefore do not count as a single course.

### **Course Availability**

The school retains the right to determine which courses are available for students to study as well as the right to determine the maximum number of places on a course and how those places are allocated. In most cases, where the academic entry requirements are met, priority is given to those students who chose the course on their original application.

### **GCSE Mathematics and English**

Students who have not attained grade 4 or better in English and/or Mathematics at GCSE will be required to re-take the course in the sixth form up until the point at which a grade 4 or better is attained. These are the only Level 2 options available to post-16 students at Prince Henry's Grammar School.

### **International Students**

Consideration will be given to applications from students from outside England & Wales. Where these students do not have GCSE qualifications, they must provide evidence of equivalent qualifications as well as a functional level of spoken and written English e.g. IELTS grade 6.

### **SEND**

The governing body of the school will, under section 324 of the Education Act 1996, admit to the school a young person with an EHCP that names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final EHCP has been issued and which has taken account of the Year 12 entry requirements.

## Oversubscription Criteria

In the event of the Sixth Form being oversubscribed and when further places cannot be provided, the following oversubscription criteria will apply:

Order of Priority	Notes
<p>Priority Group 1: Young people in public care or fostered under an arrangement made by the local authority or young people previously looked after by a local authority for whom an application has been submitted and who are anticipated to meet the academic entry requirements.</p>	<p>A looked after child is defined as a child who is (one of the following)</p> <ul style="list-style-type: none"> <li>• In the care of a local authority</li> <li>• Being provided with accommodation by a local authority's social services</li> </ul> <p>A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following)</p> <ul style="list-style-type: none"> <li>• Adopted including from state care outside of England</li> <li>• Became subject to a Special Guardianship order</li> <li>• Became subject to a Child Arrangements order</li> </ul> <p>You must submit evidence (to your home local authority) of your child's previously looked after status ( a copy of the court order or adoption birth certificate and evidence of being in local authority care or a letter from the state) with your application.</p>
<p>Priority Group 2: Applicants from internal candidates who are anticipated to meet the academic entry requirements.</p>	<p>Overall performance at GCSE will be assessed from: Predicted grades defined as the likely grade to be achieved if current study habits continue. Actual GCSE results obtained</p>
<p>Priority Group 3: Young people who will have a sibling on the school roll in September 2025 who are anticipated to meet the academic entry requirements.</p>	<p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. This definition does not include cousins or other family members sharing a house.</p>
<p>Priority Group 4: Remaining offers will be allocated in rank order to those students who have the better performance predicted at GCSE for their subject specific requirements.</p>	<p>Overall performance at GCSE will be assessed from: Actual GCSE results obtained Predicted grades defined as the likely grade to be achieved if current study habits continue. This grade is to be provided by the applicant's current school.</p>

Young people in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups.

Tie-break- If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest the school.

Distance measurements are based on the distance from the home address to the school building. This is a straight-line measurement from the centre of the school building to the centre of the house.

### **Exceptional Circumstances**

It is important that appropriate provision is made for students in exceptional circumstances. For some applications reasonable discretion may be exercised for an individual who could benefit from the programme offered by their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria. These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low. We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

### **Probation**

All students will have an agreed programme of study when they join the sixth form and any changes requested by students after courses have started must have the approval of the relevant Faculty Leaders, a Parent or Carer and the Assistant Headteacher: Post-16 Learning. The final date for any changes to course choices is 6 weeks after the student's start date and a Change of Subject form must have been completed and handed in by this time.

This period of time will also be used by the school to assess each student's ability and commitment to their courses. Attitude and approach to learning, behaviour – including adherence to the dress code, attendance and punctuality are all assessed during the probationary period. The aim of the probationary period will be to determine the students' suitability for sixth form study at Prince Henry's as well as suitability for their courses and establish which students, if any, are unlikely to achieve a minimum of a pass grade. Students who have not met the criteria for a course will not be allowed to continue with that course beyond the first 6 weeks and will be required to switch to an alternative course or reduce their course load subject to the minimum requirements. In addition, students who have accrued 10 Standards for Learning Sanction Points relating to any one subject will only be allowed to continue the course with the approval of the relevant Faculty Leader and the Assistant Headteacher: Post-16 Learning. Only in the most exceptional of circumstances will any changes to a student's programme of study after the first 6 weeks be considered.

### **Right to Appeal**

If an application is refused there is a statutory right of appeal first to the Governors Appeal Panel and then to the school's Independent Appeals Panel. Further details of the appeal procedure will be provided with the letter explaining why an application has been refused. Appeals may be lodged by either the parent/carers or the student.

### **Sixth Form Admissions Calendar**

The deadline for applications is 31<sup>st</sup> January. Applications after this date will still be considered although some course combinations may not be possible.

Students are required to make a formal application via the school website. All students will be required to attend a meeting to discuss their options.

The timetable below gives a general idea of the time-frame for events, specific dates will either be available on the school website or communicated directly in correspondence.

Early October	Whole School Open Evening
November	Sixth Form Open Evening
31 <sup>st</sup> January	Deadline for all applications
From February	Course choice meetings held
From March	Offer letters sent to students
Late April	Deadline for acceptance of the offer to be received by the school