

Admissions Policy for The Swan School Sixth Form 2026/27 16-19 Provision (Years 12 and 13)

Introduction

The Swan 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 The Swan School Governing Body and the River Learning Trust Board of Trustees, the body responsible for admission arrangements and decisions.

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 11) 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://theswanschool.org.uk/sixth-form/>

Admissions Numbers

- I. All students in Year 11 at The Swan 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 10.

Admissions Arrangements

- i. The Swan Sixth Form encourages applications from students currently at The Swan 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 by the designated applications deadline - this deadline may be different for internal and external applicants.
- 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 January) 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 meeting with a member of staff after receipt of their application, which will 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 Easter break/ end of Term 4.
- viii. For successful external applicants, a formal acceptance of the offer will be required following the GCSE results day. Should a student fail to accept the offer the school reserves the right to withdraw the offer of a place in the Sixth Form.
- ix. All applicants who have been offered a conditional place will be invited to attend the Sixth Form induction programme.
- x. All applicants must confirm their subject choices once students have received their GCSE results in August using the enrolment form provided. 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.
- xi. Applicants will be required to show an ID document specifying their nationality and those who are non-UK citizens will be required to show proof of legal residency in the UK.
- xii. Applicants will be required to show evidence of the right chronological age to study (either 16 or 17 on 1st September for the year of entry), or be admitted on the school's discretion.

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 policy is to ensure that students accepted into the Sixth Form can be placed in appropriate courses where they are likely to succeed. For this reason the following entry criteria apply to the courses offered.
 - All students will require 6 Grade 5s at GCSE, with at least a Grade 4 in GCSE English (literature or language) and Grade 4 in GCSE Mathematics.
 - Individual courses also have additional subject specific criteria which are detailed on the school website. Students must meet these in addition to the overall requirements in order to study that course.
 - Offers of places are made for admission into the Sixth Form and are not guarantees to study a specific course of subjects.
 - For in-year admission to the Sixth Form any applicant must meet our GCSE entry requirements and/or meet our requirements for progression to year 13. An application form should be completed, and if a place is refused then a right of appeal arises.

- For non-UK applicants, candidates must demonstrate that they have sufficient proficiency in English language to be able to access the courses they wish to study.

Allocation of Places and Oversubscription Criteria

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

- 1) Looked After Children and previously Looked After Children
- 2) Other external applicants

For each category, priority will be given to students living nearest to the school as measured by straight line distancing. In the event of a 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.

Progression to Year 13

Students will take part in Mock Examinations in Week 10 of the summer term, utilised to provide the predicted grades for their university/work-based references. Students are required to achieve at least 3 C grade predictions across their A level subjects to progress into Year 13, in order to ensure that they are able to access A Level Courses. Any students not meeting these requirements may progress to Year 13 at the discretion of the Head of Sixth Form and Headteacher. Options will be discussed with those who do not meet the criteria.

To be reviewed annually. Date of next review: January 2026