

ADMISSIONS ARRANGEMENTS FOR ENTRY TO WARLINGHAM SCHOOL

SIXTH FORM FOR SEPTEMBER 2024-2025

Entry Requirements

Entry to Warlingham Sixth Form is subject to a student having achieved the entry requirements for the programme of subjects/courses they wish to pursue whether vocational or academic. The minimum requirement for entry to a 2-year Advanced level 3 course is 7 grades 4-9 plus English and Maths at GCSE grade 4. Students achieving 5 grades 4-9 or equivalent may be considered for a limited range of courses providing they can demonstrate aptitude for the subjects concerned. Sixth Form Prospectus ([College Prospectus](#)) for individual subject requirements for further details as some subjects require a specific grade in a particular subject and/or a specific subject to have previously been studied. In addition, some subject may request the submission of a portfolio of work for the Head of Department to assess prior to confirming enrolment. Enrolment will only be confirmed if all the course requirements are met for their agreed study programme. All students without a grade 4 in Maths and or English Language/English Literature will be required to study them in the Sixth Form and re-sit GCSE or Functional Skills exams. This will continue until the Grade 4 is achieved or the student leaves the Sixth Form. Due to timetabling constraints, this may impact subject choices.

A year 12 study programme consists of 3 or more A Levels/Vocational level 3 courses. It is our aim to meet all of the requests of the applicants and to run all the courses we offer. In some instances, this may not be possible due to

- Staffing
- Timetable constraints
- Low numbers on courses leading to them not being viable

In these circumstances, applicants will be notified as soon as possible and guidance regarding alternative courses will be offered.

The Process

The recruitment and admissions process runs throughout the school year. Events include

- Open evening (Late September/early October)
- Applications open on Applicaa immediately after the Open evening
- Year 11 Guidance meetings arranged for the Spring term. All Applicants are invited
- We aim to respond to all Applicants by the Easter holidays
- Induction days will run in the Summer Term

Places in the Sixth Form are allocated to a notional maximum of 300 places across both year groups, with consideration given to availability of places on individual courses and accommodation capacity.

All students must complete their application using the online portal, Applicaa. All students will need to satisfy the course entry requirements as specified in the Sixth Form Prospectus.

The school will offer all applicants an opportunity to discuss their applications and their potential to meet the entry requirements, with a view to guiding the student toward a course programme that will best meet their needs.

For students joining from another school, we will contact the applicant's previous school to request a reference. We will ask for information including a comment regarding attendance and punctuality, and to confirm predicted grades, mock examination results and any grades already gained.

Late applications will be considered on an individual basis.

Oversubscription

A firm conditional offer of a place in the Sixth Form and on particular courses will be made to students in March of each year. Once made, firm offers of places in the Sixth Form and, wherever possible, firm places on courses will be subject to the students achieving the course requirements as outlined above and specified in the Sixth Form prospectus. Confirmation of a place will only be after enrolment has been successfully completed, following the publication of GCSE results in August. Where there are more students wishing to join the Sixth Form than there are places, a waiting list will be in operation, providing the applicant meets the entry requirements for their chosen courses. The order of the waiting list will be in the order in which their application was received (as time stamped by Applicaa).

Enrolment process

Enrolment will take place following the publication of GCSE results in August. Enrolment will occur through Applicaa and students who meet the entry criteria will be enrolled according to a first come first served basis. Where applicants narrowly miss the entry requirements for their chosen subjects, we will seek the advice of the relevant Head of Department before completing or declining enrolment. Enrolment onto **any** courses will not be confirmed until we are able to confirm a full programme of study. In this event, we are unable to guarantee that spaces will remain on the chosen courses.

Appeals process

In the event of applicants wishing to appeal a decision, these should be made in writing initially to the Head of College.