

ADMISSIONS ARRANGEMENTS FOR ENTRY TO WARLINGHAM SCHOOL

SIXTH FORM FOR SEPTEMBER 2027

The Process

The recruitment and admissions process runs throughout the school year.

Events include:

- Open evening (Late September/early October)
- Applications open on Appicaa immediately after the Open evening
- Year 11 Guidance meetings arranged for the Spring term. All Applicants are expected to attend, however, this is not an interview.
- We aim to respond to all Applicants by March of the academic year, after receiving a completed application, and where relevant, a completed reference
- 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.

We welcome applications from students joining from another school. The planned application number for these students is 15 (this figure only refers to students joining Year 12 for the first time). 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. Please note that more places may be available subject to the number of places taken up by internal applicants. All offers of places will be provisional until GCSE results are known.

All students must complete their application using the online portal, Appicaa. Applications must be received by the first Friday of November. Applications received after this will still be considered, but treated as late applications.

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.

Late applications will be considered on an individual basis.

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 5 grades 4-9 (if English or Maths is not at least at Grade 4, this will need to be re-sat as a priority). Additionally, many of our subjects have further, specific entry requirements, details of which can be found in our Sixth Form Prospectus ([College Prospectus](#)).

In addition, some subjects 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 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, as these subjects take priority. We are only able to facilitate students retaking either English or Maths – we will not be able to enrol students who need to retake both English and Maths.

A year 12 study programme consists of 3 or 4 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 a course leading it to not being viable

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

Oversubscription

A firm conditional offer of a place in the Sixth Form will be made to students by 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.

Where there are more applications than there are places available, we will offer places based on the following criteria, in this order

1. Looked after children
2. Exceptional social/medical need
3. Siblings
4. Children of a member of the staff of Warlingham School & Sixth Form College
5. Those living in the catchment area
6. Any other applicant

Further details of these categories can be found in the Admissions policy for entry to Year 7 [Warlingham School & Sixth Form College - Admissions](#)

Confirmation of a place will only be after enrolment has been successfully completed, following the publication of GCSE results in August.

Appeals process

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

Approved by Local Governing Body	Spring 2026
Due for review	Spring 2027
SLT Member	Mr R Chotai