



Torquay Girls Grammar School Sixth Form Admissions Policy 2024/2025

Policy Information	
Policy Owner	Headteacher
Issue Version	1.0
Approving Committee	Trust Board
Adopted Date	November 2023
Review Cycle	Annual
Last Review Date	N/A
Next Review Date	February 2025

*Appendix 1 Version Control Amendments Table

Applications for the Sixth Form are welcomed from all students who would benefit from the post-16 curriculum that is offered at Torquay Girls' Grammar School, subject to the following conditions being met:

- That the applicant is under 19 years of age at the start of their programme of study.
- That the applicant has the right of abode in England.
- That the applicant meets the Academic Admissions' Criteria (see Academic Admissions' Criteria below).
- That acceptance of the applicant would not exceed the student admission number of the maximum class size number (see Over-subscription below).
- That any applicant for the GCE curriculum is female.

A student in Year 12 is defined as one who is following the *first year of GCE A-level specifications* in a majority of her timetabled lessons. A student in Year 13 is defined as one who is following the *second year of GCE A-level specifications* in a majority of her timetabled lessons.

The PAN for Year 12 is 200 including a minimum number of 40 external places. Further places may be available depending on the number of internal applicants.

All Y12 students are expected to study 3 A-level subjects.

It may be possible to study a fourth A-level if there are subject places available in September (see below) **and** it fits with the timetable. Students may also opt to complete one of the AS courses offered alongside their 3 A-level programme.

The Sixth Form timetable is designed to accommodate the greatest number of chosen combinations, but we cannot guarantee that every combination will be possible, so a few students may be asked to re-opt. In such cases their new option(s) will be considered as though they had made them at the time that their application was submitted and in the same order of preference as the original option(s). Subjects with very small numbers may not be viable and a decision not to run the A-level course may need to be taken by the School's Senior Leadership Team.

Academic Admissions Criteria

All students must meet the general academic admissions criteria to qualify for a place in the Sixth Form as well as the specific Admissions' Criteria for the subjects they have chosen, regardless of the student admission number and the maximum class size number.

Entry Criteria For Year 12

For prospective Year 12 students the general academic admissions criteria are:

- **6 full-course GCSE grades at grade 6 or above.**
- **GCSE grade 5 or above in both English Language and Mathematics**
- **The required GCSE grade requirements as specified by subjects and outlined in the prospectus and on the school website.**

Over-subscription

If applications exceed either the student admission number or the maximum class size number, as defined below, over-subscription criteria will be used to differentiate between successful and unsuccessful applications. The allocation of places will take place on the second enrolment day, usually the day following GCSE results day.

The student admission number is defined as the maximum number of students in any year group which can be accommodated by the school's infrastructure and resources without prejudicing the education of all students in the Sixth Form. For admissions in 2024 this number is 200 in Year 12. If this number is exceeded the Over-subscription Criteria (outlined below) apply.

The maximum class size number is defined as the maximum number of students in any teaching group which can be accommodated by the class infrastructure and teaching and learning resources without prejudicing the education of all students in that teaching group. The maximum number of pupils for any teaching group will depend on the choice of course and the facilities available. It is decided annually by the Head of Department and Head of Sixth Form.

Over-subscription Criteria for Admission to the Sixth Form

Internal students who hand their form in before the deadline and meet the admissions' criteria have a guaranteed place.

For **External** students (and internal students who hand their form in after the deadline) who meet the admissions criteria, places are allocated according to the following order of priority:

1. Any child in Public Care or was previously in Public Care^{1,2} including those who appear to the admissions authority to have been in Public Care outside of England and ceased to be in Public Care as a result of being adopted³ who achieves the required standard.
2. A student from a family that was previously eligible to receive Pupil Premium⁴ or Service Pupil Premium⁵ during Year 11. The school reserves the right to disqualify a student where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the student if an offer has been made on that basis.
3. The highest average score for the applicants best 8 GCSE grades
4. The date on which the application Form was received by the school
5. Applicants with siblings who would be studying concurrently at Torquay Girls' Grammar School
6. Those living nearest the school when measured by straight line at the time the application was received.

Appeals

The TGGS Admission Panel will consider the admission of students who fail to meet the stated criteria for any course. The appeal must be based on the existence of **exceptional** extenuating circumstances. Those wishing to appeal must submit in writing the reason(s) for consideration to the Admissions Panel via the Head of Sixth Form. The panel will meet as soon as is practical after Results' Day. The expectation is that significant issues will be communicated to the Head of Sixth Form or Head of Y11 **prior** to Results' Day.

Deadlines

It is important that prospective Sixth Form students meet the following admissions' deadlines, as failing to do so is one of the oversubscription criteria which may be used to differentiate between students:

- For starting in Year 12 in September 2024 the deadline for application forms to be received by the school is Thursday 8th February 2024;

1 Children in Public Care (Looked After Children)/Previously Looked After Children A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (see the definition in Section 22(1) of the Children Act 1989 at the time of making an application to the school). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines 'a special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2 In the case of a 'looked after child' or 'previously looked after child' supporting documentation must be submitted to the school at the time of application.

3 A child is regarded as having been in Public Care or previously in Public Care in a place outside of England, if the child was accommodated by a Public Authority, a Religious Organisation or any other provider of care whose sole purpose is to benefit society. Supporting evidence of previously looked after status must be submitted to the school prior to sitting their test.

4 The Pupil Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The school will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority.

5 Students who are entitled to Service Pupil Premium are those whose parents are serving in the armed forces, those who have died in action or left due to injury or who has a parent who is on full time reserved service – ref Service Pupil Premium: what you need to know - GOV.UK (www.gov.uk) . The school will require independent and verifiable evidence of Service Pupil Premium entitlement in the requisite period from a reliable source.