



Prince William School Sixth Form Admissions

Students will need to apply for a place in the sixth form by completing the online application form by the date given on the website that year (normally the first Monday of the Spring term in the academic year before they wish to start in the Sixth Form).

Students will be informed of the outcome of their application by the end of February and places will be offered conditional on the student achieving the necessary grades for the courses they have selected.

On Key Stage 4 results day, students will need to confirm their acceptance of their place, if they have achieved the grades they needed. If they have not achieved the grades they needed, they may choose to refer to the appeals process.

Entry Requirements

All students will need to have attained five or more grade 5s (or equivalent) at Key Stage 4 or above in order to attend the Sixth Form.

All students will also need to have attained at least a grade 4 in both English (language or literature) and Maths.

Some subjects (for example Biology, Chemistry, Maths, Physics,) require students to have attained at least a grade 6 in their subject at Key Stage 4.

Confirmation of places

If an internal student was offered a conditional place in the Sixth Form and has achieved the Key Stage 4 grades needed to meet the conditions of that offer, they will get a letter in their results envelope confirming that they have a place. To secure the place the student must confirm acceptance, either in person at the school or by email, by 12 noon on the day after the results day. If they do not, their place is not be secured and may be offered to someone else.

If an external student was offered a conditional place in the Sixth Form and has achieved the Key Stage 4 grades needed to meet the conditions of that offer, they must confirm, by emailing the Head of Sixth Form, their acceptance of that place with a copy/photo of their results by 12 noon on the day after the results day. If they do not, their place may be offered to someone else. The maximum number of external students we can admit to the Sixth Form in addition to the children already on roll moving from Year 11 is 30 in any one academic year.

If a student was offered a conditional place in the Sixth Form but did not attain the Key Stage 4 grades required for entry, it should be assumed that they no longer have a place at the Sixth Form.



There is no flexibility in the process if the student has not achieved the entry requirements necessary. All students in the Sixth Form must achieve the entry requirements as set out above and there is no right of appeal process.

No consideration can be made of circumstances that might have affected a student's performance in any or all of their Key Stage 4 exams. If circumstances were such that the school applied for 'special consideration' by the exam boards, then the grade received on results day will reflect that consideration of their circumstances. If their circumstances were not sufficient to be considered by the exam boards then they will not be considered when allocating places in the Sixth Form either.

If a student and their parents/carers wish to request a re-mark by the exam board of one or more of their papers, they may do so at their own cost and should inform the Head of Sixth Form that they are taking that course of action. If, when the re-mark is returned, their grade(s) has/have risen and they have achieved the entry requirements for the Sixth Form they will be admitted, provided the Sixth Form is not full by then. The school cannot guarantee that a place will still be available for the originally chosen year of entry but will honour our offer of a place for the following September. Places will not be held open for students waiting for the outcome of re-marks in preference to admitting students who have achieved the entry requirements in full on the Key Stage 4 results day.

Appeals on or after Key Stage 4 results day

Stage 1: If an applicant believes that they have had their offer of a place at the Sixth Form unfairly withdrawn because of their Key Stage 4 results, they should speak to the Head of Sixth Form on the results day.

Stage 2: If that conversation does not resolve the matter, they should write to the Headteacher setting out why they think this admissions policy has not been applied fairly to them. It is not sufficient to argue that the student should have performed better in their exams, or that they are only a mark or two away from the next grade. No student will be admitted if they have not met the entry requirements for the courses they wish to follow. The Headteacher will only consider cases where there are grounds to investigate that the procedures set out in this policy have not been followed correctly and fairly. The Headteacher will respond to the appeal letter within 5 working days of receiving it.

Stage 3: Should you remain dissatisfied with the Head Teacher response, an admissions appeal should be submitted to the **Warwickshire School Admission Team**. You can visit <https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement> to obtain more information about the appeal process.

Parents/carers wishing to appeal should contact the admissions service directly to obtain the necessary forms and guidance:

- By phone **0845 155 1793**
- By email schoolappeals@warwickshire.gov.uk.