

Kesgrave High School



Sixth Form Admissions Policy September 2026

This policy is approved **annually**

Policy Approval

Where	Chair	When
Full Governing Body	Sue White	Wednesday 12 February 2025

Chair of Governors	Sue White
Headteacher	Julia Upton

Policy History

Issue No.	Author	Date written	Approved by governors	Comments
1	S Wheatley	July 2020	September 2020	
2	S Wheatley	11.1.22	19.1.22	No changes
3	S Wheatley	11.1.23	18.1.23	No changes
4	S Wheatley	11.1.24	17.1.24	No changes
5	S Dodwell	11.1.25	12.2.25	Changes to policy format at start

1 About this policy

This policy sets out the admissions to Kesgrave High School Sixth Form.

2 Who is the intended audience of this policy?

This policy is aimed at students who wish to make an application to join the Sixth Form and parents and carers, supporting them in this process.

3 Glossary of key terms used in this policy

PAN Published Admission Number

4 Internal students

The school welcomes applications for entry to Kesgrave High School from those of the School's students who have attended the school in Year 11 and wish to **transition** to the Sixth Form.

5 External students

The school also accepts applications for entry to the Sixth Form from external candidates who attended another school. The Published Admission Number for Year 12 is 50 – this figure refers only to Year 12 students being admitted to the school for the first time, and not to the students transferring who currently attend Kesgrave High School.

6 Late Applications

Students applying to join the Sixth Form after the deadline for applications should note that admission will be subject to availability of places on chosen courses and achieving the specific entry requirements for the courses.

Provided places remain available and entry requirements are met, applicants seeking a place after the start of the school year will be invited in to discuss suitability of joining the courses at their requested time of entry.

7 Entry requirements for both internal and external students

Entry to the Sixth Form is subject to a student having achieved the entry requirements for the course they wish to pursue and demonstrated an aptitude to study. Students should refer to the Sixth Form Prospectus and subject guidance for further details on individual subjects. Some subjects have specific requirements which are different to the main entry criteria. Subjects may also be limited in the number of students they are able to accommodate.

The method for application is by completing an application form available from the school. The school, rather than the Local Authority, co-ordinates Sixth Form admissions.

8 Oversubscription Criteria

The oversubscription criteria for Kesgrave High School Sixth Form are the same as that for the main school (see Admissions Policy for Kesgrave High School).

9 Right of Appeal

When an application is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel.

10 Waiting List

Kesgrave High School does not hold a waiting list for the Sixth Form.