



St Saviour's and St Olave's Church of England School

Sixth Form Admissions Policy 2025/26

The Governing Body of St Saviour's and St Olave's transfers our own Year 11 students, (referred to as Internals), as well as students studying GCSEs from other schools, (referred to as Externals), to the Sixth Form.

All students admitted to the Sixth Form are required to abide by the school regulations, co-operating with staff on matters of attendance, discipline, homework and dress. They must be willing to contribute to the school's Christian ethos.

The published admission number of external students is 10. **If spaces remain on some courses, this number can be exceeded.**

In addition to this overall limit, admissions to particular courses will depend on the school's ability to run the courses and there being vacancies on them. Individual courses have a maximum number of places available.

Internal students and External applicants must meet the same academic entry requirement in order to be admitted onto courses in the Sixth Form. All students seeking a place must adhere to the timelines set out in Appendix A.

General Conditions of Entry

1. The applicant must meet the minimum academic requirement for level 3 courses of 5 GCSEs at 4 – 9 including English and Maths. They must also meet the minimum grade requirements of the subjects they wish to study in order to be admitted onto individual courses. The individual subject entry requirements are to be found in the subject and course specific information contained in the Sixth Form Prospectus.

2. The place in the Sixth Form will be confirmed in writing as a conditional offer. This will specify the agreed subjects to be studied and the minimum grades required.
3. Students will be required to enrol at school on a specified date, following the publication of GCSE results. Failure to attend enrolment may result in the offer of a place being withdrawn, except where the school has received prior notification in writing.

Further Information On Entry

Internal Students

Every girl in Year 11 at the school who wishes to apply is entitled to a place in the Sixth Form, provided they meet the academic entry requirement. They must complete an internal Application Form by the deadline date set out in Appendix A. The school reserves the right to run an appropriate level 2 course for internal applicants who do not meet the level 3 requirements.

External Applicants

Ten External students meeting the academic entry requirement and completing an External Student Application Form by the set deadline found in Appendix A will be offered a place dependant on availability of spaces.

If the number of applicants is more than the agreed Admissions number the following criteria will be used.

Priority will be given to Looked After Children and Previously Looked After Children who meet the entry requirements. A looked after child is one who is in the care of a local authority as defined by section 22 of the Children Act 1989. Such children – and those admitted with a statement of SEN – will complete the application form, and be placed at the top of the list of applicants.

The 2021 School Admissions Code requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – “IAPLAC”.

If it is necessary to decide between applicants who have equal claims to a place under the criteria, the governors will apply the following tie breaker.

Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. This will be measured in a straight line from the main entrance

of the applicant's home address to the main entrance to the school. Applicants from the same block of flats will be treated as living the same distance from school, regardless of the floor on which they live. Where parents share responsibility for the applicant, the address at which the applicant spends the majority of school nights, (Sunday to Thursday nights), will be considered the home address.

Appendix A - Provisional Timeline for Admissions 2025

All Applicants

October/early November	Open Evening Internal and External Students 6.00pm – 8.00pm
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Internal Applicants

November	Interim deadline for application forms.
December	Final deadline for application forms
December to March	Individual meetings with senior members of staff to discuss subject choices
Mid February	Letters sent confirming conditional place and agreed course.

External Applicants

November	Interim deadline for application forms.
December	Final deadline for application forms
December to March	Individual meetings with senior members of staff to discuss subject choices
End of April	Letter posted confirming conditional places and agreed course
August	Final enrolment

Reviewed November 2024