



Sixth Form Admissions Policy

Academic Year: 2024 - 2025

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Introduction

Rushden 6th form is part of a collaboration of teaching and learning across 2 schools, Rushden Academy and Huxlow Academy.

Our aim is to provide a high quality, comprehensive programme of courses to meet the needs of all our post-16 students. We work together across both schools to maximise resources and staff expertise and to provide a broad, balanced and challenging sixth form curriculum providing for the needs of young persons within the 16 – 19 age range, who live in Rushden, Higham Ferrers, Irthingborough area and the surrounding villages including Great Addington, Little Addington and Woodford.

We encourage Sixth Form applications from students currently attending Year 11 in all three schools, as well as students from other schools.

All students who meet our entrance requirements, are willing to work hard and have commitment to their studies are welcomed into our sixth form. Close monitoring by all staff across the two schools ensures that students fulfil their true potential. We aim to extend students academically and socially and believe that the college allows our students to develop a wider perspective, preparing them for life beyond the sixth form within a secure and supportive environment. Admission to The Huxlow and Rushden 6th form is not dependent on any “voluntary” contribution

Policy Aims

We aim to

- provide a caring and secure environment in which tolerance, understanding and respect for others are fostered
- help all individuals regardless of their race, gender or disability to acquire the skills and knowledge needed to achieve their full potential in a rapidly changing world
- develop understanding of, and respect for, a wide range of religious values, languages and cultural traditions and different ways of life, including an emphasis on British values
- encourage an enjoyment of life-long learning
- encourage positive parental and community involvement
- promote healthy lifestyles
- provide a curriculum that is stimulating, broad, balanced, innovative and creative
- celebrate achievement
- Our Admissions Policy therefore aims to ensure that children from all backgrounds and abilities are able to apply for a place in our Sixth Form.

Purpose of the Policy

This policy explains:

- how to apply for a Sixth Form place;
- The 6th Form arrangements for allocating places to Students and, in particular, how places will be allocated if the Sixth Form is over-subscribed; and
- how to appeal against a decision not to offer a Student a Sixth Form place.

Definitions

Distance tiebreaker and measurements means the process we use if more than one student has an equal right to a place after applying the school's oversubscription admission criteria. Unless otherwise stated, distances are measured from the **Home Address** point of the student to the address point of the home base school on a straight line basis, using the Ordnance Survey Master Map. The address point for a property does not change.

Education, Health and Care (EHC) Plan means an Education, Health and Care (EHC) Plan which names a school as the appropriate provision.

Home Address means the address a Student is living at on the closing date for applications which is the permanent residence of the Student. This address must be the Student's only or main residence, which is:

- Owned by a Student's parent, parents or carer/guardian; or
- Leased to or rented by a Student's parent, parents or guardian under a lease or written rental agreement of not less than six months' duration. The property leased should be that in which the family lives. Written proof of ownership or a rental agreement and proof of actual permanent residence at the property may be required.

Home Address does not include:

- An intended future address, unless house moves have been confirmed through the exchange of contracts with a set completion date, or the signing of a formal lease agreement. An intended future address will not be counted as a Home Address after the closing date for applications.
- The address of any second home – checks will be made on which address is the main home.
- Any address to which only part of a family moves, unless this was as a result of a divorce or permanent separation arrangement. Proof will be required of such an arrangement.
- An address used for childcare arrangements.

For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, we will allocate a place in advance of the family arriving in the area, provided the application is accompanied

by an official letter declaring a relocation date and a Unit postal address or quartering area address.

In-year application means any application for a sixth form place during the School Year.

Parent refers to both individual parents as well as those with parental responsibility for a Student, e.g. carers/guardians.

Looked After Child means a child who is either in the care of the local authority or is being provided with accommodation by a local authority in the exercise of their social services functions at the time of making the application to the school.

Previously Looked After Child means a child who was looked after but ceased to be so because they were adopted (under the Adoption Act 1976 or the Adoption and Children Act 2002) or became subject to a child arrangements order or special guardianship order immediately after having been looked after.

School Year means the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

Sibling means a child who has brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit at the same address, who attends the home base school and who is expected to still be on roll at the time of admission. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Statement of Special Educational Needs (SEN) means a document which sets out a Student's Special Educational Needs and any additional help that the Student should receive. The aim of the Statement is to make sure that the Student gets the right support to enable them to make progress in school.

Other Applicants It is possible to request admission outside the normal age group, effective in a year group below or above a student's chronological age. We may need to carry out an educational assessment to determine whether or not it is appropriate for the young person to delay or accelerate their entry into the sixth form and be taught outside of their chronological age group. The senior leadership team of the 6th Form will decide based on the circumstances of each case. Applications from students whose home is not in the UK or who have non-UK qualifications will be considered on an individual basis. Please contact the Head of Sixth Form at the chosen home base school by email to arrange an initial discussion.

Applying for a Place

Huxlow and Rushden Academy 6th Form welcomes applications from all young persons who meet the Sixth Form entry requirements. Students and their parents/carers who are considering applying are warmly invited to attend our Open

Evenings in the autumn term of the year prior to intended admission at their home base school, or a school(s) of their choice for external candidates.

All students who are on roll in Year 11 in our schools at the time of application, and complete Year 11 to the required standard are automatically offered places in Year 12 if they achieve the entry requirements for the Sixth Form as detailed in our prospectus for 2024 - 2025.

All internal students will have the opportunity to discuss their chosen pathway with the Head of Sixth at their home base school prior to submitting their application.

Applications must be submitted to the student's home base school.

Applications forms are available to download from the Academy websites

The application deadline for September 2025 is 9th December 2025

All applicants must apply to their home base school by the above date.

Late applications

Applicants who fulfil the entry requirements whose applications are received after the relevant deadline will be treated as lower priority than those applications received on time, in the initial allocation of places (please see information below on waiting lists). If an applicant is offered a place after the usual starting date in September, he or she will normally be expected to take up this place within one week of the date of the offer and commit fully to catching up on content already taught with the support of their subject teacher.

Entry Requirements for the 6th Form

Offers made are provisional and subject to students attaining the entry requirements below and availability of places on the relevant courses and classes. Students who do not achieve the minimum standards in GCSE English and Maths but are accepted onto programmes of study will be required to re-sit these subjects.

For course specific entry requirements, please refer to the prospectus on our website for the relevant year.

Offer of Places

Applicants who meet the entry requirements may be made an offer of a place, subject to availability in their chosen courses and classes; applicants who meet the requirements but who cannot be made an offer straight away because their chosen course is full will be encouraged to place their names on our waiting list.

All applicants who meet the entry requirements but have not received an offer of a place will be given the opportunity to contact their Head of Sixth Form for additional information and guidance to clarify the most suitable courses.

If you wish withdraw your application for any reason or wish to decline an offer of a place you must immediately inform the Head of Sixth at your home base school in writing of your decision.

If there are more applicants than available places, applications will be ranked in order of priority as described in the Oversubscription Criteria above. Any applicants to whom we cannot offer a place will be notified.

The 6th Form has the right to withdraw an offer of a place where it is found that:

- the offer of a place has been obtained through a fraudulent or intentionally misleading application, for example, the use of an inappropriate home address
- the applicant has not responded to the offer within a reasonable period of time of the offer being made and after a reminder has been issued.

If a young person from declines the offer of a place, but decides after 1 September that he/she wishes to return to the Sixth Form, he/she must contact the Head of Sixth at their home base school to discuss the possibility of returning. It may be a requirement that the young person joins the waiting list and will only be offered a place if one becomes available under the terms of the published oversubscription requirements.

The information contained in this policy is correct at the time of publication but amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the admission authority including information published by North Northamptonshire County Council.