



Steypning Grammar School

Admissions Policy for Sixth Form

Links to other policies:

The named person for ensuring implementation of this policy is the Headteacher.

As a State Boarding School with full term time residential provision for some Year 9 – 13 learners, this policy would be implemented in this context by the Director of Boarding.

Approved by: Assistant Headteacher - KS5
Review Due: July 2025

This is a statutory statutory policy
This policy is required for publication on the website

INTRODUCTION

This policy will apply for admissions from 1st September 2024. It will be used during 2024/2025 for allocating places for September 2025. Admissions to Steyning Grammar School are regulated by the West Sussex County Council Admissions Policy set in accordance with the DfE Statutory School Admissions Code for 2014.

Admission to the Boarding School for Sixth Formers is addressed in a separate policy. There is no right of automatic transfer between the Boarding and Day School.

Admission to the Sixth Form for day places will be from the School's Year 11 and students applying from other schools and colleges including international institutions.

Application Process and procedures

a) Applications for Sixth Form Year 12 Day Places. The deadline for applications is 6th January 2025.

Applications for places in Year 12 are made directly to the school using the Sixth Form Application Form. Applicants must achieve the Minimum Qualifying Standard (MQS) for the Sixth Form as detailed in our Course Entry Requirements.

The Maximum entry into Year 12 is 265. Priority is given to Year 11 members of Steyning Grammar School for September 2025.

The published admission numbers (PAN) for students entering the Sixth Form from outside the school is as follows:

Year 12	Number of External Day Pupils	Number of Boarders
Sept 2025	A minimum of 20 students	A minimum of 20 students

After those external places have been filled, those who apply later will be offered provisional places assuming they qualify for entry. Applicants from Steyning Grammar School itself who initially opt to go to another institution and then change their minds may have to go on a waiting list if all places have been filled.

The MQS for applicants to the Sixth Form for Sept 2025 are 5 GCSE passes at grade 4 or overseas equivalent (preferably including English Language and Mathematics). Most subjects require specific grades at GCSE to continue to specific Level 3 courses detailed in our entry requirements which are updated every year.

b) Admission Over and Under Age

In exceptional circumstances where there is a strong educational, developmental or social reason why a student should be educated out of their chronological year group, the Headteacher may use his discretion to permit an application for a candidate who is over or under the normal age for their year group. The application will then be considered as though the applicant were the correct age for the year group for which an application is being made.

c) Over-subscription Criteria for External Students

Applications from internal candidates who meet the academic requirements are considered first. If there are more applicants satisfying the admissions threshold than places available then places will be allocated by applying the following criteria in the order set out below:

1. Looked After Children and previously Looked After Children: Applicants who are looked after by a Local Authority in England and Wales, in accordance with the Children Act 1989 (as amended).
2. Applicants who have a sibling who is currently a student at the School. This includes adopted children and those living in the same home under a recognised fostering arrangement. (Brothers or sisters may be half or step-siblings but must be living permanently at the same address).
3. Applicants residing within the School's catchment area. If outside the catchment area the straight line distance rule will be applied.
4. Applicants who are children of Steyning Grammar School employees who must have been employed at the school at the time of admission.

5. Applicants who live outside the catchment area with brothers or sisters already at the school and who will still be attending when the child starts (brothers or sisters may be half or step-siblings but must be living at the same address)
6. Other applicants who live outside the catchment area.

d) Admission of Students with Statement of Special Educational Need

The admission of a student with a Statement of Special Educational Need or education Health and Social Care Plan will be subject to separate arrangements under the Education Act 1996 and SEN Code of Practice 2001 (for SEN statements) or the Children and Families Act 2014 and SEND Code of Practice 2015 (for EHCPs). Where a SEN statement or EHCP names the Sixth Form, the student must be admitted subject to achieving the MQS.

e) Admission into Year 13 or In Year Admissions

Places are occasionally available in Year 13. Applications for these places are made directly to the Sixth Form. There is no guarantee that such places will be available in any particular year. Change of Exam Boards between A levels can be complex, transfer of BTEC National coursework and portfolio submissions may not be possible.

School Transport

There is a charge (currently £826 pa) for Sixth Form students who travel by County Council Coaches. A termly instalment must be paid before a bus pass is issued. Concessionary tickets are available for public buses and these need to be applied for directly to the transport company.

Subsidised rail travel is facilitated by the Sussex Student Card and reduced travel by bus for out of catchment areas can be applied for by the transport provider.

The School's primary designated catchment area is identified as equivalent to that for entry of students to Year 7. This includes the following main population centres – Steyning, Upper Beeding, Bramber, Small Dole, Henfield, Partridge Green, West Grinstead, Ashurst, Storrington, Thakeham, West Chiltington, Cootham, Amberley and Houghton.

Admission Procedure Outline

- Internal students should make their course choices on the online application form by the deadline 6th January 2025. If requested, viewing appointments can be arranged, co-ordinated by the Sixth Form Team before this date.
- All external applicants must complete a Steyning Grammar School Sixth Form Application form online to be submitted by 6th January 2025. For external applicants on receipt of a fully completed form the Sixth Form Office will request a Headteacher's reference, a copy of the latest school report for the student and trial exam results or predicted grades.
- A written conditional offer for a Sixth Form Day place will be made during the Spring term for both internal and external candidates
- All applicants will be invited in to discuss their course choices with a member of the Sixth Form team during the Spring term (January/February).
- External applicants are asked to confirm their intention to take up the place offered either in writing, by email or telephone.
- Final subject choices are made in August/September on Registration Day in consultation with the Sixth Form Team.