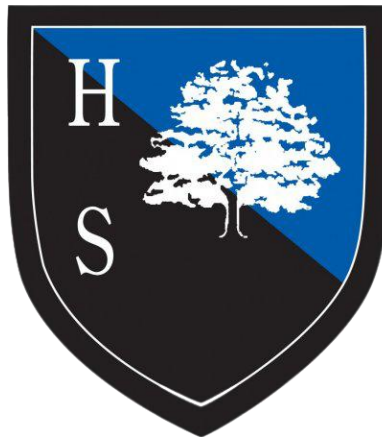


Sixth Form Admissions Policy

Heathcote School and Science

Academic Year 2026-2027 cohort



Approved by the Governing Board:	Autumn 2025
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To be reviewed:	Annually
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Next review due:	Autumn 2026
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Purpose of this Policy

The purpose of this policy is to:

- Summarise the admissions criteria for **Heathcote Sixth Form**;
- Set out the selection process, including timelines and all relevant oversubscription criteria;
- Ensure that applicants with disabilities, and their parent(s)/carer(s), understand how their application will be supported;
- Outline the admissions appeals process.

Applicants wishing to apply for a place at **Heathcote Sixth Form**, and their parent(s) or carer(s), are strongly advised to read this policy carefully before submitting an application.

Admission to the Sixth Form

- This Admissions Policy applies to pupils seeking admission to Year 12 at Heathcote Sixth Form. The school admits a total number of 250 pupils in the Sixth Form. The admissions number for Year 12 is dependent on the number of pupils in Year 13.
- For 2026-2027 applicants, Heathcote Sixth Form will be able to offer 150 places. The admission number may be exceeded if the demand for available courses can be met, provided that the applicants meet the academic entry requirements.

Eligibility

Students born between **1 September 2009 and 31 August 2010** and who will complete their GCSEs in **summer 2026** are eligible to apply for entry to the Heathcote Sixth Form in September 2026. Applicants born outside these dates may be considered for entry on a case-by-case basis.

Meeting the entry requirements does not guarantee a place, as admission is also subject to the availability of courses and spaces.

Eligibility for Year 13 entry & Year 12 resit

- Pupils normally follow a two-year Sixth Form programme.
- In rare and exceptional cases, a pupil may be permitted to repeat Year 12, provided space is available and all criteria are met.
- Such decisions are made on an individual basis and under extenuating personal circumstances as well as following a successful interview and the uptake of references that meet the school's standards outlined below.
- This is in line with Heathcote Sixth Form policy on current sixth formers who are only able to repeat Year 12 in exceptional, **evidenced** circumstances (for example, a serious illness that disrupted their Year 12 attainment).
- Where a repeat year is granted, pupils **may not re-sit the same subjects** previously studied, and meeting the entry requirements does not guarantee a place.
- Prospective Year 12 repeat applicants must complete the standard application process, where they will be placed on a waitlist. Applications will only be considered after the

publication of August GCSE results, with priority for places given to new Year 11 applicants (both internal and external), at which point Year 12 repeat applicants placed on a waiting list will be reviewed.

- Being placed on waiting lists does not guarantee entry into the sixth form.
- We occasionally receive applications from students seeking to transfer to Heathcote at the end of Year 12 from another school to complete Year 13.
- Unfortunately, we do not consider any transfer applicants for Year 13.

Entry Requirements

All pupils must submit an academic reference from their current school, including predicted grades and confirmation of their suitability for their chosen pathway.

Pupils must select a pathway that aligns with their academic outcomes and meet the entry requirements.

- **Vocational Pathway:** Pupils must achieve the mean **average point score of 4.0** across the best 8 GCSEs, in addition to meeting the specific entry requirements outlined below.
- **A Level Pathway:** Pupils must achieve the mean **average point score of 5.8** across the best 8 GCSEs, in addition to meeting the specific subject entry requirements outlined below.
- Please note: **IGCSEs will not be accepted** for applicants who studied and completed their GCSEs **within the UK**. However, it **will be accepted** for international students as outlined below.
- To study here as a 16–19 pupil, you must be a British citizen, a citizen of the European Union (EU), or a citizen of the European Economic Area (EEA), which includes Iceland, Liechtenstein, Norway, and Switzerland.
- You will be required to provide evidence of your residency status and entitlement to free 16–19 education in the UK.

International applications

If you are not a British citizen, a citizen of the European Union (EU) or a citizen of the European Economic Area (Iceland, Liechtenstein, Norway and Switzerland) you will need to prove your residency status and entitlement to free 16-19 education in the UK. This means that during **application** we must see the original of your passport and immigration status documents from the Home Office. No entry can be provided without the correct documentation.

Foreign Qualifications

Heathcote Sixth Form does not accept international qualifications as direct equivalents, except for IGCSEs for international students. This exception applies only to international students who wish to complete their post-16 studies in the UK and meet the eligibility criteria outlined above.

Basic academic entry requirement

A-Level: To study, A Levels pupil must fulfil all the following conditions in addition to achieving the mean average point score of 5.8 across the best 8 GCSEs.

- **Condition 1:** To secure a place at Heathcote Sixth Form, all pupils must hold a minimum of 5 GCSEs at Grades 9 – 5, including a Grade 5 in Maths and English. Equivalent qualifications are also accepted at merit or distinction levels.
- **Condition 2:** In addition, they must achieve at least a Grade 6 or higher in the subjects they wish to study or the grade indicated on the course entry. In some cases, an equivalent subject with a similar skill set will be considered as an additional measure, which is not part of the core GCSE curriculum.
- **Condition 3:** For some subject's pupils need two or more grades. For example, Science studied together (e.g. Biology with Chemistry or Biology, Chemistry, Physics etc), pupils must also achieve a Grade 6 or higher in Maths in order to secure their chosen study programme.

Level 3 BTEC:

To study vocational (BTEC) course pupil must fulfil all the following conditions in addition to achieving the mean average point score of 4.0 across the best 8 GCSEs.

- **Condition 1:** To secure a place at Heathcote Sixth Form, all applicants must hold a minimum of **5 GCSEs** at grades 9-4, including Mathematics and/or English Literature/Language, at grades 9-4 at GCSE.
- Applicants needing to re-sit either of these examinations may be enrolled at the discretion of the Sixth Form Team. Equivalent qualifications are also accepted at merit or distinction levels.
- **Condition 2:** applicants who achieve 5 GCSEs grade 9-4 but don't achieve one of the core subjects, will be limited to selecting only BTEC triple award courses on offer.
- **Condition 3:** All applicants intending to take up a mixed pathway must hold the minimum expected grade for their chosen A Level and BTEC. Some courses will require subject-specific entrance requirements – please see the course guide for specific details. applicants that do not achieve a Grade 4 in English or Maths, cannot opt for a mixed pathway.

Applicants with disabilities (SEND/EHCP)

Heathcote School welcomes applications from all applicants, including those with learning or physical disabilities or Special Educational Needs. We do not discriminate against any applicant on the basis of protected characteristics, including sex, race, disability, religion or belief, sexual orientation, gender reassignment, or pregnancy and maternity. Heathcote School is committed to fulfilling its anticipatory duty under the Equality Act 2010.

- Applicants with Special Educational Needs and Disabilities that have an Education, Health and Care Plan (EHCP), will be considered through the local authority consultation process.
- A place will only be considered if Heathcote Sixth Form is named in the EHCP as the provision of choice and the process of consultation is fully completed.
- This must be completed by the end of the published school academic year and prior to August enrolment, an offer or enrolment cannot take place unless there has been a consultation.
- Through this process we must be fully satisfied that the school can deliver all provision and support outlined in the EHCP
- Applicants with an **EHCP** must meet **all aspects of the eligibility criteria** and the **published entry requirements** for their chosen courses **in full**. Their predicted grades at the time of application must demonstrate that they satisfy these requirements.

- An offer of a place for a candidate with an EHCP does not guarantee admission to Heathcote Sixth Form.
- Admission is subject to the candidate meeting the entry requirements based on their final GCSE results.
- Candidates and their families should consider and plan for alternative Post-16 providers and courses **in advance of receiving results** to ensure suitable options are available if the required grades are not achieved.

Enrolment Contracts

In exceptional circumstances, where applicants are close to by 1 or 2 grades, but do not fully meet the published entry requirements or where **references** indicate pastoral issues—the school may, at its discretion, offer admission on the basis of an enrolment contract.

- These contracts are designed to provide clear expectations and support for applicants, and will be reviewed **four** weeks into the course.
- The review process involves setting specific targets in partnership with the applicants and their parents or carers, and may result in the contract being extended if appropriate.
- The contract will outline expectations regarding academic progress, attendance, punctuality, behaviour, and commitment to study.
- Failure to meet the conditions of the contract may result in changes to subject choices, withdrawal from specific courses, or removal from the Sixth Form, including withdrawal of the offer of a place in Heathcote Sixth Form.

No Entry

- It is essential to note that no entry will be granted to any applicants with a prior **Permanent Exclusion (PEX)**.
- Additionally, admissions may be denied for a applicants' who present a **safeguarding concern**.
- While Heathcote Sixth Form applies the same academic entry requirements to external applicants as it does to internal applicants, the school **reserves the right to refuse admission to external applicants** based on the **outcomes of references, the interview process, or other relevant assessments**, at the school's discretion.
- **References must meet a minimum threshold of "Good" or "Excellent"** across the following categories:
 - Attendance
 - Punctuality
 - Motivation
 - Self-discipline
 - Behaviour
 - Relationships with other pupils
 - Relationships with staff

- Heathcote Sixth Form reserves the right to **withdraw an offer** or **decline admission** if the reference does not meet this standard **and/or** if the applicant does not meet the entry requirements set out in this policy.
- External applicants must provide:
 - a) Proof of date of birth
 - b) Proof of address
 - c) A school reference confirming predicted grades and outlining "**Good**" or "**Excellent**" on the standards above and the suitability for their chosen course.

Progression into Year 13

- Places in Heathcote Sixth Form in Year 13 will be allocated to all pupils who successfully complete Year 12.
- This will be determined by their overall **attendance, academic progress** and passing all relevant assessments throughout the year, including the end of year examinations.
- In exceptional circumstances pupils may be allocated a place in Year 12, rather than Year 13 so that they can repeat courses. This is on a case-by-case basis as outlined in the eligibility criteria above.

Application Procedures

Open Evening

- Prospective applicants and their parents/carers are invited to visit the school on our Open Evening in the year prior to intended admission.

Making an application

- Heathcote School Sixth Form welcomes applications from all young people who meet the eligibility criteria and Sixth Form entry requirements.
- The online application form is available on the website and must be completed in full to be considered and by the advertised deadline.
- Applications received after this deadline will be placed on a waiting list and will be considered only when all applications received on time have been fully processed.

Interview

- Applicants will be assessed and, if selected for an interview, will have the opportunity to discuss their application, including whether they meet individual subject entry requirements, and explore their suitability for the course.
- To determine an applicant's suitability for their chosen pathway, all applications must be supported by an academic reference from their current school. The reference must confirm predicted grades and meet a minimum threshold of "Good" or "Excellent" in conduct, behaviour, attendance, and attitude to learning (as outlined above). Applications without a satisfactory reference will not be considered.
- An interview is a compulsory part of the admissions process; however, attendance at interview does not guarantee an offer of a place at Heathcote Sixth Form.

Offer

Applicants who meet our academic entrance requirements will be made a conditional offer following the interview and will be informed of this in writing. All offers remain conditional upon the applicant meeting both the entry requirements upon receipt of final results and the reference standard. Heathcote Sixth Form reserves the right to refuse admission or withdraw an offer where these conditions are not met.

Heathcote Sixth Form reserves the right to withdraw an offer of a place, or to terminate an applicant's enrolment at any point during the academic year, if any of the following apply:

- The offer was made on the basis of a fraudulent, false, or intentionally misleading application.
- The applicant does not have the legal right to study in the United Kingdom.
- The applicant's admission is deemed to present a safeguarding risk.
- The academic reference provided by the applicant's previous school does not meet the required minimum threshold of **"Good"** or **"Excellent"** in all categories as stated above (see No Entry).

Enrolment

- Applicants holding conditional offers will have their place confirmed following receipt of the GCSE results in the summer by attending one of the enrolment sessions if the offer-holder has met the subject-specific entry requirements.
- Guidance will be given to applicants who wish to consider a change of subject following receipt of GCSE results.

Course Availability

- While every effort is made to ensure that offer-holders can enrol on their chosen courses, meeting the stated entry requirements does not guarantee admission. All offers are subject to availability, course capacity, and the professional judgement of the Sixth Form leadership team.
- **Heathcote Sixth Form reserves the right to withdraw or amend course provision** in the following circumstances:
 - If a subject is oversubscribed and all places have been allocated.
 - If a subject cannot run due to low demand /student numbers or staffing availability changes.
 - If a subject cannot be accommodated because of a timetable clash.
 - If overall capacity across the Sixth Form has been reached.
- **Alternative Options:** In cases where a course cannot run or **an offer-holder** cannot be enrolled onto a chosen course, **Heathcote Sixth Form will support the applicant to select a suitable alternative course where possible**, subject to availability and timetable constraints.
- As outlined above, Heathcote Sixth Form also reserves the right to place applicants on contracts where predicted outcomes are close to entry thresholds, and to review enrolment at any point if progress, attendance, punctuality, or conduct is deemed unsatisfactory.
- External applicants will be required to provide proof of their GCSE results, together with a copy of their Birth Certificate or Passport.
- Applicants who are not originally offered a place because they were not predicted the required grades, will be invited to attend a Supplementary Enrolment Session on the official Enrolment Day if:

- they do achieve the required grades
 - are still interested in a place and
 - if there are spaces available in their chosen courses.
- Following the **advertised enrolment deadline**, there will be no normal admission into the Sixth Form.
 - Applicants who wish to enrol in Year 12 will need to contact the Director of Sixth Form, who will advise them regarding course availability and entrance requirements and decide on an applicants' suitability for entry.

Waiting list and over-subscription

- Once 150 (or published number for that year based on Year 13 numbers) offers are made, then places for external applicants who meet the entry requirements above will be placed on a waiting list until August of that year. Places may become available, for example, if applicants do not achieve the results they need or applicants decide to take up an offer of a place elsewhere. If places do become available, they will be offered to those on the waiting list following our over-subscription criteria.

Over- Subscription Criteria

- The purpose of the over-subscription criteria is to give everyone that has the entry requirements a fair opportunity to access a place in the Sixth Form. The Sixth Form Admissions Team takes considerable time and the utmost care to ensure that the system is applied fairly.

The criteria are as follows:

- Candidates that have met the eligibility criteria and GCSE grades meet the published entry requirements.
- Young People in Local Authority Care – a person under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Health and Special Access Reasons – Young people whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the young person's needs and the particular school. A physical impairment must be such that it requires the young person to attend the particular school because its buildings do not inhibit their mobility.
- Applicants with an Education, Health, and Care Plan (EHCP) or special educational needs and disabilities (SEND), admission decisions will be made in consultation with the borough's relevant authorities to ensure appropriate support is available.
- Current Family Association – sister or brother in the same school at the time of entry. In this context, sister or brother means girls or boys who live as sister or brother in the same house, natural sister or brother, adopted siblings, stepsister or stepbrother and foster sister or foster brother or brothers.
- Applicants who reside in the E4 postcode, in order of the distance (nearest first) between the Young Person's permanent address and the school.
- Applicants who reside in the London Borough of Waltham Forest, in order of the distance (nearest first) between the Young Person's permanent address and the school.
- Applicants who live in other Local Authorities, in order of the distance (nearest first) between the Young Person's permanent address and the school.

- The remaining places will be allocated to those applicants meeting the basic qualification who live closest to the school and for whom places on their chosen courses are available.
- Closeness to the school is measured in a straight line ('as the crow flies) from the centre of the pedestrian gate on Normanton Park and the permanent address at which the applicant normally resides at the time of the application. The school will carefully verify the permanent address of the applicant.
- Once applicants have been ranked according to distance, places will be allocated in order of closeness to the school, subject to the following procedures.

Once the places available for a particular course of study have been filled, any other applicant who has chosen that course will be not considered for admission, regardless of whether places are available on other courses that the applicant has chosen.

Tied assessment:

- In the unlikely event of more than one applicant being tied for entry under these criteria, the place will be randomly allocated. This process will be independently verified.
- The furthest distance that successful applicants live from the school varies from year to year and depends upon the varying demand for individual courses.
- The school reserves the right to withdraw courses that fail to recruit in sufficient numbers.
- 30 external applicants will be put on the waiting list. As places become available they will be offered to the applicants on the list in distance order, provided that their courses are available.

Appeals

The only grounds for appeal against an admissions decision is that Heathcote School Sixth Form has not followed this Admissions Policy correctly in an individual case.

Should an applicant who is not made a provisional offer believe that **Heathcote Sixth Form has failed to follow this policy**, they have the right to appeal the decision.

Stage 1 – Appeal to the Headteacher

In the first instance, the applicant should contact Heathcote Sixth Form directly via Heathcote Sixth Form at Heathcote School & Science College heathcote.sixthform@heathcote.waltham.sch.uk within **twenty working days** of the initial admissions decision. The appeal must clearly state the grounds, including how the applicant believes that this policy was not followed.

The appeal must be **submitted by the applicant themselves**, although parents and carers may be copied in and may support with the process.

The Headteacher, or a delegated member of the Senior Leadership Team, will review the case and respond to the applicant in writing within a reasonable timeframe.

Stage 2 – Appeal to the Governing Body

If the applicant remains dissatisfied following Stage 1, they may submit a further appeal to the **Board of Governors**. This appeal will be considered by a panel established by the Governing Body, and this stage represents the **final level of appeal**.

The appeal must be put in writing and addressed to the **Chair of Governors** within **twenty working days** of the date of the Headteacher's written response.

Appeals should be sent either by email to:

Sarah Johnson sjohnson@heathcote.waltham.sch.uk (with the subject line clearly marked "Sixth Form Admissions Appeal – Stage 2- FAO- **The Clerk to the Governing Body** ") or by post to:

**Chair of Governors
Heathcote School & Sixth Form
Normanton Road
London
E4 8ES**

Safeguarding

The school is committed to safeguarding and promoting the welfare of all pupils. Admission decisions will always take into account the school's safeguarding responsibilities.

Equality and Inclusion

The school is committed to ensuring equality of access and opportunity. Admissions decisions will not discriminate on the grounds of race, religion, gender, disability, sexual orientation, or socio-economic background.

The school also reserves the right to amend this policy annually to reflect curriculum developments, examination reforms, or government guidance.