



Hellesdon High School & Sixth Form Centre

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Hellesdon High School
187 Middletons Lane
Norwich, NR6 5SB

www.wensumtrust.org.uk/hellesdonhigh

01603 424711

principal@hellesdonhigh.norfolk.sch.uk

Sixth Form Admissions Policy

This policy was approved by the Local Advisory Board on:-	02 July 2026
The policy owner is:	Richard Taylor
This policy will be reviewed by the Local Advisory Board in: (unless earlier review is recommended by the Trust)	July 2027
Policy Version:	V7
Signed by the Chair of the Local Advisory Board	
Ratified by the Board of Trustees	N/A Renewal
Signed by the Chair of Trustee Board	N/A

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FOR CHILDREN, FAMILIES AND COMMUNITIES

Introduction

This Admissions Policy supplements the main school Admissions Policy of Hellesdon High School and deals solely with Admissions into Year 12 and above within Hellesdon Sixth Form (HSF).

This Policy reflects the High School's status as an Academy and the Academy Trust's role as an 'Admission Authority'. It is in line with the requirements of the revised School Admissions Code issued Feb 2012.

Compliance with the Law and Guidance

The HSF will comply with all statutory provisions, and will follow the guidance in the current School Admissions Code and School Admissions Appeals Code.

Determination and Consultation on Admission Arrangements

The admission arrangements that will apply for admission applications for the following academic year will be determined annually by 15 April (see requirements for consultation below) and a copy published on the main Hellesdon High School and Sixth Form website. A copy will be provided to the Local Authority (LA) not later than 1 May.

Any objections to the published admission arrangements may be made to the Schools Adjudicator, appointed by the Secretary of State for Education, by 30 June.

As an Admission Authority, the Academy Trust has a responsibility, where changes to the admissions arrangements are proposed (other than those imposed by changes in legislation), to first publically consult on those arrangements for a period of at least 8 weeks between 1 November and 1 March of the year before those arrangements are to apply. This will include changes to:

- a) admission numbers for years in which it is planned to admit students;
- b) application procedures;
- c) oversubscription criteria to be used;
- d) any separate criteria for year 12 & Year 14
- e) information about whether a waiting list will be maintained, and for how long after 1 September;
- f) information about how late applications can be made and will be handled and
- g) the independent appeals process

If no changes are made to admission arrangements, they will still be publically consulted on at least every 7 years in compliance with the School Admissions Code.

Admission Criteria

The Admissions Policy for the Hellesdon Sixth Form falls in to three parts.

- a. Admission into Year 12
- b. Repeating Year 12
- c. Returning into Year 14 (re-admission into Year 13).

a. Admission into Year 12

The maximum number of students to be admitted into Year 12 is currently **175**. This number will be reviewed annually.

Hellesdon Sixth Form prides itself on being an open and accessible Post-16 learning establishment. To this end we aim to encourage applications from all students in Year 11 from all High Schools. Admission criteria will be applied equally to internal and external applicants.

A Sixth Form 'open evening', open to internal and external applicants and externally publicised, will be held at the School during the Autumn term. Information on the application process, including deadlines, will be made available on the evening and via the School's website.

Admission will follow an Information, Advice and Guidance (IAG) meeting with a member of the Sixth Form Team early in the Spring Term of the academic year to determine suitability of courses and confirm their minimum admission criteria prior to entry in the following September.

Admission criteria (based on 3 Pathways):

Pathway 1: Most students will study 3 subjects at A Level or Level 3 BTEC.

6 GCSEs At Grade 4 or above. (some A Levels will have an entry criteria of Grade 6)

Pathway 2: Students will study mainly one vocational subject.

4 GCSEs - At Grade 4 or above

Pathway 3: Students will mix and match a Double Award BTEC (equivalent to 2 A Levels) and one A Level course/Single Award BTEC.

5 GCSEs - At Grade 4 or above

Note: Particular subjects with specific minimum GCSE entrance requirements shall be clearly identified during the IAG meeting, at the Open Evening and in the Sixth Form Prospectus/Website.

If a course(s) is oversubscribed priority will go to those applicants in the following order:

1. 'Looked After Children' in the care of the LA or being provided accommodation by the LA or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Students in Year 11 in the previous academic year at Hellesdon High School.
3. Students who have siblings who are registered students at Hellesdon High School on the first day of the term when the applicant student would be joining the HHSF. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
4. Are within the Local Authority stated Catchment Area of Hellesdon High School.

Note: Where the admission criteria have been met, IAG meetings held to discuss options and academic entry requirements for particular courses will not form part of the decision-making process on whether to offer a place if a course is oversubscribed.

A Waiting List will be maintained for 40 School days from 1st September.

Appeals:

In the event of refusal of admission into Y12 as a result of oversubscription, the student has the right of appeal to an Independent Appeals Panel and will be informed of their right to appeal and the timescale and mechanism for doing so in writing.

HSF will publish its Appeals Timetable on their website by 28 February each year including the date by which all appeals should be lodged (allowing at least 20 School days from the date of notification of an unsuccessful application) and to whom they should be addressed.

Arrangements for appeals will comply with the Schools Admissions Appeals Code published by the Department of Education. The determination of the Appeals Panel will be binding upon all parties.

b. Repeating Year 12

Where an individual student has suffered difficulties during Year 12 and where their grades have suffered there may be a possibility for them to resit the year. This will be entirely at the discretion of the Director of Sixth Form and/or Executive Principal after consultation with the student, parents/carers and relevant subject teaching staff. It will be dependent on the student having the likelihood of an improvement in grades following an additional year of study.

c. Returning into Year 14

The use of a 'Year 14' (repeat of Y13) is unusual and will only be considered for those students who have had illness or family circumstances that have affected their ability to complete either Year 12 and/or Year 13 satisfactorily. It will be at the discretion of the Executive Principal and/or Director of Sixth Form.

Criteria for entry into Year 14 will be based on:

- A student suffering a prolonged illness and/or family situation that has adversely affected their ability to continue with their chosen course(s).
- The grades the student receives at the end of Year 13 (or are likely to receive) are such that they are at least one/two grades below that which would have normally been expected by subject staff. This is based on data the Sixth Form holds on each student.