

## Heckmondwike Grammar School

**Policy:** Admission Policy Sixth Form 2027 Entry

**Status:** Statutory

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# Heckmondwike Grammar School Sixth Form Admission Policy For Entry September 2027

## Introduction

Heckmondwike Grammar School Sixth Form is part of Heckmondwike Grammar School (an academy). Admission to our Sixth Form are governed by the School Admissions Code.

This policy explains:

- how students apply for admission to our Sixth Form in Year 12;
- the admission requirements;
- how places are allocated after GCSE results;
- what happens when our Sixth Form or an individual subject is oversubscribed.

The school aims to provide a fair, clear, and objective admission process for both our existing students and any new external applicants who would like to join our school community.

## Section 1 - General Principles

At Heckmondwike Grammar School (HGS), we offer a range of high-quality A-Level qualifications, each of which requires specific minimum GCSE grades. Our aim is to ensure that all students accepted into our Sixth Form are placed on appropriate programme of study where they are likely to thrive and develop into high performing, well rounded individuals.

All students in Year 11 who are currently on roll at HGS are automatically considered for a place in our Sixth Form. These students will complete and submit a personal statement as part of our careers and guidance programme, and are automatically invited to attend a Guidance Meeting with a senior member of staff to discuss their A-Level choices.

New external students wishing to transfer to join our Sixth Form are also welcome to apply for a place in Year 12.

## Section 2 - Published Admission Number (PAN) and Capacity

The Published Admission Number (PAN) for new external applicants is 100.

Where staffing, timetabling and accommodation allow, our Sixth Form may exceed the PAN if preferred subjects are not oversubscribed, and the external applicant has met the admission requirements.

Applications from new external candidates should be made by **9:00am on 18 December 2026**.

## Section 3 - Eligibility and Admission Requirements

To be eligible to enrol in our Sixth Form, all applicants (both existing HGS students and new external students) must achieve our general admission requirements to confirm eligibility for a place and must then meet the subject specific admission requirements to enrol on specific A-Levels.



## General Admission Requirements:

All students must meet the following general admission requirements:

- Grade 5 in Mathematics
- Grade 5 in English Language or English Literature
- Achieving at least 3 other GCSEs at grade 6 or above

## Subject Specific Admission Requirements:

In addition to our general admission requirements, each A-Level Subject has subject specific admission requirements. All applicants must meet the GCSE grade requirements for their chosen A-level subjects.

The subject specific admission requirements are published annually:

- in our Sixth Form Prospectus;
- on the school website.

Where an applicant has met the general admission requirements but has not met the subject specific admission requirements for a particular subject, the school may allow the student to enrol on a subject where there is evidence from the applicant's achieved GCSE results that they are likely to succeed. In this instance, the decision will only be considered if places remain available after other students who have met the published subject specific admission requirements have been allocated places (i.e. places remain after oversubscription). This decision will consider the GCSE results achieved and any other evidence with all decisions recorded.

## Section 4 Guidance Meetings and Advisory Letters

As part of our admission process, our Sixth Form conducts Guidance Meetings to help support informed subject choices and explore progression routes.

All existing HGS students will automatically be invited to a Guidance Meeting as part of our careers and guidance programme. New external students may be invited to attend a guidance meeting, subject to capacity. The Sixth Form will prioritise invitations to guidance meetings based on the merits of a student's application form, including current and predicted GCSE grades and personal statement. This prioritisation is solely for allocating meetings and does not confer any advantage or priority in the allocation of places.

Following the guidance interviews, applicants may receive one of the following communications:

- Encouragement letter – confirming that, based on the information currently available, the student appears likely to meet admission requirements and that the school looks forward to welcoming them, subject to their GCSE results.



- Advisory letter – explaining that, based on current information, the student may be unlikely to meet the published admission requirements, and advising them to consider alternative sixth form pathways at an alternative provider.

Applicants who are not invited to attend a guidance meeting and those who receive an advisory letter will not be disadvantaged in the admission process. All applications will be considered equally following the publication of GCSE results, in accordance with the published admissions requirements and oversubscription criteria.

### **Section 5 Oversubscription Criteria**

Oversubscription criteria apply only to new external applicants wishing to join our Sixth Form.

All students currently on roll at Heckmondwike Grammar School in Year 11 who meet the published Sixth Form admission requirements will be admitted to our Sixth Form.

Oversubscription criteria will not be applied to internal applicants as they are already enrolled at the school.

Where the number of eligible external applicants exceeds the number of available Sixth Form places, places will be allocated in the following order:

1. Looked After Children and Previously Looked After Children who meet the published general admission requirements and subject specific admission requirements.
2. Children with an Education Health and Care Plan naming our Sixth Form who meet the published general admission requirements and subject specific admission requirements, where the school is able to meet personal needs.
3. Overall performance at GCSE. Applicants will be ranked by highest overall GCSE Average Point Score (APS), calculated using achieved GCSE results.

For the purpose of oversubscription ranking, GCSE APS will be calculated using the applicant's best eight GCSE qualifications. Where an applicant has taken fewer than eight GCSE qualifications, all qualifications taken will be included. No notional or zero grades will be added. Where a student has taken Combined Science, the relevant grade will be treated as equivalent to two GCSE grades for the purpose of calculating APS.

Where staffing, timetabling and accommodation allow, our Sixth Form may admit external applicants above the Published Admission Number (PAN). Any additional places beyond PAN will be offered to the next highest ranked eligible external applicants in accordance with the oversubscription criteria above.

Admission to our Sixth Form does not guarantee access to any particular A-Level subject or subject combination.



## Section 6 – Subject Capacity, Study Programme Allocation and Subject Changes

### Subject Capacity

Classroom based A-Level subjects are expected to operate with a maximum class size of 25 students. Practical based subjects operate with lower maximum class sizes, typically around 20 students, in order to meet safe working requirements and accommodation constraints. Maximum numbers are determined by staffing, room availability, timetable constraints and safe working capacity (for example, in Design and Technology).

Where the number of admitted students requesting a particular subject exceeds its published capacity, that subject will be deemed oversubscribed.

In such cases, study programmes will be allocated in accordance with the oversubscription criteria set out in Section 5 until subject capacities are reached.

Allocation of places on oversubscribed subjects will take place after admission to our Sixth Form has been confirmed.

### Study Programme Allocation

Applicants to our Sixth Form request a programme of study that usually consists of three A-Level subjects.

Where the requested subject combinations of admitted students cannot all be accommodated within the published subject capacities, study programmes will be allocated in rank order of overall GCSE Average Point Score (APS) until subject capacities are reached.

This ensures that the allocation of subject combinations is applied consistently and objectively across all admitted applicants. Applicants who are admitted to our Sixth Form but cannot be allocated one or more of their preferred subjects due to subject capacity constraints may be required to choose an alternative subject combination where places are available.

Applicants who decline an offered Sixth Form place will have their place offered to the next highest-ranked eligible external applicant in accordance with the oversubscription criteria set out in Section 5.

### Subject Changes

The Sixth Form reserves the right to withdraw a subject where insufficient numbers make it educationally or financially unviable.

## Section 7 - Right to Appeal

If an application is refused, there is a statutory right of appeal to the school's Independent Appeal Panel. Further details of the appeal procedure are published on the school website. Appeals may be lodged by either the parent or the student.

## Section 8 - Enrolment Arrangement

Enrolment is completed in person on GCSE results day between 08:00 and 13:00 GMT.

On enrolment day, applicants should attend Heckmondwike Grammar School with evidence of their GCSE results.

During the enrolment process, we will:

- confirm that the general admission requirements and subject specific admission Requirements have been met;
- confirm subject availability;
- finalise the student's study programme.

Any student who would like to enrol but is unable to attend Heckmondwike Grammar School for enrolment on GCSE results day must register in advance to arrange a Remote Enrolment Meeting. Remote Enrolment Meetings are conducted either online or via telephone, with applicants providing evidence of their GCSE results (document or photograph) before their meeting. Remote Enrolment will be completed between 08:00 and 13:00 GMT.

All subject allocations made during enrolment are provisional until the enrolment process for all applicants has been completed. This is to ensure that subject capacities and any oversubscription criteria are applied fairly and consistently across all applicants. Where a subject becomes oversubscribed, places will be allocated in accordance with the published oversubscription criteria set out in Section 5. Affected students will be contacted to discuss alternate arrangements where necessary.

Where a subject is full, our Sixth Form will operate a waiting list for that subject. Waiting lists will be ranked using the same objective criteria as set out in section 5.

## Section 9 – Subject Review Plan

As part of the enrolment process a students may be placed on a Subject Review Plan if:

The student has a GCSE APS of 6.5 or lower, and they would like to study a combination of Chemistry, Mathematics, Physics, or Biology.

or,

The student has requested to study a subject that they have not studied before e.g. a student will be placed on a subject review if they have not previously studied Computing due to limitations in their previous school.

The Subject Review plan is designed to ensure that students can manage the rigorous demands of these subjects. We will conduct a thorough review of each student's performance in these subjects following the baseline assessments in the first half term. This review aims to assess their progress and determine their suitability to continue studying these subjects at this level.



The subject review plan may also result in early intervention and support where necessary, ensuring that all students have the best possible chance of success. Students who show adequate progress will continue with their chosen subjects, while those who are struggling will be asked to reconsider their subject choices to better align with their strengths and academic goals.

### **Section 10 – Academic Review**

Students are required not only to attend and participate fully in lessons, but also to respond positively to any support or intervention offered. Where a student consistently fails to meet these expectations, or where their performance in assessments indicates that they are not making sufficient progress to succeed on the course, our Sixth Form may require the student to move to an alternative subject that is more suited to their abilities and effort or re-sit Year 12 studying different subjects.

Our goal is to support all students in achieving their full potential, and this review process is a key part of that commitment.