



# **ASHMOLE ACADEMY**

## **ADMISSION POLICY – YEARS 12 to 13 (SIXTH FORM)**

### **SEPTEMBER 2025**

#### **INTRODUCTION**

Ashmole Academy (“the Academy”) is a secondary academy with a sixth form located in the London Borough of Barnet which is part of Ashmole Trust, a multi academy trust (“the Trust”) which also runs Ashmole Primary School, on the same site as the Academy. The Trust is the “admission authority” for the Academy and therefore responsible for determining and implementing the admission arrangements for the Academy each year in accordance with the School Admissions Code 2021 (“the Code”) and other legislation. The Trust delegates this responsibility to the Local Governing Committee of the Academy (“the Governing Committee”).

Although the Trust delegates the responsibility and running of Admissions to each school, any changes to the policy must be reviewed and approved by the Trust Board.

This Admission Policy applies to admission to Years 12 to 13 (the sixth form) at the Academy. There is a separate Admission Policy for Years 7 to 11.

#### **STUDENTS IN YEAR 11 AT ASHMOLE ACADEMY**

Current Year 11 students at the Academy achieving the minimum academic entry criteria set out below are able to transfer to Year 12 to study at advanced level, if they wish. Students are to complete and submit an internal application form on-line through the Academy website by the required date, before the end of Year 11. Further details can be obtained from Ashmole Academy.

#### **EXTERNAL CANDIDATES FOR YEAR 12**

The Academy welcomes applications for admission to Year 12 from external candidates. This Admission Policy sets out the criteria which will apply to applications for the admission of external students, including the minimum academic entry criteria, which is the same for internal students and candidates. External candidates will hereafter be referred to as “candidates” in this policy.

#### **EQUALITY AND INCLUSION**

The Academy is fully inclusive and welcomes applications for the admission of candidates of all abilities and needs, including those with special educational needs and disabilities. The Academy fully complies with its responsibilities under the Equality Act 2010.

#### **CANDIDATES WITH AN EDUCATION HEALTH AND CARE PLAN**

There are separate statutory procedures in place which govern the admission of candidates with special educational needs (“SEN”) for whom an education health and care plan (“EHC plan”) has been issued by their Local Authority. Parents of candidates with an EHC plan who wish to be admitted to Year 12 at the Academy should make their Local Authority aware of this, so that it can consider whether the Academy is suitable in consultation with the child’s parents and the Academy in accordance with the statutory procedure.

Where a child’s EHC plan names the school, they will be admitted, provided they meet the school’s academic

entry requirements, even even if this means going over the PAN. Where they are admitted in the normal admission round to Year 12 in September, they will be allocated places within the PAN and the remaining places will then be allocated in accordance with this policy. At other times, they will be admitted over PAN where there are no places available.

## APPLICATIONS FOR ADMISSION OUTSIDE NORMAL AGE GROUP

Candidates achieving the minimum academic entry criteria set out below are normally admitted to Year 12 in the September following their sixteenth birthday, having completed Year 11 at their previous school. Candidates who are older or younger than this, for whom funding is still available for the duration of their course, must obtain the Governing Committee's agreement before they can be admitted. Where this is the case, the reasons why the application for admission is being made at an earlier or later age than the normal age for entry into Year 12 must be clearly stated on a separate sheet and must include supporting evidence attached to the completed Sixth Form Application for Admission. The Governing Committee will make its decision on the basis of the circumstances of each case and in the best interests of the candidate concerned, with consideration of the statutory factors set out in the Code.

## SIXTH FORM COURSES

Full details of the courses offered by the Academy are contained in the Sixth Form Prospectus, which is available for download on the Academy's website.

## MINIMUM ACADEMIC ENTRY CRITERIA

Current Year 11 students and external candidates must have:

- A Level: A minimum of five passes at grade 5 or higher at GCSE, 3 of which must be a grade 6 or higher. Within these passes there must be a grade 5 or higher in English Language & Maths.

In addition, most subjects have an extra compulsory admission requirement as set out in the table below.

The following table sets out the subject specific minimum academic entry criteria for each course.

Subject	Combined GCSE Criteria
<b>Art &amp; Design: Fine Art</b>	6 in Art
<b>Biology</b>	7 7 in Combined Science <b>or</b> 7,6,6 in Separate Science (with 7 or above in Biology), 6 in Mathematics and 6 in English Language
<b>Business</b>	6 in Business if studied
<b>Chemistry</b>	7 7 in Combined Science <b>or</b> 7,6,6 in Separate Science (with 7 or above in Chemistry), 6 in Mathematics and 6 in English Language
<b>Computer Science</b>	6 in Computer Science if studied <b>and</b> 7 in Mathematics
<b>Drama &amp; Theatre Studies</b>	6 in Drama if studied
<b>Economics</b>	6 in English Language <b>or</b> Literature <b>and</b> 6 in Mathematics
<b>English Literature</b>	6 in English Language <b>and</b> English Literature <b>or</b> an average of 6 from both subjects
<b>Fashion &amp; Textiles</b>	5 in either Textiles <b>or</b> Product Design
<b>French</b>	6 in French
<b>Further Mathematics (must be studied with A-level Mathematics)</b>	8 or above in Mathematics
<b>Geography</b>	6 in Geography
<b>History</b>	6 in History
<b>Mathematics</b>	7 in Mathematics
<b>Media Studies</b>	6 in Media if studied

<b>Music ^^</b>	6 in Music <b>and</b> at least grade 5 in theory
<b>Physical Education</b>	5 in PE if studied <b>or</b> 6 in a Science subject
<b>Physics</b>	7 7 in Combined Science <b>or</b> 7,6,6 in Separate Science (with 7 or above in Physics), 6 in Mathematics and 6 in English Language
<b>Politics</b>	6 in English Language <b>and</b> 6 in a Humanities subject
<b>Product Design</b>	5 in either Product Design, Graphics <b>or</b> Textiles
<b>Psychology</b>	6 in a Science subject <b>and</b> 6 in English Language and Mathematics
<b>Religion, Philosophy &amp; Ethics</b>	6 in Religious Studies (full course) if studied <b>or</b> 6 in History <b>or</b> Geography <b>or</b> English Language <b>or</b> Literature
<b>Sociology</b>	6 in English Language and a 6 in Sociology if studied
<b>Spanish</b>	6 in Spanish

- ^^ Music may run if sufficient numbers choose the subject. Some years there are insufficient student numbers.
- Courses and options are subject to alteration and cancellation.
- Subjects chosen for A-level must be studied at GCSE unless otherwise indicated.
- Provisional offers are made based on predicted grades.
- The school may also run the BTEC Level 3 National Extended Diploma in Business. As with Music this will be subject to sufficient numbers choosing the subject. The entry requirements are 5 or more GCSE grades 9-4, including English Language & Mathematics and a 4 in Business if studied. For this particular course current Year 11 students will be given priority of places.

Current Year 11 students and external candidates should note that BTEC 1st Certificates or Diplomas, including those with merit or distinction, will not be taken into consideration when determining whether the minimum academic entry requirements will be met.

For the avoidance of doubt, once the minimum academic entry requirements set out above have been met, all current Year 11 students and external candidates will be considered for a place on equal terms.

Current Year 11 students and external candidates should note that the Academy will not relax the minimum academic entry criteria in any circumstances. The minimum academic entry criteria have been set at the stated level to ensure that only those capable of succeeding at advanced level will transfer or be admitted to Year 12. Where a current Year 11 student or external candidate has special educational needs or a disability which they believed affected the GCSE grades achieved, they must apply to the examination board for their GCSE grade to be adjusted to take this into account, under the examination board's standard procedures in these cases. The Academy will therefore treat the actual GCSE grades achieved as having already been adjusted to take this into account.

### **PROGRESSION FROM YEAR 12 TO 13**

In the summer of Year 12 students will sit examinations in each of their chosen subjects. Alternative pathways and courses will be discussed and offered if appropriate.

### **PUBLISHED ADMISSION NUMBER ("PAN")**

The Sixth Form has a capacity of 545.

The published admission number ("PAN") for external candidates in Year 12 is 30.

This means that the Academy will admit 30 external candidates if sufficient applications are received from candidates who achieve the minimum academic entry criteria, however where the number of current Year 11 students transferring to Year 12 is lower than usual, it will be possible for the Academy to admit a higher number of external candidates over the PAN.

### **OVERSUBSCRIPTION CRITERIA**

Where more applications are received from external candidates than there are places available, the available places will be allocated in the following order of priority:

1. Looked After and Previously Looked After Candidates

Looked after and previously looked after candidates will be allocated places under this category by reference to the proximity of the candidate's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

A "looked after candidate" is a candidate who is in the care of the local authority, or is being provided with accommodation by a local authority in the exercise of its social services functions at the time of application. A "previously looked after candidate" is a candidate who was in public care, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately after being in public care as well as those children who appear (to the Governing Committee) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

To be included in this category, the application must be supported by the relevant Local Authority's Children's Services Department. In the case of a previously looked after candidate;

- a copy of the adoption, child arrangements order or special guardianship order must also accompany the application for admission where a child falls under this criteria because they are subject to such an order; or
- for a child who appears to the Governing Committee to have been in state care outside of England and ceased to be in state care as a result of being adopted, parents should provide evidence to support their application under this criteria.

Failure to do so will result in the child being placed into the next category that applies.

2. All Other Candidates

Candidates who do not fall into any of the categories above will be allocated places under this category by reference to the proximity of the candidate's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

## **SUBJECT OVERSUBSCRIPTION CRITERIA**

Where more A-level subject place requests are received by external candidates for subject places available, places will be allocated by reference to the proximity of the candidate's home address (as defined by this policy) to the Academy with those living nearer receiving higher priority.

## **CANDIDATE'S HOME ADDRESS**

The candidate's home address will be the address at which the candidate normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address at which the child is registered with the doctor, however, all evidence will be taken into account and each application will be assessed on a case by case basis. No other address (including a business address) will be accepted.

Where there is an issue over whether the home address stated in the application for admission is the candidate's main home address as defined by this policy, parents or candidates may be required to provide documentary evidence to resolve the issue. This may include providing details of the times that the candidate has spent at the stated home address in the three month period immediately preceding the application deadline.

Governors reserve the right to withdraw an offer if the offer has been offered in error, a parent has not responded within a reasonable period of time to the offer, or it is established that the offer was obtained through fraudulent or intentionally misleading information. Where the parent has not responded to the offer, the Governing Committee will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh by the Governing Committee, and a right of appeal offered if an offer is refused. Governors also reserve the right to withdraw a place once the child has started at the Academy and at any time during the child's first term at the Academy, where it is established that the place had been fraudulently obtained. To determine whether an offer or a place has been obtained through fraudulent or intentionally misleading information, the Governing Committee frequently requests additional evidence, which it will check and monitor.

### **DISTANCE MEASURING**

The distance between the candidate's home address (as defined by this policy) and the Academy will be measured by Applicaa using a computerised system which provides a match with Ordnance Survey in terms of a straight line distance between the address point of the child's home and school's main gate.

In the case of buildings containing a number of different dwellings (i.e. an apartment block), the distance will be measured from the same point in the building regardless of where within the building the candidate's home address is actually located, with the tie breaker being applied as necessary.

### **TIE BREAKER**

Where two applications cannot otherwise be separated because the distance from the candidate's home address (as defined by this policy) to the Academy is equal, the order in which places will be allocated will be determined by random lottery in the presence of a person who is independent of the Academy and the Local Authority.

### **CANDIDATES WITH PARENTS WHO ARE UK SERVICE PERSONNEL OR CROWN SERVANTS**

The Academy will accept applications and allocate a place for the admission of the candidates who are the children of UK Armed Forces Personnel with a confirmed posting in the area of the Academy, or the children of Crown Servants returning from overseas to live in the area of the Academy, in advance of them arriving. This effectively means that these candidates do not have to be living at the stated home address at the application deadline, as all other candidates do.

The application for admission must be supported by an official letter declaring the relocation date. The Academy will use the address at which the child will live when applying our oversubscription criteria, as long as parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria, where a parent requests this.

### **APPLICATION PROCEDURE**

Applications for admission to Year 12 must be made by completing and submitting a Sixth Form Application for Admission. The candidate or their parent/carer must complete an application form via the school website **Ashmole Sixth Form/Join Us**. Where GCSE results are not yet known, the candidate or their parent/carer must, at application, provide details of a referee at the candidate's current school. No information, other

than predicted GCSE grades, will be sought from the candidate's current or previous school.

The application deadline is on or around **29<sup>th</sup> January**. Applications will be accepted after this date, but will not be considered until after all applications received on or before the application deadline have been processed and conditional offers made.

### **ADMISSION APPEALS**

There is a statutory right of appeal against the refusal of a place which will be heard before an independent panel. Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be confirmed in the letter confirming that the application for admission has been unsuccessful.

A request for an admission appeal must be accompanied by the grounds for making the appeal (i.e. why it is believed that this Admission Policy does not comply with the School Admissions Code 2021 or other legislation, or was not correctly applied in relation to the application for admission). The reason for the refusal of a place should be considered before the grounds of appeal are set out.

### **FURTHER INFORMATION**

For further information about admission to the Academy, please contact the Admissions Co-ordinator.