Somerset Council

Somerset Local Authority Sixth Form Admission Arrangements 2028/29

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The administration of applications for sixth form places at a maintained school or Academy must be conducted in line with the requirements of the School Admissions Code.

The Local Authority (LA) is the Admission Authority for Community and Voluntary Controlled (VC) secondary and upper schools and is responsible for admissions to the sixth form at these schools. The Governing Body is the Admission Authority for a Voluntary Aided school or Foundation school and the Academy Trust is the Admission Authority for Academies and Free Schools and are directly responsible for admission to sixth forms at these establishments.

The Published Admission Number's (PAN's) for VC or Community schools in Somerset with a sixth form are as follows:

School Name	Year 12 Published Admission Number
Wadham School	15

The following policy statement applies to sixth form admissions to all Somerset secondary and upper schools for which the LA is the Admissions Authority.

Detailed sixth form admission arrangements and entrance requirements specific to individual schools are explained in the Prospectus available directly from these establishments. The over-subscription criteria for Year 12 admission is the same as that for Year 7 which can be found in the 2028/29 LA secondary admission arrangements.

Applications to Sixth Form

Parents and pupils may both apply for a sixth form place using the Common Application Form or an application form provided by the school.

If the child is already on roll at the school there is no requirement for an application form to be completed in order for the child to transfer to year 12. A child already on roll at the school will have an automatic place in year 12 assuming they meet the academic entry requirements.

The Prospectus produced by the school will specify the closing date by which application forms must be received. Applications received after the published closing

date will be deemed late and only be considered after all on time applications have been processed.

Published Admission Number

The PAN applies solely for new students joining the establishment for the first time. In the event of over-subscription, places will be allocated up to the Published Admission Number in ranked order and all other applications will be refused.

Entry Requirements

All students must achieve the minimum academic entry requirements in order to be considered for a sixth form place. These must be the same for both internal and external places.

Specific academic entry requirements for an individual school's sixth form school can be found in the school prospectus.

A meeting may be held to discuss options and academic entry requirements for particular courses, but this meeting will not part of the decision-making process on whether to offer a place.

Each educational establishment offering sixth form places produces a Prospectus which includes full details of the application procedure for admission to years 12 and 13. This includes clear over-subscription criteria against which preferences will be ranked when there are more applications received than places available. The highest priority in oversubscription criteria for sixth form places is looked after children and previously looked after children who meet the academic entry criteria.

Offers of a Place

The outcome date for provisional offers and refusals can be found in the school prospectus and the Local Authority composite prospectus. Confirmation of provisional offers will be made when examination or other entrance requirements are met.

Where a sixth form is over-subscribed, the LA will rank the applications against the published over-subscription criteria, before offers/refusals are sent to applicants.

Appeals

Where a child is refused admission to a sixth form, they and their parents have the same right of appeal and where they appeal separately admission authorities **must** arrange the appeals so that they are heard together.

The responsibility for complying with the Appeals Code and for arranging a suitable appeal hearing rests with the Admission Authority concerned.

Where the offer of a place would have been conditional upon exam results, appeals **must** be heard within 30 school days of confirmation of those results.

Where the offer of a place would not have been conditional upon exam results, appeals **must** be heard within 40 school days of the deadline for lodging appeals.

For applications for in-year admissions, appeals **must** be heard within 30 school days of the appeal being lodged.