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# SIXTH FORM ADMISSIONS POLICY

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Person(s) Responsible:

Mr E Tanner, Principal

Governors' Committee:

Resources Committee

This Policy is reviewed annually  
in the Autumn Term

**For Admissions Academic Year  
2025/2026**

Status:

Statutory

Last Consultation:

Autumn 2023

# COLLINGWOOD COLLEGE

## SIXTH FORM ADMISSION POLICY

### **Published Admission Number (PAN)**

Collingwood College has a capacity of 220 students in year 12 with a Published Admissions Number (PAN) of 15 places for external students. If capacity exists following the admission of internal candidates, additional spaces may be offered above PAN subject to meeting the Admission Criteria.

### **Sixth Form Course Minimum Entry Requirements**

Collingwood College has a flexible admissions policy for the Sixth Form. The majority of students will study a combination of courses, which is the equivalent of 3 subjects, however some students may choose more than 3 subjects.

The following guidelines are indicative of minimum entry requirements for courses at different levels for all applicants, both internal and external.

### **Minimum Entry Requirements**

5 GCSEs at grade 9 to 4 (or equivalent)

### **Admission Criteria**

If the number of applicants, who meet the minimum entry requirements for specific courses, exceeds the PAN, the College is oversubscribed. In this circumstance, the following priorities will be used when offering places:

#### **First Priority:        Looked-after children and previously looked after children**

Looked after and previously looked after children will be considered to be:

- Children who are in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in care of a Local Authority or provided with accommodation by a Local Authority in accordance with section 22 of the Children Act 1989 and who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), including children adopted from state care outside England, a child arrangements order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

## **Second Priority: Brothers and sisters (siblings)**

After 'Looked-After Children', places will be offered to siblings. A sibling is defined as *a child, who has a brother or sister, step-brother or sister, foster-brother or sister or an adopted brother or sister attending Collingwood College on 31<sup>st</sup> October in the calendar year preceding the date of admission.* A sibling will be given priority for admission, **only if the other sibling is on roll at Collingwood College on 31<sup>st</sup> October in the calendar year preceding the date of admission.**

Applications to be considered under the sibling priority must indicate that the child has a brother or sister already at Collingwood College when the application/preference form is submitted and relevant details must be provided.

## **Third Priority: Exceptional arrangements**

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. These exceptional arrangements may override other lower admissions priorities and the Admissions Authority may apply them when they first offer places. The Local Authority may ask the Admissions Authority to admit beyond the PAN at other times under this category.

### ***What is an exceptional arrangement?***

#### **1. Medical and other reasons**

All mainstream schools, and not just the school which is the first ranked preference, are expected to support children with the more common medical ailments and/or stress related symptoms or both. If, at the time of completion of the application, the child has a disability or a serious or life threatening medical condition which necessitates placement at Collingwood College, this must be stated on the application form. Such information will only be considered if parents/carers attach supporting evidence such as a letter from a registered health professional. This evidence should set out the particular reasons why Collingwood College is the most suitable school and the difficulties that would be caused if he/she had to attend another school. A GP's letter will not normally constitute sufficient medical evidence. A priority placement will only be agreed if the College's medical advisors consider that it is necessary for the child to attend Collingwood College.

If there are sensitive family circumstances, perhaps involving support agencies (e.g. Social Care), these will also be considered, but documented evidence and/or relevant reports must be provided on the application form. If the child is the subject of an Education Supervision Order, or is permanently excluded from school, exceptional circumstances may also give priority for a placement.

**It is important that any exceptional circumstances, as described above, be shown on the application form at the time of application and supporting written and/or documentary evidence must be attached. If this procedure is not followed, a priority placement will not be considered.**

#### **2. Children with a disability**

Applications for children with a disability, who do not have an education, health and care (EHC) plan, are treated in the same way as all other applications. **If the child has a disability which applicants believe necessitates placement at Collingwood College, this must be stated on the application form and evidence of the disability must be provided at the time of application.**

#### **Fourth Priority:**

1. Children of a member of the staff of Collingwood College, where the member of staff has been employed at the College for a minimum of two years by 31 October in the year preceding that for which admission is being sought;
2. Children of a member of the staff of Collingwood College, where the member of staff has been employed at the College to fill a vacant post, for which there is a demonstrable skills shortage.

*Members of staff should complete the Supplementary Information Form and the main application form. A copy of the form can be accessed from the College Website.*

#### **Fifth Priority:**

Children living in the following Wards of Surrey Heath: Bagshot, Lightwater, Old Dean, St Paul's, Windlesham and Chobham, and that part of Town Ward on the north side of the A30.

#### **Sixth Priority:**

Children living in the Bisley and West End Ward of Surrey Heath.

#### **Seventh Priority:**

Children living in Town Ward on the south (town centre) side of the A30 and other Wards of Surrey Heath hitherto unspecified. (Frimley Green, Frimley, Heatherside, Mytchett and Deepcut, Parkside, St Michael's, Watchetts)

#### **Eighth Priority:**

Children living beyond the boundaries of Surrey Heath.

[Please follow this link to the interactive map showing the Wards in Surrey Heath](#)

#### **It is important to note that:**

- Any parents intending to move into the Surrey Heath Area **must** provide proof that their address is their normal place of residence i.e. evidence of exchange/completion of contracts or rental agreement.
- The home address as at the closing date for applications is used when allocating places. However, if contracts are exchanged on a new family home by the closing date, and as long as the applicant is able to offer proof of such exchange, the Admissions Authority will take account of the new address.
- The child's home address excludes any business address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence.

- We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.
- Governors reserve the right to withdraw an offer of a place if it is determined that the place has been obtained as a result of fraudulent or misleading information, even if the child has already started at the College.
- In the case of over-subscription (only applicable to External Applicants) in any of the 8 categories listed above, priority will be given to those children living nearest to the College, as measured in a straight line from the address point of the student's house as set by Ordnance Survey, to the centre of the main entrance to the Kingston Road site. The distance tie breaker will be used in each category, as necessary, as a means of prioritising places. In the event that the tie breaker does not produce a result, a member of the Governing Board will allocate the available place(s) by the drawing of lots. Where children with the same priority live equidistant from the College or where applications who live in the same block of flats or apartments share the same address point, priority will be determined by the drawing of lots, which will be witnessed and recorded. If a student has more than one dwelling, the address used will be the student's main residence. Evidence of the main residence may be required.
- In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, each child will be offered a place.