


Document

Admissions Arrangements

2025-2026

Approved by:	Board of Trustees
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This policy applies to:	 The logo for Durham Sixth Form Centre, featuring a stylized 'C' shape to the left of the text 'DURHAM SIXTH FORM CENTRE'.

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1. Policy Introduction and Purpose Statement

- 1.1. Providence Learning Partnership is committed to Durham Sixth Form Centre providing places in a fair and transparent way, on an open access basis. The Academy strives to be an inclusive post-16 provider offering all students the opportunity to further their education, maximise their potential and successfully take the next steps in life, whether that is higher education, an apprenticeship or employment. Our curriculum is designed to allow students to follow appropriate study programmes and to build on their academic achievements at Key Stage 4.
- 1.2. This Policy aims to:
- Explain how to apply for a place at Durham Sixth Form Centre.
 - Set out the arrangements for allocating places to the students who apply.
 - Provide information on the appeals process.

2. The Admissions Process

- 2.1. It is our intention to provide a personalised approach to the admission process at Durham Sixth Form Centre as the transition from Year 11 to Post 16 study is an important step in a young person's life. It is vital that the right decision is taken both about the place of study, as well as the subject choices. In order to support young people and their parents/carers with this decision, we will:
- Visit schools across the region, where we are able to do so, to inform young people about our Academy and our provision.
 - Host two open events each academic year (autumn term, spring term) for students who are considering making an application to study at Durham Sixth Form Centre.
 - Offer a personalised one-to-one interview and tour for all applicants.
 - Organise an Open Day(s) in the summer term for all applicants with a conditional offer to experience a real 'day in the life' as a student of Durham Sixth Form Centre prior to enrolment.
 - Enrol students individually, following the publication of Key Stage 4 results, to ensure that decisions taken about subject choices are appropriate and considered.
- 2.2. Please note:
- Prospective students must apply to us via the online application form (available on the Durham Sixth Form Centre website) by the **last working day in April**. Any application received after this date will be considered a late application.
 - Prospective students will be provided with an interview time and date within 28 days of receipt of their application. If this is not the case, applicants are advised to contact the main office by telephone, 0191 383 0708 to enquire about their interview arrangements.
 - Prospective students must attend their interview at the allocated time and if that time is not suitable, they should contact us well in advance to rearrange it. If a prospective student fails to attend their interview, we cannot guarantee that we will be able to provide an alternative.
 - At the interview prospective students will be asked to share with us their most recent school report, along with details of any mock examinations or external examinations that they have completed. The interview is also an opportunity for prospective students to share with us their school attendance information (usually on their latest report) and anything else that they would like us to consider which demonstrates their aptitude and commitment to their education and/or beyond.
- 2.3. Durham Sixth Form Centre operates a September to August academic year only and therefore does not accept in-year admissions under any circumstance.

3. Minimum Entry Requirements

- 3.1. In order to study at Durham Sixth Form Centre, the prospective student must be of Year 11 school leaving age (allowances will be made for prospective students who are genuinely in Year 11 but are either a year younger or older) and have a minimum of 5 GCSE qualifications at Grade 5 or above, this must include at least a Grade 4 or above in GCSE English Language and GCSE Mathematics. To enrol, there are also specific subject specific entry requirements which must be met. These subject specific entry requirements will be discussed with students and their parents/carers at interview and upon enrolment.
- 3.2. It is worth noting that the minimum entry requirements and subject specific entry requirements are reviewed annually and are subject to change.
- 3.3. We have five broad qualification pathways: purely A Level; mainly A Level; mainly vocational; purely vocational and mixed. Please be aware that a prospective student's GCSE results will determine which of these pathways we would consider to be most suitable for them.
- 3.4. As above, it is also worth noting that the qualification pathways may be subject to change in response to government qualification reforms.

4. Conditional Offers

- 4.1. At the one-to-one interview a conditional offer for a place of study will be made if a prospective student is able to demonstrate that they have the potential to meet our minimum entry requirements and have an appropriate commitment to learning which aligns with the ethos and high expectations of Durham Sixth Form Centre. This includes a good record of attendance at secondary school which demonstrates that they will be able to meet the expectations outlined in our Climate for Learning Policy (available on our website). Offers are made on a conditional basis of the prospective student achieving the minimum entry requirements (outlined above) and the relevant subject specific entry requirements.
- 4.2. Conditional offers will only become firm offers once prospective students enrol, following the receipt of their GCSE results in the summer. Final decisions about admission and relevant subject choices will be taken during enrolment which takes place at the end of August/beginning of September. Parents/carers are welcome to attend the enrolment meeting.
- 4.3. Please be aware that the availability of courses and certain course combinations may slightly differ between the time of interview and enrolment. We reserve the right to make changes to our curriculum plan and/or withdraw courses as appropriate.

5. SEN Provision

- 5.1. At Durham Sixth Form Centre we aim to ensure equal opportunities by offering places to all applicants provided that they meet the minimum entry requirements outlined above. However, we must also be certain that we are able to meet individual needs and have sufficient staffing, resources and capacity to do so.
- 5.2. All applicants, who do not have an Educational Health Care Plan (EHCP), have a number of opportunities to declare if they have a learning need, disability, are considered vulnerable, have a medical condition or anything else which may affect their learning even before enrolment at Durham Sixth Form Centre. Collection of this information allows us to liaise with prospective students, their secondary school and parents/carers to ensure the study programme is appropriate and that any additional support is carefully planned. This may also involve partnership work with external agencies. This is one of the reasons why we expect prospective students and their parents/carers to be open and honest with us about their additional needs at the earliest opportunity. Please refer to our SEND Policy for further details.

6. Special Consideration

- 6.1. If a prospective student does not meet the minimum entry criteria, they may still apply to Durham Sixth Form Centre requesting special consideration. These applications will be considered towards the end of our enrolment process and prospective students will be informed if they have been successful usually at the beginning of September.
- 6.2. The special consideration application procedure also applies to prospective students who are a year older than the standard Year 11 school leaving age (unless they are still taught in Year 11) and/or who have pursued further education at another institution for one year or less and who are no more than one year older than the standard Year 11 school leaving age.
- 6.3. It is worth noting that prospective students who are awarded a place of study at Durham Sixth Form Centre via the special consideration route may not be allowed to pursue the courses of their choice. Their GCSE results and personal circumstances will be considered, alongside the availability of courses at that point. In addition, prospective special consideration students must adhere to any additional specific expectations outlined at enrolment and if they are unable to meet these expectations, then their place of study will be reconsidered.
- 6.4. It should be noted, under the current Post-16 funding agreement, that any student who does not have a grade 4 pass in GCSE English Language or GCSE Mathematics has to resit the qualification. Should a prospective student be successful in securing a place to study at Durham Sixth Form Centre through the special considerations application process and does not have a grade 4 in either qualification their study programme must include studying the respective GCSE course until such a time a grade 4 is achieved.

7. Oversubscription

- 7.1. To assess the likelihood of being oversubscribed we carefully monitor applications and projected enrolment numbers. In the event of being oversubscribed, places will be allocated at enrolment in order of the prioritisation categories identified below:

Category 1: Educational Health Care Plan (EHCP) and Children Looked After (CLA)

- 7.2. Following a statutory consultation process, applicants with an EHCP which names Durham Sixth Form Centre, or a Year 11 CLA, irrespective of their secondary school, that submitted their application by the application deadline, attended an interview, were given a conditional offer and who attended their enrolment appointment.

Category 2: Parent/carer as a Providence Learning Partnership (Trust) member of staff

- 7.3. Applicants whose parents work within the Trust. A parent as defined by Section 576 of the Education Act 1996 includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. The Trust will classify a parent as a member of staff who is a biological parent, anyone with parental responsibility or has care of a child or young person (lives with them).

Category 3: On time - Year 11 applicants

- 7.4. Year 11 prospective students who submitted their application by the application deadline, attended an interview, were given a conditional offer and who attended their enrolment appointment.

Category 4: Late - Year 11 applicants (between the application deadline and 31 May)

- 7.5. Year 11 late applicants that submitted their application after the application deadline, attended an interview, were given a conditional offer and who attended their enrolment appointment.

Category 5: Very late - Year 11 applicants (after 1 June)

- 7.6. Year 11 very late applicants that submitted their application after the application deadline, however, it has not been possible to arrange an interview before the summer holidays but meets the entry criteria and has attended their enrolment appointment.

Category 6: Special Considerations - Year 11 applicant who does not meet the minimum entry criteria

- 7.7. Year 11 prospective special consideration students who submitted their application by the application deadline, attended an interview, were given a conditional offer but have fallen short of the minimum entry criteria.
- 7.8. It is worth noting that prospective students who are awarded a place of study at Durham Sixth Form Centre via the special consideration route may not be allowed to pursue the courses of their choice. Their GCSE results and personal circumstances will be considered, alongside the availability of courses at that point. In addition, prospective special consideration students must adhere to any additional specific expectations outlined at enrolment and if they are unable to meet these expectations, then their place of study will be reconsidered.

Category 7: On-time applicants - not in Year 11

- 7.9. Subject to the age restriction, prospective students who submitted their application by the application deadline (informed by a good reference), attended an interview, were given a conditional offer and who attended their enrolment appointment.
- 7.10. Note: Not in Year 11 – no more than one year older than the standard Year 11 school leaving age. For example, students already in their first year of post-16 education elsewhere, or not currently in education, employment or training.

Category 8: Late - not in Year 11 (between the application deadline and 31 May)

- 7.11. Subject to the age restriction, prospective students who submitted their application after the application deadline (informed by a good reference), attended an interview, were given a conditional offer and who attended their enrolment appointment.

Category 9: All others

- 7.12. Including, but not restricted to:
- Applicants that failed to attend interviews but subsequently ask for their applications to be considered.
 - Applicants that withdraw their applications but subsequently ask for their applications to be considered.
 - Applicants that fail to attend enrolment day and do not provide advance notification that they are unable to attend.
 - Applicants for whom applications are withdrawn by the Academy due to a lack of response or a failure to correctly engage in the admissions process.

8. Probationary Period

- 8.1. The transition from school to sixth form and from level 2 to level 3 study is a significant one, and students will adapt to it in different ways. Durham Sixth Form Centre treats the first half term as an important period during which each student will have the opportunity to make changes to their study programme and teachers and tutors will be able to monitor and support every student to enable them to succeed and achieve. This period is referred to as the Probationary Period, and it enables both students and staff to work together to ensure that students are working well, are happy and engaged, and are developing good study habits.

- 8.2. For the minority of students, this period will allow them to reconsider their subject choices with appropriate guidance and support. The Probationary Period will serve as a useful settling-in period in which they can be helped to develop as sixth form students rather than school pupils.
- 8.3. Occasionally the probation period will identify students for whom the sixth form environment is not working, for whatever reason. We will explore any additional support students may need during this period, and beyond. Where there are significant concerns about attendance, punctuality, commitment or behaviour during this period contravening the climate for learning, the identified student may have their place withdrawn or they may have their probationary period extended, in order to allow a further opportunity to demonstrate improvement.
- 8.4. At enrolment, both parents/carers and students will be required to confirm their acceptance of these expectations by signing the Climate for Learning Agreement.
- 8.5. Durham Sixth Form Centre may withdraw a student's application, a conditional offer made following interview, or a place confirmed at enrolment if they become aware that information provided at application, interview or enrolment is false, incorrect, incomplete, or if relevant information is withheld.

9. Appeals

- 9.1. If you believe this policy has not been applied accurately, an appeal can be made through the Academy's Complaints Policy addressed for the attention of the Principal.

10. Monitoring arrangements

- 10.1. This Policy will be reviewed and approved annually by the Trust Board Education Standards and Improvement Committee. The Board of Trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.



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