



**GORDON'S SCHOOL  
WOKING**

**SIXTH FORM ADMISSIONS POLICY 2024-2025**

Gordon's School offers a range of GCE A Level and vocational courses, which require minimum grades at GCSE or equivalent. Our policy is to ensure that all students accepted into the Sixth Form are placed on appropriate courses where they are likely to succeed. The School does not run an 'open access Sixth Form'; entry is **conditional** and regular reviews of a student's performance are carried out.

As a school we aim to develop the leadership potential of all students through involvement in whole school activities. The Sixth Form at Gordon's is very high achieving and virtually every student goes on to university.

**1. APPLICATION PROCEDURE**

External applicants and Year 11 students in the school are required to complete and return a Gordon's School Sixth Form application form. The deadline for returning external application forms is 24 November before year of entry. Applicants must achieve the Minimum Entry Requirement (MER) for the subjects they wish to pursue in order to take a place in the Sixth Form. Applicants must also meet the requirements of the courses upon which they wish to enrol as set out in the Sixth Form Options and Academic Guide. These may include the requirement to obtain higher grades than the MER in certain combinations of subjects in order to enrol on particular courses.

Gordon's students and external applicants are invited to attend a Sixth Form Open Event in the Autumn Term preceding entry. The event will outline courses available, qualifications required to be offered a place and the commitment and standards expected from the Sixth Form students.

**2. ADMISSION NUMBERS**

• **Residential boarding places**

There are up to 40 Residential Boarding places available for Year 12. The number of places available to external applicants is dependent on the number of internal applicants.

• **Day boarding places**

There is an admission number of 40 external day places for students who satisfy the entry requirements for the courses that they have chosen and accepted. The School may exceed this number if the preferred courses of study are not oversubscribed and the applicant has met the minimum entry requirements.

**3. ENTRY REQUIREMENTS**

3.1 Gordon's School Sixth Form offers A Level and vocational subjects only; we do not offer diplomas. The academic requirements for admission to the Sixth Form are:

1a. A minimum of five GCSE grades 9 to 5 including grade 5 in English and Mathematics for any A Level course, or;

1b. A minimum of five GCSE grades 9 to 4 including grade 4 in English and Mathematics for any BTEC course.

**AND**

2. The grade criteria for individual subjects as outlined in the Sixth Form Options and Academic Guide.

3.2 All students at Gordon's School are expected to have a strong work ethic and Sixth Form students are regarded as positive role models contributing to the high standards of behaviour in the whole school. They are given privileges and responsibilities reflecting their age and standing in the school.

Sixth Form students are not required to wear normal school uniform. However, dress is expected to be smart, in line with the standards and reputation of Gordon's.

#### **4. TRANSFER TO THE SIXTH FORM WITHOUT CHANGING CATEGORIES**

Year 11 students must apply to return to the Sixth Form by 24 November 2023. These applications remain outside the Admissions Policy unless students also wish to transfer from residential boarder to day boarder or vice versa from September 2024.

All students in Year 11 at the School must achieve the MER in order to transfer to the Sixth Form.

#### **5. OVER SUBSCRIPTION CRITERIA – DAY BOARDERS (EXTERNAL APPLICANTS ONLY)**

In the event of a subject or place being oversubscribed the following oversubscription criteria will be applied in order of priority:

a. Looked after children and post 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 the 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 that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and
- children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted

Official confirmation of the student's status will be required in all cases as evidence of priority status.

b. Applicants transferring from a residential boarding place in Year 11 at Gordon's School. If oversubscribed the shortest radial distance from the home address to the School main entrance will be used to determine priority.

c. Applicants who have a sibling was on roll at the school at the time of application deadline. If oversubscribed the shortest radial distance from the home address to the School main entrance will be used to determine priority.

d. Children of staff directly employed by the school in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is permanently employed to fill a vacant post for which there is a demonstrable skill shortage, where the child would require the place at the time of the member of staff taking up the post.

Children of staff are those where the staff member is the child's parent by blood or adoption, or the member of staff has legal parental responsibility for the child. The child must have lived at the same address as the parent employed by the school for at least one year at the time of application.

e. Students selected by sport aptitude.  
(No more than 10% of total annual Sixth Form admissions intake for external students) See Appendix 1

f. Applicants on the basis of the shortest radial distance from the home address to the School main entrance.

Distance is measured using Surrey's Admissions and Transport Team's Geographical Information System (GIS), in a straight line from the child's home address (or in cases of shared custody, where he or she lives for the majority of the school week) as set by Ordnance Survey, to the main school gate. This can be found on the Surrey website ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)). Where there are multiple addressees with only one address point e.g. blocks of flats, or where applicants are equidistant from the school, priority will be decided by lottery.

## **6. OVER SUBSCRIPTION CRITERIA – FULL AND WEEKLY RESIDENTIAL BOARDERS (EXTERNAL APPLICANTS ONLY)**

Where applications exceed the number of places available the following criteria will be applied in the order set out below:

- a. Looked after children and post 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 the 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 that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and
  - children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted  
Official confirmation of the student's status will be required in all cases as evidence of priority status.
- b. Children of Members of the UK Armed Forces, who qualify for Ministry of Defence financial assistance with the cost of boarding school fees and children whose parents are in the diplomatic service and eligible for continuity of education allowance, who have a sibling on roll as a full or weekly boarder at Gordon's on 31 October in the calendar year preceding the date of admission.
- c. Children of Members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees and children whose parents are in the diplomatic service and eligible for continuity of education allowance. If oversubscribed, lots will be drawn to determine which children shall have priority.

- d. Children with a boarding need not included in c. above who have a sibling at Gordon's on roll as a full or weekly boarder on 31 October in the calendar year preceding the date of admission for normal round applicants or at the time of admission for in year applicants. This may include children who would benefit from respite from an unstable home environment and children of service personnel who have died whilst serving or have been discharged as a result of attributable injury, children of key workers working abroad and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, the diplomatic service not included in 5b or 5c above, law enforcement officers and medical staff) whose work dictates that they spend much of the year overseas; young carers; and children of UK citizenship living overseas without access to a UK education. If oversubscribed, lots will be drawn to determine which children shall have priority.
- e. Children with a boarding need not included in c. above. This may include children who would benefit from respite from an unstable home environment and children of service personnel who have died whilst serving or have been discharged as a result of attributable injury, children of key workers working abroad and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, the diplomatic service not included in 5b or 5c above, law enforcement officers and medical staff) whose work dictates that they spend much of the year overseas; young carers; and children of UK citizenship living overseas without access to a UK education. If oversubscribed, lots will be drawn to determine which children shall have priority.
- f. All other applicants for places as boarders. If oversubscribed lots will be drawn to determine which children shall have priority.

## **7. ADMISSION AS A RESIDENTIAL BOARDER**

There are three separate and distinct parts to the residential boarding admissions process:

- i. Eligibility for a residential boarding place
- ii. Suitability for residential boarding
- iii. Main admission process

### **i. Eligibility for Residential Boarding Place**

The process for considering eligibility for a residential boarding place is distinct from the suitability for residential boarding process and the main admission process.

In order for prospective students to demonstrate that they are eligible for a residential boarding place, they must meet one of the following criteria before an application can proceed:

- full UK Citizenship; or
- a permanent or temporary UK Residency Permit with access to public funds; or
- have other approved access to public funds.

The school will require proof of eligibility before processing the application. The submission of photographic identification may be used to assess eligibility only and is not used as part of the admission process. The restriction in paragraph 1.9 (o) of the School Admissions Code (2014) does not therefore apply.

The school reserves the right to re-assess eligibility for a residential boarding place at any time during the student's time at the school.

### **ii. Suitability for Residential Boarding**

The process for considering suitability for boarding is distinct from the eligibility for a residential boarding place process and the main admission process. Applicants for boarding places are

assessed for their suitability for boarding prior to the application of the oversubscription criteria. This is to determine whether an applicant would, if admitted:

- a) present a risk to themselves, to other people or to the boarding environment; or
- b) be able to cope with and benefit from a boarding environment.

The assessment includes the following:

- i) An interview, which includes the opportunity for each child to be present without their parent/carer
- ii) Information from the applicant's present school and/or previous school where the applicant is not currently at school or has recently changed school
- iii) Consideration of any other information that the parent/carer of the applicant may wish to provide to support the applicant's application or which may be provided at the request of the parent/carer by another person
- iv) Information provided by a LA (or equivalent authority outside England and Wales) where relevant

In determining whether or not an applicant is suitable to board, Gordon's School has regard to the following questions:

- Does the applicant wish to board?
- Does the applicant have experience of staying away from their parents/carers whether or not s/he is currently a boarder?
- Does the applicant show evidence of self-reliance and independence?
- Does the applicant show evidence of understanding and relishing the challenges of a communal life?
- Does the applicant show understanding of the responsibilities of being a member of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

A final decision on suitability for boarding will be made by the Head Teacher.

The school will inform the parent/carer of applicants whether or not their child is considered suitable for boarding. Applicants judged to be unsuitable for boarding will not be kept on a waiting list for another place.

### iii. Main Admission Process

See application procedure above.

The school reserves the right to re-assess suitability for boarding at any time during the student's time at the school.

## **8. HOME ADDRESS**

The address on the form must be your child's permanent place of residence. This will usually be the parents' address; if the parents do not live together, the address must be of the parent the child spends most time with – usually the parent receiving child benefit (where applicable). If there is equal shared custody of the child, it is left to the parents to decide which address to use.

It should not be a business or childminder's address. It also excludes any relative's address unless the child lives at that address as their normal place of residence. We will not accept a temporary address if the main carer of the child still owns 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.

An application can only be made from one address, and only one application per child can be made.

Any offer of a place based on where your child lives is conditional on your child being resident at this address at the closing date for applications.

#### **9. WAITING LISTS**

Unsuccessful applicants can ask in writing for their child's name to be placed on the school's waiting lists. These lists will continue until 30 September 2024. The waiting lists will be maintained in the order of the over subscription criteria above.

#### **10. SCHEDULE OF CHARGES**

Please see for the Schedule of Boarding Charges which forms part of the Admissions Policy.

**Jane Valner**  
**Chair of Governors**

### **APPENDIX 1**

In accordance with the School Admissions Code Section 1.24 there will be places available for students joining Gordon's at year 12 with aptitude in Sport. This number will be no more than 10% of the total Sixth Form admission intake for external students.

If applicants are interested in applying for one of these aptitude places they should fill in the Gordon's Aptitude Form (GAF) by the due date 1 December 2023 for a Y12 place for September 2023.

Tests for aptitude will be clear and objective and will be designed to test for aptitude in the specialism concerned and not for academic ability.

Testing is likely to take place 21 January 2024.