

# 6<sup>th</sup> Form Admission Policy

<b>Reviewed</b>	March 2026	<b>Leader of Policy Review</b>	Mrs. I. Birch
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## Admission Policy Statement:

This policy outlines Hawarden High Sixth Form's policy and practice for managing the admission of all **16–18** year old **fulltime applications** for academic and vocational courses at Hawarden High Sixth Form.

Hawarden High School's Governing Body is committed to maintaining an open access policy in which each individual applicant is treated as an individual case and aims to provide a fair and consistent procedure for admissions. Hawarden Sixth Form aims to offer impartial, supportive advice and guidance to all applicants on suitable course selection and course combination.

## 1. Mandatory Curriculum Package

Students will follow a mandatory curriculum package within a weekly timetable:

- I. **Vespa Mindset Tutorials:** VESPA tutorials support student learning by developing the important non-cognitive skills for educational success by inspiring, motivating and supporting our students to ensure that they achieve their full potential. The programme provides them with an understanding of the importance of their own, Vision, Effort, Systems, Practice, and Attitude.
- II. **Subject Sessions:** Subject sessions provide the necessary depth of knowledge, understanding and skills required to successfully achieve at AS and A level. Students will have a maximum of 15 teacher led hour sessions across their 3 chosen subjects. (3 x 4/5 hours)
- III. **Independent Study Sessions:** Independent study periods are built into the timetable. These are essential for research, reading, group/peer collaboration and consolidation of subject content (Typically 8 x 1 hour)
- IV. **LEAD lessons:** These tutorials have been designed alongside universities with the aim of improving the broader skill set and resilience of sixth form students. Tutorials improve performance and transition into Higher education, apprenticeships or employment settings. Learning and assessment in these sessions will enthuse, engage and motivate learners in the classroom, the workplace and the wider community and learners will be introduced to a context for learning, planning activities, carrying out activities, reviewing outcomes and learning. (2 x 1 hour)

\*Our curriculum package has been designed so that students are able to submit their outcomes from their timetabled sessions towards the Advanced Skills Baccalaureate Wales and attain the equivalent of an A level grade.

## 2. AS Entry Requirements

**2.1** We offer a range of academic and vocational qualifications to our sixth form students and many of these require minimum grades at GCSE. Our policy is to ensure that the students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed.

Entry:

- I. A minimum of five GCSE passes (or equivalent) at A\* to C
- II. Individual subject specific criteria met as published in the Sixth Form Prospectus. Curriculum Leaders can make contextual decisions where a student has not met the entry criteria (?)
- III. A commitment to study the mandatory curriculum package and submit outcomes towards the Advanced Skills Baccalaureate Wales as appropriate.
- IV. A commitment to the participation in the Seren Partnership programme for students that are more able and meet the criteria.

# 6<sup>th</sup> Form Admission Policy

\*Where a student has not met the overall entrance requirements but has specific aptitudes and/or talents, a personalised timetable may, in certain circumstances, be considered and tailored to their individual needs. For further clarification, please contact the Assistant Headteacher with Responsibility for Sixth Form.

## 2.2 AS Resit Applications

- I. Existing full-time students at Hawarden Sixth form that would like to resit AS subjects or enrol onto another AS course do not need to complete an application form.
- II. Students that do not achieve the AS level grades they expected are encouraged to attend Hawarden High School on September training days to speak to a member of the Sixth Form Team, so that other AS options and AS subject combinations can be discussed.

## 3. A2 Entry Requirements

In subjects where a student will sit an AS exam in the summer term, a minimum of grade E is required to progress to A2. (Students will be expected to re-sit any modules that were awarded a U grade).

Entry:

- I. A positive record of progress in academic or vocational Level 3 work.
- II. A positive record of progress in skills tutorials (ASBW).
- III. A commitment to achieve predicted and aspirational grades.
- IV. Excellent attendance, punctuality and attitude to learning.

## 4. Submitting an application

Applications for Sixth Form open in February/March following the Sixth Form Information Evening, until September the same academic year.

- I. Internal students (Hawarden Year 11 Students) are encouraged to apply via the dedicated Sixth Form website and links to the website will be emailed to students following the Information Evening.
- II. External students are encouraged to apply via the dedicated website. All external applicants will meet with the Assistant Headteacher with Responsibility for Sixth Form for transition purposes.

## 5. Processing of Applications

All applications will be processed by the Assistant Headteacher with responsibility for Sixth Form.

### 5.1 Internal Students

- I. Internal students (Hawarden Year 11 Students) will be invited to attend an interview with the Assistant Headteacher with Responsibility for Sixth Form and the wider Senior Leadership Team to discuss their future career goals and ensure their subject choices support their next steps. Students wishing to study four A levels can discuss this within the interview.
- II. An interview date will be provided via form tutors as soon as possible

### 5.2 External Students

- I. External students will be invited to attend an interview with the Assistant Headteacher with Responsibility for Sixth Form
- III. An interview date will be provided as soon as possible after the receipt of the application but no longer than 25 days.
- IV. Hawarden Sixth Form will contact applicants via email or phone to arrange the interview date.
- V. If an applicant is unable to attend the interview date given, they should notify the Sixth Form Team via telephone 01244 526 400 or email. The ability to conduct the interview via Teams is also available and can be requested.

## 6. Interview Process

### 6.1 Internal Students

- I. Interviews will take place between 9:05am and 3:45pm during term time only.

# 6<sup>th</sup> Form Admission Policy

## 6.2 External Students

- II. Interviews before the GCSE examinations will generally take place between 3:30pm-5pm, so that students will not be required to miss any school. No interviews will take place during school holidays.
- III. Interviews following the GCSE examinations will generally take place throughout the school day between the hours of 9am-4pm.
- IV. Applicants should report to reception and are requested to bring proof of qualifications, most recent school report or statement of predicted qualifications to the interview, along with a valid form of identification.

Examples of some of the topics discussed will be predicted/actual qualification grades, career aspirations, subject selection and subject combinations.

## 7. Interview Offers

- I. Wherever possible the applicant will be given a conditional or unconditional offer of a place on a course at the interview.
- II. Applicants who are offered a place at the interview will then be enrolled on to the courses at the end of the interview.

## 8. Induction Days – Summer Term

- I. Hawarden Sixth Form will keep in touch with all students with a successful application and will send relevant information via email or letter about arrangements for the Induction Days, which take place in late June/early July.
- II. It is very important students attend the Induction Days as these sessions will include a series of AS level subject taster lessons to assist in confirming the final selection of AS choices and it is an exciting opportunity to bring everyone together as a year group, to meet with Year 12 pastoral tutors, subject teachers and the current Sixth Form students.
- III. In addition to the subject sessions there are other activities timetabled that are designed to focus on the development of independent study skills and prepare for the step up from GCSE to AS level.
- IV. Students wishing to change their subject options during induction will be able to register their request with a member of the Sixth Form Team.
- V. The information provided at induction is an important part of the preparation towards future Sixth Form studies. We are, of course, aware that sometimes students are, unavoidably, unable to participate. Please email [hhmail@hawardenhigh.flintshire.sch.uk](mailto:hhmail@hawardenhigh.flintshire.sch.uk) if you are unable to attend either of the induction days.

## 9. GCSE Results Day in August

### 9.1 Internal Students

- I. Students who meet the entry requirements will receive confirmation and information regarding September Induction, along with their GCSE results.
- II. Students will need to confirm acceptance of their place in Sixth Form by submitting the enrolment on Microsoft Forms
- III. Students that do not achieve the GCSEs they expected are encouraged to speak to a member of the Sixth Form Team between 9am-11am, so that other options and subject combinations can be discussed.
- IV. Students wishing to change subject courses on results day will need to speak to a member of the Sixth Form Team between 9am-11am
- V. There are minimum numbers of students required for each course to run. Should there be insufficient numbers to run a particular course, then every effort will be made to enrol students on a similar, appropriate course.

# 6<sup>th</sup> Form Admission Policy

- VI. Where courses are at full capacity students will not be able to change to these courses on results day or thereafter.

## 9.2 External Students

- I. Students who meet the entry requirements will be required to email a copy of their GCSE results to the Assistant Headteacher with Responsibility for Sixth Form on or soon after GCSE results day.
- II. Students that do not achieve the GCSEs they expected are encouraged to attend Hawarden High School to speak to a member of the Sixth Form Team between 9am-11am, so that other options and subject combinations can be discussed.
- III. Students wishing to change subject courses on results day will need to speak to a member of the Sixth Form Team between 9am-11am
- IV. There are minimum numbers of students required for each course to run. Should there be insufficient numbers to run a particular course, then every effort will be made to enrol students on a similar, appropriate course.
- V. Where courses are at full capacity students will not be able to change to these courses on results day or thereafter.

## 10. September Induction

- I. All students will take part in induction activities with their tutor groups, where they will have the opportunity to meet their sixth form tutor and sixth form peers.
- II. Students will receive their AS studies timetable and there will be an opportunity to make any further changes to their AS subject options during this session if required.
- III. Students will need to complete the Sixth Form Contract of Conduct (Appendix 1)

## 11. Contract of Conduct

Hawarden Sixth Form is committed to maintaining a positive ethos and High levels of motivation upon which student success is built. Sixth form students are required to adhere to our Contract of Conduct (Appendix 1), relating to areas such as: appropriate standards of dress; attendance and punctuality to school; attendance to all subject lessons; attendance to LEAD lessons; commitment to work and completion of work assignments.

**Students will be required to make a commitment to the Sixth Form Contract of Conduct before being accepted into the sixth form.**

## 12. Appeals

- I. If a student is unsuccessful in an application onto a full time course, s/he they may appeal to the Headteacher providing they have not been offered a place on a course because it is full or not running, or they do not have the correct entry requirements.
- II. Applicants who wish to appeal should write to the Headteacher stating their reasons for appeal.
- III. The Headteacher (will consider the appeal by looking at the reasons why a place was not offered. This could include speaking to the member of staff that conducted the interview, looking at the Interview Application Form, consulting with relevant Curriculum Managers and/or inviting the applicant for a meeting to discuss the appeal if required.
- IV. The Headteacher will write to the applicant to confirm the outcome of the appeal. If the appeal is unsuccessful, then suitable alternatives will be offered where appropriate or necessary.

# 6<sup>th</sup> Form Admission Policy

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