Griffin Schools Trust

Admissions Policy

VI Form

2027/28

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Introduction and Ethos

The Griffin Schools Trust (GST) is the admission authority for all its schools. This policy sets out the arrangements for entry into VI Form at Nicholas Chamberlaine School.

GST schools are founded on the pillars of Proud Traditions, Wide Horizons and High Achievement and are at the heart of their local communities. They welcome children from all backgrounds and provide an inclusive environment where every pupil has the opportunity to thrive.

Aims

The policy ensures that admissions are managed in a fair, transparent and consistent way, supporting pupil wellbeing and achievement. It reflects the Trust's commitment to its ethos and local communities while complying fully with the School Admissions Code and other statutory requirements.

How Many Pupils will be Admitted (PAN)

The VI Form has a capacity of 242. The capacity for Year 12 is therefore 121.

All eligible internal Year 11 students who meet the published academic entry requirements are usually guaranteed a place, even if this exceeds the notional capacity used for the initial PAN calculation.

The published admission number ('PAN') for external candidates in Year 12 is 20.

This means that the school will admit 20 external candidates if sufficient applications are received from candidates who achieve the minimum academic entry criteria, however where the number of current Year 11 students transferring to Year 12 is lower than usual, it will be possible for the school to admit a higher number of external candidates over the PAN.

Where there are more external applicants for any available VI Form places than places available, after the admission of students with an EHCP where the academy is named on the EHCP, the oversubscription criteria below will be applied to determine who is admitted.

Application Process and Timeline

- Application Submission: All applicants (internal and external) must submit a formal application form through the link on the school's website*.
- Offer of Place: Conditional offers will be made based on predicted grades and adherence to the entry requirements.
- Confirmation: Final places will be confirmed upon receipt of verified GCSE (or equivalent) results and successful completion of the enrolment process.

** It is the responsibility of the applicant to ensure that all required supporting documentation, including predicted grades and references (for external candidates), are submitted by the deadline.*

Over-subscription Criteria

Where the number of eligible external candidates exceeds the external PAN (10), places will be allocated using the following criteria, in descending order of priority:

1. Children who are looked after or previously looked after:
   a. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
   b. A previously looked after child is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a Child Arrangements Order or Special Guardianship Order, as well as a child who appears to the school to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
   c. Applications in this criterion may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status. Documentary evidence must only include confirmation of the child's status as a Looked After Child or Previously Looked After Child and no other details such personal details about parents and families, the first language of the child, details of parents' or a child's disabilities, special educational needs or medical conditions.
   d. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found by clicking on the link here and opening the Admissions priority for children adopted from state care outside of England.
   e. Where the Virtual School Head (VSH) at the Local Authority has already verified the child's status and the School is able to confirm this with them, there will be no need for evidence to be provided with the application.
   f. Where no documentary evidence can be provided, the application will be considered on the available evidence.
   g. Internal Candidates: Students currently on the roll of [Insert School Name] who meet the academic entry requirements.

2. Children 'at risk'. A child is 'at risk' if they are either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months of the application.

3. Children with an exceptional medical reason requiring the child to attend that School. Applications in this criterion must be accompanied by written medical evidence from a suitably qualified medical or other practitioner which demonstrates that only that School is suitable for the child to attend and that no other school is suitable.

4. Children with a sibling who will be at that school at the time of admission in September. A sibling is defined as a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister, a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's cohabiting partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

5. Multiple birth children. A multiple birth child is defined as a child who is a twin, triplet or sibling of other multiple higher birth. For inclusion in this criterion the twin, triplets or siblings of multiple higher births must apply to the same year group at the same time. Please ensure proof of birth is attached to confirm multiple birth eligibility

6. School Staff Children. Where the member of staff:
    a) 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 recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Distance. Distance will be calculated by using a straight line measurement made using a computerised mapping system, from the centre of the applicant's home address (as defined below) to the designated main gate of the school. All distances are subject to changes which may occur with updates of mapping data.

    The child's home address is the address meeting this definition that must be stated in the application, and which will be used when processing the application.
    The child's home address is the residential (not business) address at which they will normally live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their application. The home address will usually (but not always) be the address at which the child is registered with their GP, hospital, dentist and/or optician, at the time of application.
    Where the child resides with more than one parent and there is a factual 50% split between the times described above, the home address will be that used in the application.
    Parents will be expected to provide satisfactory documentary evidence of the child's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include proof of ownership and renting.
    Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the child's permanent home address may be requested.
    If the child/sibling moves address during the course of the application process, their home Local Authority must be notified as soon as possible. Parents must provide satisfactory documentary evidence that the new address meets the definition in this admissions policy, and of the expected moving date.
    Applications are welcome for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

Tie Breaker

Where there are more applications than places remaining in any of the oversubscription categories criteria, each application will be issued a number and random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the School.

Academic Entry Requirements

All applicants, internal and external, must meet the following minimum academic requirements based on their final GCSE results (or equivalent) to secure a place:

Programme of Study	Minimum General Entry Requirement	Notes
A-Level Programme Applied General/Vocational Programme (Extended Diploma/Diploma)	A minimum of five Level 2 qualifications at Grades 9-5, which must include GCSE English Language or Literature and GCSE Mathematics.	Must also meet subject-specific requirements.

Subject-Specific Requirements

For entry onto any A-Level subject (e.g., Biology, History, French, etc.) or Vocational Subject, the applicant must have achieved a minimum Grade 5 in the corresponding GCSE subject, where that subject is available.

Requirements for subjects without a direct GCSE equivalent, or those requiring specific subjects for foundational knowledge, are outlined below:

Subject	Specific Entry Requirement (If Applicable)
Psychology	Grade 5 in GCSE Mathematics and Grade 5 in a relevant Science subject (Biology or Combined Science).
Criminology (Vocational)	Grade 5 in GCSE English Language or Literature.
Medical Science (Vocational)	Grade 5 in a relevant GCSE Science subject (Biology or Combined Science).
Media Studies	Grade 5 in GCSE English Language or Literature.

Combined Study

Where a student combines one A-Level with an Applied General/Vocational Qualification at Level 3, the student must meet the specific Grade 5 entry requirement for that A-Level.

Circumstances Regarding GCSE English and Maths

- Where an applicant achieves a Grade 4 in either GCSE English or GCSE Mathematics, the School is willing to discuss the individual circumstances and their chosen programme of study to ensure appropriate academic support can be provided.
- Applicants achieving a Grade 3 or below in GCSE English or GCSE Mathematics will be required to enrol on a compulsory GCSE Resit course alongside their main programme of study.

Available Programmes of Study

Students will have the opportunity to choose from programmes of study listed on Nicholas Chamberlaine School's website here.

Places on courses are subject to availability, that there is no guarantee that the school will be able to offer students their preferred course choices and that the school reserves the right to withdraw a course on offer if, for example, it is not financially viable to run it.

Applications outside the Normal Age Group for Post-16

The VI Form primarily admits students into Year 12 (the normal age of entry) who are 16 years old at the start of the academic year.

Applications for students outside the normal age range (i.e., those seeking entry to a year group above or below their chronological age) will be considered strictly subject to the following criteria:

- Funding Constraint: Admission to the VI Form for Level 3 programmes is dependent on receiving funding. Funding is typically available only for students who are under 19 years of age on 31st August prior to the start of the programme.
- Assessment: The application will be considered on a case-by-case basis only if the student meets the age criteria for statutory funding.
- Decision: The Governing Body will make a final decision based on:
    - Confirmation that the necessary statutory funding can be secured.
    - The best educational interests of the student, supported by advice from the Executive Head and relevant professionals.
    - Verification that the student has met the required academic entry requirements.

Applicants must clearly state in their application form their reasons for seeking entry outside their normal age group.

Appeals and Complaints

Unsuccessful applicants (including internal students who do not meet the entry requirements) have the right to appeal the decision. The appeal must be made in writing to the Chair of Governors within 20 school days of the refusal. The appeal will be heard by an independent Appeals Panel, whose decision is binding.