



Cover note for:
Excalibur Academies Trust
Sixth Form Admission Policy for External Applications 2025/2026
Ashton Sixth

As this is the first Admissions Policy for Ashton Park School Sixth Form – Ashton Sixth, where Excalibur Academies Trust is the Admissions Authority, the policy is different from that provided previously by Gatehouse Green Learning Trust.

This policy was consulted upon between 15th December 2023 and 31st January 2024.

This policy was determined on 9th February 2024.



Excalibur Academies Trust Sixth Form Admission Policy for External Applications 2025/2026

Ashton Sixth



ASHTON PARK SCHOOL

Introduction

Excalibur Academies Trust ('Excalibur') is an all-through Multi-Academy Trust (MAT) that places high emphasis on developing a coherent and continuous learning journey from 2-19.

Excalibur is the Admission Authority for all its Academies and applies strict oversubscription criteria to all applications reflecting this.

External applications for Sixth Form should be submitted to the Sixth Form directly see [Ashton Sixth Form - Bristol - Apply to join](#) This Admissions Policy applies to Ashton Sixth, details of which are given below:

Ashton Sixth

Age Group: 16-18

Address: Blackmoors Lane, Bower Ashton Bristol, BS3 2JL

Telephone: 0117 377 2777

E-mail: info@ashtonsixth.co.uk

Website: www.ashtonsixth.co.uk

Published Admission Number: 20 external applicants (Year 12)

Applications

External Applications for Entrance to the Sixth Form

There are NO automatic entries into Sixth Form. Therefore, an application must be made for a sixth form place for each student.

Applications must be made to the Admission Authority. Details of timelines can be found on the Sixth Form Admissions [Pages](#).

The Admission Authority will determine and publish how many external students it will admit into Year 12 in September – this is the PAN (Published Admission Number) for the Sixth Form. Should the Admission Authority decide it can offer more than the PAN in any one year, information will be posted on the website of the Academy and the Local Authority will be informed.

Application Procedure for Admission to Year 12 and Admission Timelines for External Candidates

Applications for the admission of **external candidates** to Year 12 must be made **directly to the School**, by completing and submitting a [Sixth Form Admission Application Form](#), which is available on the [Ashton Sixth's website](#) .

Parents/candidates should carefully consider the oversubscription criteria stated below to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to the School with the application, or the candidate will be placed in the next category that applies.

A pre-application meeting may take place between members of the sixth form staff and candidates, to discuss course options and entry requirements. This meeting is not an interview, and its outcome will play no part in the application process. Places are allocated solely by reference to the Minimum Academic Entry Criteria, which are set out on the Ashton Sixth website and the oversubscription criteria which are set out in these admission arrangements.

The application deadline for admission to Year 12 is set out on our website www.ashtonsixth.co.uk

Conditional offers will be made based on the predicted grades stated in the [Sixth Form Admission Application Form](#) and will be conditional upon the external candidate meeting the Minimum Academic Entry Criteria for the courses chosen when their awarded grades are known.

The School cannot make exceptions to the determined Minimum Academic Entry Criteria, except where it is necessary for this criteria to be adjusted in compliance with the School's duties under the Equality Act 2010. Exceptions cannot be made in other circumstances.

Admission of children outside their normal age group

Parents have a right to request that their child is admitted to a year group other than their normal year group at the School. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by the Admission Authority, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.

Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.

The Admission Authority will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Headteacher of the School and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the Admission Authority to consider.

Parents should make their requests by completing the information within the relevant section in the Sixth Form Admission Application Form.

In all cases, the Admission Authority will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the School.

Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe the request was dealt with by the Admission Authority properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well. Requests for deferred or delayed applications for children with an Education, Health and Care Plan (EHCP) or who are in the process of obtaining one, will be considered by the Local Authority not the Admissions Authority. The decision of the LA will be binding.

Right of Appeal

Parents have a statutory right of appeal against the refusal of a place at the School. This applies to both year groups.

Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.

Children of UK Armed Forces Personnel/Crown Servants - Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves house as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria

Oversubscription Criteria

The Criteria are listed below in the priority order applied to applications when there are more applications than available places.

In the event of oversubscription, the highest priority is Looked After Children as detailed in the Oversubscription Criteria below. Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the

distance between the child's home address (as defined by this policy) and the School, with those living nearest receiving highest priority.

Distance will be measured by City of Bristol using their computerised mapping system in a straight line from a specific point at the child's home address (as defined below) to a specific central point within the main building of the School, which are pre-determined by the Local Land and Property Gazetteer. In case of the distance being the same a Tie Breaker will be used (see below).

Tie Breaker - Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the School, with those living nearest receiving highest priority.

Distance will be measured by Bristol City Council using their computerised mapping system in a straight line from a specific point at the child's home address (as defined below) to a specific central point within the main building of the School, which are pre-determined by the Local Land and Property Gazetteer.

Where two or more children live an equal distance from the School, the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the School. In the case of children who are twins or from the same multiple birth, their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN). This would also apply to a brother or sister born in the same academic year.

If admission is refused, parents have the right to appeal as detailed above.

Children with an Education, Health and Care Plan (EHCP) - Children with an EHCP are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHCP should therefore liaise with their child's home Local Authority's SEN team if they want the School to be named in their child's EHCP as their child's school.

Where the School is named in a child's EHCP, the child will be admitted.

At all other times, children with an EHCP naming the School will be admitted even where this means the PAN will be exceeded.

- I. **Looked After Children and Previously Looked After Children** 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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee (on behalf of the Trust) 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.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission

round. When assessing the evidence provided, the DfE's guidance (accessible [here](#)) will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

2. **Children of Excalibur employees employed at the School** on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage¹.
3. **All other applications.** Priority will be given to siblings.

Academy Application and Admission Timelines

The timelines for applications to the Sixth Form will be supplied as part of the application process. Please see the Sixth Form [admissions pages](#) for details.

Glossary and Definition of Terms

Adopted - This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Final Year - The Final Year of a Sixth Form is year thirteen.

Home Address - The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician at the time of application.

Where any uncertainty arises in respect of the child's home address, the School reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

Where the child/child's family is/are not living in the area of the School at the time the application is submitted, the application will still be accepted and processed. However, the address used will be the child's current address unless the application is supported by documentary evidence of the future new address which will meet the definition set out above (for example, a signed tenancy agreement, HMLR title deed/document, NHS/GP registration card/letter, etc.).

Looked After Children and Previously Looked after Children - 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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee (on behalf of the Trust) 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

¹ Staff must complete the Staff Supplementary Form (SIF) which is held on the external EAT website under admissions

sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Children with an Education, Health and Care Plan (EHCP) - Children with an EHCP are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHCP should therefore liaise with their child's home Local Authority's SEN team if they want the School to be named in their child's EHCP as their child's school.

Where the School is named in a child's EHCP, the child will be admitted. Where this happens in the normal admission round, these children will be allocated places before all other children, reducing the number of places left within the published admission number (**PAN**).

At all other times, children with an EHCP naming the School will be admitted even where this means the PAN will be exceeded.

Sibling - Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters who are on the roll of the Academy as at the Application Deadline and continue to live in the same house when the child is admitted. Note there is no guarantee that a younger sibling will obtain a future place in the same school as his or her brother or sister. For the avoidance of doubt, a child of a friend or extended family member (e.g. Cousin) will not be a sibling for this purpose, even if they live at the same address as the applicant child. For inclusion in this category, parents must state the sibling's details in the application form.