

Admissions & Enrolment

Ready for your future



School of
CHARACTER



KINGS LANGLEY SCHOOL
SIXTH FORM
READY FOR YOUR FUTURE

Introduction

Introduction from Principal Assistant Headteacher & Head of Sixth Form

At Kings Langley Sixth Form, we are committed to fostering an inclusive and supportive educational environment that prioritises both opportunity and suitability for all prospective students. Our admissions and enrolment policy is designed to ensure that every young person, regardless of their background, has the chance to achieve their full potential. We provide a broad range of academic qualifications that support diverse aspirations, whether this is university, apprenticeships or the world of work.

Our approach to admissions is rooted in the principle of fairness and equity, aiming to identify and support students whose educational goals align with the opportunities we offer. Through a transparent and supportive process, we strive to assess each applicant's potential, academic readiness, and enthusiasm for learning, ensuring that we match students with the most appropriate courses and support structures.

By focusing on providing diverse opportunities and maintaining high standards of suitability, we aim to create an environment where every student can thrive and contribute to our vibrant academic community. This policy reflects our dedication to nurturing talent, supporting personal growth, and preparing our students for successful futures.

This policy has been written in accordance with the School Admissions Code and is compliant to relevant legislation including Equality Act 2010, Human Rights Act 1998, and Schools Standards and Framework Act 1998.



Mr J. Tubb
Principal Assistant Headteacher & Head of Sixth Form

Values

In line with our sixth form values and wider character education foundation, we hold the following values in this policy:

Accountability

Empowerment

Integrity

Tenacity

Responsibility

In order to achieve a culture of inclusion and belonging, in which everyone acknowledges and understands how diversity enriches our cultural and societal capital, we outline the following commitments in this policy:

Commitment A – Placing our students and prospective students at the centre of all decisions relating to acceptance both into the Sixth Form and/or on specific qualifications and/or non-qualification programmes.

Commitment B – We are steadfast in our commitment to uphold principles of equality and inclusivity throughout the admissions and enrolment process. We ensure that every applicant is evaluated based on their individual merits and potential, free from any form of discrimination. Our procedures are designed to promote equal opportunities for all prospective students, regardless of race, gender, socioeconomic status, or any other characteristic, ensuring a fair and respectful process for everyone.

Commitment C – We pledge to apply our professional judgement meticulously during the admissions and enrolment process. Our experienced staff will consider each applicant's unique background, academic history, and potential to ensure that every decision aligns with both our institutional standards and the applicant's educational aspirations.

Commitment D – Our admissions process is designed to be transparent and equitable, ensuring that all applicants are evaluated fairly based on their merits and suitability for the programs they seek. We are dedicated to providing clear feedback and guidance throughout the process to support informed decisions for all parties involved.

Entry Criteria & Subject Criteria

Students who wish to apply for a place available each year will need to fulfil the **General Conditions of Entry** together with the **Minimum Academic Requirements** shown below. All Year 11 students who wish to stay at Kings Langley Sixth Form will be able to continue into the Sixth Form, subject to meeting the entry criteria and individual course criteria and requirements as set out in the **course guide**. We will offer advice, guidance and support to all of our students to ensure that they are able to make informed choices about their post 16 education, which includes guidance of other post-16 educational institutions in accordance with the Baker Clause (January 2023).

Up to 30 places will be offered to external applicants. If there are insufficient internal applicants who meet the entry requirements, additional places may be available for external applicants.

Students with an Education, Health and Care Plan (EHCP) requesting a place at Kings Langley Sixth Form will need to apply through the Hertfordshire local authority consultation process. Applications will be reviewed by the SENCO and Head of Sixth Form who will decide whether we are able to meet the student's needs as outlined in the EHCP. In the case that we are able to meet the needs of the individual, students will be admitted to the Sixth Form providing they meet our entry requirements for study programmes. These students will be included within the admission number of the Sixth Form.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

If there are fewer applications than places available, all applicants will be offered a place. If there are more applications than places available, the criteria outlined below will be used to allocate places.

Rule 1 Children looked after and children who were previously looked after, including those 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 or became subject to a child arrangements order¹ or a special guardianship order².

Rule 2 Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. A panel of Governors will decide the outcome of Rule 2 applications for sixth form .

Rule 3 Sibling: Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' for Kings Langley School means Years 7 to 13.

Rule 4 Children who live in the priority area 6b for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective school in the priority area. Note: Non-partially selective means that the school does not offer any places based on academic ability.

Rule 5 Children who live in the priority area (6a and 6b) who live nearest to the school.

Rule 6 Children living outside the priority area on the basis of distance, with those living nearest to the school given priority. These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

Entry Criteria & Subject Criteria

Minimum entry requirements (these are for entry into the Sixth Form, subject criteria must then be met for individual subject acceptance):

Pathway 3 (3 A levels): Total Points Score of 30* or above to be achieved from the student's best 6 GCSEs and an average of at least 4.5 for GCSE English Language and GCSE Maths. (Grade 7 in Maths if student is studying Maths or Further Maths at A Level).

Pathway 4 (4 A levels): Total Points Score of 36* or above to be achieved from the student's best 6 GCSEs and at least a Grade 5 for both GCSE English Language and GCSE Maths. (Grade 7 in Maths if student is studying Maths or Further Maths at A Level).

*Based on Points tables for reformed GCSEs from September 2016.

Subject Entry Criteria:

Once the minimum score of 30 has been achieved, students should must then meet the individual subject entry criteria. This criteria is set to ensure that students can appropriately access the level of study for each qualification.

Each subject entry criteria is listed on the Sixth Form website and within the published **course guide**: [Apply & Prospectus - Kings Langley Secondary School - Unlocking Potential for Life \(kls.herts.sch.uk\)](#) .

Where students meet the entry criteria for Sixth Form but do not meet the criteria for a subject, the Sixth Form reserve the right to consider an application for study on a subject considering an individual students circumstances where significant mitigating circumstances occur. In addition, if places are available on a qualification students may be considered for the subject. In this circumstances, a student must be no more than 3 marks off from the minimum grade and must be able to demonstrate dedication to the subject i.e., substantial attendance to GCSE intervention, completion of all bridging work, progress between assessment points. Predicted grades are not accepted as entry criteria, only the actual GCSE grade but they may be considered under the 'exceptional circumstances' rule. The decision of acceptance onto a course is made by the subject leader. The decision of the Sixth Form is final and cannot be appealed.

Oversubscription:

If the school is oversubscribed places in the sixth form for external applicants will be allocated using the Admission Rules 1 to 6 as previously defined on Page 4 of this document.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be by independently verified random allocation.

Applications should be made using the online application form found on the Sixth Form website.

The online application form should be completed and submitted by the date shown on the application form. Applicants will be invited in for a visit shortly after but this does not form part of the application/admission process. Applicants will receive an offer of a place dependant on the GCSE results which are available in August 2025.

Admission Appeals

6th Form Appeals

The Sixth Form will write to all applicants with the outcome of their application and if it has not been possible to offer you a place, then you do have the right to appeal. You can appeal against an admission decision, in accordance with current legislation and the School Admission Appeals Code. Please see the link below where you can find information regarding sixth form appeals

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/secondary-and-upper-schools/sixth-form-appeals.aspx>

Once you have received written notification from our school with its decision to refuse admission, email school.appeals@hertfordshire.gov.uk

Applicants cannot normally appeal more than once in an academic year except where exceptional circumstances exist.

Further information can be found in the sixth form area of the school website at: www.kls.herts.sch.uk/sixth-form/

Please be advised that we do not accept appeals for students who have not been accepted onto specific qualifications unless they can provide significant and exceptional circumstances. The Sixth Form uses final examination grades for entry criteria and will not accept predicted grades of internal trial assessments as evidence of meeting subject criteria.

Resitting A-Levels

Resitting A-Levels (Yr14)

We do not offer places for re-sit and re-take years. Re-sit and re-take years are not funded by the ESFA. As a comprehensive and inclusive Sixth Form, we have always sought to support vulnerable students and we will consider requests for exceptions to this where we have evidence of genuine extenuating circumstances which have affected a student's ability to achieve – these are described by the ESFA as “exceptional circumstances outside the control of the student or institution”. Provided that the exceptional circumstances no longer persist, such requests will be referred to the Head of Sixth Form, whose decision will be final. Where requests are granted, an application should be made following the same process as all applicants applying for the Sixth Form. Applications for resitting an A-Level must be made no later than the first week of the academic year.

Exceptional circumstances include, but are not limited to, on the grounds of significant medical grounds such as debilitating illness, bereavement of immediate family member, a significant disruption caused by a change of school. This list is not exhaustive and each application is considered on its own circumstances and on a case-by-case basis.

Students who are accepted into Yr14 under ESFA ‘exceptional circumstances’ must agree to follow a carefully planned programme which contains regular review points and tailored monitoring programme. This will allow the Sixth Form to evaluate attainment and progress and to ensure that the right support is put in place. A resit involves resitting Yr13 only and therefore is a one-year programme.

Resitting Yr12

We do not offer a provision for resitting Yr12 unless it falls under the ESFA ‘exceptional circumstances’. If this applies then the student must apply for this directly to the Head of Sixth Form, in writing by no later than **June 30th** of Yr12. The Head of Sixth Form consults with the Headteacher whose decision is final. As with a student entering Yr14, any student who is accepted into a resit of Yr12 must agree to follow a carefully planned programme containing regular review points and a tailored monitoring programme.

Application Process

Applications for study at Kings Langley Sixth Form should be submitted via an online application. In the interest of accessibility, paper applications can be accepted but must be received by the published deadlines.

Sixth Form Open Evening—21st November 2024

Applications open—21st November 2024

External applicants are invited to tour the Sixth Form and school facilities either during the school day or by attending an open afternoons (visit our website to book a place) which take place each Wednesday at 1.30pm throughout November and December.

Applications close—14th January 2025

Applications must include predicted grades published by the school. Where internal applicants predicted grades meet Sixth Form and minimum subject entry criteria, they will receive a conditional offer (subject to gaining these in the actual GCSE results). Where internal applicants predicted grades do not meet either of these criteria, students will be provided with advice, guidance and support to assist them in reaching the entry criteria.

All external applicants must supply predicted grades published by their school. Where external applicants meet the entry criteria and subject criteria, they will be offered a conditional offer in line with over-subscription criteria detailed in this policy. If an external applicant's predicted grades do not meet the entry criteria, they will not be offered a place however they are welcome to reapply on GCSE results day if they do subsequently meet entry criteria, subject to available spaces and oversubscription criteria.

Applications received after the closing date will be considered but there is no guarantee of an offer being made. In these circumstances, an application may be placed on a waiting list.

Conditional Offer/Unsuccessful letters sent—April

Conditional offer letters will be sent in April. Formal acceptance of an offer must be made by the deadline advertised in the offer letter. Late submissions may result in a withdrawal of the offer.

Sixth Form Taster Day—July

Pre-Enrolment—GCSE results day. Online or in person by 3pm. Applicants not pre-enrolling by 3pm may have their offer withdrawn with places being offered to those on a waiting list.

Official enrolment and commencement of studies—September 2025