



Bordesley Green Girls' School & Sixth Form

Admissions Policy (6th Form)

Person responsible for reviewing policy:	H Donaldson	Outcome	Names/dates/procedures updated
Date adopted/last change approved:	07/07/2026	Review Period ⁱ	12 months
Changes to be approved by:	Full Governing Body	Next Due	06/07/2027
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Introduction

This admissions policy applies to students seeking admission to Year 12 at BGGs and covers admission into Year 13 for those wishing to complete their studies at the school. Priority will be given to **all students who are currently on roll at BGGs in Year 11 who are automatically offered places in Year 12 if they achieve the entry requirements for the Sixth Form as stated below.**

We have a total number of 400 places in Years 12 and 13.

Admission to Year 12 Entry Requirements

All offers of a place in year 12 will be made on condition of students meeting the school entry requirements laid out below:

- A positive reference from the school attended up to age 16
- A minimum of 5 grades at 9-4 at GCSE, including mathematics and English, plus minimum grade requirement for each subject as published.

Or

- The minimum entry requirements specified by the Vocational courses at different levels

Please see the Sixth Form Prospectus/annual course directory for individual course requirements.

Applying for Places

BGGs Sixth Form welcomes applications from all young people who meet the Sixth Form entry requirements. Students and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening for Year 11 students and their parents/carers in around November of the year prior to intended admission. Experience suggests that there will usually be more applications than places. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

Procedure

To be considered for entry, students must complete the BGGs 6th Form application form accessible via the school web site. Students must complete and return the form by the following date (as published on the website):

A date in December - Deadline for applications from all students. Please refer to our website for the exact date each year.

Applications received after this deadline will be placed on a waiting list.

For **internal applicants**, the Head of Sixth Form will seek feedback from subject teachers to check suitability for students' course choices. Each student will attend a meeting with a senior member of staff within the school to discuss their chosen learning pathway and ongoing studies within the school.



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For **external applicants**, a reference from their previous school will be sought to check suitability for their preferred subject choices and lines of study. Students will be invited for interview as appropriate. Preferred learning pathways and course choices will be discussed.

Students outside their normal age group

This section concerns students who are outside of their normal age group; that is, they will be an age other than 16 years old on 31st August in the calendar year in which they wish to join our sixth form.

Birmingham City Council school admission rules state: "Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents that are seeking for their child to be taught outside the normal admissions round will need to contact the school(s) directly in writing and seek written agreement from the Head Teacher/Principal that they have accepted their request for their child to be taught outside their normal year group."

When an applicant is outside their normal age group, parents are required to contact BGGs in writing. The decision as to whether to offer a place will be made at the discretion of the Head Teacher.

Offer of Places

Successful applicants will be sent offers of a place in Year 12. All offers will be made on condition of students meeting the school entry requirements above. Students holding conditional offers will have their place confirmed following receipt of the GCSE results in the summer. Guidance will be given to students who wish to consider a change of subject following receipt of GCSE results.

Applicants to whom we cannot offer a place will be notified.

The Governors reserve their right to withdraw an offer of a place before the student is admitted to the school where it is found that:

- The offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim; or
- Where an applicant has not responded in writing to the offer within 14 days of the offer being made.

If you withdraw your application for any reason or wish to decline an offer of a place at BGGs you must inform the Head of Sixth Form, Mr Donaldson, immediately in writing please.



Waiting List

Once a minimum of two hundred and thirty conditional offers are made then any further external candidates who meet the entry requirements above will be placed on a waiting list until August of that year at the latest, as considerable student movement is often seen between the publication of GCSE results in August and the start of the Autumn term. Places may become available, for example if students do not achieve the results they need or applicants decide to take up an offer of a place elsewhere. If places do become available, they will be offered to those on the waiting list following our over-subscription criteria.

Over-subscription criteria

The purpose of the oversubscription criteria is to give everyone that has the entry requirements a fair opportunity to apply for a place in the Sixth Form. Relevant members of the governing board take considerable time and the utmost care to ensure that the system is applied fairly.

The criteria are as follows:

- Young People in Local Authority Care – a person under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Current Family Association – sister in the same school at the time of entry. In this context sister means girls who live as sisters in the same house, natural sisters, adopted siblings, stepsisters and foster sisters.
- Health and Special Access Reasons – Young People whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the young person's needs and the particular school. A physical impairment must be such that it requires the young person to attend the particular school because its buildings do not inhibit her.
- Distance between the Young Person's permanent address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the Young Person's home to a defined point within the school as specified by Ordnance Survey.
- Teaching Group places. The school will invite applications from the waiting list in line with spaces available on individual courses and entry requirements. The school would normally expect a sixth form teaching group to consist of no more than 24 students, although the exact number which can be accommodated varies from course to course.



Appeals

Applicants or their parents/carers who are unsuccessful in gaining a place at BGGGS Sixth Form may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact in writing the Clerk to the Governing Body of BGGGS within fourteen days of receipt of notification.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002, the Admissions Code February 2009 and the Schools Appeals Code of Practice. Applicants and their parents/carers may attend the hearing of their appeal and make their case to the panel.

Admission to Year 13

The majority of students in Year 12 continue with their studies into Year 13. However, when it is not in the student's best interest to do so, we may suggest they transfer onto another course. Possible options include:

- Restarting in year 12 on a different set of qualifications
- Carrying on some A-levels but restarting others
- Careers guidance and support moving to another institution

Any decision will be based on mutual consent between the school and student; students will not be put under pressure to make a decision against their wishes.

Individual circumstances will always be taken into consideration.

Where the school has places available, external students who wish to join Year 13, meet the entry requirements and have been studying courses with the same Awarding Bodies elsewhere may join Year 13.

Procedure

Following receipt of relevant examination results, students who have met the entry requirement above are automatically offered a place in Year 13 to continue their studies.

Students who do not meet the entry requirement into Year 13 will be given guidance about a change of pathway and relevant courses available.

Retaking year 13

It is very rare that students can retake or re-join our school after completing year 13.

Students cannot retake year 13 because they did not get the grades or qualifications for which they were aiming; students will not usually be allowed to return to the sixth form even when there are individual circumstances which have interfered with their studies.



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On the very rare occasions when students are allowed to repeat year 13, it is only in instances when they can show that there have been special circumstances which have interfered with their studies over an extended period of time and, even then, only if the student can prove with evidence that there is reason to believe they may do better when they return to the sixth form.

All decisions are made at the discretion of the Head of Sixth Form and Head Teacher, taking into account the impact on class size and teacher workload.

Bordesley Green Girls' School – Contact Details

Address: Bordesley Green Rd, Birmingham, B9 4TR

Tel: 0121 464 1881

Web: www.bordgrng.bham.sch.uk **Email:** enquiries@bordgrng.bham.sch.uk **Headteacher:**

Pritpal Hyare Head of Sixth Form: Hugo Donaldson



Definitions

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- ***All natural parents, whether they are married or not; and***
- ***Any person who, although not a natural parent, has parental responsibility for a child or young person; and***
- ***Any person who, although not a natural parent, has care of a child or young person.***

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989).

People other than a child's natural parents can acquire parental responsibility through:

- ***Being granted a residence order;***
- ***Being appointed a guardian;***
- ***Being named in an emergency protection order (although parental responsibility in such a case is • limited to taking reasonable steps to safeguard or promote the child's welfare); or***
- ***Adopting a child.***

Residence

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent address may be used.

Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken to be the place of residence.

Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week.

The Governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.



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