



RIDGEWOOD
SCHOOL

SIXTH FORM ADMISSIONS POLICY

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1. Introduction

Leger Education Trust Governing Body is its own admissions authority for Sixth Form provision and has responsibility for admissions to the Academy. Ridgewood Sixth Form will offer 150 places in Year 12 (i.e. age 16) in September 2025.

To apply for a place at Ridgewood Sixth Form an applicant must complete the online Application Form provided on the school website **by Friday 13 February 2026**.

The school's policy is to ensure that all students accepted into Sixth Form are placed on appropriate courses where they are likely to succeed. For this reason, all applicants are asked to attend a 1-1 meeting with a member of the Sixth Form team to discuss the most suitable courses for study and Post 18 pathways. These meetings form part of the admissions process; they will not form part of the decision-making process regarding admission.

Students will be admitted into the Sixth Form Centre at the start of the autumn term in each academic year only.

Late Applications will be processed in the exact manner as all other applications. We will accept late applications for enrolment in September up to the end of the **third week** of the new academic year. Where an application is received on behalf of a student who has moved into the area during the academic year, it will be considered in accordance with the minimum entry requirements.

Where an offer of a place is found to have been made based on a fraudulent or intentionally misleading application, the offer of the place may be withdrawn. In determining whether to withdraw the offer of a place, the Leger Education Trust Governing Body will take into account the length of time, if any, which the person has been attending the school.

2. **Timetable for Application and Timetable for Applications and Admission**

Sixth Form Open Evening	-	9 October 2025
Applications Open	-	10 October 2025
Completion of Application Form	-	13 February 2026
Student Meetings	-	January 2026 -March 2026
Publication of GCSE Results	-	20 August 2026
Enrolment	-	20 August 2026 (GCSE Results Day) *
Sixth Form Centre agrees enrolment/ refuses admission	-	August/September 2026

Unsuccessful applicants may contact Ridgewood Sixth Form to be advised of their right of appeal to an Independent Appeal Panel.

3. Minimum entry requirements*

For students who cannot attend on this date, please contact Ridgewood School to book an appointment to enrol.

An applicant will only be admitted into Sixth Form provided he/she meets the admission criteria for individual courses published on the website.

- A Level programme minimum criteria: 5 GCSEs at grades 9-4 including English Language and Maths.
- Vocational programme criteria: 4 GCSEs at grades 9-4, ideally with English Language and Maths.
- Subject-specific criteria for individual subjects is met
- For most subjects offered at A Level, you will be expected to achieve a minimum of a grade 5: however, some subjects will require higher grades.
- The opportunity to re-sit English **or** Maths will be available and compulsory for students who have not achieved a grade equivalent to grade 4.

Please note: The entry requirements listed are accurate at the time of publication. They remain subject to revision as further information is provided by the Department for Education regarding the structure and assessment of curriculum and qualifications. Ridgewood Sixth Form reserves the right to review and amend these entry requirements and to consider the entry requirement for each student on an individual basis. Further information regarding entry requirements can be found on the website

Students with an Educational Healthcare Plan - Internal students with Ridgewood Sixth Form Centre named on their EHCP are funded until they are 25 years of age and can access education until this date. However, it is important for such students to access an appropriate curriculum, personalised to their needs; this would be discussed at their 1-1 meeting. External applicants will need to express a preference for Ridgewood Sixth Form Centre at their annual review in the Autumn of Year 11, which will then be passed onto the Headteacher of Ridgewood School by the Local Authority.

4. Curriculum Provision

All offers are provisional and are based on applicants attaining the entry requirements. The proposed curriculum for the year of entry will be made available to the applicant during the interview process. However, the viability and distribution of all courses will depend upon student numbers and available resources. Final decisions may not be made until enrolment. Some courses may not run if numbers of applicants are very low.

Under the 'Raising of the Participation Age', from 2015, young people have been required to remain in education or employment with training until their 18th birthday. However, the compulsory school leaving age remains at 16. This does not mean that students automatically transfer from Key Stage 4 into Key Stage 5. It is an expectation that all students follow the application process if they wish to progress to study at Ridgewood Sixth Form.

Most students' curriculum offer will be based on the following:

- 3 A Levels (or equivalent) plus tutorial time, an internship and selected extra curriculum time. This accounts for the guided learning hours as outlined by the DfE.

Students may repeat a year (e.g. repeat Year 12 following one year of study, repeat Year 13 only following 2 years of study) under the following circumstances:

- prolonged period of authorised absence due to chronic illness
- parent/guardian/sibling bereavement
- for Year 13 only, Post 18 entry requirements not achieved despite an excellent willingness to learn evidenced by Creating Futures Reports. **Progressing beyond Year 14 is not an option**, this has been determined by the DfE 'a student must be 16,17 or 18 on the 31st August in the relevant funding year and therefore progression beyond Year 14 is not an option available to any mainstream student.

Anyone requesting to repeat a year will be expected to attend a progression meeting. The final decision about whether a student remains in Year 12 or progresses into Year 13 is at the discretion of the Headteacher.

5. Oversubscription Criteria

All students are treated in a fair and consistent manner with exceptional circumstances being taken into account. However, where the number of eligible applicants for a course exceeds the places available then admissions will be determined in accordance with the following criteria and as outlined in the main school admission's policy.

1. Students in or previously in LAC Public Care (LAC) - Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), or such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Students with siblings (*Siblings are defined as brothers and sisters (including step brothers and sisters) living at the same address as their primary place of residence*) at the school in Year 7 – Year 14 on the applicant's year of entry.
3. Where the offer of places to all applicants in any of the categories listed above would lead to over subscription, an effective, clear and fair tie-breaker will be used to decide between two applications that cannot otherwise be separated.
4. Those with the shortest safe walking route from their home to school. Distances will be measured using the LA's GIS system from the home front door via the shortest, safest walking route to the school. This includes provision for cases where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

6. Waiting Lists

A clear, fair and objective waiting list will be kept until at least **31 December** of each school year of admission; each added child will require the list to be ranked again in line with the published

oversubscription criteria. Priority **cannot** be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **must** take precedence over those on a waiting list.

7. Appeals

Unsuccessful applicants may contact the Academy to be advised of their right of appeal to an Independent Appeal Panel.

The Sixth Form Prospectus and link to the application form are available on our website:

[Ridgewood School Post 16 Provision](#)