



Admissions Policy 2025 - 2026



Background

Kings Academy Bay House Sixth Form has a very distinctive culture that is deliberately designed to replicate the feel of undergraduate study. As a consequence, you are surrounded by students who want to learn, readily accept the need to work hard and are ambitious and passionate about their studies. This attitude is infectious and pervades across the school.

Our success is built on two core pillars of high-quality teaching combined with exceptional relationships between staff who genuinely care about our students and young adults who are determined to work their very hardest.

Kings Academy Bay House Sixth Form accepts Students from across Gosport, Lee on The Solent, Stubbington and as far as the Isle of Wight and Chichester. We will take students from neighbouring Local Authorities, there is no defined catchment area.

The Kings Academy Bay House Sixth Form Admissions policy is based on the principles of:

- Welcoming students from all backgrounds
- Operating an equal opportunities policy

The Sixth Form receives an increasingly large number of applications each year. To ensure that growth does not take place at the expense of quality, the Local Advisory Board Members have adopted the following admissions policy.

The Sixth Form is open to all learners who satisfy the criteria for admission as set out by the Sixth Form prospectus each year and who agree to, sign and adhere to the behaviour and attitudes policy. It is our expectation that Kings Academy Bay House Sixth Form students embrace the values and ethos of Kings Academy Bay House School.

Application Process

Every year Kings Academy Bay House Sixth Form will assess its predicted number of applications against its 'capacity number' for each course, and applicants will be given a conditional offer of a place. It is important for students to understand that they must be able to meet the entry requirements.

It is possible that we may feel there is no suitable course available for the applicant and suggest that the student applies elsewhere to ensure that they have realistic options for their post-16 study.

When deciding which form of offer to make an applicant, the Sixth Form will take into consideration the academic entry requirements of the Sixth Form and the proposed programme of study. The entry requirements set for individual subjects, and information about the Sixth Form generally can be found on the Sixth Form website.

The closing date for applications for entry to join Lower Sixth in September 2025 at Kings Academy Bay House Sixth Form is February half term. Priority will be given to those who meet this deadline.

All Applicants

- Should demonstrate a strong commitment to further study and the ethos of the Sixth Form.
- Satisfy the academic requirements for admission to the proposed programme of study, these requirements are the same for internal and external students.
- Agree to adhere to the rules of the Sixth Form as set out in the behaviour and attitudes policy and to any agreements made between the Sixth Form and the individual student, parents or legal guardians that the Sixth Form can reasonably require.

Application process

All students will have the opportunity of a meeting to discuss the programmes of study and confirm the conditional offer. These meetings will run from November to mid-February for all applicants.

Oversubscription Criteria

In all categories, students must meet the academic entry requirements which are based on GCSE and Level 2 performance. An agreed programme of study for a student will be determined by the specific entry requirements of each subject. Individual subject requirements for all courses to include A-Level, Vocational and other courses are reviewed on an annual basis and are published on the Sixth Form website.

- We normally accept 200 students from a mixture of internal and external applicants.
- The overall capacity of the Sixth Form will also be determined by the capacity of individual courses.
- The School will consider all of those applicants who enrol first, following publication of GCSE results. Those who enrol late will be considered after all of those who enrolled on time.

Once the projected enrolment number is reached, students will be placed on the reserve list. Should spaces become available they will be offered to those students who have been placed on the reserve list. Allocation will be made on the academic profile of each student, with the highest academic profile students being given priority. The academic profile is based on a student's actual grades when a course has been completed.

If a subject is oversubscribed or the number of external applications exceeds the capacity of the Sixth Form the following oversubscription criteria will be used:

1. Students who are looked after by a local authority and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order (see definition a).
2. Eligible students in rank order of the total of the best 8 GCSE points score, including English Language and Maths at grade 5.

Entry Requirements

To meet our Sixth Form entry requirements, applicants must have attained the entry requirements for the Sixth Form and for the specific course they have chosen and are willing to meet our student attendance and engagement expectations.

The Sixth Form will not refuse an application based on the previous behaviour of a student.

Students who do not have a 4 in maths and/or English will need to resit these qualifications at our centre and attend the lessons provided.

Course Oversubscription/ Withdrawal of a course

There are maximum and minimum course numbers to ensure that all courses are financially viable to run. These group sizes are determined by the Headship and Senior Leadership Team. If there is insufficient student demand to make a particular course viable, then the course may not run. Some courses may require students to attend after-school lessons, beginning at the end of the normal school day. Group sizes in some practical subjects will be limited for reasons of health and safety.

Extraordinary Cases

Where a student has been unable to complete six GCSE qualifications (either due to medical reasons or due to the fact that their school does not enter students for GCSEs) it will be at the discretion of the Sixth Form whether to offer a place.

Information from Parents and Students

If parents or students provide information in order to secure a place which subsequently proves to be false, or applicants fail to attend in the first week without an authorised reason then the Local Advisory Board Members reserve the right to withdraw the offer of a place. A school report together with any other relevant documentation and proof of GCSE results (or equivalent) will be required from applicants.

In-Year Admissions

The Sixth Form team, in consultation with the Headship Team, will manage all admissions to the Sixth Form during the academic year. Admissions will be restricted by group size. Entry to courses will depend on suitability for the course, previous examination success and compatibility as determined by examination board requirements. For details on the in-year admissions process contact admissions@kgabayhouse.uk.

Right to Appeal

If an application to the school has been unsuccessful, the parents of students and /or the student themselves have the right to appeal to the Headship Team.

In the first instance, they are invited to contact the school to discuss their dissatisfaction. If they remain dissatisfied, they will be given details of the formal appeals procedures. Parents who wish to exercise this right should do so in writing within 15 school days of receiving communication that a place has not been offered. The letter should be addressed to the Assistant Headteacher for The Sixth Form.

Admission/Transfer of Children outside Normal Age Groups

It is Kings Academy Bay House Learning's policy that children attending Trust schools normally be placed with their own age group, and be educated for the majority of the time with their age peer group. Parents do however from time to time seek places for children in a lower or higher age group. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, or has missed schooling due to illness, or has a marked talent or ability. In these cases, differentiation of the curriculum and/or additional support within their age group should usually address the particular issue. Unfortunately, we do not enrol students over the age of 19 on the 1st September. Students need to start any programme of student in the Lower Sixth year, to ensure that they have covered all of the necessary content with us.

However, if a parent expresses an interest in applying for admission outside of the normal age group, they should request a meeting with the Sixth Form to discuss their options in the first instance. After discussion with the School, if the parent wishes to pursue an application for admission outside the normal age group they will be asked to submit the standard application form but to forward a request to consider their child being educated outside their normal year group, along with any supporting evidence. Reasons for the request being made should be clearly set out.

Supporting evidence may include, but is not limited to:

- Reports and assessments from the child's current school, where this is available
- Existing professional reports and assessments e.g. educational psychology reports from the Local Authority where these are available
- Health information
- Other relevant information and documentary evidence.

The Sixth Form Team will then make contact regarding the decision.

If there are any future changes to the School Admissions Code relating to the admission/transfer of children outside normal year groups this policy will be amended or removed to reflect any changes to the code.

If the application is not approved, parents should note that although they have a statutory right to appeal the general admission decision, this right does not extend to the decision on whether to admit a child outside their normal age group.

Definitions

(a) *'Looked After Child'* A 'Looked After Child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to a school.

'Previously Looked After Child' is a child who was looked after (including state care outside England), but immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order. Applicants will be asked to provide additional evidence in order to verify the child's status.

In state care outside of England and ceased to be in state care as a result of being adopted A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants will be asked to provide additional evidence in order to verify the child's status

(b) The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Contact/Questions

If you have any questions regarding this policy, please contact admissions@kgabayhouse.uk or 02392 587931