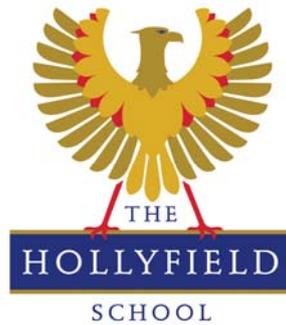


THE HOLLYFIELD SCHOOL

11-18 CO-EDUCATIONAL MULTI ACADEMY TRUST

Surbiton Hill Road
Surbiton
Surrey
KT6 4TU



Headteacher: Ms A Jackson
BSc (Hons), MA

Tel: 020 8339 4547
Fax: 020 8339 4572

ADMISSION ARRANGEMENTS TO THE SIXTH FORM 2025

The Governors wish to offer 120 places for the year commencing September 2025

*DISTANCE FROM THE SCHOOL WILL SERVE AS A TIE-BREAKER IN THE EVENT OF OVERSUBSCRIPTION WITHIN ANY CATEGORY FOR ALL RELEVANT COURSES. [EXCEPT WHEN A STUDENT HAS AN EHCP OR STATEMENT WHO HAS MET THE ENTRANCE CRITERIA AND THE HOLLYFIELD SCHOOL IS NAMED IN THAT DOCUMENT AND CAN MEET THEIR NEEDS]

FOR APPLICANTS FROM THE SAME BLOCK OF FLATS, OR WHO LIVE THE SAME DISTANCE FROM THE SCHOOL, RANDOM SELECTION BY THE DRAWING OF LOTS IS USED AS A FINAL TIE BREAKER WHICH WILL BE SUPERVISED BY SOMEONE INDEPENDENT OF THE SCHOOL IF NECESSARY.

The following information outlines application and admissions procedure for the Hollyfield Sixth Form. Please read the information carefully.

Applications

1. Acceptance on courses is subject to students meeting individual subject entry requirements. There is a review period at the end of September at the end of which students are assessed upon their suitability for their chosen course of study. Continuation upon courses is dependent upon the outcome of the assessment review process.
2. Places will be offered to those with a brother or sister attending the school **at the time of admission**, including adopted, foster, step or half siblings living at the same address.*
3. Places will be offered to children including step, half and adopted of staff directly employed by The Hollyfield School for two years or more before the admission application.*
4. Applications to the Sixth Form are accepted from 1st July of students' Year 10.
5. Application forms are available on request from the school or as a printable form on the website. Students can apply online.
6. Applications are processed in order of arrival to the Sixth Form office with the closing date of 15th January after which places will be offered subject to the achievements of the appropriate qualifications.
7. Existing Hollyfield students have priority over external applicants. A minimum of 12 places will be offered to external applicants.

8. Applicants will be required to attend a meeting with the Head of Sixth Form to discuss course options. For external applicants information will be sought from their Head of Year including predicted GCSE achievement.
9. Please note that the school cannot guarantee that a student will be able to study their preferred course(s). Where a course is heavily oversubscribed, places will be allocated based on GCSE points score, with the highest scoring students receiving preference for places on a course. Where insufficient numbers request a course, the course may be withdrawn.
10. Students with an EHCP or statement of special education need that specifies the School as the 'placement school' will be allocated a place through the LA consultation process, in accordance with the Special Education Needs Code of Practice, providing they have met the academic requirements of their chosen course.
11. Late applications are only considered up until the second week of the Autumn Term and will be dependent upon course vacancies. After this time students are considered to have missed too great a portion of the course during the review period.
12. The Hollyfield Sixth Form operates an equal opportunities policy and applications from all eligible individuals are welcome.
13. The Hollyfield Sixth Form is unable to admit external students into the Sixth Form if they are Year 14 or have completed two years of Sixth Form education at another institution.
14. Students can only begin a course if they are under 19 years of age on the first day of term for the ensuing academic year. This means that students may start either Year 12 or 13 but may not continue the course or start a subsequent year if they will then be 19 years of age at the start of the next year.

Where there are more eligible external candidates who meet the entry criteria set out above, than available places, priority will be given to eligible applicants in the following order:

Where the number of applications exceeds the number of places –

Places will be offered firstly to Looked After Children and Previously Looked After Children ie **Looked After Children** children who are (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 accordance with section 22 of the Children Act 1989, at the time an application for a school is made; **Previously Looked After Children** children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order.

Places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported written evidence from a registered health professional such as a consultant doctor, psychologist, education social worker or education welfare officer) which makes Hollyfield Sixth Form the most suitable one for the individual child.