



Admissions Policy 2026

Sixth Form (KS5) ONLY

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1. Purpose of Policy

Bohunt Education Trust (the Trust) has introduced this Policy to provide the operational framework within which admissions processes for sixth forms at Trust Schools. This Policy ensures the Trust's legal duties and charitable purposes are met effectively.

2. Legislation and Guidance

This Policy complies with and discharges the Trust's legal duties with respect to:

- Schools Admissions Code 2021
- Schools Admissions Appeals Code 2022
- Schools Standards and Framework 1984

This policy also complies with our funding agreement and articles of association.

3. Definitions

Looked after child is any child who is looked after by a local authority

Previously looked after child is a child who was looked after by a local authority but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Sibling means:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Foster children or adopted children living at the same address
- We do not include 'cousins' within our definition of sibling

Staff means BET staff and includes support and teaching staff on a permanent contract.

4. Equalities Assessment Impact Statement

The Trust is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are committed to eliminating discrimination and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face and in accordance with our duties under the Equality Act 2010. We have reviewed the effect of this policy on those who may face additional or different barriers to securing its benefits than the population as a whole and have identified the following:

- Students who looked after children or previously looked after children as defined above;
- Students who have an education and health care plan;
- Student who have exceptional medical or social needs;
- Students who are in receipt of or entitled to bursary.

We are satisfied that our admission arrangements do not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that all our other policies around school trips or equipment do not discourage parents from applying for a place for their child.

5. Roles and Responsibilities

5.1 Trust Board

The Board of Trustees of the Trust (the admissions authority) has delegated the right to operate these admissions processes and this policy to each School with a Sixth Form/KS5 entry: however, it remains the admissions authority. The Board receives advice and guidance from the CEO, Local Governing Body and Headteacher of each school with respect to these processes and their application. The Board will receive an annual report from the CEO concerning the operation of this Policy, including number of applications and the application of any over subscription criteria, and appeals made including the number upheld. The CEO will also report on the process relating to in year admissions and any waiting lists where these exist.

5.2 Local Governing Bodies

Each Local Governing Body will ensure that the School operates the processes and procedures of this policy in accordance with its provisions and will ensure that the Headteacher reports to it termly concerning the operation of this Policy, including number of applications and the application of any over subscription criteria, and appeals made including the number upheld. The Headteacher will also report on the process relating to in year admissions and any waiting lists where these exist.

6. Admissions

6.1 Published Admissions Number

A maximum of 200 students will be admitted to Year 12 in September 2026. Places will be offered to Bohunt Year 11 students who meet the entry criteria for their chosen courses. All remaining places will be offered to external applicants until such time as all courses are filled.

6.2 Internal Students

Bohunt Sixth Form welcomes applications for entry to the Sixth Form from students who have attended Bohunt School Liphook in Year 11 in 2025-26 and wish to enter the Sixth Form in September 2026. Applicants must meet the entry criteria below. Applicants for Year 11 pupils currently attending the School and who meet the entry criteria will be offered places, subject to the published admissions number.

6.3 External Students

The Sixth Form also welcomes applications for entry to the Sixth Form from external candidates who attended another school for Year 11 during 2025-26. All applicants must meet the entry criteria below.

In case of oversubscription, the criteria set out below will determine the offers made in order of priority.

6.4 Outside Catchment

Applications from students who meet the minimum entry criteria are welcomed from students living outside the catchment area indicated up to the maximum capacity.

7. Admission Process and Criteria

7.1 Process

Entry to Bohunt Sixth Form is subject to a student having achieved the entry requirements for the programme of subjects/courses they wish to pursue. Students should refer to Sixth Form prospectus and course directory for individual subject requirements and further details; individual subjects may be limited in the number of students they are able to accommodate. Places on courses will be offered following a guidance meeting that will take place in the Autumn term 2025 and Spring term 2026.

7.2 Admissions Criteria

The following criteria apply to all students intending to study at Bohunt Sixth Form. Students must meet the minimum entry requirements as follows:

- **Grade 5 in English and Maths PLUS a grade 5 in at least 3 other subjects at GCSE and who meets course requirements, which typically will require minimum grade 6 at least in any subject at GCSE or equivalent that the student wishes to study at A level.** Students will be given guidance about appropriate courses at an advisory meeting
- An offer of a place is not a guarantee that a student will be able to study a particular course; **students are required to achieve the minimum entry requirements for each subject they wish to study as described in the prospectus and course directory**
- Students are only eligible to study at Bohunt Sixth Form if they are enrolled on a full-time course. A full time course is typically 3 A levels plus EPQ and enrichment opportunities.
- Typical age of students at enrolment will be 16 years. Students over the age of 18 years at time of enrolment are not able to begin courses at the Sixth Form.
- Admission to Bohunt Sixth Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK Sixth Forms that apply at the time. Currently those regulations state:
 - they are British Citizens
 - Non-EU national admitted only if:
 - They have 'exceptional' or 'indefinite leave to remain' in the UK or
 - They have refugee status or
 - Their residency is a condition of their parent/guardians' legal employment status in this country

It is parents/carers' responsibility to check that their child is eligible to study in the UK.

- Students who have an EHCP that names Bohunt Sixth form will be offered a place provided all other minimum entry requirements are met above including with respect to enrolment on a full-time course and where such Plan has been made in accordance with section 37 of the Children and Families Act 2014 and all other relevant legislation applying to the making of the Plan by the local authority

8. Oversubscription Criteria

The following oversubscription criteria in order of priority will be applied when there are more applicants than places available with respect to external applicants who have met the entry criteria.

8.1 First priority: Looked after Children and previously looked after children

Looked after children and Previously Looked after children.

Applications for a place for a child who is looked after must be made by the person with parental responsibility for the child (e.g. social worker, acting on the behalf of the local authority for a looked after child) and will need to be supported by:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

8.2 Second priority: Exceptional medical or social needs

Students who have exceptional medical or psychological conditions that make it essential that they attend Bohunt Sixth Form rather than any other Sixth Form. Appropriate written medical or psychological evidence must be produced in support such as an independent professional aware of the case relating to the child (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs).

The evidence must be specific to this school and it must show why the school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 30 June 2026 for consideration prior to the main allocation of places. Any evidence received after 30 June 2026 will not be taken into account in the main allocation of places.

8.3 Third priority: Children of staff

Children of BET staff employed at Bohunt School Liphook or Sixth Form where the member of staff is the legal parent / guardian of that child and who have,

- (i) been employed at the school for two or more years at the time at which the application for admission to the school is made, or
- (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage

8.4 Fourth priority Sibling attending Bohunt School Liphook or Sixth Form

External students who meet the entry criteria with a sibling who is on roll at the School or Sixth Form at any phase up to and including Year 13 at time of admission onto roll into the Sixth Form.

NOTE: An offer of a place to join the Sixth Form in Year 12 in 2026* will not secure a place for a younger sibling under Year 7 or any other in year transfer Admissions process.

(* Offers are made based on students subsequently achieving the entry requirements and therefore cannot be considered in the sibling priority).

8.5 Fifth Priority Children living within catchment and attending a linked school

Children whose permanent home address is inside the school's designated catchment area (see appendix I) and attend The Petersfield School which is part of BET and within our catchment area.

8.6 Sixth: Children living in catchment not attending another BET School

Children whose permanent home address is inside the School's designated catchment area (see appendix I) and who live closest to the school, based on a straight line from the main front door to the entrance of the property. Parents should note that if they apply for free transport, different criteria may apply and the distance from home to school might be measured using a different route.

8.7 Seventh priority Children: living outside the catchment area, in order of priority

- i. Children living outside the designated catchment area who attend another BET School.
- ii. Children who live closest to the school based on a straight line from the main front door to the entrance of the property.

9. Withdrawal of an offer

The School reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

10. Tie breaker

Where it is necessary to prioritise applications for external candidates the criterion will be prioritised based on the shortest distance from the child's home to school, measured in a straight line 'as the crow flies'. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Should there be two or more identical distances, the prioritisation will be done by casting lots. We will arrange for this to be carried out by two governors from another BET school who are independent of the school and admissions process.

11. Twin, Triplets and Children from multiple births

In the case of multiple births, where children who have met the entry criteria are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place provided each child has met the entry criteria even if this raises the number of the year group above PAN. Where it is not logistically possible to offer each child who has met the entry criteria a place the child(ren) to be offered the last remaining place (s) will be determined by the drawing of lots. The remaining sibling(s) met the entry criteria will be placed at the top of the waiting list, after any looked after or previously looked after child.

12. Permanent Home Address

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the student starting Sixth Form. The school reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if a false address is given or the child does not live at the address. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Temporary addresses cannot be used to obtain Sixth Form places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property.

Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

Applicants are required to advise of any change of circumstance at any time prior to the child starting Sixth Form. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at the Sixth Form, or normally withdraw the offer of a place.

We recognise that the Armed Forces Covenant requires that members of the armed forces and their families are not disadvantaged because of their service.

13. Split Living Arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence/child arrangements order or legal separation documentation. The applicant must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, an admission panel will assess and make a judgement about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangements has been in place
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

The information provided will be considered by an admission panel. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant.

14. Applicants from Abroad

An application for the school can be made from applicants applying for a school place for their child from abroad, provided that parents are satisfied their child has right of abode or have other immigration status to allow them to enter the UK to study at school, or in the case of

children of service personnel with a confirmed posting or crown servants returning from overseas, the application is accompanied by an official letter that declares a relocation date.

The address used will be the address where the child is living at the closing date for application. In the case of children of service personnel with a confirmed posting or crown servants returning from overseas, the address used will be the address the child will live at provided the parents can provide evidence of their intended address or if the parent so requests, the Unit or quartering address. In all other cases, third party written evidence confirming the details and timing of the relocation will be required.

15. Admission Outside Chronological Age Group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having been born prematurely, having missed education due to ill health, etc. or for those where they have been educated outside their chronological year group in their prior education to date.

Each case will be considered on its own merits and circumstances and will only be agreed where it is considered to be in the best interests of the child; the circumstances of each case will be considered individually. The Headteacher will make the decision and will consider any evidence the parent(s) submit supporting their case and any relevant professionals asked for their opinion on the case.

16. Application after normal round of admissions/In Year Admissions

16.1 In year applications, for students who meet the admissions criteria

Applications for entry to year 12 in September 2026 made after 1 September 2026 will be processed as in-year applications. If there are students on a waiting list for the year into which the applicant is seeking admission, then the student will be placed on that waiting list in the position determined by applying the oversubscription criteria. Students will be admitted from the waiting list in order if space becomes available. If there is no student on the waiting list for the year into which the applicant is seeking admission, then the School will admit the student if there is space or place him/her on the waiting list if there is no space. If at the time of this determination the school has applications from more than one student for admission to the same year group, all the applications will be ordered according to the admission criteria and will be considered in that order.

17. Appeals

If a parent is unsuccessful with an application to Sixth Form, they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the Local Authority's Admissions Service/Hampshire Independent Appeals Service who administer appeals on behalf of the Admissions Authority. Details are available on our website, via the School Office or from the Local Authority directly.

18. Training for staff

All staff involved in operating these provisions receive training as determined by their Headteacher appropriate to their role.

19. Monitoring provisions

The Board of Trustees will review this policy annually and each Local Governing Body will review the Sixth Form Admissions Policy at least annually.

20. Links to other policies and procedures

This policy is linked to:

- Course Prospectus
- SEND and inclusion Policy
- Accessibility Plan
- Looked After Children/Previously Looked After children Statement
- Sixth Form Code of Conduct

Appendix I - Bohunt Sixth Form Catchment Area

