



JMF6 Admissions Arrangements

To take effect for September 2026

1. Introduction

JMF6 is the joint sixth form provision for the two secondary comprehensive schools in the Abingdon Learning Trust, John Mason School and Fitzharrys School.

Applications for a place in Year 12 are made directly to either school.

These arrangements come into force for admissions planned for 2025-26.

2. Admissions Numbers

- All students in Year 11 at John Mason School or Fitzharrys School who meet the academic entry criteria are entitled to a place in JMF6.
- The upper limit of Year 12 external applicants will be based, not on total Year 12 numbers projected for the following academic year, but on the projected number and size of teaching groups. Applications for a place or for specific course choices will be refused where JMF6 considers the size of teaching sets to be detrimental to the education of the group and/or where a group is not considered financially or educationally sustainable.
- The planned admission number for Year 12 entry will not exceed 216. The overall number of students in the Sixth Form should not exceed 400.

3. Admissions Arrangements

- JMF6 welcomes applications from students currently at John Mason and Fitzharrys Schools, as well as other educational settings.
- There are a variety of courses on offer, with varying entry requirements.
- The academic entry criteria are the same for both internal and external applicants.
- All applicants must complete and submit the online *Applicaa* application form by the date published on the JMF6 website. Applications after this date may still be accepted if places are available.
- All information relating to applications is contained within the Sixth Form prospectus, a copy of which can be found on the JMF6 website
- A Sixth Form Open Evening is held annually for all potential applicants.
- Candidates will have a guidance meeting with a member of the JMF6

leadership team after receipt of their application.

- References will be requested for external applicants on receipt of applications
- The school will inform applicants whether they have been successful in securing a conditional offer at the time of their guidance interview or shortly after. Offers to external students are subject to references from their current school.
- Acceptance of the offer will be required by the date indicated in the offer letter. Should a student fail to accept the offer by this date JMF6 reserves the right to withdraw the offer of a place.
- Offers will be confirmed following the publication of GCSE results. Any student who is unsure if they have met the requirements for admission to their chosen courses should contact the JMF6 Administrator as soon as possible following GCSE results.
- No student will be admitted to Year 12 after 30th September from the beginning of the Autumn Term, the beginning of the Autumn Term being defined as the first day of school for Year 12 students, unless previously agreed with JMF6.

4. Admission Requirement

- Students must come directly into JMF6 from Year 11; no student will be admitted to JMF6 to repeat/restart Year 12 unless agreed by the JMF6 due to individual circumstances.
- Admission to specific courses will depend upon availability of places and a student's attainment at GCSE.
- Our policy is to ensure that students accepted into JMF6 can be placed on appropriate courses where they are likely to succeed. For this reason, entry criteria apply to the courses offered.

All students will require 36 GCSE points from their best 8 GCSEs, with most applicants typically having 8 – 10 GCSE qualifications (although applicants with fewer will be considered on an individual basis). Points are equal to the GCSE grade, so, for example, a student who has 2 X GCSE grade 6; 3 X GCSE grade 5 and 3 X GCSE grade 4 would achieve 39 points.

Students require a GCSE grade 5 in the subjects they apply to study at A Level or Level 3 at JMF6 (or the GCSE subject deemed to be most relevant to the chosen course, where the subject was not studied at GCSE).

If an applicant does not meet the criteria a place can still be offered at JMF6 based on the schools' knowledge of the applicant, or references received.

- Maths and Further maths have higher GCSE entry requirements: GCSE grade 7 in maths for Maths A level and GCSE grade 8 for Further Maths A level. Students joining JMF6 who have not achieved a grade 4 in either English or maths in Year 11 must study the subject at GCSE until a grade 4 is attained.

Students who have GCSE English or maths below GCSE grade 5 on entry are advised to study the GCSE, although this is not compulsory.

- For admission into Year 13, external Year 12 students must meet our GCSE entry requirements. An application form should be completed and following the

receipt of the completed application form, eligibility of transfer of subjects between exam boards will be checked, references will be sent for and a guidance meeting held with a member of the JMF6 leadership team. Students will be informed, following the meeting, if courses are compatible and if there are places available in the relevant classes.

5. Allocation of Places and Oversubscription Criteria

- Where students meet the admissions requirements and where there are spaces on courses that the applicant wishes to take, places will be offered in the following order of priority:
 - 1) Students with an Education, Health and Care plan naming the school
 - 2) CWCF students
 - 3) Trust schools' applicants
 - 4) External applicants
- Where the number of eligible students reaching the required standards in GCSE or equivalent exceeds the number of places available, places on various courses will be offered based on receipt of applications on an earliest to latest basis.

6. Closing Dates and Late Applications

Late applications will only be considered if places are available in all subjects requested at the time of receiving the application; if a place in all subjects is not available the applicant can request that the application be held on the waiting list.

7. Waiting List

If we are unable to offer applicants a place based on the details described in this policy, JMF6 will hold a waiting list until 30 September in the year of school admission. The waiting list will be ordered as per the oversubscription criteria and if the actual number and size of teaching groups decreases, allowing an application to proceed, applicants may be contacted.

8. Appeals Process

If students are not offered a place, parents or students are entitled to ask for the following in writing from the Director of Sixth Form:
the reason why admission was refused;
information about the right to appeal;
the deadline for lodging an appeal; and
the contact details for making an appeal.

If a student or their parent wishes to appeal the decision they can do this in writing to: Jane Johnson, Head of Governance, ALT via email – jjohnson@alearningtrust.org who will explain next steps and timescales.

