



# **Sheffield Sixth Form Schools for New Students** **Entry September 2019**

**'We seek to promote a culture of high quality learning and the education of the whole person'**

## **Notes to help apply**

Before you apply for a Sixth Form school place it is strongly recommended that you check the preferred school's prospectus and visit the school on the Open Evening / Morning.

Make sure that the sixth form school offers the subject/course that you would like to study. You may visit the website [www.ucasprogress.com](http://www.ucasprogress.com) or check with the Post 16 providers, either through their website or at their open evening / morning.

The closing date for receiving applications is **31st January 2019**

### **Students applying for a place at a Sheffield Sixth Form School**

*The application process enables you to express preferences for up to **three** sixth form schools and rank your preferences in order. This information will be passed to the schools for consideration.*

The school will check the estimated GCSE grades, to ensure that you are eligible for a sixth form school place, usually 5, 4-9 grades including Maths and English Language. Some subjects such as Science and Languages may require a higher grade,

You should check carefully the "2019 Entry Requirements for courses" included in the schools' prospectus. This shows the minimum GCSE grades required for each subject. Any subject marked X on the grid, confirms the school does not offer that subject on their timetable.

Make sure that the subjects you choose to study are relevant to your proposed career path and are offered by the named sixth form school. i.e. no school offers A level in Accounting. If you wish to study Maths, check if the school offers mechanical or statistical or further maths options, do you need to specify which option you want to study?

A school may have a timetable already set where you choose 1 subject from each of the 4 blocks. You need to apply for subjects in preference order and check the individual school websites for advice about the number of A level subjects a student will study?

If applying for All Saints or Notre Dame Catholic High Schools please mark the application to indicate you being supportive with the school Christian ethos.

Y11 Students in 11-18 schools who wish to proceed to their current school's Sixth Form should follow their school's internal application procedure. They should mark their own current school as preference 1, so it is clear that this is where they wish to remain for sixth form study.

- **Applying for a sixth form school place, either online using UCAS Progress or a paper application form, does not guarantee a place in any of your preferred schools.**

## **Schools Using the Online Ucas Progress site**

All Sheffield schools will be applying online for a sixth form school place by using their password issued through their current school. School staff will verify your estimated GCSE grades and then forward the application, to the Admissions Team, for consideration. You should normally request 4 subjects and a reserve when applying for a sixth form school place. **Make sure it is clear which schools are 1<sup>st</sup> preference, 2<sup>nd</sup> preference then 3<sup>rd</sup> preference; the favourite school should be nominated as preference 1.** You can check your application progress through the UCAS Progress site. The decision will be updated on UCAS around 25<sup>th</sup> February 2019. You should accept or reject this offer on UCAS.

## **Paper Application Form**

All other students, attending private/independent schools or schools outside the Sheffield Authority need to complete the application form, available from mid November 2018, from the Sixth Form schools and from the Admissions team. The estimated GCSE grades must be signed by a school staff member to confirm that they are accurate. The decision letter will be sent to your home address on 25<sup>th</sup> February 2019. If a conditional offer is made you must accept this offer and return the acceptance slip no later than 11<sup>th</sup> March 2019.

## **Conditional Offer of a place**

All preferences will be considered equally, looking to offer your highest ranked school available. **If there are more applications than available places, distance from home to school (straight-line measurement) will be used as the tiebreaker. Random allocation is used for All Saints & Notre Dame.**

## **Refused Applications**

**If you are not eligible** (because of GCSE grades or incorrect subject choice) your application will be refused. You are advised to contact your current school for further guidance about applying for alternative places.

**If you are eligible**, but refused on the distance tiebreaker, you will be placed on the waiting list for each school, in distance order, in case a place becomes available at a later date. The waiting list will close on the 20<sup>th</sup> July 2019, end of term. All Saints & Notre Dame use “random allocation”, rather than a distance based tiebreaker, for offering places from the waiting list.

All refused applications that are eligible and meet the minimum required grades, may request a statutory appeal to have their case considered by the Independent Appeal panel. The appeal forms will be available from July 2019 and the appeals will be scheduled for early September 2019.

If you have any questions please contact Pam Barnes, Sixth Form Admissions Officer on (0114) 2735790 or by email at [pamela.barnes@sheffield.gov.uk](mailto:pamela.barnes@sheffield.gov.uk)

### **Please note:**

- **If a student is offered a place at their preferred school on the basis of false or intentionally misleading information provided, the offer of the school place may be withdrawn.**
- **If you no longer require a sixth form school place please contact the Admissions Team so that your place may be offered to another student.**