



SIR JOHN DEANE'S
SIXTH FORM COLLEGE
1557

Document Control Sheet

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Sir John Deane's Sixth Form College
Northwich, Cheshire, CW9 8AF
Telephone: 01606 810020

Admissions Policy

1. Context

- 1.1 Sir John Deane's Sixth Form College ('College') is a 16-19 Academy with a specialism in A Levels and is a member of the Sir John Brunner Foundation. As such, the College is able to produce and operate an Admissions Policy which reflects its educational character as expressed through the cultural principles of the Sir John Brunner Foundation to ensure excellent academic standards for all students.
- 1.2 Under this policy, the Senior Leadership Team at the College will make overall decisions about applications. This includes, but is not limited to:
- offers to individual Priority Groups.
 - entrance requirements to the College.
 - admission dates.
 - late applications.
- 1.3 Under this policy, the College Admissions Panel will make decisions pertaining to individual student applications. This includes, but is not limited to:
- behaviour
 - attendance
 - inclusion
 - wellbeing
- 1.4 The College Admissions Panel is made up of three or more members of the Senior Leadership Team, excluding the Principal.
- 1.4 Admissions appeals under this policy will be dealt with by the College Principal.
- 1.5 The College will determine the total target number of places available for new admissions at the start of each admissions process and will publish this number on its website.
- 1.6 The College only accepts students who are 16 on or before the 31st August in the year of their joining and who qualify for full funding throughout their period of study.
- 1.7 The College offers full-time in-person programmes of study and does not offer part time and/or online programmes.
- 1.8 If an applicant anticipates difficulty at any stage of admissions because of a disability, they should notify the College Admissions Panel via admissions@sjd.ac.uk. The College will make any reasonable adjustments required to the admissions process. The applicant will be informed of any adjustments and the reasons for them. The College retains the discretion to conduct the admissions process as it sees fit, in accordance with relevant legislation and guidance.

1.9 As a member of the Sir John Brunner Foundation, The County High School Leftwich, Middlewich High School and The Macclesfield Academy have the designated status of Foundation Partners to the College ('Foundation Partners').

1.10 The College has a strong and sustained professional relationship with key partner high schools ('Partner High Schools'). Partner High Schools are geographically close to the College and do not have their own A Level provision.

1.11 Partner High Schools are:

- Hartford Church of England High School
- Weaverham High School
- Rudheath Senior Academy
- Winsford Academy
- Bridgewater High School

2. Priority Groups

The College recognises three priority groups in its admissions process:

2.1 Priority 1: Foundation Partners, Partner High Schools and children of staff at the Sir John Brunner Foundation

Year 11 leavers from Foundation Partners and Partner High Schools and/or Year 11 leavers with parents who are directly employed by the Sir John Brunner Foundation for two or more years at the date of their application. A parent is any person who has parental responsibility or cares for the applicant and lives in the same family unit.

2.2 Priority 2: Schools within Cheshire

Year 11 leavers from schools within the unitary authorities of the County of Cheshire (Cheshire West and Chester, Cheshire East, Halton and Warrington).

2.3 Priority 3: Schools beyond the Cheshire Border

Year 11 leavers from schools beyond Cheshire and Year 11 leavers who have been home-educated.

Confirmation of which schools belong in individual groups can be found on the College's website at <https://www.sjd.ac.uk/admissions/how-to-apply/>

3. Applying for places

3.1 Applicants may apply for places at the College in line with the dates published on the College website.

3.2 Applicants must apply via the application portal on the College website. It is the responsibility of the applicant to ensure that their application is fully completed and

submitted before the end of the applications window. A confirmatory email is automatically sent to the applicant on successful submission.

- 3.3 Any applications received after 11:59 pm on the closing date determined by the College will be considered a Late Application irrespective of the number of applications received or total number of places filled by the College. The College reserves the right to vary the closing date at its absolute discretion. Late applicants who submit their GCSEs by 1:00 pm on GCSE results day (Thursday 19th August, 2027) will remain in the Reserve Applicant Pool (see Clause 5 below) and their applications will be considered after GCSE results have been submitted.
- 3.4 Offers will be made on the basis of the applicant's six best GCSE grades.
- 3.5 All applicants will also be required to submit details of their absences in Year 10 and Year 11 as part of the application process, as well as declare on their application any suspension or exclusions they have received during their time at secondary school.
- 3.6 If an applicant withdraws their application at any stage of the application process (including after offer/acceptance) they must do so by notifying the College Admissions Panel in writing at admissions@sjd.ac.uk. If at a later stage the applicant wishes to re-apply to the College they will be treated as a new applicant and must apply again in line with the application process detailed earlier in this section. No preferential treatment will be given to applicants who have withdrawn a previous application, including those where an offer was made/accepted.

4. Offers

- 4.1 Once the applications window has closed, the Senior Leadership Team will consider all applications. Offers will only be determined once the admissions window has closed. The Senior Leadership Team will determine offers for each priority group based upon the level of demand for places.
- 4.2 The College's GCSE grade requirements are as follows, although this will be subject to the level of demand for places each year and will be at the College's absolute discretion:
- **Priority Group 1:** 665555. Grade 5 or above must be achieved in English Language or Mathematics (with at least a grade 4 in the other subject)
 - **Priority Group 2:** 666665 or higher. Grade 5 or above must be achieved in English Language or Mathematics (with at least a grade 4 in the other subject)
 - **Priority Group 3:** 766666 or higher. Grade 5 or above must be achieved in both English Language and Mathematics GCSE
- 4.3 The Senior Leadership Team has the discretion to raise the predicted grade requirements for Priority Group 2 to 777666 and Priority Group 3 to 777777. GCSE grade requirements in GCSE Maths and English language will be maintained.

- 4.4 The College Admissions Panel will also consider the applicant's attendance record and disciplinary record (such as suspensions and/or exclusions or similar disciplinary actions) before making a decision to offer a place at the College.
- 4.5 Prior to making a decision to offer a place, the College Admissions Panel may require an applicant to attend a meeting to discuss any aspect of their application. The meeting will be conducted by a member of the College Admissions Panel and a member of the College's Achievement and Support Team.
- 4.6 At its discretion, the College may decline an application based on the applicant's disciplinary record (such as suspensions and/or exclusions or similar disciplinary actions) or attendance record.
- 4.7 Applicants are required to submit their GCSE results on GCSE results day (Thursday 19th August, 2027) by 1:00 pm via email. Failure to do so may result in their offer being withdrawn.
- 4.8 The College will make an unconditional offer to applicants via email by no later than 11.59 pm, on Sunday 22nd August, 2027, provided the conditions of the offer have been met.
- 4.9 Appeals against the decision to decline to offer a place to study may be made in line with clause 7 of this Policy.
- 4.10 The entry criteria at clauses 4.2-4.7 above are for entry to the College only. Entry into an applicant's chosen programme of study is at the absolute discretion of the College and will be discussed during the enrolment process. The College will exercise its professional judgement in determining eligibility for courses and in doing so will look at a combination of indicators, including average GCSE points scores, individual GCSE performance and overall grade profile in determining what programmes of study it is prepared to offer. Once a programme has been agreed at enrolment, this is the programme that a student will be enrolled upon. There is no subsequent appeal process.
- 4.11 The college offers a limited course change process once the term has begun. Any changes must be made within the fixed window and course options are subject to the availability of places. No student may change courses into a subject that they are not eligible for.

5 Reserve Applicant Pool

- 5.1 Late applicants, applicants who have not been offered a place due to the oversubscription process (see section 6 below) and any other unique application cases will be considered part of the Reserve Applicant Pool and their applications will be

considered after GCSE results have been submitted, should they submit their results before the 1pm deadline.

5.2 If additional college places have been identified, the Senior Leadership Team may consider applications from the Reserve Applicant Pool and make offers to students.

5.3 Applicants in the Reserve Applicant Pool must provide their GCSE results to the College by 1:00 pm on GCSE results day (Thursday 19th August, 2027) in order to remain in the Reserve Applicant Pool, failing which their application will be automatically declined.

5.4 The allocation of places from the Reserve Applicant Pool is at the absolute discretion of the Senior Leadership Team, who will determine priority based upon the needs of the College and the suitability of candidates for study.

6 Oversubscription Process

6.1 In the event of there being more applicants than the total number of places determined by the College the Senior Leadership Team will invoke the oversubscription process. In the first instance, this will apply when the applications window closes and the total number of applications for each priority group are known. However, it may also be invoked once actual GCSE grades are known, if numbers of successful applicants are higher than the total number of places.

6.2 After the admission of applicants with an Education, Health and Care Plan (EHCP) where the College is named in the EHCP, priority for admission will be given to those applicants who meet the criteria set out below, in order:

- A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989).
- Students in Foundation Partner Schools (as defined in 1.9 above) and Partner Schools (as defined in 1.11 above)
- The children of permanent members of staff of the Sir John Brunner Foundation.
- For all other applicants, priority will be given to those who live closest to the College. Distance will be calculated using a straight line from the postcode of the applicant's permanent home address to the postcode of the College. This calculation will use the latest ONS data set to ensure consistency and fairness. The applicant's home address is defined as the address at which they reside for the majority of the school week at the point of application. In cases of shared parental responsibility, the primary address will be used. For applicants in receipt of Child Benefit, the primary address is the address to which the Child Benefit is registered. Applicants are required to use their

primary address on their application form. The applicant's place at College may be at risk if they or their parents are unable to provide proof of residency upon request.

6.3 Applicants who are not offered a place due to the oversubscription process will be automatically included in the Reserve Applicant Pool and their applications will remain active until the Reserve Applicant Pool (section 5) has been considered after GCSE results day.

7 Appeals processes

7.1 Any applicant whose application is declined has the right to appeal in writing within 5 working days of receiving the College's decision. The applicant should include any evidence they wish to be considered as part of their appeal. Appeals should be addressed to the Principal and sent via email to appeals@sjd.ac.uk. The appeal will be acknowledged in writing normally within 5 working days of the appeal being received.

7.2 When conducting the appeal, the Principal will consider the original admissions decision in light of the written representations from the applicant, the applicant's application form and any evidence they have provided. A student's current academic performance, career pathway preference, institutional preference and course preference are not considered appropriate grounds for appeal. A student may still appeal even if they are also awaiting a review of marking. However, the appeal cannot be on the basis of the review of marking itself.

7.3 It is the responsibility of the appealing applicant to provide appropriate evidence in support their case at the point the appeal is submitted. The college reserves the right to ask for further evidence from the applicant if they deem it necessary in order to reach a final decision.

7.4 The decision of the Principal will be confirmed by an email within 7 working days of the appeal being acknowledged. This is a final decision beyond which there is no further appeal procedure.

8 Review

8.1 The policy and its outcomes will be reviewed annually by the Governing Body of the College. Any amended policy for admission in the following September will be published on the College website before the start of that year's admission process. The policy will remain on the website throughout the College year.

9 Complaints

9.1 If you are dissatisfied with any aspect of this policy you may submit a complaint in line with the Sir John Brunner Foundation Compliments and Complaints Policy.