



## **Sheffield Sixth Form Schools** **New Students Entry September 2024**

The Local Education Authority Admissions Team co-ordinate applications for the following Sheffield Sixth Forms:

All Saints

Forge Valley

High Storrs

King Egbert

King Edward VII

Meadowhead

Notre Dame

Sheffield South East VI Form (Sheffield Park Academy)

Silverdale

Tapton

**Prior to starting the application process, students are strongly advised to:**

- **Check individual school websites for information regarding Open events, GCSE grade requirements and subject availability.**
- **Discuss all Post 16 Options with their Careers Advisors.**
- **Read this Guidance document thoroughly.**

Applications open on **27 November 2023**

The Closing Date for receiving applications is **31 January 2024**

## 1 Making an application

Applications are made using Sheffield Progress, even if you are applying to the 6th form at your own school (Internal Application). Students will use their login and password, issued through their current school. Your 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 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 3rd preference; the favourite school should be nominated as preference 1. You can check your application progress through the Sheffield Progress site. Please see section 3 for details on the importance of preference order.

Students **attending schools that are not signed up to Sheffield Progress** may self-register. See Appendix 1 for details.

Students are invited to list up to **three Sheffield school sixth forms** in order of preference in their application. You may list other provision such as colleges, UTCs etc. but Sheffield LA will only process up to 3 schools from the above list.

Applications for Mercia Sixth Form should be made directly with Mercia school. Applications for Astrea Sixth Form should be made directly with Astrea Academy.

Sheffield Progress can be used to apply for places in colleges, the UTCs and other providers not listed above. Applications for other providers will be processed by the providers themselves.

The Admissions Team at Sheffield Local Authority will process and co-ordinate all applications for 6<sup>th</sup> form schools from “external” students. Eligible students will be made **one offer** of a place in an external 6<sup>th</sup> form school. The 6<sup>th</sup> form schools themselves will deal with applications directly from their own students ie “Internal” applications.

## 2 Entry Requirements and Criteria (for internal and external students) for 6<sup>th</sup> form schools

Regardless of whether you are applying for a place as an internal or external student, to qualify for a place in a 6<sup>th</sup> form school, you must meet the minimum entry GCSE requirements and the school must operate the courses/subjects for which you are applying. More information about the minimum entry requirement for each school and subjects can be found on each individual school website.

If you satisfy the minimum entry and subject requirement, your application is classed as “eligible” you will then be considered for a place at the first three external 6<sup>th</sup> form schools that you have listed in your application. You may also list your own school as an internal applicant, please see section 3 below for more information about the importance of the order of your preferences.

### 3 Applications for 6<sup>th</sup> form schools from Internal Students (If your school has a sixth form)

If you go to a school with a sixth form and you select your school as your first preference then, provided you meet the grades and any other requirements, you will be offered a place there, and any other preferences listed lower on your application will not be considered.

If you go to a school with a sixth form and list a different school as your first preference and your own school as second or third preference, then any school listed higher than your own school, will be considered. You may find that it is possible to make you an offer of an external school, and your own school. If this is the case, you will be asked to make a decision as soon as possible as to which place you wish to accept. Holding both places means that you are sitting on a place that otherwise could be offered to another eligible student who has not been offered a place in a 6<sup>th</sup> form.

### 4 Applications for 6<sup>th</sup> form schools from External Students

If you apply to a school that you don't already attend, you are classed as an "external applicant" and you must first be "eligible" for a place (see section 2 above)

Each 6<sup>th</sup> form school has a limited number of places for external applicants and will only admit up to the agreed number. This is called the Admission Number. For more information on the admission number for each school, please refer to the school or the Guide for parents' booklet on the Council website.

[www.sheffield.gov.uk/home/schools-childcare/apply-school-place](http://www.sheffield.gov.uk/home/schools-childcare/apply-school-place)

These numbers can change each year.

Where more applications from eligible external applicants are received than there are places available, it will be necessary to apply the oversubscription criteria to each application to determine priority.

For more information about 6<sup>th</sup> form schools oversubscription criteria, please visit the individual school's website or contact the school.

As part of their criteria, some 6<sup>th</sup> form schools prioritise applications from students on roll at named/linked schools or schools within the same Trust. Refer to the school oversubscription criteria on the websites for where this falls in the criteria and for more information, but for a quick guide see the table below:

<b>6th Form School</b>	<b>Named/Linked schools</b>
All Saints	Notre Dame
	St Bernards
Forge Valley	Bradfield
	Chaucer
	Tapton
High Storrs	Ecclesfield
	Handsworth Grange
	Stocksbridge
King Ecgbert	Newfield
Notre Dame	All Saints
	St Bernards
Sheffield Park Academy	Sheffield Springs Academy
Silverdale	Westfield
	Hope Valley
Tapton	Bradfield
	Chaucer
	Forge Valley

In the event that the school reaches its admission limit, all 6<sup>th</sup> form schools have decided upon a tie breaker, to determine who to allocate a place to.

The tie breaker at a non-faith Sheffield Sixth Form schools is distance from home to school (with those living closest given priority). This is measured in a straight line.

The tie breaker for faith schools (All Saints & Notre Dame) is based on random selection of all eligible students.

**All applicants for All Saints and Notre Dame Sixth Forms** should indicate if they are baptised in the Catholic faith on their application within the personal statement/supporting evidence. These schools give higher priority for sixth form places to Catholic students.

Students requiring any additional support ie extra time in exams etc (Not EHCP) should state this clearly within the personal statement/supporting evidence.

**The SEND team process all applications from students with an EHCP** (Education and Health Care Plan). They should be contacted via the following:

[SENDAssess&Review@sheffield.gov.uk](mailto:SENDAssess&Review@sheffield.gov.uk)

## 5 When to apply

Applications open on **27 November 2023**. Your application should arrive by **31 January 2024**. To meet this deadline, you will probably need to submit the application by **mid-January** - check the date with your school.

Any late applications or changes to preferences (ie those received after 31 January 2024) will not be processed until after the 'on time' applications have been allocated and accepted or declined.

Any changes to preferences received after 31 March will be considered by the schools after the GCSE results are published.

## 6 Conditional Offer of a place

All preferences will be considered equally. You will only be made **ONE** offer of a sixth form school place and this will be the highest ranked school for which you are eligible.

**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.**

Decisions will be announced via Sheffield Progress **between 26 – 28 February 2024**.

You should accept or decline your conditional offer by **15 March 2024** via Sheffield Progress. If no response is received, Sheffield Progress application status will be updated to DID NOT RESOND and the place will allocated to another student.

## 7 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. All Saints & Notre Dame use "random allocation", rather than a distance based tiebreaker, for offering places from their waiting list.

Students who are without a post-16 place (including schools, colleges, UTC, apprenticeships etc) and meet the minimum required grades, may wish to request a statutory appeal to have their case considered by the Independent Appeal panel. Appeal forms can be requested by emailing [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk) from July 2024. The appeals will be scheduled, by the Appeals Team at the Town Hall, for late September 2024. Please note that being offered a 'place' in a sixth form at appeal does not guarantee that the sixth form is able to offer or accommodate the preferred subjects. It is not within the panel's remit to require schools to offer specific courses to students on appeal. Therefore, if placed at the school by the

appeal panel, you will then be placed onto courses where there is space and NOT necessarily the courses that you wish to study.

**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.**

**Find out more**

Visit: [www.sheffield.gov.uk/home/schools-childcare/apply-school-place](http://www.sheffield.gov.uk/home/schools-childcare/apply-school-place) or contact **0114 273 5790** or [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk) or [tracey.senior@sheffield.gov.uk](mailto:tracey.senior@sheffield.gov.uk)

## Appendix 1

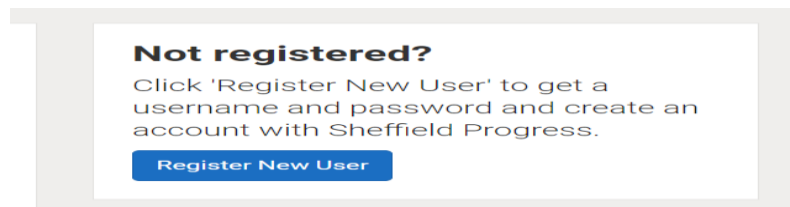
### SHEFFIELD PROGRESS

#### Self-Registration Instructions for Students attending Out of Area Schools

Search [www.sheffieldprogress.co.uk](http://www.sheffieldprogress.co.uk) and select Login tab

Home ☆ Favourites Getting started Get in touch  
Courses **Help & Guidance** Events Login

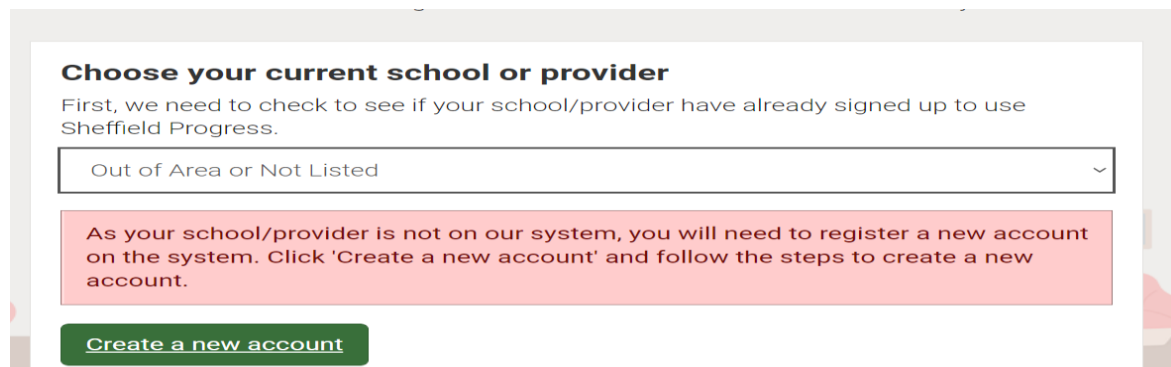
Select



**Not registered?**  
Click 'Register New User' to get a username and password and create an account with Sheffield Progress.

[Register New User](#)

Click register new user – on the school drop down select 'Out of Area' and then create new account.



**Choose your current school or provider**  
First, we need to check to see if your school/provider have already signed up to use Sheffield Progress.

Out of Area or Not Listed

As your school/provider is not on our system, you will need to register a new account on the system. Click 'Create a new account' and follow the steps to create a new account.

[Create a new account](#)