



# **Oakgrove School**

**Sixth Form Admission Policy  
From September 2025**

## **OAKGROVE SCHOOL SIXTH FORM ADMISSION POLICY FROM SEPTEMBER 2025**

### **1. Internal students**

All students who have attended the Oakgrove School (“the School”) in year 11 during 2024-2025 who meet the entry requirements (see section 5 below) will transfer to the sixth form in September 2025 if they wish.

### **2. External students**

The School also accepts applications for entry to the sixth form from external candidates. The Planned minimum Admission Number for external admissions into Year 12 is 50 – this figure refers only to year 12 students being admitted to the School for the first time, and not to students transferring who currently attend the School. For the avoidance of doubt, external applicants will need to meet the entry requirements at section 5 below.

Students who have studied abroad will be expected to have undertaken GCSE or I-GCSE or equivalent qualifications. If neither programme has been studied, the compatibility of qualifications will be determined by the use of the UK INEC system or similar processes.

### **3. Age**

Students can only be in Oakgrove School until the end of the academic year in which they turn 19. All courses are two-year courses, so students will only be included in the application cycle if they will be 16 or 17 years of age on 1<sup>st</sup> September of the year they enter Sixth Form.

### **4. Late Applications**

Students applying to join the sixth form after the deadline for applications should note that admission will be subject to availability of places on chosen courses and achieving the specific entry requirements for the courses.

Any application for a place at the School received after the published date for return will only be considered after all prior applications have been looked at in line with the above criteria.

### **5. Entry requirements for both internal and external students**

Entry to the sixth form is subject to a student having achieved the general entry requirement and the specific entry requirements for the courses they wish to pursue.

Students should refer to the Sixth Form Prospectus and website for individual subject requirements for further details.

Individual subjects may be limited in the number of students they are able to accommodate. In the event of oversubscription to any course and the School being unable to put on more classes, students will be allocated places based on a ranked list of their Attainment 8 scores (see appendix 1 for further details).

All courses run subject to viable student numbers and available staffing/resources.

**OAKGROVE SCHOOL**  
**SIXTH FORM ADMISSION POLICY FROM SEPTEMBER 2025**

**6. Oversubscription Criteria**

If the School is oversubscribed, the following criteria will be applied in the order set out below, to decide which external applicants will be admitted:

1. 'A 'Looked After Child' or a 'Previously Looked After Child' as defined below (see section 8).
2. Students who live in the defined area and will have a sibling attending the School<sup>1</sup> at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission;
3. (a) Children of staff who have been employed at the School for two or more years at the time at which the application for admission to the School is made, and/or  
(b) Children of staff who are recruited to fill a vacant post for which there is a demonstrable skill shortage. It is at the absolute discretion of the School's Chair of the Governing Body Finance & Personnel Committee to determine when there is a demonstrable skill shortage;
4. Students who were on roll at Kents Hill Park School in Year 11 at the time of application;
5. Students who live in the defined area;
6. Students who live outside the defined area, but will have a sibling attending the School at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission;
7. Students who live outside the defined area.

**7. Oversubscription: Distance Tiebreaker**

In the event of there being more applicants meeting any of the above criteria than remaining places available, distance between the applicant's principal residence and the School will be used as a tie breaker, with those living nearest being given priority. Distance from the School is measured from the main entrance of Oakgrove Secondary School to the front door of the applicant's residence in a straight line using a computerised measuring system. For applicants living in flats, the distance will be measured from Oakgrove Secondary School's main entrance to the front door of the ground floor flat underneath the applicant's residence. Priority will be given to the lower flat door number if more than one applicant from a block of flats.

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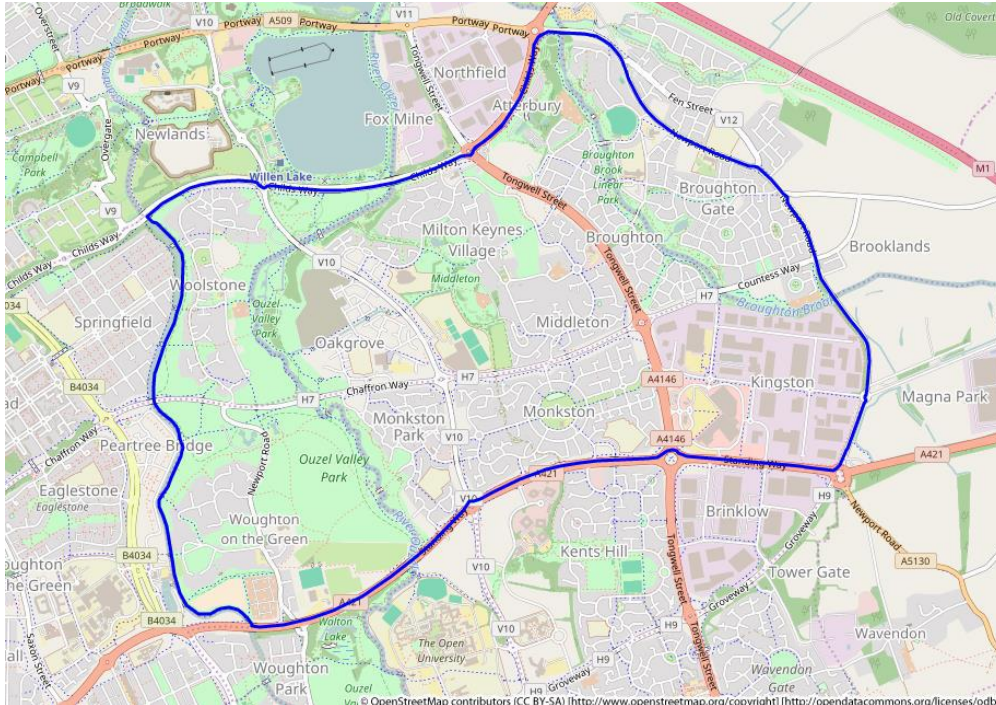
<sup>1</sup> Sibling in attendance in any year group in the school (Year R to Year 13)

# OAKGROVE SCHOOL SIXTH FORM ADMISSION POLICY FROM SEPTEMBER 2025

## 8. Oversubscription Criteria: Definitions

### “Defined Area”

The defined area for Oakgrove Secondary School is: Middleton, Monkston, Monkston Park, Milton Keynes Village, Woolstone, Broughton, Broughton Gate, Kingston, Atterbury, Oakgrove and Woughton on the Green.



### “Residence”

In all cases proof of residence will be required. Acceptable proof of residence includes a current Council Tax bill or signed rental agreement, and an official document that confirms the student lives at the normal home address.

### “Looked After Child”

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).

### “Previously Looked After Children”

A Previously Looked After Child is 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 the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### “Sibling”

A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

**OAKGROVE SCHOOL**  
**SIXTH FORM ADMISSION POLICY FROM SEPTEMBER 2025**

**8. Checking Information**

The School reserves the right to make its own enquiries to verify any information supplied by the applicant. If, subsequently, the School finds that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address or the applicant's date of birth) and the place would not have been offered if the information had been correct, the Governing Body Admissions Committee may withdraw the offer if the student has not yet started at the sixth form. Where an offer is withdrawn the Governing Body Admissions Committee will consider the application afresh, and if an offer is not made, a right of appeal will be offered (see section 10 below).

**9. Application process**

Details of the application process will be included within the sixth form prospectus.

**10. Appeals**

When an application is unsuccessful for either an internal or external applicant there is an automatic right of appeal to an Independent Appeals Panel. The decision of the Independent Appeals Panel is binding. This appeal can be made either by the student or by the parent or jointly. In the event of both student and parent making an appeal for a place in the School's sixth form, the appeals will be heard at the same time and will be treated as a single appeal, as required under the School Admission Appeals Code. Information on appeals will be notified in writing to unsuccessful students and their parents.

**11. Waiting Lists**

The School will not hold a waiting list for the sixth form.

**OAKGROVE SCHOOL**  
**SIXTH FORM ADMISSION POLICY FROM SEPTEMBER 2025**

Appendix 1 - Oakgrove Sixth Form Course Oversubscription Procedure

1. This procedure is only used when a course is oversubscribed and the School cannot accommodate the number of students by putting on extra groups or staffing.
2. This procedure in no way conflicts with or changes the general Sixth Form Admissions Policy which determines whether students gain a place at Oakgrove Sixth Form.
3. In the event of a particular course being oversubscribed based on students' acceptance of the conditional offers issued to them, students will be ranked on their Attainment 8 score (taken from their qualifying GCSE or equivalent qualifications) and this ranking will be used to determine which students fill the available spaces on a particular course.
4. The School will do everything it can to find alternative courses suitable for any students who are denied a place on a course as a result of the application of this over-subscription procedure.

Oakgrove School

Adopted by the Local Governing Body on 26<sup>th</sup> September 2023