



Sheffield Sixth Form Schools for New Students **Entry September 2022**

'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 event.

Make sure that the sixth form school offers the subject/course that you would like to study. You may visit the website www.sheffieldprogress.co.uk or check with the Post 16 providers, either through their website or at their open events.

The closing date for receiving applications is **31st January 2022**

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. Some subjects such as Science and Languages may require a higher grade,

You should check carefully the "2022 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.

If students wish to apply for school(s) other than their current school, these schools need to be ranked as a higher preference (ie Pref 1 or Pref 2 and current school Pref 3) in order for them to be considered.

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

Schools Using the Online Sheffield Progress site

All Sheffield schools will be applying online for a sixth form school place by using their password issued through their current school. The site will receive applications from 29th November 2021. 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 1st preference, 2nd preference then 3rd preference; the favourite school should be nominated as preference 1.** You can check your application progress through the Sheffield Progress site. The decision will be updated on 1 March 2022. You should accept or reject this offer by 18th March 2022.

Application For students without access to Sheffield Progress

All other students, attending private/independent schools or schools outside the Sheffield Authority need to complete the application form, available from November 2021, from the Sixth Form schools and from the Admissions Team. The form should be completed and your current school **MUST** email it to tracey.senior@sheffield.gov.uk By emailing the completed form to the Authority, the current school is verifying that your estimated grades are accurate. Any future offer of a place at a 6th form school is conditional upon you achieving the required GCSE grades. If the grades you enter on your form are inaccurate or you do not achieve the grades, the conditional offer of a place will be withdrawn.

The decision letter will be sent to your home address on 1 March 2022. If a conditional offer is made you must accept this offer by emailing tracey.senior@sheffield.gov.uk no later than 18th March 2022.

Conditional Offer of a place

All preferences will be considered equally. You will only be made **ONE** offer of a 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.

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 15 July 2022. All Saints & Notre Dame use “random allocation”, rather than a distance based tiebreaker, for offering places from their 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 2022 and the appeals will be scheduled for early September 2022.

If you have any questions please contact Tracey Senior, Sixth Form Admissions Officer by email at tracey.senior@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.**