

ADMISSIONS POLICY (2026) FOR FULL-TIME STUDENTS

Audience	All stakeholders
Status/review cycle	Yearly
Current review	March 2025
Next review	March 2026
Review committee	Strategy and Policy & Full Board
Staff lead	Dan Hards
Trustee lead	N/A

Introduction

At Esher Sixth Form College, our admissions policy reflects our commitment to educational excellence, inclusivity, and student success. Guided by our mission to foster a supportive and dynamic learning community, we aim to provide every student with the opportunity to thrive academically and personally. This policy ensures a fair, transparent, and accessible admissions process that upholds the college's dedication to preparing students for their future pathways.

Admissions Criteria

Admissions are not based on the GCSE grade profile of applicants, beyond the requirements indicated below. Applications are only accepted for a full-time two-year study programme (that is, for entry into year 12). Applications open on 1st July 2025 and close at midday 30th September 2025.

Guaranteed Applicant Status

Guaranteed Applicant Status is granted to students that:

- study at state schools which are situated in Northeast Surrey and the London Boroughs of Richmond, Kingston and Merton that are only legally allowed to provide provision for the age range 11 to 16 or do not have a A-level Sixth Form entry. Please see the 'Further Information' section for named schools.
- are resident in the following postcode areas: KT6, KT7, KT8 and KT10.
- are the child of a current employee at Esher Sixth Form College.
- have a sibling who (see the Further Information section for our definition):

- was a student enrolled at the College for the whole of the 2024-25 academic year.
- was a former Esher Sixth Form College student, who completed a two-year programme at the College within the last 10 years.
- has an accepted place for entry in August 2025.

Open Applicant Status

- All remaining students.

Exceptional Applicant Status

- Students who are in the care of a local authority, or any student who was previously in care, will be offered a place at the College once 'looked after' status is confirmed by the appropriate documentation (see the Further Information section for more detail).
- Applicants with an Education, Health and Care Plan, which names Esher Sixth Form College as the preferred destination for post-16 study, will be offered a place at the College, pending a successful consultation process with the relevant local authority.
- The Academy Trust reserves the right to make exceptions in unforeseen and exceptional circumstances (see the Further Information section).

Entry Requirements

The minimum entry requirement for an advanced level study programme is 5 full GCSEs at 9-4 (A*-C in iGCSE subjects). Details of the requirements for specific types of programme and individual courses will be published on the website at the start of the 2025/26 academic year. Please note that the absence of GCSE English Language at grade 4 will significantly restrict study programme options.

The Application Process

Applications are completed online and should be submitted between 1st July 2025 and 30th September 2025. Applications meeting the Guaranteed Applicant Status criteria will automatically result in the offer of a place at the College.

Places will then be allocated to those with Open Applicant Status using a ballot system. Once available places have been filled, a number of applicants will be placed on a reserve list and any remaining applications will be unsuccessful. This will all be determined by the outcome of a ballot system, as will the order of enrolment interviews.

Further details on the application process can be found in the Admissions section of the College website.

Successful applicants receive an offer of a place at the College. Please note that this does not guarantee a place on courses. Study programmes will be finalised at enrolment and will depend on course availability, which in turn depends on several factors, including estimated student demand based on data gathered from admission interviews.

The College reserves the right to vary the above arrangements as appropriate. In cases where exceptional personal or medical issues exist, extenuating circumstances will be taken into account when considering unsuccessful applications. Further details are available in the Admission Appeals Procedure, which is available on the College website [here](#). Each case is reviewed by the Appeals Panel. Please note that appeals can only be considered from applicants who submit an application by the correct date for online submission. No appeals will be considered after Friday 17th October 2025.

Further Information

State schools approved by the Board of Trustees for Guaranteed Applicant Status

Schools who qualify for guaranteed applicant status according to the geographical criteria indicated are; Chessington School, Esher Church of England High School, The Matthew Arnold School, Sunbury Manor School, Thamesmead School, Thomas Knyvett College, Twickenham School, Hampton High and The Richmond upon Thames School.

Definition of Sibling

The College follows Surrey County Council's definition of sibling. That is, 'A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.'

Local Authority Care

Please note that the qualifying criteria are that the student is or has been under a local authority care order. Evidence that the student has been adopted is not sufficient to achieve Exceptional Applicant Status.