

Audience	All stakeholders
Status/review cycle	Yearly
Current review	March 2026
Next review	March 2027
Review committee	Strategy & Policy Committee and Full Board
Staff lead	Dan Hards
Trustee lead	N/A

1. Introduction

- At Esher Sixth Form College, our admissions policy reflects our commitment to educational excellence, inclusivity, and student success. Guided by our mission we aim to provide every student with the opportunity to thrive academically and personally.
- All applications are only accepted for a full-time two-year study programme (entry into Year 12).
- The College enrolls applicants who meet the eligibility criteria, as defined in the post 16 funding regulations.
- Applicants who have not lived in the UK for at least three years prior to enrolling at the College, will be required to provide evidence of eligibility for state education at enrolment.
- Esher Sixth Form College does not accept students transferring part way through an academic year or transferring from another institution into the second year of study.
- As 16 to 19 Single Academy Trust, Esher Sixth Form College is not subject to School Admissions Code 2014.
- In accordance with the Equality Act 2010, Esher Sixth Form College seeks to ensure that its admissions arrangements are fair, transparent, and non-discriminatory.
- The College reserves the right to vary the admissions arrangements as appropriate.

2. The Admissions Process and Deadlines

- All applications are completed online.
- Applications will open 10.00am - 29th June 2026 and close Midday - 29th September 2026.
- Late or incomplete applications will not be accepted.
- Once the application window closes, Guaranteed Applicants will receive the offer of a place at the College via email after 3pm on 1st October 2026.
- Once the application window closes, Open Applicants places will be allocated using a ballot system.

- Any Open Applicants who do not receive a place via the ballot, may be placed on a reserve list.
- All Open Applicant offers of a place at the College or place on the reserve list will be sent via email after 3pm on 1st October 2026.
- Applicants who are Looked After Children or Previously Looked After Children, and applicants with an Education, Health and Care Plan (EHCP), are not included in the ballot process and will be issued with an offer of a place following the close of the application window, subject to the arrangements set out in Section 6 of this policy.
- An offer of a place does not guarantee a particular course or study programme. All applicants must meet the College's published entry requirements and final study programmes are confirmed at enrolment, subject to availability.
- Further details on the application process can be found in the Admissions section of the College website.

3. Entry Requirements

- To qualify for A level 3 Study Programme, you must have a minimum of 5 GCSEs at grade 4 or above. Only full GCSE qualifications count for entry requirement purposes. Please note that the absence of GCSE English Language at grade 4 will significantly restrict the range of study programme options available. Some courses may have additional GCSE/vocational qualification grade requirements. Please refer to individual course details for specific entry criteria.
- The standard two-year study programme is equivalent to three A level courses. Students with an average of Grade 8+ across their GCSE qualifications may enrol on a two-year study programme equivalent to four A level courses if undertaking A level Further Maths.
- Applicants who are currently studying or have previously studied abroad will need to apply and pay for a statement of comparability through 'The UK National Information Centre' before enrolment can be confirmed. If external examinations are not available in the applicant's educational system, the College requires successful completion of the equivalent Year 11 and authenticated end-of-year grades in a school report, which must be suitable for progression to a full-time Level 3 study.
- The College cannot hold places for students who do not meet the College entry requirements, even if requesting a review of marking from the exam board. We recognise students affected in this way, will be disappointed and support will be provided. In the event of a successful remark, which means the student subsequently meets the general entry requirements for college, we can't guarantee a space on their original study programme, but where viable, we will provide guidance for the student to enrol on an alternative study programme.
- Details of the entry requirements for individual courses will be published on the website in the Autumn Term of the 2026/27 academic year.
- We reserve the right to make changes to the curriculum or entry requirements in response to external or internal factors. Applicants will be notified of any significant changes in advance of the forthcoming academic year.

4. Guaranteed Applicants

Once the application window closes, Guaranteed Applicants will receive the offer of a place at the College via email after 3pm on 1st October 2026.

- Schools
 - The schools listed under Guaranteed Applicants form part of the College's established local offer and reflect sustained patterns of progression to the College. Designation is informed by a combination of factors, including the absence of in-school A level sixth form provision, transport accessibility, historic transition, and the need to maintain stability in admissions planning.
 - The list of guaranteed schools is intentionally limited and fixed for each admissions cycle. Any review of guaranteed schools will take place only as part of a review of the Admissions Policy.
 - Year 11 applicants who attend the following schools are Guaranteed Applicants for 2027 entry: Chessington School, Esher Church of England High School, Sunbury Manor School, Thamesmead School, Hampton High, Heathside Walton-on-Thames, The Matthew Arnold School, The Richmond upon Thames School, Thomas Knyvett College and Twickenham School.

- Community Post Codes
 - Residents in the following postcode areas: KT6, KT7, KT8 and KT10 are guaranteed applicants.

- Siblings & Staff
 - 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.'
 - A Guaranteed Applicant is defined as having a sibling who; was a student enrolled at the College for the whole of the 2025-26 academic year, has an accepted place for entry in August 2026 or is a former Esher Sixth Form College student who completed a two-year programme at the College within the last 10 years.
 - Applicants who are the child of a current employee at Esher Sixth Form College are Guaranteed Applicants.

5. Open Applicants

- Open Applicants are any applicants who are not Guaranteed, Looked After/Previously Looked After and do not have a Educational Health & Care Plan.

6. Educational Health & Care Plan, Looked After and Previously Looked After Applicants

- Applicants who are Looked After Children or Previously Looked After Children, and applicants with an Education, Health and Care Plan (EHCP), are not included in the ballot process and will

be issued with an offer of a place following the close of the application window, subject to the arrangements set out below:

- Applicants who are Looked After Children or Previously Looked After Children will be offered a place at the College once this status is confirmed through appropriate documentary evidence. For the purposes of this policy, qualifying applicants are those who are, or have been, subject to a local authority care order.
- Applicants with an Education, Health and Care Plan (EHCP) will be offered a place, pending a successful and timely consultation process with the relevant local authority, and subject to the College being able to meet the needs specified in the plan. Where high-needs funding is required, the College will normally expect to be named in the EHCP prior to enrolment to ensure appropriate support and resources are in place. To support effective transition and to act in the best interests of the student, the College expects that consultation will be initiated prior to the start of the Spring Break. Consultations need to confirm that the College can meet the needs of the applicant and be completed by May Half-Term. Consultations can only take place between the College and relevant Local Authority.

7. Admissions Appeals

- As an oversubscribed 16–19 academy, the College cannot offer places to all applicants. The appeals process is intended to ensure that applicants are treated fairly and consistently. The College's admissions arrangements are not subject to the School Admissions Code 2014. The appeals process does not reconsider the outcome of the ballot or the application of the admissions criteria.
- Appeals may be submitted only by Open Applicants who have submitted a complete application by the published deadline and who have not been offered a place following the ballot process. Applicants who are eligible Guaranteed Applicants, Looked After or Previously Looked After Children, or applicants with an Education, Health and Care Plan are not able to appeal under this process.
- Appeals must be submitted in writing to the Principal by 9th October 2026, clearly setting out the grounds for appeal. The College requires written confirmation that Esher Sixth Form College is the applicant's preferred provider for post-16 study and that no other offer will be held. In the event of a successful appeal, this will need to be re-confirmed.
- The College will consider appeals only on the following grounds:
 - Where one twin has been offered a place and the other has been unsuccessful; or
 - Where there are exceptional and current personal or medical circumstances that are having a significant and demonstrable impact on the applicant, and where a strong case can be made that the applicant's welfare and educational outcomes would be best served by the offer of a place at the College.
- Supporting documentary evidence is required in all cases. Where an appeal is based on personal or medical circumstances, evidence must be provided by the applicant's school and/or an appropriate medical professional.

- The following circumstances do not constitute valid grounds for appeal:
 - Lack of access to a particular course or combination of courses.
 - Availability of places at other institutions.
 - That friends or peers have been offered places.
 - Learning difficulties or disabilities that are not covered by Education, Health and Care Plan are not eligible.
 - High academic achievement.
- Appeals will be considered by an Appeals Panel consisting of the Principal and at least two members of the College management team. Decisions will be communicated in writing no later than 2nd November 2026. The decision of the Appeals Panel is final.