



# Oxford Diocesan Bucks Schools Trust (ODBST)

*"Empowering Lives, Flourishing Together"*



## Chiltern Hills Academy Sixth Form Admissions Policy 2027/2028



<b>ODBST Level 1 Statutory Policy:</b>	<b>ALL</b> Schools require this policy with <b>no changes</b> allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, <b>except</b> where a school contact is required as identified in the content of the policy. LGBs will <b>note</b> adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
<b>Other related ODBST policies and procedures:</b>	
<b>Committee responsible:</b>	Finance, Resources, Audit, Pay & Personnel
<b>Approved by:</b>	The ODBST Trust Board
<b>Date Approved:</b>	September 2025
<b>Review Date:</b>	September 2026

## **Contents**

1. Sixth Form Admissions .....	3
2. Admission Number .....	4
3. Entry Requirements... ..	4
4. Application Process and Timescale .....	7
5. Right for Appeal.....	7
6. Equal Opportunities .....	7
7. Contact.....	7

## **Preface**

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

Create, Aspire and Excel to 'Live life in all its fullness' (John 10:10)

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents work collaboratively to develop a learning environment and organisation which is spiritual, safe, innovative, creative and exciting. All members of the Academy are motivated and inspired by the vision to give their best and to play a full part in the life of the school and in their own developing lives.

Chiltern Hills Academy is part of the Oxford Diocesan Bucks Schools Trust (ODBST), who are the admissions authority for the school. The Board of Trustees works in partnership with the Local Governing Body of the school over the consultation and operation of the individual schools' admissions policy.

The Academy has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

The ODBST and the Local Governing Body (LGB) has made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including equal opportunities.

## **Admissions arrangements to the Sixth Form September 2026**

We aim to offer a range of academic and vocational courses to our Sixth Form students and some of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the Sixth Form can be placed on appropriate courses where they are likely to succeed. For this reason we ask all applicants to attend a meeting with some of our Sixth Form staff to discuss the most suitable course of study.

All students of Year 11 will be informed how to apply for the Sixth Form. We also accept applications from students wishing to transfer from another school. The admissions criteria will apply as long as students attain the relevant entry requirements.

### **Admission number**

The ODBST and the Local Governing Body have determined that the external admission number for Year 12 of the Sixth Form will be 30. This is the number of places which will be available to applicants who are not currently on the school roll. The figure has been determined with regard to the staying-on rate for students already at the Academy and the historical number of places which have been awarded to external applicants.

The maximum total planned admission for Year 12 of the Academy Sixth Form is 150 for the year 2026-2027. We might exceed this number if the preferred courses of study are not oversubscribed and the external applicant has met the relevant entry requirements.

### **Entry requirements**

Internal candidates should apply by the appropriate date stated in the current Sixth Form prospectus.

Entrance to the Sixth Form is on the basis of suitability to undertake the academic or vocational courses being provided. The school will arrange personal discussions with potential students to advise on course availability and suitability and to set down the expectations of embarking on a Sixth Form course of study.

In determining whether a place can be offered, the decision will be based on the academic requirements of the course applied for as set down as follows and applies to both internal and external candidates.

## Academic Criteria for Study

In September 2026 the Academy is intending to offer two educational pathways. The following is the subject specific criteria for each subject option.

Level 2 Subjects	Subject Specific Entry Criteria
The following Level 2 qualifications are appropriate for students to study who have not achieved a grade 5 or above in GCSE English and Mathematics and the other necessary entry requirements.	
BTEC Level 1 / 2 First Award in Information and Creative Technology	4 GCSEs grade 3 or above are required, including Maths and English
BTEC Level 1 / 2 First Award in Travel and Tourism	
BTEC Level 1 / 2 First Award in Public Services	

Level 3 Subjects	Subject Specific Entry Criteria
<p>The following subjects are appropriate for students who are intending to study three Level 3 courses (BTEC Level 3 and A Level) in Year 12.</p> <p>All students must have obtained the entry requirements detailed below which include a grade 5 or above in GCSE Mathematics and English for all Level 3 courses.</p> <p>*Students who have not studied the GCSE subject required may still be considered – please speak to the Sixth Form team.</p>	
GCE A Level Art, Design, Photography	Grade 6 or above in GCSE Art & Design or Photography.
GCE A Level Biology	Grade 6 or above in GCSE Biology or a minimum of 6:6 in Combined Science.
BTEC Level 3 National Extended Certificate in Business	Grade 5 or above in GCSE Business.
GCE A Level Chemistry	Grade 6 or above in GCSE Chemistry or a minimum of 6:6 in Combined Science.
Level 3 Applied Diploma in Criminology	Grade 5 or above in English and Mathematics. Grade 4 or above in GCSE Science is preferable.
A Level Dance / BTEC Level 3 National Certificate in Performing Arts (Dance)	Grade 6 or above in GCSE Dance. Students should be attending additional dance classes both in and outside of school.
GCE A Level Drama	Grade 6 or above in GCSE Drama.
GCE A Level English Language	Grade 6 or above in GCSE English Language.
GCE A Level English Literature	Grade 6 or above in GCSE English Language and English Literature.

Level 3 Subjects	Subject Specific Entry Criteria
GCE A Level French	Grade 6 or above in GCSE French.
GCE A Level Geography	Grade 6 or above in GCSE Geography.
BTEC Level 3 Extended Certificate in Health and Social Care	Although previous study of Health and Social Care is not essential, students who have taken BTEC Level 2 Health and Social Care require a Merit grade or above.
GCE A Level History	Grade 6 or above in GCSE History.
GCE A Level Mathematics	Grade 6 or above in GCSE Mathematics.
GCE A Level Further Mathematics	Grade 7 or above in GCSE Mathematics. Students must also study A Level Mathematics.
GCE A Level Film Studies	Grade 5 or above in GCSE Media.
GCE A Level Music	Grade 6 or above in GCSE Music. Students should be able to play a musical instrument/sing to approximately grade 5 standard.
GCE A Level Physical Education	GCSE Grade 6 / Level 2 Merit or above in Physical Education. Grade 5 or above in GCSE Science.
GCE A Level Psychology	Grade 5 or above in English and Mathematics. Grade 4 or above in GCSE Science is preferable.
GCE A Level Physics	Grade 6 or above in GCSE Physics or a minimum of 6:6 in Combined Science.
BTEC Level 3 Extended Certificate in Travel and Tourism	Although previous study of Travel and Tourism is not essential, students who have taken BTEC Level 2 Travel and Tourism require a Merit grade or above.

### **Course Information**

Due to ongoing curriculum changes we cannot guarantee that all these courses will run exactly as they are recorded above. A few subjects will still offer an external AS exam at the end of Year 12 following on with an external A2 exam after the second year, whilst most will only offer an external A Level exam after two years. We will, however, continue to have internal exams and progress checks to ensure students are on the right track to complete their A Levels.

If a subject has insufficient uptake for September 2026 this course may not run. This will be communicated to students as quickly as possible.

### **Application process and timescale**

An Open Evening for prospective Sixth Form students is held in November or December each year.

An application form can be obtained from the school. The closing date for applications is the end of January so that courses can be organised. Students may apply after this deadline, however they must be aware that, after this date, the Option blocks for the Sixth Form courses have been established and the subjects that they wish to study may not be available to them.

Offers of places will not be made until the outcome of GCSE results are known on GCSE results day in August. External applicants must advise the school immediately that their results are known on GCSE results day and bring evidence of their results on the Sixth Form Enrolment Day in August.

### **Right of appeal**

Where a Sixth Form applicant has been refused a place at the school, parents will be advised of the reason and their right to appeal against the decision of the Governing Body to an Independent Appeal Panel convened by Oxford Diocese. The right of appeal will apply to students currently attending the school but seeking entry to the Sixth Form and also to external applicants.

### **Equal opportunities**

In dealing with applications for admission Governors will have full regard to equal opportunities legislation.

#### **1. Contact**

All initial enquiries about admission to the Sixth Form should be made to Head of Sixth Form.

#### **2. External Sixth Form Applicants Over-Subscription Criteria**

After the admission of students who have a EHCP that names the school and who meet the academic requirements, the following oversubscription criteria will be applied if there are more external applicants than places available:

1. Looked After Children or previously Looked After Children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children on the eligible list who are in receipt of pupil premium and/or service premium funding. Parent(s)/Guardian(s) consent to the School seeking confirmation of pupil premium and/or service premium eligibility from the child's secondary school will be sought on the on-line application form
3. Proximity to the school. This will be determined by measuring a straight line from the main school Reception front door to the house address of the applicant.

### 3. Tie-breaks

In the event of a tied ranking for the last available place, proximity to the school will be used. This will be determined by measuring a straight line from the main school Reception front door to the house address of the applicant.

### **Contact details**

Please contact Head of Sixth Form Mrs Hemsworth at  
Chiltern Hills Academy  
Chartridge Lane  
Chesham  
Bucks  
HP5 2RG

Tel: 01494 782066

Email: [office@chacademy.co.uk](mailto:office@chacademy.co.uk)

<http://www.chilternhillsacademy.co.uk/>

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