



Policy on Appeals for a Sixth Form Place

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Underlying Principles

We want students who start Corfe Hills Sixth Form to be happy in their work and successful in their outcomes. This is best achieved by ensuring that there is a strong match between their academic profile and their proposed programme of study.

The Sixth Form has clear minimum entry requirements that students must meet. Many individual courses have additional specific requirements, reflecting their particular demands. Satisfying these gives an indication that students are likely to be successful. Our experience is that students whose GCSE attainment is below these levels struggle to access courses and, ultimately, leave the Sixth Form early in search of a more appropriate pathway.

Entry Requirements

The minimum entry requirements for entry into Corfe Hills Sixth Form are as follows:

- Grade 9 to 4 in English plus four further GCSEs at Grades 9 to 4.

Or for students following a Level 3 BTEC Pathway the entry requirements are:

- Grade 9 to 4 in English plus three further GCSEs at Grades 9 to 4.

Individual courses also have their own subject entry requirements. Full details of these can be found on the school website: www.corfehills.net.

Why an Appeals Policy?

On some occasions things happen which can be considered exceptional circumstances and it is important that as a school we recognise and seek to accommodate students who fall into this category. This category will include a small minority of students whose lives have been heavily impacted by exceptional and often traumatic life events.

What is considered an “exceptional circumstance”?

Exceptional circumstances for the purposes of sixth form appeals include:

- Death of a close relative (e.g. mum/dad/brother/sister) in the academic year 2024/2025.
- Student **long term** (e.g. more than four weeks) illness requiring a period of stay in hospital, surgery or medical care (medical records needed) in the academic year 2024/2025.
- Parent **long term** illness (e.g. more than four weeks) needing a stay in hospital, surgery or medical care (evidence needed) in the academic year 2024/2025.
- A student who performs exceptionally well in the set of subjects that are relevant to their sixth form subject choices but falls short of one of the overall entry requirements.
- A student who has come from a different educational background or has English as an Additional Language (EAL) and meets the requirements for their educational pathway but does not meet overall entry requirements.

What do I need to do if I think I meet the criteria?

If you are a student who has not met the Sixth Form entry requirements and meet one or more of the above criteria you are eligible for Appeal and are invited to complete an Appeals Application Form available from our website or from the school reception.

What help is available if I do not meet the criteria for Appeal?

To investigate an alternative pathway or to discuss your options in more detail you can access the excellent support of our Careers Advisor. To access this support please contact the school office.

How do I apply for an Appeal?

You need to submit an Appeal Application Form (See Appendix 1).

Please follow the instructions below which guide you through this process to request permission for Appeal.

1. Download the Application Form (website or collect from Reception).
2. Complete the Application Form (all sections need to be completed).
Please note that the application form must be signed by both the student and the parent/carer.
3. Submit the application form either electronically to: sixthform@corfehills.net or post to Appeals, Corfe Hills School, Higher Blandford Road, Broadstone, Dorset, BH18 9BG.
4. Please include a copy of medical records which will be treated confidentially.
5. All applications will be acknowledged by e-mail (or where not available by phone).

Is there a deadline for the Appeals Process?

Applications must be received by **2.00 pm on Wednesday 27 August 2025**.

When do the Appeals Interviews occur?

All applications will be read and those that meet the criteria will be invited for interview.

Appeals will be processed by Tuesday 2 September 2024 and applicants will be emailed with an outcome or invitation to an interview. Interviews will be scheduled as soon as possible after processing.

How will I know the outcome of the Appeal Application?

Unsuccessful applications (which do not meet the appeal criteria) will be notified in writing. If you are invited to interview we will seek to inform you of the outcome on the same day.

Corfe Hills School
Sixth Form Appeal Application Form: September 2025 Entry

Introduction:	The following details need to be completed in order to make an application for an appeal for September 2025 entry into the sixth form. Applications must be received by 2 pm on Tuesday 27 August 2024
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Section A - Personal Information	
First Name:	
Surname:	
Date of Birth:	
Contact Details	
Address:	
Postcode:	
Home Telephone No:	
Mobile Number:	
E-mail address:	

Section B – Appeal – Exceptional Circumstances	
Please indicate the criteria under which you wish to appeal (Please indicate with a tick)	
1. Death of a close relative (e.g. mum/dad/brother/sister) in the academic year 2024/2025	
2. Student long term (e.g. more than four weeks) illness requiring a period of stay in hospital, surgery or medical care (medical records needed) in the academic year 2024/2025	
3. Parent long term (e.g. more than four weeks) illness requiring a period of stay in hospital, surgery or medical care (evidence needed) in the academic year 2024/2025	
4. A student who performs exceptionally well in the set of subjects that are relevant to their sixth form subject choices but falls short of one of the overall entry requirements.	
5. A student who has come from a different educational background or has English as an Additional Language (EAL) and meets the requirements for their educational pathway but does not meet overall entry requirements.	

Section C – Written Evidence
Please explain why you are applying for an appeal. This can be written by either the student or the parent and should be in the form of a letter. Please enclose copies of medical evidence.

Section D - Terms and Conditions
Please read carefully the terms and conditions of the Appeal

- I/We confirm that the information provided in support of this application is correct to the best of my knowledge.
- I/We acknowledge that this information will not be shared, only for the purpose of the Appeal.
- I/We enclose copies of medical evidence (if required).

Signatures – Please sign below			
Student Signature:		Date:	
Please Print Name:			
Parent/Carer/Guardian/Responsible Adult:		Date:	
Please Print Name:			

Please return this form to the School Office by email to sixthform@corfehills.net or in a sealed envelope marked "Appeal for a Sixth Form Place". Please note the contents enclosed will be dealt with confidentially.