CHRIST THE KING SIXTH FORMS

Admissions Policy and Procedures (2026/27)

Mission Statement
We are a Catholic Sixth Form dedicated to the education and development of the whole person, so that all students can realise their full potential.
To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the Sixth Forms.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole Sixth Form.

1. Introduction

1.1 We are proud to be a high-achieving family of three Catholic sixth forms. We provide education exclusively for young people aged 16-19 and our mission is to make certain that every student fulfils their potential and excels. We expect all our students to demonstrate ambition, a strong work ethic and a commitment to the values of the college. Our admissions policy reflects our aim, which to provide a distinctive education for Catholic students and other students who wish to pursue their sixth form education in a Christian environment.

1.2 We have a broad, balanced and coherent curriculum that provides choice and flexibility across our sixth forms. Whilst our students have a range of ambitions and examination outcomes at key stage four, most wish to progress to university or to the professions. Our sixth forms are organised to deliver the full range of qualifications needed to secure the best progression and within that framework each college has a distinct focus:

- CTK Aquinas has a highly academic focus and delivers A Level qualifications
- CTK Emmanuel has a professional study focus and delivers applied academic and technical qualifications including BTEC, T-Levels and A Levels, each in a specific occupational context
- CTK St Mary's has a combined academic and professional focus offering A Levels, T Levels and BTEC qualifications

1.3 The purpose of this policy is to:

- Summarise our admission criteria, in relation to students enrolling at CTK Sixth Forms in the academic year 2026/27
- Outline our response to oversubscription
- Describe the selection process and timeline

2. Minimum entry requirements

2.1 The curriculum we offer is rigorous and challenging. Accordingly, we have minimum entry

requirements for enrolment at each of our sixth form sites. There are also some specific entry criteria to particular subject/courses that are listed in the prospectus.

2.2

CTK Aquinas

Level 3 – A Levels

- English and Maths GCSE, minimum Grade 5
- Best 8 GCSEs including English and Maths, minimum of 48 points, average 6
- Must have a minimum of GCSE 6 in the subject studied at A Level and GCSE Grade 7 for Science and Maths to be studied at A Level

CTK Emmanuel

BTEC Level 3 A Level Equivalent Pathways

- Professional Graduate Programme (PGP): Four GCSEs grade 9-4, minimum average GCSE score of 3.5, including Maths and English at Grade 4.
- On T Level Health & Science (Nursing route) a GCSE grade 4+ is required in GCSE Science

Level 3 - Technical

- Professional Graduate Programme (PGP): Four GCSEs grade 9-4, minimum average GCSE score of 3.5, including Maths and English at Grade 4
- On BTEC Science a GCSE grade 4+ is required in GCSE Science

Level 2 - Technical

- Aspiring Graduate Programme (ASGP): Minimum of 4 GCSE grade 3+

Level 1 - Technical

- Foundation Graduate Programme: Minimum of 4 GCSE grade 2+

CTK St Mary's

Level 3 A Levels

- English and Maths GCSE, minimum Grade 5
- Must have a minimum of GCSE 6 to study English, Science and a GCSE 7 to study Maths
- If the average GCSE score is below 6, students can only study two subjects from English/Maths/Science
- Average GCSE point score of 5.5 for Advanced Graduate Programme
- Average GSCE point score of 5 for Extended Graduate Programme

Level 3 – BTEC / T Level

- Professional Graduate Programme (PGP): Four GCSEs grade 9-4, minimum average GCSE score of 3.5, including Maths and English GCSE at Grade 4
- On BTEC Science a GCSE grade 4+ is required in Science
- On T Level Health & Science (Nursing route) a GCSE grade 4+ is required in GCSE Science

BTEC Level 2

- Aspiring Graduate Programme (ASGP): Minimum of 4 GCSE grade 3+

2.3 **Oversubscription criteria**

We welcome applications from all students aged 16-18. P l a c e s will be offered to applicants who are assessed as being most likely to meet our minimum entry requirements and who will benefit from the opportunities offered at CTK Sixth Forms. To be allocated an interview and conditional offer for each of our sixth forms, applicants must demonstrate that they are likely to meet the minimum entry requirements outlined in 2.1. Assessment of candidates is carried out using GCSE predicted grades information, contextual information and interview. At each sixth form, where we are oversubscribed, meaning that we have received more applications than the number of places we have available in any one year, the following priority will be given to applications:

- Partner School applicants.
- Other Catholic applicants.
- Other applicants who wish to pursue their education in a faith context.

Our partner schools are:

- Bonus Pastor Catholic College
- St Catherine's Catholic School
- St Columba's Boys' School
- St Matthew Academy
- St Michael's Catholic College
- St Paul's Academy
- St Thomas More Catholic Comprehensive School
- St Ursula's Convent School
- Trinity CofE School

3. How to apply

3.1 Applications should be made online using the Christ the King Sixth Forms online application system which is available via the Sixth Form website. The Sixth Form is contracted by its funding body to accept applicants who are eligible for funding.

3.2 Following the submission of application forms and depending on the places available on specific courses, and the overall number of places available, students will be invited for interview. The decision to invite for an interview will be based on our priorities for admission, which will be considered alongside information contained on the application form and school reference, and fulfilment of the residency requirements for the Sixth Form. Where students have submitted applications by the published deadlines, 31st January 2027 (Partner Schools) and 12th February 2027 (all applications), we will endeavour to inform those who are unsuccessful in being invited for interview of the outcome in writing.

3.3 Due to funding requirements, applicants who indicate on their application that they have not been resident in the UK for three years will be required to provide proof of their residency status. In such circumstances, applicants will be contacted upon receipt of their application outlining the necessary documents. Where residency documents indicate an applicant is not eligible to remain in the UK for the duration of the course applied for, we will be unable to proceed with their application.

3.4 Written notification of the appointment will be sent by email.

3.5 The purpose of the interview will be to discuss the courses applied for and the reasons for seeking a place at CTK Sixth Forms. As we place great emphasis on the partnership between CTK Sixth Forms and home, parents/guardians are encouraged to attend the interview.

3.6 Applicants unable to attend the appointment should notify the Sixth Form as soon as possible and prior to the day of the appointment date wherever possible. Three appointments will be offered, after which, the application may be closed.

3.7 Applications from students with an Education, Health and Care Plan will be managed by our experienced Additional Learning Support Department in conjunction with the relevant local authority. An interview will only be arranged after a local authority consultation has been completed and assessed.

3.8 When deciding whether or not an offer of a place will be made, we will take account of the record of interview, the contents of the school reference and the relationship between the entry criteria for the courses applied for and the student's predicted grades. Final offers of a place are not made at the interview but informed via email shortly after.

3.9 Where the interview record casts doubt upon a student's approach to their studies, their enthusiasm for joining CTK Sixth Forms and/or the manner in which they conduct themselves at the interview, we may decide not to offer a place.

3.10 Where information contained in the school reference/school report indicates a student has a poor attendance, punctuality, behaviour record and/or approach to their studies, we may decline to offer a place.

3.11 A refence will be requested from the current school an applicant is attending. If they have not been a pupil at the school since Year 7, a further reference may be requested from the previous school(s).

3.12 Where the information regarding a student's predicted grades indicates they are unlikely to be able to meet the entry criteria for their courses, this may result in CTK Sixth Forms declining to offer a place. This will particularly be the case where no suitable alternative course is available.

3.13 Successful applicants will be made an offer of a place at one of the CTK Sixth Forms. This will include the courses discussed at interview. The offer will be subject to meeting the entry criteria for the course. We will endeavour to support subsequent requests for subject changes but this cannot be guaranteed.

3.14 Where it is decided the reference falls below what is deemed satisfactory, clarification may be sought from the applicant's referee. Applications can be turned down following a negative reference.

3.15 In circumstances where further information is made available that casts doubt upon an applicant's suitability to study at CTK Sixth Forms in relation to the principles of this policy, we reserve the right to reconsider any offer already made.

3.16 Students will be required to enrol on a specified date, following the publication of GCSE results. Failure to attend enrolment on the specified date, will result in the offer of a place being withdrawn, except where we have received prior notification in writing. Students who do not meet the requirements of their offer should still attend their enrolment appointment to discuss and explore their subject/course options.

3.17 Enrolment is based on the information provided by the applicant throughout the application process. In circumstances where it transpires that the information provided by the applicant is inaccurate, we reserve the right to amend or cancel enrolments.

3.18 We do not currently offer vocational training courses. In making this assessment we have

used the following definition of vocational training:

"A course in vocational training is any programme of study that leads to an NVQ or any qualification required for direct entry to a particular area of vocational or professional practice, **or** any programme of study focused on the acquisition of skills and competencies specific to particular occupations and involving more than 30% of learning in the workplace".

If we did deliver vocational training, priority would be given to any applicant who meets the entry criteria and submits their application by a given deadline.

If there is insufficient demand for a particular course, CTK Sixth Forms reserve the right to alter or withdraw courses at its discretion.

4. Appeals Procedure

Where a student has not been offered a place there is no formal right of appeal. However, following the interview process we may consider any significant changes to information held as part of the application. In such cases, an email outlining the change of circumstances should be sent to the Admissions Manager within fourteen days of non-acceptance.

Policy Statement and Procedure for Internal Student Progression 2026/27

1. Introduction

1.1 CTK Sixth Forms aims to support the individual learning needs and career aspirations of all of its students. In doing so, an appropriate range of Level 2 and Level 3 courses are provided.

The purpose of this policy statement is to clarify the circumstances in which progression onto further courses will be permitted.

2. Progression from the Foundation and Aspiring Graduate Programmes

2.1 CTK Sixth Forms offer progression routes from level 1 and level 2 programmes in the relevant subject areas.

2.2 Students wishing to progress will be able to do so provided that they meet the following criteria:

- The new course is agreed by the relevant Assistant Principal in consultation with the Course Co-ordinator/Leader and Pastoral Team.
- There are places available on the chosen course at the time of application.
- The new course will meet the career aspirations of the student.
- Performance Monitoring Reports indicate that the student meets CTK Sixth Forms standards in terms of attendance, punctuality and behaviour. Attendance and punctuality on all courses, including English and Maths, should be above 90%.
- The course entry criteria has been met.

2.3 The course entry criteria is as follows:

Level 2 Diploma: Merit or Distinction at Level 1 with Functional Skills in English and Maths achieved at Level 1.

Level 3 Diploma: Merit or Distinction grades at Level 2.

Level 3 T level: Merit or Distinction grades at Level 2 including grade 4 in GCSE English and Maths.

Consideration may be given to students wishing to follow alternative programmes or with alternative qualifications at the discretion of the Site Principal and relevant Assistant Principal.

2.4 We will always endeavour to meet the needs of individual students, but we reserve the right to alter or withdraw courses at its discretion.

Date Approved: June 2026
Next Review Date: June 2027