



Data Collection/Processing/Storage/Retention Statement

The information collected on this application form is used for the purpose of managing applications to the Sixth form. The information is primarily stored on the school's information management system (SIMS) and used by internal staff. Data provided on this form will be used to update the main TBSHS Student MIS Database when newer information is provided and the database is out of date. Expected Storage Location: TBSHS Archive Room for this application form. Expected Retention Period: Application data will be stored for no more than the student's 25th birthday or 35th birthday if SEN/CLA. If corrections need to be made in the future, please do not hesitate to get in contact. Privacy notices can be found at: <https://www.tbshs.org/policies/>

Instructions/Information

This form is primarily for students who do not have stable access to the Internet; otherwise the application should be made via the on-line application system linked on the school website www.tbshs.org. Go to **Sixth Form** then follow the links under Information for Entry Sept 2027. The on-line application system will go live at 17:00 during the November Sixth Form Open Evening.

Please complete this form in BLACK INK and BLOCK CAPITALS and return it to Mr J G Y Munro, Assistant Headteacher, Head of Sixth Form at the above address no later than the closing date for applications which is **the last day of the autumn term**.

NB: The form can be folded to use a small envelope. If an A4 envelope is used, please make sure to use a "large letter stamp" or equivalent postage. The school is not able to accept forms with insufficient postage.

If there are any questions you do not want to answer, rather than leaving blank boxes, you should give an answer of "Refused" so that it is clear to us that no answer was the intention.

When we send updates about your application, we prefer to send messages to both the student and parent/carer home e-mail addresses and personal mobiles. We prefer to avoid work/school e-mail addresses because school/work e-mail addresses might not always be as confidential as they should be and you can lose access to your school/ work email address if you change school/job.

Entry Requirements (Brief Summary)

The Bishop's Stortford High School offers three post-16 pathways to accommodate different learning styles. Entry to the Sixth Form is dependent upon achieving the basic minimum requirements at GCSE.

- **Pathway 1 - A-Levels only** - Students wishing to study the A-Level pathway require a total points score of at least 44 from their best eight GCSEs.
- **Pathway 2 - BTEC (Double) and One A-Level** - Students wishing to study this pathway require a total points score of at least 36 from their best eight GCSEs (and a minimum of 5 GCSEs grades 4-9).
- **Pathway 3 - BTEC (Triple)** - Students wishing to study this pathway require a total points score of at least 36 from their best eight GCSEs (and a minimum of 5 GCSEs grades 4-9).

All pathways require at least a grade 5 in Mathematics and a grade 5 in English Language or English Literature.

Applicants also need to meet the subject specific entry criteria as detailed in the relevant sections of the Sixth Form Prospectus on the school website.

Applicants who fall just short of the entry criteria may still be offered a place if space exists on their chosen courses. Priority will be given to those closest to the stated entry requirements.

The intended number to be admitted to the Sixth Form in September 2027 is 200. The school's planned admission number (PAN) for external students is 20 who meet the stated minimum entry requirements. Children who meet the entry requirements and have an Educational Health Care Plan (EHCP) that names the school will be admitted.

In the event that a pathway or subject is over-subscribed, then places for external applicants will be allocated (to students meeting the entrance requirements) by applying the following oversubscription criteria in the order set out below:

- a) Priority will be given first to appropriately qualified applicants who are children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.
- b) Priority will then be given to the most suitably qualified candidate, based on their achievement at GCSE.
- c) Priority will then be given to children who live nearest to the school, measured by using the Hertfordshire Local Authority's 'Find Your Nearest School' facility. The measurement is taken from the point of your child's house to a point of distance, which has been agreed by the Governors, on the new school site. Should two applicants have the same home-school distance a random allocation will be made and that process will be independently supervised.

Final decisions regarding pathway and subject choices will only be confirmed once actual GCSE grades are evidenced and it is confirmed that applicants have met the minimum academic requirements for each course and the over-subscription criteria applied where necessary.

Some courses may not run if there are insufficient numbers of students or the staffing circumstances of the school change.

The full admissions criteria can be viewed on the school website: www.tbshs.org.

Student Personal/Home Details

Please provide student/home details below. Some of the items will be legally required by the DfE if the student joins the school in the future. Please make sure that the student's full legal name is correct, including middle name(s). This is extremely important for the BTEC, GCSE and A-Level certificates issued at the end of Years 12 and 13. Once final certificates have been printed for an examination season, public examination boards will charge £45 per certificate [per examination board] to subsequently change incorrect names. On a day-to-day basis, we endeavour to use preferred surname and preferred forename when addressing students.

Legal Surname:	<input type="text"/>	Preferred Surname:	<input type="text"/>
Legal Forename:	<input type="text"/>	Preferred Forename:	<input type="text"/>
Legal Middle Name(s):	<input type="text"/>		
Date Of Birth:	<input type="text"/>	Gender:	<input type="text"/>

Current Address (Including postcode):	<input type="text"/>
Student E-Mail Address (Personal):	<input type="text"/>
Student Mobile Telephone:	<input type="text"/>
Student Home Telephone (Landline - If exists):	<input type="text"/>

Current School/College (Name/Address - this information helps with the planning of induction and virtual meetings):	<input type="text"/>
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Please list any sibling(s) who are/have been on roll at TBSHS. (This information helps to avoid creating duplicate parents/carers on the school MIS):	<input type="text"/>
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We record the following items, to able to apply the entrance criteria correctly:

(Please tick the appropriate boxes)

Does the student have an EHCP (Education, Health and Care Plan) naming "The Bishop's Stortford High School" (TBSHS)?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student "Child Looked After" or "Previously Looked After"? (Adopted/Care-Home/Foster-Home/Other):	<input type="checkbox"/> Yes <input type="checkbox"/> No

Parent/Carer/Emergency-Contact Information

Whilst the majority of the application process is centred around the student, we also require details for ONE Parent/Carer to be able to also communicate with them during the application process, particularly when it is impossible to reach the student via their contact details. (Only record ONE Parent/Carer for legal/non-bias reasons).

Relationship To Student:	<input type="text"/>	Legal Parental Responsibility (Yes/No):	<input type="text"/>	Court Order Restricting Access To Student (Yes/No):	<input type="text"/>
Surname:	<input type="text"/>	Title (i.e.) Dr / Miss / Mr / Mrs / Ms / ..:	<input type="text"/>		
Forename (Full first name, not initials):	<input type="text"/>	Gender:	<input type="text"/>		
Middle Name(s):	<input type="text"/>	DOB (Not Compulsory):	<input type="text"/>		

Home Address - (If same address as student, write "Same") :	<input type="text"/>
E-Mail Address (Personal):	<input type="text"/>
Mobile Telephone:	<input type="text"/>
Home Telephone (Landline - If exists):	<input type="text"/>

Year 11/GCSE Examination Details

Please record in the table below the GCSE subjects you are currently studying and, where available, the grades that teachers consider you are likely to achieve in the "predicted" column, (i.e.) your expected grades, NOT your aspirational target grades. If you have already taken any GCSEs, please list the subject and specify the grade in the "achieved" column.

DO NOT FORGET TO INCLUDE EARLY ENTRIES. Also CHECK for Short Courses ## English Language ## Mathematics ## Equivalent of two or more Science GCSEs ##

<u>NS</u>	<u>Exam Board</u> <u>(eq) EdExcel,</u>	<u>Exam Type</u> <u>(eq) GCSE</u>	<u>Exam Subject</u> <u>(eq) Art</u>	<u>Predicted Grade</u> <u>(eq) 9, 8, 7 ..</u>	<u>Achieved Grade</u> <u>(eq) 9, 8, 7 ..</u>	<u>Exam Year/Month</u> <u>(eq) 2027/June</u>
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						

Sixth Form Subjects I Want To Study – Main Options

We run a system where “Students Can Choose Any Combination Of Options”, this means that we ask all students which options they would like to study (from the list of subjects we teach in the School) and we then try to build a timetable that tries to accommodate as many student choices as possible. This means that every year’s timetable is different to the previous years.

Unfortunately, this means that if some combinations of subjects have very few students wanting to study them, these subjects tend to be placed in the same blocks and cannot be studied together as they are timetabled at the same time.

Whilst we do our best to accommodate all students’ choices, it is likely that 5-7% of students still do not get all their option choices. Unfortunately, this is unavoidable with over 900-950 applications.

If a student does not get their first choice, we give them the opportunity to re-choose from the list of final blocks timetabled for September (information released in June).

If a student cannot choose from the list of final blocks timetabled for September (information released in June), then they will have to approach other schools and see if their choices can be accommodated with them instead. The majority of students have applied to three or more sixth forms, so they will already be aware if other schools have managed to accommodate their choices more successfully than us.

The vast majority of students will study three A-levels, but students predicted to achieve at least 5 grade 8s (or more) may have the opportunity to study four Main subjects.

All requests for changes should be made (in email or writing) to Sixth Form Admissions – admissions.sixthform@tbshs.org .

It is important to be as precise as you can be as it may not be possible to change a subject at a later date.

Please rank in order of preference (1 being most important) the three (or four) subjects that you wish to study along with your predicted grade(s) for the required subjects as specified in the Options booklet.

- Only around 5% of students end up studying four A-Levels. Please only select four options if you realistically intend to study four A-Levels and are likely to achieve at least 5 grade 8s at GCSE.
- BTEC (Double) counts as two choices, so you will NEED to choose ONE A-Level as well.
- BTEC (Triple) counts as three choices, so you DO NOT choose an A-Level.
- Those wishing to study Further Mathematics must also choose Mathematics.
- Some university courses may have preferred A-Level subjects for their particular course. Students should contact the individual universities themselves if they require further information.
- Some universities advise against studying both BTEC Sport and A-Level Physical Education.

Main Options - Choose THREE (Or four, only if you realistically intend to study four A-Levels and are likely to achieve at least 5 grade 8s at GCSE).

Option Priority	Option Subject	Predicted Grade (GCSE)
01		
02		
03		
04		

The subjects you can choose from are:

- | | | |
|-----------------------------------|---------------------------------|--|
| A-Level Art and Design | A-Level French | A-Level Physical Education |
| A-Level Biology | A-Level Further Mathematics | A-Level Physics |
| A-Level Business Studies | A-Level Geography | A-Level Product Design (Design Technology) |
| A-Level Chemistry | A-Level German | A-Level Psychology |
| A-Level Computer Science | A-Level Government and Politics | A-Level Religious Studies |
| A-Level Drama and Theatre Studies | A-Level History | A-Level Sociology |
| A-Level Economics | A-Level Mathematics | BTEC Sports Studies Double [Counts as 2 choices] |
| A-Level English Language | A-Level Media Studies | BTEC Sports Studies Triple [Counts as 3 choices] |
| A-Level English Literature | A-Level Music | |
| A-Level Environmental Science | A-Level Music Technology | |

Sixth Form Subjects I Want To Study – Curriculum Enhancement Option

All students are expected to study a curriculum enhancement qualification in Year 12 to acquire further skills and experiences that will serve them well in the future. Please note that if a student wishes to study Biology or Chemistry and achieved a grade 5 (rather than 6) in Mathematics, they must choose the Core Mathematics option.

Enhancements - Choose - ONE Main (Also ONE Reserve)

Enhancement Priority	Enhancement Subject	Predicted Grade (GCSE)
01 (First Choice)		N/A
02 (Reserve)		N/A

The Enhancements you can choose from are:

- Core Mathematics Certificate (Level 3 - Equivalent to A1)
- Duke Of Edinburgh Gold
- Sports Leader Certificate (Level 3)
- Extended Project Qualification (Level 3)
- Fundamentals Of Finance (Level 2)

Special Exceptions:

- Do not choose “Core Mathematics” if you are planning to study A-Level Mathematics.

Declaration

To the best of my knowledge, the information given by me in this application is correct. Offers may be withdrawn if it is discovered that false information has been provided. (False information would primarily be in relation to the student home address, EHCP status, CLA status and Final GCSE Results).

Student Forename/Surname:	
Student Signature:	
Date:	
Parent/Carer Name:	
Parent/Carer Signature:	
Date:	