# Ensuring your

Sixth Form Application

meets the

Admissions Code

Purpose

This session will focus on what data may be collected, when it may be accessed, and how it must (and must not) be used.

| ✓ Application Form 🔒 | → | ✓ Meeting | → | ✓ Offer 🔒 | ✓ Enrolment Form ✏️ |
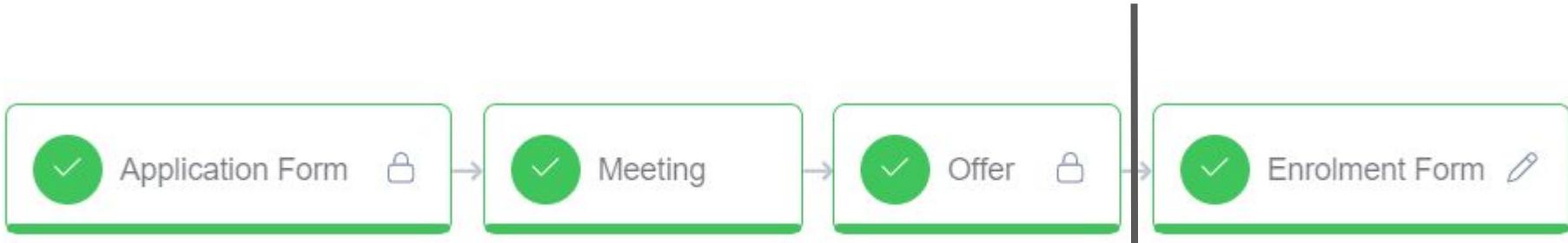
Pre-admission Phases
Data collected here is Supplementary.

Compliance is determined by what schools can see and use at this stage, not by what the system is technically capable of storing.

Admissions Code paras 1.9, 2.4

Post-admissions Phases
This is the legal post-offer stage.

The form is no longer being used to process applications, but is instead for processing admissions and is therefore not a SIF.

What CAN be collected at Application/pre-admission?
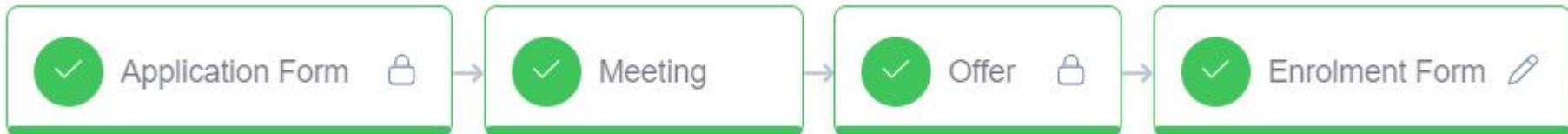
- Name, date of birth, contact details
- Current school
- Courses applied for
- Confirmation that academic entry criteria can be met
- Looked-after / previously looked-after status (where relevant)
- Address and distance (where used as an oversubscription criterion)

Admissions Code paras 1.6–1.8 and 2.4

What CANNOT be collected at Application/pre-admission?
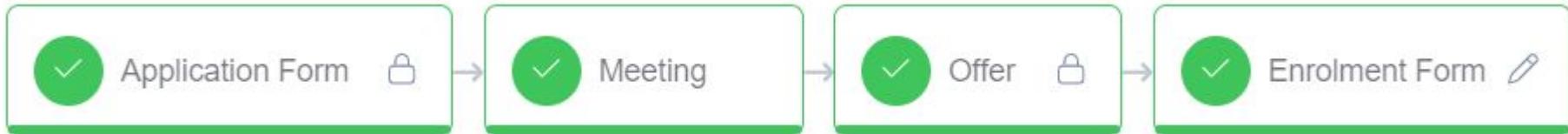
- Photo ID (Student Basic Details)
- Ethnicity or religion (Student Basic Details)
- Parental education or background (Parent/Carer)
- Medical conditions (Support Information)
- SEN / disability details (Support Information)
- Safeguarding or welfare flags (Support Information)
- Behaviour, attitude, effort or attendance references (Education)
- Personal statements (Additional Information)

Admissions Code paras 1.9(g), 1.9(i), 2.4(a–e)

Ensuring Safety Onsite for Taster Days
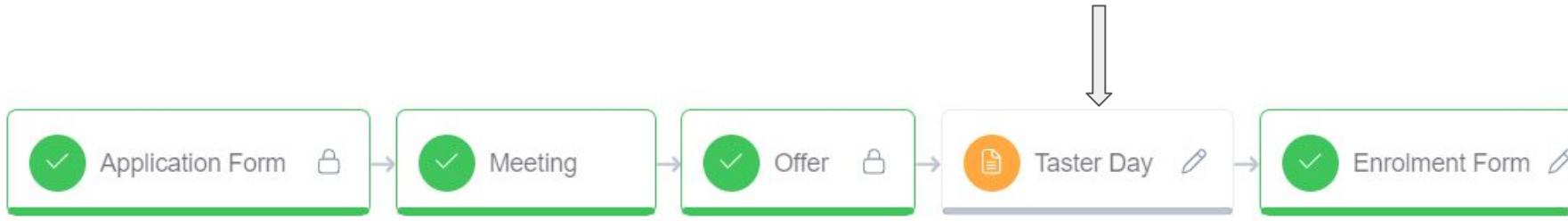
To ensure you're able to safely accommodate applicants onsite for Taster Days, you CAN ask for emergency contact information, medical and SEN details as long as it complies with all of the following:
- You must explicitly state what it is being used for if collected before enrolment
- You must not use it to decide order of enrolment
- This must be reflected in your published admissions criteria

Our suggestion:
- Add these questions into a step within your Taster Day phase, and collect the data specifically for that purpose

What about predicted grades and references?

Predicted grades
- May be collected only to check eligibility
- Must not be used to:
- rank eligible applicants
- decide who is offered first
- decide enrolment order

- Once eligibility is met, predicted grades must play no further role.

References
- Must not comment on behaviour, attitude, effort or attendance before enrolment
- The above information may be collected after enrolment for pastoral purposes only

Preference Ranking: Clear Rules

- **Schools must NOT**
  - Use ranking to prioritise offers
  - Use ranking to sequence enrolment
  - Use ranking to decide provisional offers
  - Treat "ranked first" applicants differently in any way

Admissions Code para 1.9(c)

Schools MAY (with safeguards) collect preference ranking ONLY IF ALL APPLY:
- It is hidden from decision-makers pre-offer
- It is accessed only after offers, for planning and timetabling
- Admissions arrangements explicitly state it has no impact on offers

Key test
If a parent/applicant could reasonably think ranking affects chances of admission, the approach is non-compliant.

Provisional Offers

Provisional offers must NOT:
- Create priority over equally qualified applicants
- Rely on predicted grades or references
- Affect order of enrolment

If this cannot be guaranteed, the safest course is:
Do not issue provisional offers at all.

Customise Application Journey

All Phases

Build your student application process step by step. Arrange phases in order, choose what students can see, and add your school's requirements. Your changes save automatically.

1. Account Creation

2. Application Form

3. Meeting

Disable this phase

4. Offer
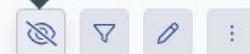
Your Next Steps

Customise your Application Form to remove any non-compliant questions.

Check your published admissions arrangements match your actual practice.

Activate the questions you have disabled on your Application Form in your Enrolment Form instead.

Settings > Application Form.

Customise Application Journey

⤭ Sort Phases

All Phases

Build your student application process step by step. Arrange phases in order, choose what students can see, and add your school's requirements. Your changes save automatically.

1. Account Creation

2. Application Form

3. Meeting

4. Offer

5. Enrolment Form

Student Basic Details ✎

⟷ Open Full View

Enable for   ON 🔒 Internal   ON 🔒 External

Settings that apply to ALL applicants

1. Would you like to collect phone numbers from applicants during registration?

Internal
○ Yes
● No

External
○ Yes
● No

Preview this step   Internal Student   External Student

≈ I want to make more changes

Student Basic Details

Please upload a recent passport-style photograph of yourself   Max 250MB

Legal First Name*   Legal Last Name*

Managing Changes as a MAT

Centralised Admissions
Manage and distribute form templates across your trust schools

6 Schools   **1** Templates

School View   **Template View**

View Push Histories   **+ Create New Template**

If your MAT has purchased the MAT Management platform, they can centrally prepare one compliant form and publish this across all schools (taking pressure off individual schools and providing consistency).

Contact Amanda or book a meeting with her to find out more!

Resources

Quick Links:

FAQs

OSA Document

Admissions Code 2021

THANK YOU

Contact our Support Team 020 3667 0764