



## **King's School Determined Admissions Policy (Sixth Form) September 2023**

### **Introduction**

King's School Sixth Form will be based on the tenets and beliefs of the Church of England. It will, through its admissions, promote understanding among students of all mainstream Christian churches, whilst supporting students to become young adults equipped with the confidence and qualifications they require to make the most of the opportunities available to them when they leave school.

King's School will provide school places for young people aged 11 - 18 and the admissions arrangements for the Sixth Form intake are set out below. The arrangements for Year 7 are set out separately.

King's School is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised February 2014), the School Admissions Appeals Code and admissions law as they apply to academies.

### **Numbers**

The capacity of the Sixth Form is 165 students in each of Year 12 and Year 13. A minimum of 50 places will be offered annually to external candidates.

### **King's School Applicants**

All Year 11 students who wish to stay at King's School will be able to continue into the Sixth Form, subject to meeting the *Academic Criteria* including their course requirements. We will offer advice, guidance and support to all of our students to ensure they are able to make informed choices about their post-16 education.

### **External Applicants**

There are at least 50 places available to external applicants. External applicants wishing to be admitted to Year 12 must apply directly to King's School prior to the closing date, using the online application form (or the hard copy form available on request from the school office). The closing date and full details of the application process will be published annually in the Sixth Form Prospectus and on the school website.

The same Year 12 *Academic Criteria* including course requirements apply to both external and internal applicants, but if the external places are oversubscribed then they will be prioritised according to the *Oversubscription Criteria for External Applicants* set out below.

## **Academic Criteria**

All students in the Sixth Form at King's School must be on a full-time study programme. This will usually comprise a minimum of three A-level courses or equivalent (full details of the options for full time study will be published annually in the Sixth Form Prospectus and on the school website).

There will be a minimum academic qualification for entry into the Sixth Form at King's School and in addition, individual courses will have minimum entry requirements that must be met. Full details will be published each year in the Sixth Form Prospectus.

Meetings may be held with applicants and their parents to discuss options and courses but will not form part of the decision process on whether to offer a place.

Provisional offers will be made subject to, and dependent upon, the applicant meeting the Academic Criteria for the Sixth Form including the specific course requirements.

Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses. Course enrolment is confirmed at the time of registration and is dependent on:

- sufficient demand for places in each of the courses the applicant has selected;
- availability of places on the courses the applicant has selected;
- availability of the combination of courses selected by the applicant; and
- the school's ability to staff and resource the courses selected.

If the intended course is full, but there are still vacancies on other courses, applicants may be offered an alternative.

## **Special Educational Needs**

The admission and review of students with an Education, Health and Care Plan ('EHCP') or a statement of special educational needs is dealt with by a completely separate procedure involving parents, schools, the Local Authority and a range of professionals. This procedure is integral to the making and maintaining of a compliant EHCP (or statement) by the student's home Local Authority. Details of this separate procedure are set out in the Special Education Needs Code of Practice.

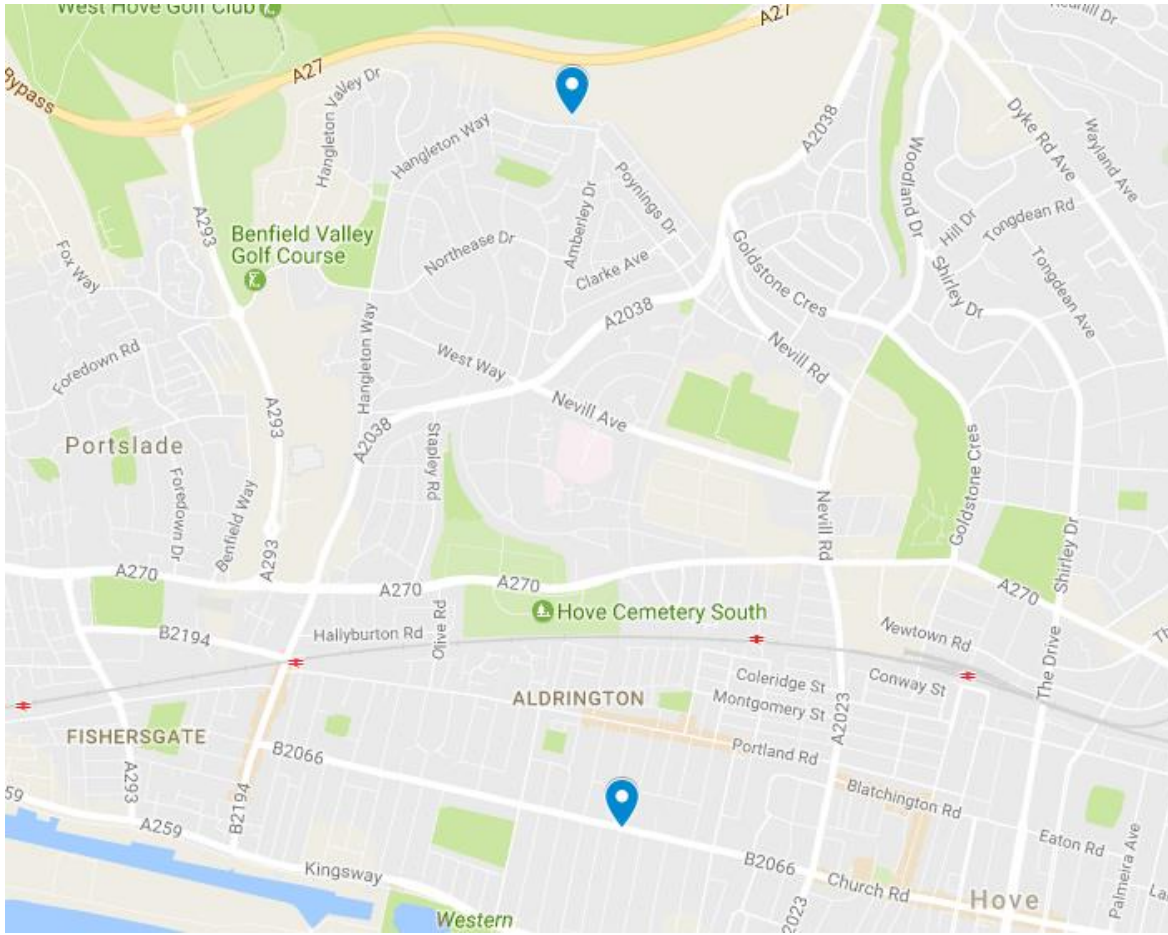
## **Oversubscription Criteria for External Students**

Where the number of external applications for admission which meet the *Academic Criteria* is greater than the places available, and after the agreed admission of any children with an EHCP, the following Oversubscription Criteria will be applied in the order below:

1. Looked-after children\* or children who were previously looked-after\*.
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written

professional advice from a doctor, social worker or other health professional, explaining why these needs can realistically only be met by this school.

3. Children living at the same address\* as siblings\*, on the roll of the school in any year group, including the Sixth Form, at the date of their own application for admission.
4. Children of staff\* directly employed by the Russell Education Trust on a permanent full-time or fractional contract at the school in either of the following circumstances:
  - i. The member of staff has been employed for two years or more before the admission application and is still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.
  - ii. The member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage (determined by the Headteacher with the Chair of Governors and the CEO of RET).
5. This is an Ecumenical Christian School and if oversubscribed, up to 50% of the places available after the application of 1, 2, 3 and 4 above, will be based on a Faith Criterion\*. If more applications meeting the Faith Criterion are received than there are places available, then:
  - i. 30% of places will be offered in order of distance from the home address\* of the applicant to the school, distance being measured in a straight line from the middle of the front door of the student's accommodation to the centre of the main entrance of the school; priority being given to those who live closest to the school.
  - ii. 70% of places will be offered in order of distance from the home address\* of the applicant to the mid-point of the junction between New Church Road and Richardson Road; (the grid reference of this node point being 527665:104983), distance being measured in a straight line from the middle of the front door of the student's accommodation to the point detailed. Priority will be given to those who live closest to the node point.



6. If fewer than the designated number places are taken up by those satisfying the Faith Criterion, then these remaining places will be added to those offered to other applicants. If there are more applicants than there are places available in this category, then:
  - i. 30% of places will be offered in order of distance from the home address\* of the applicant to the school, distance being measured in a straight line from the middle of the front door of the student's accommodation to the centre of the main entrance of the school; priority being given to those who live closest to the school.
  - ii. 70% of places will be offered in order of distance from the home address\* of the applicant to the mid-point of the junction between Richardson Road and New Church Road; (the grid reference of this node point being 527665:104983), distance being measured in a straight line from the middle of the front door of the student's accommodation to the point detailed. Priority will be given to those who live closest to the node point.

## **Notes and Definitions\***

### **Looked After Children**

Looked After Children are defined as children who are (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22 of the Children Act 1989, at the time an application for a school is made.

### **Previously Looked After Children**

Previously Looked After Children are defined as children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order. This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.<sup>1</sup>

### **Siblings**

Siblings include full, step-, half- adopted and fostered siblings living in the same household. Cousins are not considered siblings.

### **Children of Staff**

For applications under Criterion 4, children of Staff include full, step, half, adopted and fostered children living in the same household as the member of staff.

### **Home Address**

A child's home address is defined as the address at which the child is normally resident with a person who is a parent as defined in Section 576 of the Education Act 1996.

A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.

Where a child lives at more than one such address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their GP.

The school reserves the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if false information has been given.

### **Tie-Break**

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break, except in the case of siblings from the same address when all will be offered places.

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<sup>1</sup> Amended by RET Board on 12 July 2021 to comply with Admissions Code 2021.

Should a tie break be required it will be conducted independently. The random allocation will be via the drawing of lots by an independent party.

### **Faith Criterion**

Regular attendance is defined as fortnightly attendance at a Church, which is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance, for at least two years\* at the closing date for submission of a supplementary application form, which is midday on the last Friday of the February holiday. A Minister, Priest or Church Leader will need to sign the supplementary information form, confirming the attendance and the form must be submitted to the school before this date.

*\*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

### **Offers of Places**

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Operation of waiting lists**

Where in any year, the school receives more applications for places than there are places available, a waiting list will operate for at least the first year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the Oversubscription Criteria set (as applicable). Where places become vacant they will be allocated to children on the waiting list in accordance with the Oversubscription Criteria.

For administrative purposes, the Waiting List will be administered by the school in three 'bands'. Band 1 will be for ranking applicants who qualify for Oversubscription Criteria 1-4. The remaining applicants will be placed in both Band 2 and Band 3. Band 2 will be ranked by distance in accordance with Oversubscription Criteria 5. Band 3 will be ranked by distance in accordance with Oversubscription Criteria 6. Where places become vacant they will be allocated to children on the Waiting List in accordance with the Oversubscription Criteria. If there are applicants in Band 1 of the Waiting List then they will have priority. Otherwise, a place which was originally offered to Band 2 or Band 3 will be re-offered to the highest ranking applicant in the same Band. (If a place was originally offered to Band 1 then it will be allocated to Band 2 or Band 3 as appropriate so that, over time, a ratio of 1:1 is maintained between these bands). Priority within bands 2 and 3 will be considered solely on distance to the school.

### **Appeals**

Parents who fail to gain a place at King's School for their child can appeal to an Independent Appeals Panel.

**Children educated outside their chronological age group**

Permission to submit an application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Once permission has been granted, the application must be made via the usual application processes and will be subject to the Oversubscription Criteria.