

6th Form Admissions Policy 2023-24

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

Policy Change Control

Policy Owner	AHT Head of Sixth Form
Approved By	Curriculum Committee
Date of Last Approval	26/01/2022
Next Revision Due	Feb 2023

Date	Version	Person	Change / Action
15/10/2017	1.0	Governors	Revised policy received from County, checked by RJG. Previously this was a combined policy but now is separated from the overall admissions policy.
06/02/2018	1.0	Governors	Presented to Governors for Approval
06/02/2018	1.1	Governors	Removal of reference to uniform
14/02/2019	1.2	RJG	Updated dates for next academic year. Removed reference to catchment area for post 16 admissions in order to slim line the policy. Catchment area still remains but the details are in main admissions policy. Changes made to application form references and included when entry requirements are published. All references to DCC form and Devon admissions process removed. Transport section added. Admission process re-written to reflect current procedures within King's.
12/09/2019	1.3	RJG	Changes to dates for 2021-22
17/10/2019	1.3	Trustees	Review prior to consultation
05/02/2020	1.3	Trustees	Policy Approval
15/10/20	1.4	RJG	Changes to dates for 2022-23, Criteria for oversubscription section 1 amended, appeals procedure and emergency arrangements added in line with Devon Admissions policy
23/10/2020	1.5	Trustees	Review prior to consultation
28/1/2021	1.6	RJG	Change to wording of criterion 1, addition in appendix of external student application form
4/3/2021	1.7	RJG	Change to External Application form in light of DCC guidance.
14/10/2021	1.8	RJG	Change of dates for 2023-24 entry and updated oversubscription criteria to reflect changes made to 11-16 Admission Policy
20/10/2021	1.8	Trustees	Trustee Review Prior to consultation
26/01/2022	1.8	Trustees	Approval

Admissions Policy 2023-24

- All schools must have an admissions policy, [see The Admissions Policy](#)
- Admissions policies must make it clear that all parents **must** apply for admission, and how to apply for admission, see [How to apply for a place at the normal round](#) and [How to apply for a place at other times](#)
- When to apply, see [When to apply for a place](#)
- What happens after application, see [What happens after an application is made](#) and [Key information](#) and [Our oversubscription criteria](#)
- What happens when an application is successful, see [Outcomes of the application process](#)
- What happens when an application is **not** successful, see [Outcomes of the application process](#) and [Admission Appeals](#).
- Our policy says how we consult and set it each year, see [Policy version](#)
- [Appendix A](#) contains detailed information and definitions of the terms we use.

Text that is underlined in blue indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this policy or admissions in general, please ask for advice from the school.

Key information – for definitions and notes see Appendix A

Published Admission Number (PAN) for Year 12	30 externals for Y12
Do we have a catchment area?	Yes; see 11-16 School Admission Policy
Department for Education school number	878 - 4005
Age range of children and young people?	11-18
What kind of school is this?	Academy
Who is the Admissions authority ?	The Academy Trust
Do we belong to a federation or chain of schools?	The King's School, Ottery St Mary Trust
When will young people in the normal age group for Year 12 have been born? see notes below	1 September 2006 to 31 August 2007
When can applications for admission to Year 12 be made?	Closing date 31 January for September start 2023
How can applications for admission to Year 12 be made?	Paper forms from the sixth form office or electronically from school website
Is there a Supplementary Information Form (SIF) for additional priority?	Yes. We ask all young people who wish to study in the sixth form to complete a subject Options Form.
When will places be offered for Year 12?	After 19 March for September start
When should appeals for admissions to Year 12 be submitted?	20 school days after refusal
When can applications for in-year admission be made?	Applications can be made for in-year admission at any time after the start of the Year 12 year up to the final half term in Year 13.
Published Admission Number (PAN) for Year 12	30 for external students
<p>Oversubscription criteria (to be used only if we need to prioritise applications - see notes below):</p> <ol style="list-style-type: none"> 1. Looked after children⁵ and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order⁶ including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted. 2. Priority will next be given to children living within the catchment area set out in our map,⁷ who are siblings⁸ of pupils on roll at this school 3. Priority will next be given to children of members of staff⁹ who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage. 4. Priority will next be given to other children living within the catchment area, on roll at a named linked school.¹⁰ 5. Priority will next be given to other children living within the catchment area. 6. Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school. 7. Priority will next be given to other children living outside the catchment area, on roll at a named linked school. 8. Priority will next be given to other children. 	
<p>Tie breaker – to prioritise applications in the same oversubscription criterion, we will use:</p> <ol style="list-style-type: none"> a) straight-line distance from home to school and, b) where distances are equal (within a metre) we will use an electronic list randomiser 	

Our Ethos

Our inclusive philosophy of “Achievement for All” encapsulates our belief that every person who enters The King's School has unique skills and potential which we have the creativity and ability to unlock. At The King's School we endeavour to serve the local community and our families by developing a learning environment based on high academic and personal expectations, shared goals and strong partnerships.

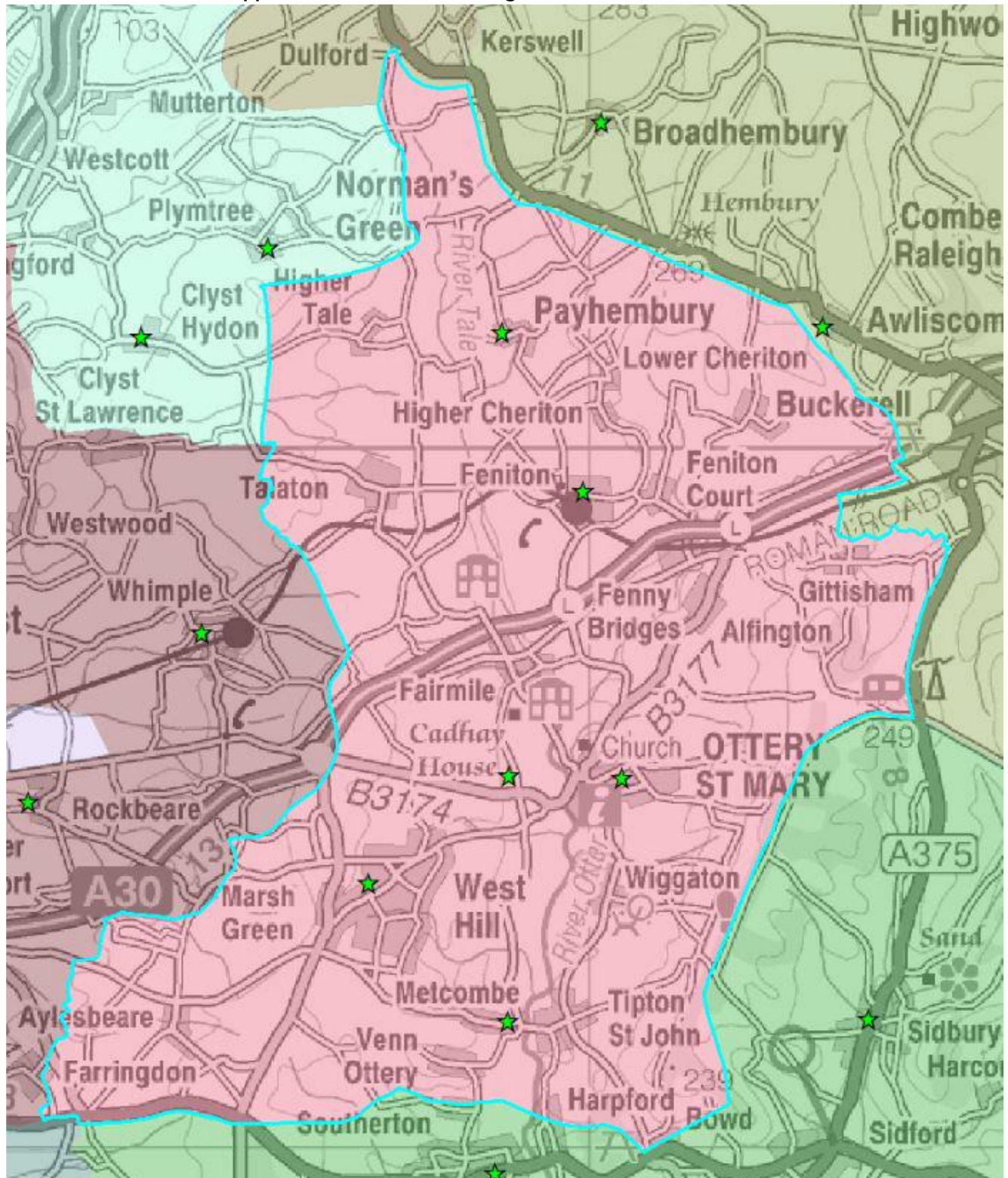
We ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

Catchment area

The catchment area can be viewed in more detail at devon.cc/schoolareamaps. For admissions purposes, distances are measured in a straight-line from the green star marker for the school.

Where a residential property lies on the catchment boundary, residents there will be considered to be in the catchment area. The boundary is marked by blue lines.

We welcome admission applications for students living inside and outside of the school catchment area



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The Admissions Policy

Our admissions policy is written to comply with the requirements of the School Admissions Code, School Admissions Appeals Code and other relevant legislation so that

- parents will know how to apply for a school place, when to apply and what happens when an application is made;
- our trustees, head teacher and members of staff understand what to do;
- we are committed to fair, clear and consistent admissions procedures.

It should be read along with Devon County Council's Step by Step Guide to admissions, its Co-ordinated Admissions Schemes, Fair Access Protocol and Education Transport Policy.

Once our policy is determined, it cannot be changed unless an amendment is required to correct a typographical error, to ensure that the policy complies with the Codes where it is identified to be non-compliant, in response to a determination of the Office of the school's Adjudicator or where approval has been received to a request for an In-Year Variation. Any amendments that are made will be detailed in the [Policy Version](#) section below.

How the Admissions Process works – all Parents have to apply

Without exception, young people who do not currently attend the school and who wish to attend this sixth form must make a formal application for admission. This can be submitted by the young person or by his or her parent. Places aren't allocated automatically and no young person has a guarantee for admission. This includes those with siblings at the school. Internal students – those who are in Year 11 at this school - do not have to make a formal application but must meet the academic requirements for the courses they wish to study. All students are expected to complete an Options Form.

We welcome visits from parents and young people who are considering applying for a place here. This is an opportunity to see what this sixth form has to offer and we strongly recommend visits. They aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Visits can be arranged by contacting the school office. Applications for sixth form are not co-ordinated by the Local Authority. All applications must be made direct to the sixth form. They can be submitted by parents or by young people for themselves.

Schools can't hold places in reserve in case a local parent forgets to apply or in case a family moves to the area later – there are very limited circumstances when an application can be refused. The responsibility for making applications and for providing information or evidence in support of an application lies with parents and young people themselves.

How to apply for a place at the Normal Round – Year 12

We ask external students to complete a Sixth Form Application Form.

The entry requirements for entry into the Sixth Form are published on the school website and in the Sixth Form prospectus in October 2022.

How to apply for a place at other times – In-Year Admissions

Applications for admission into Year 12 or 13 made after **31 August 2023**, after the normal round, are called In-Year admissions. They can be made using a Sixth Form Application Form which can be found on the school website.

When to apply for a place

Applications for the start of Year 12 should be made between **1 January 2023**, the opening date of the normal round application process, and our closing date of 30 September 2023.

In-year admissions applications can be made at any time after the start of the Year 12 intake. Applications will not be considered, however, further in advance than 8 school weeks (or 16 school weeks for children from UK service personnel families posted to a new area).

We offer advice and guidance including about potential in-year admissions into Year 12 and in Year 13 where transfers should be avoided wherever possible.

The responsibility for decisions lies with the admissions authority for the school which may meet virtually (for example by conference call). Decision-making cannot be made by a single individual.

The school will notify the LA of numbers on roll in the school within 2 school days when requested to do so. This enables the LA to be able to advise parents.

Appeals against a refusal to admit a young person

Parents will have the right of appeal against a decision to refuse admission to a Panel that is independent of the school admission authority and the LA.

Appeals Timetable

The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round (unless the offer of a place would have been conditional on examination results in which case appeals must be heard within 30 school days) and within 30 days for in-year admissions.

What happens after an application is made?

Offers will be conditional on the student meeting the academic requirements for the courses they wish to study and subject to meeting the overall entry requirements for the Sixth Form.

For In-Year admissions, we will reach a decision in response to applications within 5 school days of receipt of the application. We will give reasons for any refusal in writing to the LA promptly so that it can take a view whether the refusal is lawful where the refusal is not on the grounds that the sixth form is full.

Outcomes of the application process

If a place can be offered, the applicant will receive a letter confirming the offer of a place and we will look forward to the student starting with us either in the next Year 12 intake or as an in-year admission.

Unsuccessful applicants will receive a refusal letter and can appeal to an Independent Appeals Panel. We will add the student's name to a waiting list for vacancies.

Admission Appeals

We will refuse admission when we believe that the Year Group is full and we are unable to meet the young person's needs without causing prejudice to efficient education or the efficient use of resources. Whenever an application is

refused, there will be a formal decision letter which will give a reason for refusal and advice about the right of appeal to an Appeals Panel that is independent of this school.

Transport

Students needing to travel on school buses will need to contact Devon County Council to apply for a vacant seat, these are allocated only if there is space available for post-16 students. Students in Y12 or Y13 can apply to the Sixth Form Bursary for financial help towards the cost of transport.

Emergency arrangements

In the event that a local, regional or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for students to attend on site. Remote learning will be made available as for existing pupils although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.

Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.

Contacts for Further Information

The King's School

Cadhay Lane, Ottery St Mary. EX11 1RA office@thekings.devon.sch.uk 01404 812982

Devon School Admissions Service

admissions@devon.gov.uk

Telephone contact through My Devon on 0345 155 1019 admissions@devon.gov.uk

Independent School Admissions Appeals

Telephone contact through My Devon on 0345 155 1019 devon.cc/appeals

Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG

Devon Education Transport Team

Telephone contact through My Devon on 0345 155 1019 devon.cc/schooltransport



External Student Application Form

Student Personal Details	
Surname	Gender
Forename(s)	Date of Birth
Home address	
Postcode	Mobile
Email	
Current school	
Parent/Carer Details	
Name	
Relationship to student	
Address	
Telephone	
Email	
Additional Support	
Do you have an Educational, Health and Care Plan (EHCP)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Information	
Are you eligible for sibling priority for this school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, please tell us the sibling's name and date of birth. <i>(please use box below)</i>	
Name:	
Date of birth:	
Are you selecting this school because you believe you live in the catchment area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you selecting this school because you are a child of a member of staff working here? <i>(you must provide details of the member of staff in the box below)</i>	

Declaration and signature

- I confirm that the details on this form are accurate.

Your signature

Date

Privacy and Data Protection

Your personal data is being used by The King's School for the purposes of an application to the school. We undertake to ensure your personal data will only be used in accordance with our Data Protection Policy which can be found on the school website. By signing above you confirm that you give your consent to the school using your personal data. You have the right to withdraw your consent at any time.

When you have completed this form, please return it to: The King's School, Sixth Form, Barrack Road, Ottery St Mary, Devon. EX11 1RA

Tel: 01404 812982 Ext: 232

Head of Sixth Form - Mr Richard Gerry

Email: rgerry@thekings.devon.sch.uk

Sixth Form Administrator - Mrs Julie Miller

Email: jmiller@thekings.devon.sch.uk

For further information please visit our website: www.thekings.devon.sch.uk