



# 6<sup>th</sup> Form Admissions Policy 2020-21

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	15/02/2019
Next Revision Due	Feb 2020

Date	Version	Person	Change / Action
15/10/2017	1.0	Trustees	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	Trustees	Presented to Trustees for Approval
06/02/2018	1.1	Trustees	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.
14/02/2019	1.2	Trustees	Presented to Trustees for Approval

## Admissions Policy 2020-21

- 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 do not 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 ( <a href="#">PAN</a> ) 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 <a href="#">Admissions authority</a> ?	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 <a href="#">notes</a> below	1 September 2003 to 31 August 2004
When can applications for admission to Year 12 be made?	From 1 January for September start 2020
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 ( <a href="#">SIF</a> ) 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 <a href="#">appeals</a> for admissions to Year 12 be submitted?	30 school days after 16 <sup>th</sup> April
When can applications for <a href="#">in-year</a> 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 ( <a href="#">PAN</a> ) for Year 12	30 for external students
<p>Oversubscription criteria (to be used only if we need to prioritise applications - see <a href="#">notes</a> below):</p> <ol style="list-style-type: none"> <li>1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.</li> <li>2. Priority will next be given to young people living within the catchment area set out in the map below, who are siblings of pupils on roll at this school.</li> <li>3. Priority will next be given to young people of members of staff 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.</li> <li>4. Priority will next be given to other young people living within the catchment area.</li> <li>5. Priority will next be given to young people living outside the catchment area, who are siblings of pupils on roll at this school.</li> <li>6. Other young people.</li> </ol> <p><a href="#">Tie breaker</a> – to prioritise applications in the same oversubscription criterion, we will use:</p> <ol style="list-style-type: none"> <li>a) straight-line distance from home to school and,</li> <li>b) where distances are equal (within a metre) we will use a Random Ballot.</li> </ol>	

**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.

## **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 governors, 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**

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 are not 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 are not a compulsory part of the admissions process and will not 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 cannot 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 Admissions Form.

The entry requirements for entry into the Sixth Form are published on the school website and in the Sixth Form prospectus in October 2019.

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

Applications for admission into Year 12 or 13 made after **31 August 2020**, after the normal round, are called In-Year admissions. They can be made using a Sixth Form Admission 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 2020**, the opening date of the normal round application process, and our closing date of 30 September 2020.

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).

### **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.

### **Contacts for Further Information**

#### **The King's School**

Cadhay Lane, Ottery St Mary. EX11 1RA [office@thekings.devon.sch.uk](mailto:office@thekings.devon.sch.uk) 01404 812982

#### **Devon School Admissions Service**

[primaryschooladmissions@devon.gov.uk](mailto:primaryschooladmissions@devon.gov.uk) or [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)

Telephone contact through *My Devon* on 0345 155 1019 [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)

#### **Independent School Admissions Appeals**

Telephone contact through *My Devon* on 0345 155 1019 [devon.cc/appeals](http://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](http://devon.cc/schooltransport)