



KENILWORTH SCHOOL & SIXTH FORM ADMISSIONS POLICY

NOVEMBER 2018

POLICY DETAILS

Date of policy: March 2009

Date of next review: November 2022

Member of staff responsible for overseeing that this policy is implemented and regularly reviewed:

SLT

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DETERMINED ADMISSION ARRANGEMENTS

Kenilworth School and Sixth Form is a Trust School and therefore the Governing Body are the admission authority.

APPLICATION PROCEDURES

Applications must be made using the Common Application Form (CAF) which will be available by the Local Authority online and in hard copy on request. Applications must be made direct to the Local Authority by no later than the last day of October of the year prior to admission.

All places will be offered by the LA, on behalf of Governing Body, within the secondary co-ordinated admissions scheme operational in Warwickshire's LA area. Allocations will be made in March of the year of admission either online or by second class post.

PAN

The determined Planned Admission Number (PAN) is 270.

OVERSUBSCRIPTION CRITERIA

Where the number of applications exceeds the number of places available (the Planned Admission Number) the Governing Body will use the following oversubscription criteria to determine those applicants to be offered a place (these are the same oversubscription criteria used by Warwickshire County Council for Community Secondary Schools):

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were

- adopted (or became subject to a residence order or special guardianship order).
2. Children living in the priority area who will have a brother or sister at the school at the time of admission.
 3. Other pupils living in the priority area.
 4. Children living outside the priority area who will have a brother or sister at the school at the time of admission.
 5. Children whose parent (or parents) are employed by Kenilworth School.
 6. Other children living outside the priority area.

NOTES

- a) If it is necessary to differentiate between children in category 4, those children attending a contributory primary school will have priority over other children within that category
- b) If it is necessary to distinguish between children in a particular category (or between pupils in a sub-category of category 4 – see note (a) above), priority will be determined on the basis of distance between home and school measured as a direct line from the entrance of the property (residential dwelling), to the school as plotted on Geographical Information System (GIS) [ie the shorter the distance, the higher the priority]. (Parents should note that the direct line policy does not apply to school transport decisions).
- c) Priority may be given (with approval of Senior Officers) to the admission of a child for whom an exceptional medical or social justification is demonstrated. Such decisions will be made using the Kenilworth School Protocol for Admission of children with Exceptional Medical or Social Justification (Appendix 1).
- d) Priority will be given to a child whose EHCP names Kenilworth School.
- e) Where applications are received from families with multiple birth siblings (twins, triplets, etc) every effort will be made to allocate places at the same school, including offering place(s) above the Planned Admission Number (PAN) wherever possible. Where that is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).

DEFINITIONS

<i>Sibling</i>	This will be a full, adopted half or step brother or sister and will include a full, adopted half or stepbrother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
<i>Home address</i>	This is defined as the address where the child is normally resident. Where a child resides through shared custody, the address will be with the parent who receives child benefit.

<i>Children in Care</i>	These children are looked after by or provided with accommodation in the exercise of its functions by Warwickshire Local Authority or any other local authority which has informed Warwickshire LA of its wish to place a child.
<i>Priority Area</i>	The geographical area served by a particular school. It is sometimes called the 'catchment' area.
<i>Contributory Primary School</i>	A school which works with a particular secondary school to develop curriculum links and to ease transition for pupils from primary school to secondary school. You should note that attending a contributory primary school does not guarantee a place.

Measurement will be based on GIS (Geographical Information System). This is an electronic mapping system which makes measurements using computer software.

WAITING LISTS

Following allocation of Year 7 places the Local Authority will retain a waiting list until the end of the first full week of the autumn term, as per the secondary co-ordinated admissions scheme.

Following that, the school will retain the waiting list, in partnership with the Warwickshire County Council Admissions Team. Waiting lists will be kept in order of the oversubscription criteria above.

The local authority will continue to operate the coordinated scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 31 August annually.

LATE APPLICATIONS

Any late application will be considered in line with the secondary co-ordinated admissions scheme.

ADMISSIONS AT OTHER TIMES

Admissions at other times, other than the usual transfer process to Year 7, sometimes referred to as 'In Year' admissions policy, which refers to the Warwickshire Fair Access Protocol.

ADMISSION APPEALS

If a place is refused, parents have a statutory right of appeal to the Independent Appeal panel. Information about the admission appeal process is available from the School Appeals Officer on 01926 736381 (schoolappeals@warwickshire.gov.uk)

SIXTH FORM ADMISSIONS POLICY

Admission into the Sixth Form is dependent on students having suitable academic qualifications, the required level of attendance and being recommended for a place following interview.

The allocation of places is at the discretion of the Headteacher.

Academic qualifications

The general requirement for entry into Sixth Form is 6 GCSE grades at 4/C or above, including English Language or English Literature and Maths at grade 4 or above. Two of the above 6 should be at grade B/6 or above. All BTEC level 2 courses will be equivalent to one GCSE. Only 1 BTEC course will be allowed to count.

For certain subjects, there are additional specific requirements.

Attendance

Students should have at least 95% attendance in Year 11 with no unauthorised absence. If there are any extenuating circumstances for any absence, these will be taken into account by the Headteacher or Senior Deputy Headteacher.

Interview

Each student who applies to the Sixth Form is interviewed to ascertain their suitability for Sixth Form by a member of the Senior Leadership team. Following the interview, a recommendation will be made stating their suitability.

The process

For all candidates, final and firm offers can only be made upon receipt of examination results in August. There is no guarantee that a subject that has been advertised will run.

The planned admission number for Year 12 is 240 places being available in September. The school reserves the option to allocate up to 10 additional places or to reduce by 10 places in order to balance overall numbers in the 2 years in the Sixth Form, taking into consideration health & safety requirements with regards to building capacity and staff/student ratio.

The school will keep a waiting list for students who still wish to attend Kenilworth Sixth Form, have met the entry requirements, but for whom there is no place due to oversubscription.