



KENILWORTH SCHOOL & SIXTH FORM ADMISSIONS POLICY

MARCH 2014

POLICY DETAILS

Date of policy: March 2009

Date of review: March 2014

Date of next review: March 2018

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

Matthew Snape (Deputy Headteacher)

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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. The Governing Body have determined to operate admissions on the same basis as that used by Warwickshire County Council for Community Secondary Schools.

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) for 2014/15 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 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. 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 SEN statement 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>Designated 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.

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 will be made in line with the published 'In Year' admissions policy which forms Appendix A to Kenilworth's secondary co-ordinated admissions scheme.

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 for their chosen course and, where appropriate, can provide evidence of suitable enthusiasm and commitment throughout the course. Each applicant is considered on their own merit and students advised individually about the suitability of their choices prior to and during interviews by a senior member of staff.

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

The general requirement for entry into Sixth Form is 6 A* - C grades, including English Language and Maths at GCSE. 2 of the above 6 should be at grade B 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:

English Literature & Language	-	B or above in English Literature GCSE
Maths with Mech	-	B or above in Maths GCSE
Maths with Stats	-	B or above in Maths GCSE
Further Maths	-	A* in Maths GCSE
Statistics	-	B or above in Maths GCSE
Biology, Chemistry, Physics	-	B in core & additional Science or B in separate Sciences
MFL	-	B in language achieved at GCSE
Economics	-	B in Maths GCSE

If oversubscribed, students in Year 11 at Kenilworth School will have first priority.

An Open Evening is organised each year in the Autumn Term to advise prospective students about the procedures for applications and to provide them with information about the range of courses on offer at Sixth Form, the application procedure, is advertised to our own Year 11 students and via the website. Each student from Kenilworth School is interviewed about their subject choices and their suitability for Sixth Form by a member of the Senior Leadership team.

Applications from students who have not attended Kenilworth School in Year 11 are welcome. Examination grade requirements are the same as those for Kenilworth students. Applicants will be interviewed by a member of the Senior leadership team. Provisional offers are usually made by the end of the Spring term. A provisional offer may be issued, following the interview which will be dependent on satisfactory references from their current school and the ability to meet the entry requirements based on their GCSE results.

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. Subjects that attract less than 10 applicants will be assessed for their viability against criteria agreed with the Governing Body.

The planned admission number for Year 12 is 250 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.