

# The Wren School

## Sixth Form admission arrangements for 2020-21

### Purpose and Background

The Wren School is a publicly funded, co-educational, secondary Free School, with sixth form, established by The Wren School Academy Trust in 2015, which joined the Excalibur Academies Trust on 1<sup>st</sup> February 2019. It serves the families of Central West Reading, and aims to provide a curriculum that challenges and nurtures the academic and personal development of its students who are drawn from a multi-cultural and socially diverse catchment area. The Wren School will be welcoming its first sixth form group in 2020, and this document sets out the policy to be followed for admissions to Year 12 from September 2020.

After public consultation, this policy will be published on the school's website by 28<sup>th</sup> February 2019.

These arrangements take account of all relevant legislation.

### Policy objectives

Admission to the Sixth Form for September 2020 will be managed by The Wren School.

Offers of places to students may be subject to confirmation of date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate.

Parents or carers will be asked to declare that the address used in the application will be their place of residence beyond the date of the student starting at the school; the offer of a place may be withdrawn if false or misleading information is given. Supporting evidence of this declaration may be required in the case of there being more applications than can be accepted.

### Management of the policy

<b>School</b>	This policy is implemented and managed by the Headteacher on behalf of the Excalibur Academies Trust.
<b>Governing body</b>	The Excalibur Academies Trust will review and update this policy annually in line with all relevant legislation.
<b>Approval</b>	Approved by Members of The Wren School Academy Trust – November 2018
<b>Next review due</b>	May 2019 (The Wren School Sixth Form admissions arrangements for 2021)

## Associated policies

Admissions arrangements (Years 7-11)

## Practice and procedures

### 1. Admission numbers

The Wren School has a planned admission number (PAN) of 168 in each year group (Years 7 – 13).

### 2. Arrangements for admission to Year 12 in September 2020

In September 2020, the school will only admit students to Year 12. Year 13 will open in September 2021.

- All applications must be submitted either electronically or in hard copy to the school by the deadline shown in Appendix 3. Applications received after this date will be deemed to be 'late applications' (see section 3).
- Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) that names The Wren School in the Statement/EHCP will be allocated a place above all other applicants.
- All applications for places at The Wren School will be considered in accordance with the oversubscription criteria set out below in section 5.

### 3. In-year admissions arrangements, including late applications

We will operate in keeping with the local Fair Access Protocol.

- Applications received after the published deadline will be treated as a 'late' application and will be considered after the on-time applications have been allocated.
- Applications for entry to Year 12 from September 2020 are processed as in-year applications by the school in the order in which they are received.
- If the year group applied to is full, then the school will determine whether a place can be offered to the applicant. Unless the applicant has a statutory right of admission, a place will normally be refused. The applicant will then be placed on that year group's waiting list, in the position determined by the criteria applied in section 2. Students will be admitted from the waiting list as space becomes available. The waiting list is administered by the school (see Appendix 2).
- Out-of-age-group admissions will only be agreed by the school where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned

(the current school and The Wren School) and any relevant professionals asked for their opinion on the case by The Wren School.

#### **4. Application procedure - allocation of places**

The application procedure follows the arrangements set out above. The school will accordingly admit this number of students each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the school will offer places at The Wren School to all those who have applied and meet the minimum entry requirements, which will be published by 1<sup>st</sup> September 2019.

There is a designated catchment area for The Wren School, as shown in Appendix 1. N.B. The data point for The Wren School is Yeomanry House, Castle Hill, NOT the school.

#### **5. Oversubscription criteria**

When The Wren School is oversubscribed, after the admission of students with an Education, Health and Care plan or statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- A. 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.<sup>1</sup>
- B. Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached medical statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and The Wren School. The school's governing body will make the decision related to such applications.

For all the criteria set out below, in order to be offered a place in The Wren School Sixth Form, children should have secured the minimum entry requirements to embark on their post-16 education courses. These entry requirements are set by individual faculties, approved by the school, and are subject to the discretion of the headteacher. Entry requirements are shown in Appendix 4, and they may vary from one year to another.

- C. The Founders of The Wren School have successfully applied to the Secretary of State for derogation from the school admissions code giving priority in the oversubscription criteria to their children. This is limited to the individuals who played a major role in establishing the school, during the application and pre-opening stages, and have continued to play a

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<sup>1</sup> A looked after child is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989).

significant role in the running of the school. A list of relevant Founders is available from the school on request.

- D. Children who finished their Year 11 education at The Wren School.
- E. Children who finished their Year 11 education at another Excalibur school within the Reading hub.
- F. Children of staff with a contract of employment at The Wren School at the time of application.
- G. Children living in the catchment area with a sibling<sup>2</sup> attending The Wren School at the time of application.
- H. Children living out of the catchment area with a sibling<sup>2</sup> attending The Wren School at the time of application.
- I. Children living within the catchment area.
- J. Children with a sibling attending another school within the Excalibur Reading hub at the time of application.
- K. Children living outside the catchment area.
- L. Where the application of oversubscription criteria would result in splitting children born in the same academic year from the same family then the school will admit over the planned admission number. In these circumstances, the school will not allocate any further places until the admissions number has fallen back below the PAN (168).

## **6. Tie-break (distance and the random allocation)**

In cases of oversubscription, places will be allocated to those living nearest to the school's data point (Yeomanry House – see Appendix 1), measured in a straight line between here and the data point of the child's home address. All data points are supplied by Ordnance Survey, and the distances between these are measured using RBC's mapping software.

If two or more addresses are exactly the same distance from the data point, and there is no other way of separating the application according to the admissions criteria, the school cannot admit both or all children, as this would cause the legal limit to be exceeded, so the decision to offer a place will be based on random allocation. To facilitate an independent, transparent and random allocation system, the school will nominate a person independent from both the school and the trust, to randomly select names from the tie-breaking applications.

## **7. Offer of places**

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<sup>2</sup> Sibling is defined in these arrangements as a half or full brother or sister; or adoptive brother or sister; or children of the same household.

- Letters informing applicants of the outcome of their applications will be sent electronically on 2<sup>nd</sup> March 2020.
- Parents are required to accept their place by 16<sup>th</sup> March 2020.
- If there are still vacancies after the acceptance deadline, all valid ‘late’ applications will be considered according to the above criteria.
- It is acknowledged that applicants may choose to accept sixth form places at more than one school. So as to be considerate to the school and those children on the waiting list, we ask applicants to inform the Admissions Officer of their final decision as soon as GCSE results have been published (within one week of the results being available). Department and Sixth Form leaders will be available on specified dates for consultation, should the outcomes not be as hoped and for each student with an offer of a place to sign on.
- All information supplied by the applicant will be checked by the school to the best of its ability. Any place offered by the school from information supplied by the applicant which is subsequently found to be materially false, is likely to be withdrawn.

## 8. Waiting lists

Where in any year the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school’s Admissions Officer and it will be open to any parent or carer to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

It is the responsibility of the applicant to promptly inform the school’s Admissions Officer if any change to their circumstances, such as a change of address, would affect their position on the waiting list.

## 9. Appeals

All applicants refused a place at The Wren School have a right of appeal to an Independent Appeals Panel, constituted and operated in accordance with the School Admission Appeals Code.

- Appellants should advise [clerktogovernors@wrenschool.org](mailto:clerktogovernors@wrenschool.org) that they wish to appeal within 20 school days of receipt of the notification.
- All appellants are required to state the grounds of their appeal, and the school will only accept fully-completed appeal forms found on the school’s website. Appeals lodged in any other format, or to any other authority, such as RBC, are NOT VALID and will not be accepted.

- Appellants will receive at least 10 school days' notice of their appeal hearing, to which they are expected to attend. Any additional evidence from the appellant must be submitted to the Clerk to the Appeals Panel no later than 5 school days before the hearing is scheduled. Any information or evidence not submitted by this deadline might not be considered at the appeal.
- For applications made by the normal admissions round deadline (13<sup>th</sup> January 2020), an Appeal Panel will consider the appeals within 40 school days of the appeals deadline date (30<sup>th</sup> March 2020).
- For 'late' applications (see section 3), appeals will be heard within 40 school days of the deadline for lodging appeals where possible.
- For appeals lodged after the routine appeals deadline (30<sup>th</sup> March 2020) they will be heard either within 40 school days of the appeals deadline date, or within 30 school days of the receipt of the appeal being lodged, whichever is later.
- In all other cases, appeals will be heard within 30 school days of the receipt of the appeal being lodged.

Appellants should be informed by letter within a further 5 school days of the appeal panel's decision. The Appeal Panel will consist of three independent members. Decisions are made in accordance with the School Admission Appeals Code. The decision made by the Appeal Panel is final and binding on all parties.

Information on the 2020 timetable for the appeals process is shown in Appendix 3.

## Associated documents

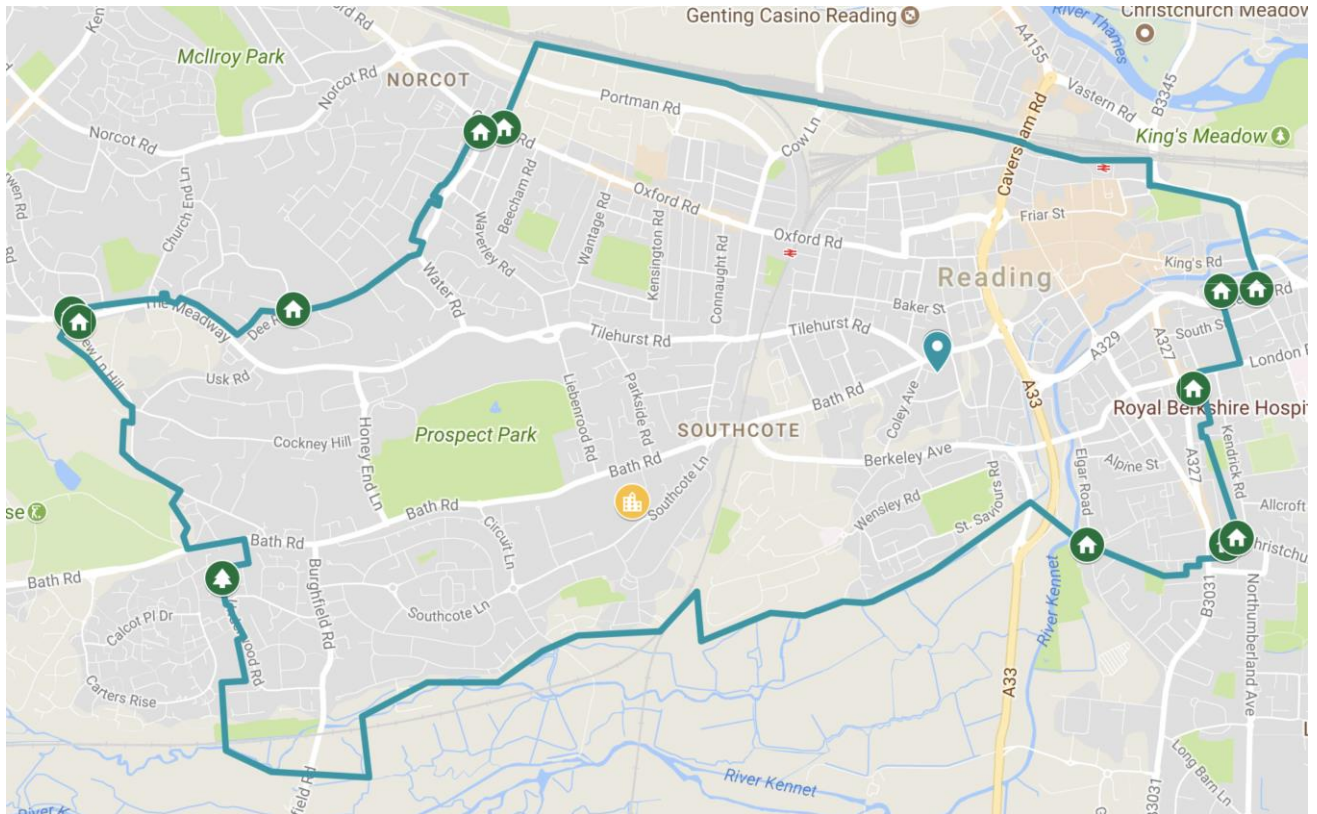
School prospectus

## Appendices

1. Map showing The Wren School catchment area
2. Responsibility for processes
3. 2020 timetable for the Sixth Form admissions and appeals processes
4. Entry requirements for admission to the Sixth Form

## Appendix 1: Map showing The Wren School catchment area

The map shown below is for illustrative purposes only. The detailed map can be accessed [here](#), where it is possible to enter specific addresses to determine if they are in catchment.



N.B. The data point for The Wren School is Yeomanry House, Castle Hill, NOT the school

Provided using Google Maps

## Appendix 2: Responsibilities within the admissions processes

### Normal and In-year Admissions

Accuracy and validity of application:	The applicant. This will be checked by the school. Any school place offered from information supplied by the applicant which is subsequently found to be materially false, is likely to be withdrawn.
Sixth Form admissions application submitted to:	The school
Admissions criterion A and C - L checked by:	The school
Admissions criterion B applications heard by:	The school's governing body
Availability of places and offer list determined by:	The school
Offers/refusals made by:	The school
Acceptance of place offered:	The applicant
Welcome material sent by:	The school
Waiting list maintained by:	The school's Admissions Officer
Any change to original application (such as change of address) by:	The applicant, to the school's Admissions Officer

### Admissions appeals

Appeal prepared correctly, and lodged by:	The applicant, to the Clerk to Governors
Appeal checked and logged by:	The Clerk to Governors
Appeals process supervised by:	The Clerk to Governors
Appeals process administered by:	The Clerk to the Independent Panel
Appeal heard by:	Independent Panel
Decision letters sent by:	The Clerk to the Independent Panel



Acceptance of place offered:	The applicant
Welcome material sent by:	The school
Waiting list maintained by:	The school's Admissions Officer

### Appendix 3: Timetable for the 2020 Sixth Form admissions and appeals processes

Date	Deadline
13 January 2020	Deadline for submitting admission application
2 March 2020	Offers letters go out
16 March 2020	Deadline for acceptance of offers
30 March 2020	Deadline for appellants to advise the school that they wish to appeal
10 June 2020	Last day for appeals to normal admissions round to be heard
7 June 2020	Any appeals lodged after this date will not be heard prior to September 2020, unless in exceptional circumstances agreed by the appellant, the school, and the Independent Panel
27 August 2020	GCSE Results Day

## **Appendix 4: Entry requirements for admission to the Sixth Form**

This appendix will be available from 1<sup>st</sup> September 2019.