



## **Cover note for:**

Excalibur Academies Trust  
Sixth Form Admission Policy for 2021/2022  
The Wren School

As this is the first Sixth Form Admissions Policy for The Wren School where Excalibur Academies Trust is the Admissions Authority the policy is different from that provided previously by The Wren School Academy Trust.

No significant changes were made as a result of the consultation. However, the following amendment was made:

- Page 6 – amendment of definition of final year.

Originally: **Final Year** - The Final Year of a secondary school is year eleven

Revised to: **Final Year** - The Final Year of a secondary school is year eleven and for a Sixth Form, year thirteen



# **Excalibur Academies Trust**

## **Sixth Form Admission Policy 2021/2022**

### **The Wren School**



## Introduction

Excalibur Academies Trust ('Excalibur') is an all-through Multi-Academy Trust (MAT) that places high emphasis on developing a coherent and continuous learning journey from 2-19. This is achieved by Excalibur Secondary Academies working in close harmony with linked Excalibur Primary Academies.

Excalibur is the Admission Authority for all its Academies and applies strict Oversubscription Criteria to all applications reflecting this.

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 The offer of a place may be withdrawn if false or misleading information is given.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.

This Admissions Policy applies to The Wren School ('The Academy'), who joined Excalibur Academies Trust during the 2018/19 academic year and Excalibur's Admissions policy applies from intake year 2021/22, details of which are given below:

### The Wren School

**Age Group:** 16-18 (this policy is relevant to years 12-13 only i.e. age 16 - 18)

**Address:** The Wren School, 61-63 Bath Road, Reading, RG30 2BB

**Telephone:** 0118 214 3888

**E-mail:** [admissions@wren.excalibur.org.uk](mailto:admissions@wren.excalibur.org.uk)

**Website:** [www.wrenschoo.org](http://www.wrenschoo.org)

**Published Admission Number:** 168 Year 12

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. This document sets out the policy to be followed for admissions to Year 12.

## Applications

### Applications to Year 12

There are NO automatic entries from Secondary into Sixth Form and there is NO automatic offer of a Sibling place (a place for a brother or sister). Therefore, an application must be made for a Sixth Form school place for each child.

Applications for Year 12 (either online or paper) should be made by completing the application form published on the school website [here](#). Hard copies of the form are available from the school. Applications must be submitted to the school by the closing date for receipt of applications confirmed in the Academy Application and Admission Timelines Section of this policy. Any application received after the deadline will be treated as a Late Application.

If there are still vacancies after the acceptance deadline, all valid 'late' applications will be considered according to the oversubscription 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 a conditional offer.

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.

### Right of Appeal

If an Application is not successful, the applicants have the right to appeal against the decision to an independent panel. Appeals should be made within 20 school days and addressed to the [clerktogovernors@wren.excalibur.org.uk](mailto:clerktogovernors@wren.excalibur.org.uk)

- 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 (11<sup>th</sup> January 2021), an Appeal Panel will consider the appeals within 40 school days of the appeals deadline date (29<sup>th</sup> March 2021).
- For 'late' applications, appeals will be heard within 40 school days of the deadline for lodging appeals where possible.
- For appeals lodged after the routine appeals deadline (29<sup>th</sup> March 2021) 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.

## Waiting Lists

When an Application has been unsuccessful, a child's name will be added to a Waiting List for the Academy held by the Admission Authority. Children on the Waiting List are ranked in order with reference to the Oversubscription Criteria. The position on a list will be determined by applying the Oversubscription Criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the Oversubscription Criteria. Waiting lists for all year groups will close on the last day of the academic year in which entry has been applied for - at which time they will be cleared. Places that become available will not be offered to children who are not on the relevant waiting list. Offers will be made when a place becomes available. If your child is offered a place from a waiting list, then you must accept or decline the place within 10 working days of the date of the offer.

All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

## Other Applications

Applications for a school place which are not for Normal Entrance into the Academy or which are Late Applications (Applications which were submitted after the published Deadline) are determined as follows: -

- Applications received after the published deadline (11<sup>th</sup> January 2021) 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 after the admission deadline, and for admission to Year 13 are processed as in-year applications by the school in the order in which they are received.

If admission is refused, parents have the right to appeal as detailed above.

## Oversubscription Criteria

The Criteria are listed below in the priority order applied to Applications when there are more Applications than available places.

Applications will be considered by category as listed below. Within each category, applications will be ranked according to the straight-line distance from the Academy's data point (Yeomanry House – See Catchment Area) to the home address data point. All data points are supplied by Ordnance Survey and the distances between these are measured using RBC's mapping software. Priority in each category will be given to the shortest distance. In case of the distance being the same a Tie Breaker will be used (see below).

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

**Children with Special Education Needs (SEN) or Education, Health and Care (EHC) Plan** - All children whose Education, Health Care Plan that names The Wren School must be admitted.

1. **Looked After Children** or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2. **Children who have exceptional social or medical needs**, supported by a written recommendation from the child's paediatrician/consultant, general practitioner or specialist to show that it would be detrimental to the child not to be admitted to the preferred Academy. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child. All supporting evidence should accompany the original application.
3. **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 significant role in the running of the school. A list of relevant Founders is available from the school on request.

4. **Children of Excalibur employees employed at the academy** on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. **Children who finished their Year 11 education at The Wren School.**
6. **Children living in the catchment area**, where necessary priority will be given to siblings.
7. **Out-of-Area applications**, where necessary, priority will be given to siblings.

## **Academy Application and Admission Timelines**

- **11<sup>th</sup> January 2021** - Application Deadline – applications must be received by The Wren School.
- **1<sup>st</sup> March 2021** – Sixth Form Offer date.
- **1<sup>st</sup> September 2021** - Normal Entrance Admission date – on or after.

## **Glossary and Definition of Terms**

**Adopted** - This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

**Catchment Area** - The address which determines whether a child lives in the Catchment Area of the Academy, is the place where he or she is ordinarily resident at the deadline for applications and will continue to do so when the child is admitted.

**Final Year** - The Final Year of a secondary school is year eleven and for a Sixth Form, year thirteen.

**Home Address** - The home address given for the child should be the address where the child will be living at the time of the application deadline. If the address given is not the same as that of the applicant, please attach details of the child's residential arrangements to the application form. If you have shared custody of your child such that he or she has two addresses, the address of the parent who is in receipt of the Child Benefit will be used. Where schools are oversubscribed, you may be asked to provide proof that your family were living at the address given on the application form at the time of the deadline. The Local Authority reserves the right to check details held on the Council Tax database to confirm residency at an address.

**Looked After Children** - 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) at the time of making an application to a school.

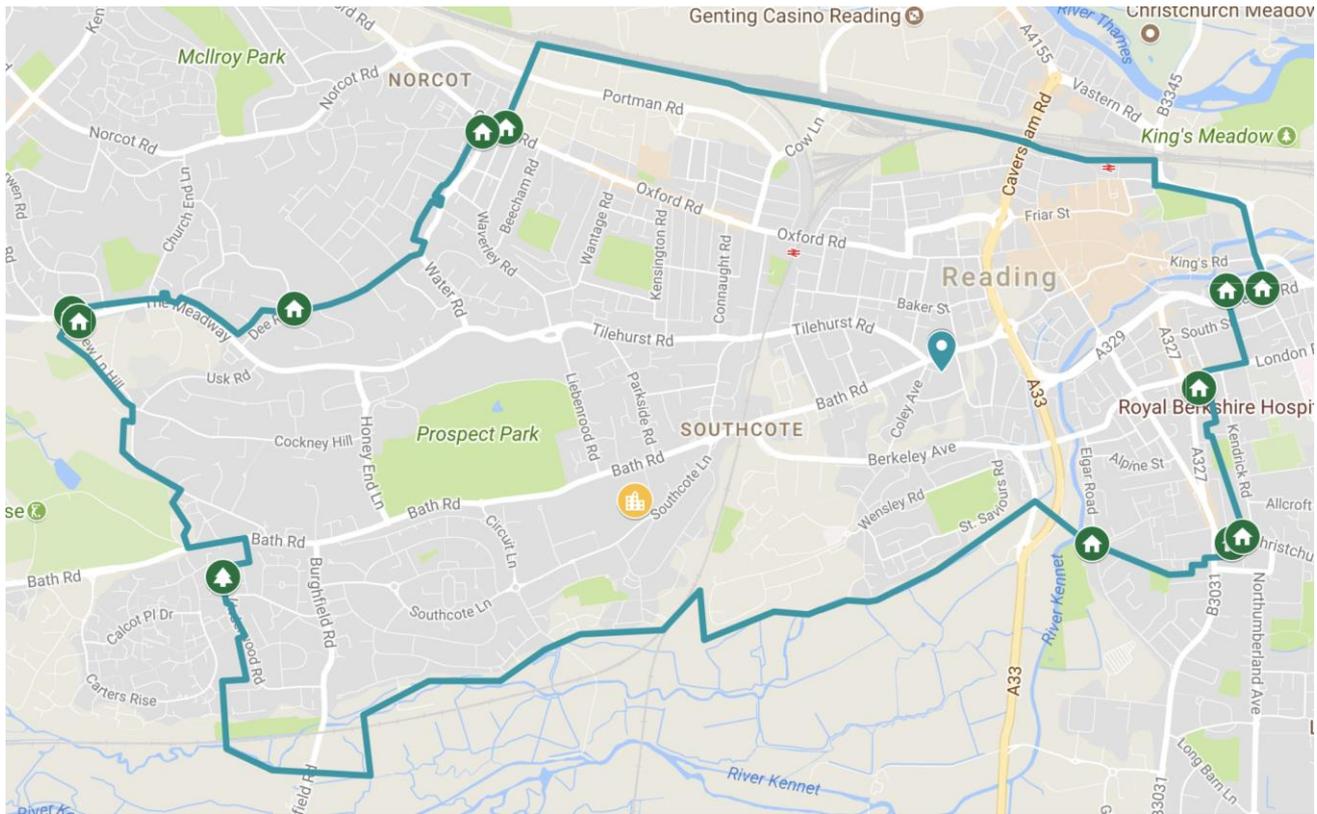
**Children with Special Education Needs (SEN) or Education, Health and Care (EHC) Plan** - All children whose Education, Health Care Plan names The Wren School must be admitted.

**Sibling** - Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters who are on the roll of the Academy as at the Application Deadline and continue to do so when the child is admitted. Note there is no guarantee that a younger Sibling will obtain a future place in the same school as his or her brother or sister.

**Tie Breaker** - When two or more children with the same priority for admission live exactly the same distance from the preferred School, the available places will be decided by random allocation (casting lots) by an independent person, except when the children are twins or from the same multiple birth, in which case their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN).

## Catchment Area

The catchment area 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

The



Wren School

Provided using Google Maps

## Entry requirements for admission to the Sixth Form

Please see the [website](#) for the subject information including entry requirements.