



# **KENILWORTH SCHOOL & SIXTH FORM**

## **ADMISSIONS POLICY 2026-2027**

### **POLICY DETAILS**

Date of policy: November 2024

Approved on: TBC

Date of next review: November 2025

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

## CONTENTS

Determined Admission Arrangements .....	2
Application Procedures .....	2
PAN .....	2
Oversubscription Criteria .....	2
Notes.....	3
Definitions.....	4
Waiting Lists.....	4
Admission of children outside of their normal age group .....	5
Late Applications .....	6
Admission Appeals .....	6
Fair Access Protocol.....	6
In Year Admissions.....	6
Admission Appeals (Sixth Form).....	7
Appendix.....	8

## DETERMINED ADMISSION ARRANGEMENTS

Kenilworth School and Sixth Form is an academy and part of the Kenilworth Multi Academy Trust ('the MAT'). Whilst the MAT is the admission authority of the School, admissions decisions are delegated to the local board of governors.

## APPLICATION PROCEDURES

Applications must be made through the home authority 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 (LA) 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 the Local 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 Published Admission Number (PAN) is 330.

## OVERSUBSCRIPTION CRITERIA

Where the number of applications exceeds the number of places available, the Local Governing Body will use the following oversubscription criteria to determine those applicants to be offered a place:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children living in the priority area (see appendix) 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 and Sixth Form and who have been so employed for two or more years at the time at which the application is made and/or they have been recruited to fill a vacant post for which there is a demonstrable skills shortage.
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. The contributory primary schools are those located in Kenilworth and/or are member schools within the Kenilworth Multi Academy Trust.
- 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) If it is still necessary to further distinguish between children in a particular category and/or between pupils in a sub-category of Category 4 (see note (a) and (b) above) then it shall be resolved by way of random allocation the process of which will be overseen by someone independent of the school or the MAT.
- d) A child whose EHCP names Kenilworth School and Sixth Form will be admitted and the number of available places under the PAN will reduce accordingly.
- 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 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

*Sibling* 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.

*Home address* This is defined as the address where the child is normally resident (i.e. for more than 50% of the time). Where a child resides through custody which is split evenly (i.e. 50% residence with each parent) then the address used to define the child's 'home address' will be the address of the parent who receives child benefit.

**If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.**

*Priority Area* The geographical area served by a particular school. It is sometimes called the 'catchment' area. Full details can be found on the website of Warwickshire County Council  
**<http://www.warwickshire.gov.uk/mapsecondaryschools>**

Please see Appendix 1

## 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 open until at least 31<sup>st</sup> December in the year of the offer. After this date, the school will retain the waiting list for the remainder of the academic year until 31<sup>st</sup> August.

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<sup>st</sup> August annually.

## ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

Parents may seek a place for their child outside of their normal age group. This may arise where a parent feels that their child is not ready to start in a secondary school at the point that they would usually transfer into Year 7, perhaps due to a medical issue which has caused them to miss a significant amount of time in primary education, or a special educational need. A child's current school may have agreed for them to be accelerated to the year group above and the family/school may wish for this arrangement to continue as part of the child's secondary school education. Other children may be educated outside of their chronological year group for alternative reasons, under which circumstances it may be appropriate for this arrangement to continue.

It is important that parents, head teachers, medical professionals, educational professionals, and any other parties or persons who will be involved in the request for the child to be educated out of year group, read Warwickshire County Council's guidance related to such before completing the request, which is utilised by Kenilworth Multi Academy Trust when making decisions. This is available on their website: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making an application for the child's normal year group. As an example, where a child should chronologically be transferring to secondary school in September 2025, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2026) is 31<sup>st</sup> October 2024. Requests received after this deadline may not be given consideration until after National Offer Day on 1<sup>st</sup> March 2025.

Parents should also submit a 2025 entry application for their child, as this will ensure that the child does not miss out on a school place in the normal age group if the request is not agreed by the admission authority. Part of this process requires the views of the Executive Head of Kenilworth School to be considered, so parents should take all reasonable steps to ensure that they have discussed their request with the Executive Head. A specific section within the formal request form is available to then be completed by the Headteacher and given back to the parent, who should then send the full, completed form to the Admissions Service by the deadline of 31<sup>st</sup> October 2024 to be processed. It is unlikely that an incomplete request form will result in a request for a child to be educated out of year group being agreed. An agreement for a child to be educated out of year group is **not** a guarantee of an offer at a school.

## LATE APPLICATIONS

Any late application will be considered in line with the 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](mailto:schoolappeals@warwickshire.gov.uk))

## FAIR ACCESS PROTOCOL

Fair Access Protocol (FAP) Warwickshire LA has developed a Fair Access Protocol with Warwickshire Headteachers. Kenilworth School & Sixth Form has adopted the protocol and the provision is recognised by the Kenilworth Multi Academy Trust as the admissions authority, delegated to the local governing board, and incorporated into these admissions arrangements.

## IN-YEAR ADMISSIONS

Parents should apply directly to Warwickshire County Council.

## SIXTH FORM ADMISSIONS POLICY

Admission into the Sixth Form is dependent on students having the minimum academic qualifications below:

### Year 12

The published admission number for external candidates into Year 12 is 20.

### Academic qualifications

There are two routes of entry for courses with separate entry qualifications.

Route 1: The general requirement for entry into Sixth Form to study A Levels is 5 GCSE grades at 5 or above, including English Language and Maths.

Route 2: The general requirement for entry to Sixth Form to study vocational courses is 5 GCSE grades 4 or above, including English and Maths.

In relation to both routes 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 which are set out in the Sixth Form prospectus on the school website.

### Meeting

Each student who applies to the Sixth Form will have a meeting to discuss course options and academic entry requirements.

### 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. Applicants should note therefore that admission is to the Sixth Form and not to study a particular course of study.

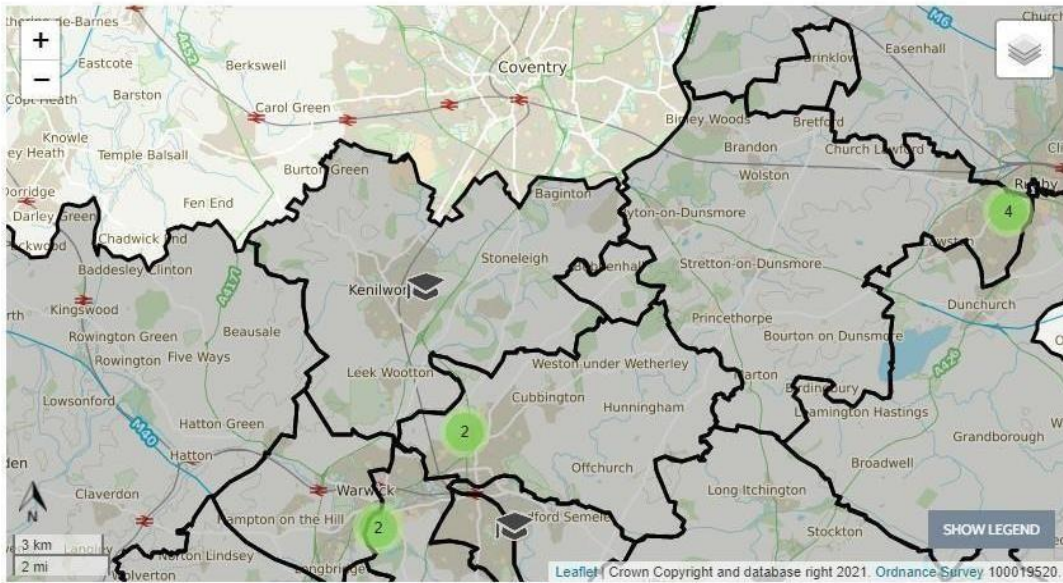
The school will keep a waiting list for students who still wish to attend Kenilworth Sixth Form, have met the entry requirements, but for whom there is no place due to oversubscription. The waiting list will be operated up to 31 December in the year of the offer.

## ADMISSION APPEALS

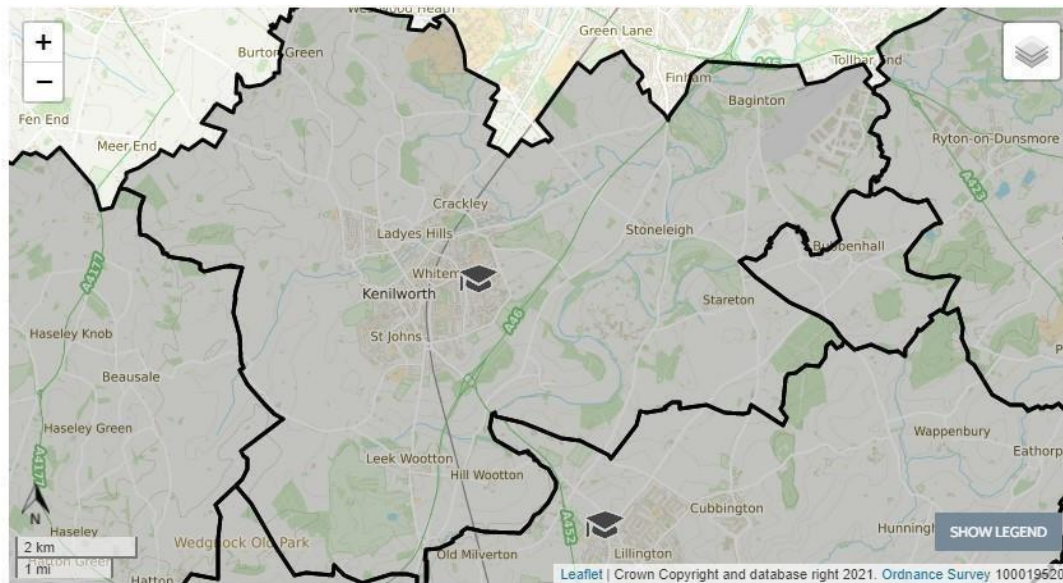
If a place in the Sixth Form is refused, both parents and students have a statutory right of appeal to the Independent Appeal panel. Information about the admission appeal process is available from the School Appeals Officer on 01926 736381 ([schoolappeals@warwickshire.gov.uk](mailto:schoolappeals@warwickshire.gov.uk))

## Appendix 1

### Secondary Schools in Warwickshire catchment areas



### Kenilworth School and Sixth Form Priority Catchment area



<http://www.warwickshire.gov.uk/mapsecondaryschools>