

King Charles I School

Admission Policy for entry to Year 12 in September 2025

Version Control

Policy author: Headteacher
Policy approved by: Trust Board

Version	Date	Details
1.0	15 th July 2019	Policy written
2.0	13 th July 2020	Updates to the section on 'Parental responsibility'
3.0	12 th July 2021	Updated in line with the new School Admissions Code 2021
4.0	11 th July 2022	General updates
5.0	26 th June 2023	General updates

Introduction

King Charles I School is an 11-18 mixed comprehensive serving Kidderminster and the surrounding area. Our DfE number is 885 4501.

King Charles I School is part of The Four Stones Multi Academy Trust (MAT). The Trust Board is the admissions authority for all schools within the multi academy trust and approves the admissions policies on an annual basis. The Trust Board delegates the responsibility in applying the oversubscription criteria to the local governing bodies in each school.

The Published Admission Number for external pupils (that is, pupils who have not attended King Charles I School in Year 11) for entry in Year 12 in September 2025 will be 10 unless changed in accordance with statutory procedures. This is the minimum number of external applicants who will be offered places.

Admission to King Charles I School is not dependent on any "voluntary" contribution.

Entry Requirements for the Sixth Form at King Charles I School

There are different pathways available for study. The entry requirements for each of these pathways will be detailed on our website from September 2024. Offers made are provisional on pupils attaining the entry requirements for the relevant pathway and courses and are subject to the availability of places in the appropriate pathway, courses and classes. For the current entry requirements, please see the website.

Applying for Places

King Charles I School welcomes applications from all young people who meet the Sixth Form entry requirements. Pupils and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening for Year 11 pupils and their parents/carers in October of the year prior to intended admission.

All pupils who are currently on roll at King Charles I School in Year 11 are automatically offered places in Year 12 if they achieve the entry requirements for the Sixth Form as detailed in our prospectus for 2025-26. If a King Charles I School pupil does not take up this offer but decides after 1 September that he/she wishes to return to the Sixth Form, he/she will join the waiting list and will only be offered a place if one becomes available under the terms of the published Oversubscription Criteria.

All applicants must return the paper form by the following date:

Closing date for all applications: Friday 6th December 2024

Further information on the application process is published in our Sixth Form prospectus and is also available on our website.

Education, Health and Care (EHC) Plans

Children for whom an Education, Health and Care (EHC) plan has been agreed naming King Charles I School on the EHC: where places required by pupils with an EHC are known before the Admissions Committee meets, the number of pupils with EHC plans naming this school will be deducted from the places available to be offered. Such pupils are automatically offered places at the school and the Headteacher and local governing body will consider each application for a pupil with an EHC plan individually.

If parents/carers are considering whether King Charles I School should be named on their child's EHC plan, King Charles I School should be involved in the appropriate review. A response of concern may be raised if the school considers that

provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other pupils.

Late Applications

Applicants who fulfil the entry requirements whose applications are received after the deadline of **Friday 6th December 2024** will be treated as lower priority than those applications received on time, in the initial allocation of places (please see information below on waiting lists).

If an applicant is offered a place after the usual starting date of 1st September 2025, he or she will normally be expected to take up this place within one week of the date of the offer.

Other Applicants

It is possible to request admission outside the normal age group, effective in a year group below or above a pupil's chronological age. This applies to applications for starting in Year 12 and for transfer into an existing year group. We may need to carry out an educational assessment to determine whether or not it is appropriate for the young person to delay or accelerate their entry into the sixth form and be taught outside of their chronological age group. The local governing body will make a decision based on the circumstances of each case.

Applications from pupils whose home is not in the UK or who have non-UK qualifications will be considered on an individual basis. Please contact the Head of Sixth Form for an initial discussion on 01562 512880 or by email on office@kingcharles1.worcs.sch.uk.

Offers of Places

All applicants will be offered the opportunity for an information and guidance discussion with a senior member of staff at King Charles I School in order to agree the most suitable pathway and courses. Following these discussions, successful applicants will be sent provisional offers of places for the agreed pathway and courses, subject to places being available. If there are more applicants than available places the governors' Admissions Committee will rank all applications received by the deadline in order of priority as described below under the Oversubscription Criteria.

Any applicants to whom we cannot offer a place will be notified and the right to appeal given (see below).

The governors reserve their right to withdraw an offer of a place before the pupil is admitted to the school where it is found that:

- the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a pupil with a stronger claim, for example, the use of an inappropriate home address; or
- the parent/carer has not responded to the offer within a reasonable period of time of the offer being made and after a reminder has been issued.

If an application is withdrawn or an offer declined for any reason the Head of Sixth Form should be notified in writing immediately. The Head of Sixth Form should also be advised of any changes to the pupil's home address.

Waiting Lists

If there are too many applications for available places in the Sixth Form at King Charles I School those applicants who have been unsuccessful will be placed on a waiting list if requested in writing. This waiting list is held until 31 December 2025 as considerable pupil movement is often seen between the publication of GCSE results in August and the end of the autumn term.

If places do become available, the waiting list, including late applicants, will be ranked strictly in accordance with the published Oversubscription Criteria and the applicant who ranks highest at that time will be offered a provisional place subject to availability in the agreed pathway and courses.

All schools in the MAT have signed up to the local Fair Access Protocol. We have to admit any pupil who is the subject of a direction by the Secretary of State or allocated to us according to the local Fair Access Protocol and any such pupils take precedence over those on the waiting list.

Appeals

The parents/carers of children who are unsuccessful in gaining a place at King Charles I School may appeal to an Independent Appeals Panel. Pupils may also appeal for a place in the Sixth Form. If both appeal separately, the appeals will be heard together. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code effective from 1 February 2012.

If you wish to appeal you should write, setting out your grounds for appeal, to the clerk to the local governing body of King Charles I School within 20 school days of receipt of notification that your application was unsuccessful. You will

receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances you have the right to waive this notice. You will usually be told of the outcome of the appeal within five school days of the hearing.

Any additional evidence which you wish to submit after lodging an appeal must be in writing and must be received by the school at least five school days before the hearing to allow for efficient administration of the appeal hearing. If you submit information or evidence after this deadline it might not be considered at the appeal, or the appeal hearing might need to be postponed.

Appeals for the sixth form will not be heard before confirmation of the examination results on which the offer of a place depends. Such appeals will be heard within 30 school days of being lodged.

For in-year transfer applications, appeals will be heard within 30 school days of the deadline for lodging appeals.

Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical.

Parents/carers are invited to attend the hearing of their appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. You may be represented by or accompanied by a friend. You must inform the school in advance if you wish to call any witnesses or be represented at the hearing.

Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, a second application has been accepted because of significant and material changes in circumstances (eg a change which puts the applicant in a higher oversubscription category). The statutory right to appeal does not apply if a place has been offered at the school in the usual year group for the child's age, but this is not the year group preferred.

Oversubscription criteria

The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the school in accordance with our main principle of admission as defined above in the Introduction. The governors' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly.

Where there are more applications than places pupils will be offered places in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

- 1. Looked After Children and previously Looked After Children.** Including **Children previously in state care outside of England** and ceased to be in state care as a result of being adopted.
- 2. Siblings** of pupils attending the school **and living within the catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.
- 3.** Pupils living within the **catchment** area of the school.
- 4.** Pupils living **outside of the catchment** area but who would still have a **sibling connection** at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.
- 5.** Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the Geocode Points for each property and the Geocode point for the school. The local governing body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the local governing body will supervise this process.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. If any places then still remain, applications will be given priority according to the third category, and so on.

Definitions

Looked after Children and previously Children Looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider

of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

Catchment Area

Our catchment area is defined on the map which may be viewed at the school on request and which is available on the school website or from School Admissions at Worcestershire County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

If you wish to check whether your address falls within the catchment area for King Charles I School, you may also visit <http://www.worcestershire.gov.uk/schoolsearch> and use the on-line postcode catchment area checker.

While there is no guarantee of a place for children living in our catchment area, it has been the case in the last few years that places have been offered to most or all applicants resident in catchment. This cannot be relied upon for the future as demographic and other changes may make it less likely.

Sibling

Applicants who have a sibling on roll at King Charles I School at the time of application who would still be on roll at the time of admission may claim a sibling connection. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent, or who have birth or legally adoptive parents living at the same **home** address as partners. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings. In order to claim a sibling connection, applicants must live at the same **home** address as the sibling.

The local governing body of King Charles I School will endeavour to treat applicants who are twins or children of other multiple births with consideration when considering their ranking in the event of oversubscription but cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. In the event of a multiple birth where not all children from that multiple birth can be allocated a place, any place(s) will be allocated by random selection (lottery). Someone totally independent of the local governing body will supervise this process.

Parental responsibility

Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the local governing body, legally has to comply with the preferences expressed. If this is not the same, then parents will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. Failure to ensure agreement prior to submission, may result in a delay in any application being processed.

When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed, this will also apply if you wish to transfer in year. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was intentionally misleading or fraudulent.

Home

Home is defined as the only or main residential address at the closing date of application where the child normally resides and which is the address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (eg three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address used will be determined by random selection. Someone totally independent of the local governing body will supervise this process.

It may be necessary for the school to carry out checks to confirm that information given in relation to a child's home address is genuine. Parents/carers may be asked to produce documentary evidence of the address given. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

Places cannot be offered on the basis of a possible future address. If you have already applied but notify us that you have moved home after the closing date for applications, we will deal with this as for late applications.

For children of UK Armed Forces personnel or Crown Servants, we will not refuse to process an application solely because the family does not yet have an intended address. We will accept a future home address in advance of the family arriving in the area provided the application is accompanied by evidence of the intended address. We will also accept a Unit or quartering address as the home address upon request.

Useful contact details

King Charles I School

Tel: 01562 512880

Web: www.kingcharlesschool.co.uk

Email: office@kingcharles1.worcs.sch.uk

Headteacher: Jamie Butler

Head of Sixth Form: Kimberlee James

The information contained in this policy is correct at the time of going to press but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Trust Board of The Four Stones Multi Academy Trust including information published by Worcestershire County Council.