



# **KING CHARLES I SCHOOL**

## **ADMISSIONS POLICY**

### **FOR ENTRY TO YEAR 12 IN SEPTEMBER 2026**

|                                                       |             |
|-------------------------------------------------------|-------------|
| <b>DATE OF APPROVAL</b>                               | 03.02.2025  |
| <b>DATE POLICY WILL BE REVIEWED</b>                   | SPRING 2026 |
| <b>MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW</b> | HEADTEACHER |

## **Key Definitions**

All policies incorporate the following schools or organisations within The Four Stones Multi Academy Trust ('the Trust'):

- Haybridge High School
- King Charles I School
- TDMS (The De Montfort School)
- Teaching School Hub
- Haybridge SCITT
- Any other schools or organisations that may join the Trust from time to time as not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

**“Executive Team”** means the Executive Team and the School Improvement Team as listed on the Trust website.

**“Headteacher”** includes the appropriate School Headteacher.

**“Trustees or Trust Board”** are appointed trustees who oversee the business of The Four Stones MAT, agreeing the overarching strategic direction and ensuring robust governance.

**“Local Academy Boards (LAB)”** includes appointed members at a local Academy level and support each schools Leadership Teams to implement policies and improvement plan priorities.

**“Chair”** heads the Board of Trustees or LAB, provides leadership to the Trust’s Executive Team and/or relevant Headteachers and leads the charge on key Board decisions.

**“Head of Governance”** provides an administrative resource for the Trust and LAB Boards and ensures the smooth running of its functions, processes, and meetings.

**“Stakeholders”** are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB or Trust members, trade unions, local business leaders etc.

## 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 (the Trust). 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 Admissions Committee in each school.

The Published Admission Number for external students (that is, students who have not attended King Charles I School in Year 11) for entry in Year 12 in September 2026 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.

### PLEASE NOTE:

- On 1 November 2025, the Four Stones Multi-Academy Trust is merging with Shropshire Gateway Education Trust to form a new Trust ‘Four Stones Gateway Trust’ (FSGT).
- The Trust Board of ‘Four Stones Gateway Trust’ will be the new admissions authority from 1 November 2025

## 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 2025. Offers made are provisional on students 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 [Welcome – King Charles I](#)

### Applying for Places

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

All students 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 5<sup>th</sup> December 2025***

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 students with an EHC are known before the Admissions Committee meets, the number of students with EHC plans naming this school will be deducted from the places available to be offered. Such students are automatically offered places at the school and the Headteacher and Admissions Committee 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 students.

### **Late Applications**

Applicants who fulfil the entry requirements whose applications are received after the deadline of **Friday 6<sup>th</sup> December 2025** will be treated as lower priority than those applications received on time, in the initial allocation of places (please see information on 'Waiting Lists').

If an applicant is offered a place after the usual starting date of 1<sup>st</sup> September 2026, they 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 student'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 Admissions Committee will make a decision based on the circumstances of each case.

Applications from students 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](mailto: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 Admissions Committee will rank all applications received by the deadline in order of priority as described under the Oversubscription Criteria.

Any applicants to whom we cannot offer a place will be notified.

The Admissions Committee reserve their right to withdraw an offer of a place before the student 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 applicant 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 we cannot make you an offer in the initial round because we have more applications than available places in the Sixth Form at King Charles I School we will place your name on our waiting list. This list is held until 31 December 2025. Experience has shown that it is likely that further places can be offered after February. Considerable movement in the waiting list is to be expected between the initial offer date and the publication of GCSE results in August.

If places do become available after the initial round, the waiting list, including late applicants, will be re-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.

## Appeals

If you have been unsuccessful in gaining a place at King Charles I School, you and/or your parents/carers may appeal to an Independent Appeals Panel. If both appeal separately, the appeal 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.

If you wish to appeal you should write, setting out your grounds for appeal, to the clerk to the Local Academy Board 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.

Where the offer of a place would have been conditional upon exam results, an appeal will be heard within 30 school days of confirmation of those results. Where the offer of a place would not have been conditional upon exam results, an appeal will be heard within 40 school days of the deadline for lodging appeals. Appeals lodged after the relevant deadline will be heard as soon as practicable.

You are invited to attend the hearing of the appeal and make your 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. You will be told of the outcome of the appeal within five school days of 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 (e.g. 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 students 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 students 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, students 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. Students living within the **catchment** area of the school.
4. Students 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. Students 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 Admissions Committee 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 Admissions Committee 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 case 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 Admissions Committee 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 Admissions Committee 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

Admissions Committee, 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 Admissions Committee 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](http://www.kingcharlesschool.co.uk)

Email: [office@kingcharles1.worcs.sch.uk](mailto:office@kingcharles1.worcs.sch.uk)

Headteacher: Ruth Allen

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.*

### PLEASE NOTE:

- On 1 November 2025, the Four Stones Multi-Academy Trust is merging with Shropshire Gateway Education Trust to form a new Trust 'Four Stones Gateway Trust' (FSGT).
- The Trust Board of 'Four Stones Gateway Trust' will be the new admissions authority from 1 November 2025