



## **Cover note for:**

### **Excalibur Academies Trust Sixth Form Admission Policy for External Applications 2023/2024 St John's Marlborough**

The 2022/23 admissions policy for St John's Marlborough Sixth Form has been updated as follows:

- Admission Timelines updated
- Children with Special Education Needs (SEN) or Education, Health and Care (EHC) Plan - All children whose Education, Health Care Plan names a school must be admitted  
Has been changed to:  
Children with an Education, Health and Care Plan (EHCP) - All children whose Education, Health Care Plan names a school must be admitted
- Footnote added to oversubscription criteria:  
Children of Excalibur employees employed at the academy  
Footnote text:  
Staff must complete the Staff Supplementary Form (SIF) which is held on the external EAT website under admissions

This policy was determined on 18<sup>th</sup> February 2022



# **Excalibur Academies Trust**

## **Sixth Form Admission Policy for External Applications 2023/2024**

### **St John's Marlborough**



# 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.

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

External applications for Sixth Form should be submitted to the Sixth Form directly at [VChamberlin-Medd@stjohns.excalibur.org.uk](mailto:VChamberlin-Medd@stjohns.excalibur.org.uk)

This Admissions Policy applies to St John's Marlborough Sixth Form, details of which are given below:

## **St John's Marlborough Sixth Form**

**Age Group:** 16-18

**Address:** St John's Marlborough, Granham Hill, Marlborough, Wiltshire SN8 4AX

**Telephone:** 01672 516156

**Fax:** 01672 516664

**E-mail:** [enquiries@stjohns.excalibur.org.uk](mailto:enquiries@stjohns.excalibur.org.uk)

**Website:** [www.stjohns.excalibur.org.uk](http://www.stjohns.excalibur.org.uk)

**Published Admission Number:** 100 external applications (Year 12)

## Applications

### External Applications for Entrance to the Sixth Form

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 place for each student.

Applications must be made to the Admissions Authority. Details of timelines can be found on the Sixth Form Admissions [Pages](#).

The Admission Authority will determine and publish how many external students it will admit into Year 12 in September – this is the PAN (Published Admission Number) for the Sixth Form (confirmed on Page 2). Should the Admission Authority decide it can offer more than the PAN in any one year, information will be posted on the website of the Academy and the Local Authority will be informed.

### Admission of students outside their normal age group

Parents of children who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Such applications will be considered on the basis of the circumstances of each case, taking into account the child's academic, social and emotional development. The right to appeal this decision does not apply if they are offered a place in another year group at the school. Requests for deferred or delayed applications for children with an Education, Health and Care Plan (EHCP) or who are in the process of obtaining one, will be considered by the Local Authority not the Admissions Authority. The decision of the LA will be binding.

### 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 Appeals Clerk % the Trust's Admission Authority at Excalibur Academies Trust, St John's Marlborough, Granham Hill, Marlborough SN8 4AX or email to [admissions@stjohns.excalibur.org.uk](mailto:admissions@stjohns.excalibur.org.uk).

### Waiting Lists

When an application has been unsuccessful, students who fulfil the qualification requirements for the course(s) will be eligible to be added to a waiting list for the Sixth Form held by the Admission Authority. Students 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 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 students who are not on the relevant waiting list. Offers will be made when a place becomes available. If your student 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 to appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

### External Applications to the Sixth Form (Years 12 & 13)

The Academy offers a wide range of courses based on grades achieved at GCSE: acceptance is based on a student's capability of benefiting from a course as published in the Sixth Form Prospectus. Admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Requirements for each individual course are detailed in the Sixth Form Prospectus. Although admission will not be dependent on interview, a course guidance meeting may be advised.

Admission to the Sixth Form will respect parental preference as long as the academy offers the course and the prospective student has appropriate prerequisite qualifications for the course.

In the event of oversubscription, the highest priority is Looked After Children as detailed in the Oversubscription Criteria below. Applications to individual courses will be ranked according to the straight-line distance from the Academy to the home address, using the Ordnance Survey eastings and northings to four decimal places. Priority

will be given to the shortest distances.

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 (distances supplied by the Local Authority will be used) from the Sixth Form to the home address, using the Ordnance Survey eastings and northings to four decimal places. 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).

**Children with an Education, Health and Care Plan (EHCP)** - All children whose Education, Health Care Plan names a 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 including those 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. **Students attending a linked academy.** Priority will be given to siblings.
3. **Students of Excalibur employees employed at St John's Marlborough 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<sup>1</sup>.
4. **All other applications.** Priority will be given to siblings.

## Academy Application and Admission Timelines

The timelines for applications to the Sixth Form will be supplied as part of the application process. Please see the Sixth Form [admissions pages](#) for details.

## 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).

**Final Year** - The Final Year of a Sixth Form is year thirteen.

**Home Address** - The home address given for the student should be the address where the student 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 student's residential arrangements to the application form. If you have shared custody of your student such that he or she has two addresses, the address given on the child benefit notification letter will be taken as the student's home address. In the event of the sixth form being 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.

**Linked Academy** - An Excalibur Academy may have one or more other Excalibur Academies that immediately

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<sup>1</sup> Staff must complete the Staff Supplementary Form (SIF) which is held on the external EAT website under admissions

precede it in terms of educational phases, these are to be regarded as its 'Linked Academies'. For example, a secondary Excalibur Academy may have linked primary and/or junior Excalibur Academies, or a secondary Excalibur Academy linked in relation to applications to KS5 (6th form). All Linked Excalibur Academies must be part of Excalibur Academies Trust and are listed below.

Schools that join the Trust to become an Excalibur Academy after this policy has been determined but before the relevant application deadline are to be considered as Linked Excalibur Academies for the purposes of Admissions within the local authority area and across areas where this is appropriate.

**Looked After Children** - A 'looked after child' 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 including those 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. 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).

**Children with an Education, Health and Care Plan (EHCP)** - All children whose Education, Health Care Plan names a school must be admitted.

**Sibling** - Siblings are defined as students 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 student is admitted. Note there is no guarantee that a younger sibling will obtain a future place in the same Academy as his or her brother or sister.

**Tie Breaker** - When two or more students with the same priority for admission live exactly the same distance from the preferred Academy, the available places will be decided by random allocation (casting lots) by an independent person, except when the students 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 students of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN). This would also apply to a brother or sister born in the same academic year.

## **Linked Academies**

Excalibur secondary academies linked for applications to the Sixth Form:

- John O'Gaunt School