



**Cover note for:**  
**Excalibur Academies Trust**  
**Secondary Admission Policy for 2024/2025**  
**The Wren School**

The 2024/25 Admissions Policy for The Wren School (Secondary) has been updated as follows:

- Admission Timelines updated
- Excalibur Academies Trust are compliant with the changes and additions to the Appeals code dated October 2022

This policy was determined on 10<sup>th</sup> February 2023



# **Excalibur Academies Trust**

## **Secondary Admission Policy 2024/2025 (Years 7 – 11)**

### **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.

Excalibur, acting as the Admissions Authority for The Academy, participates in the Reading Borough Council (RBC) ('the Local Authority') Local Authority Coordinated Admissions Scheme; all applications for normal entrance to The Academy (Year 7 for Secondary School) and all in-year admissions and transfers should be submitted via the Local Authority Coordinated Admissions scheme<sup>1</sup>.

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 The offer of a place may be withdrawn if false or misleading information is given.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'), details of which are given below:

### The Wren School

**Age Group:** 11-18 (this policy is relevant to years 7-11 only i.e. age 11-16)

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

**Telephone:** 0118 214 3888

**E-mail:** [admin@wrenschoo.org](mailto:admin@wrenschoo.org)

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

**Published Admission Number:** 168

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 The Wren School, Years 7 to 11.

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<sup>1</sup> Except for applicants outside Reading, who need to apply through their local council.  
Excalibur Academies Trust Admission Policy (2024/25) for The Wren School  
This policy was determined on 10<sup>th</sup> February 2023

## Applications

### Applications for Normal Entrance to an Academy

Children will start Secondary Education in the academic year (1st September to 31st August) in which they have their twelfth birthday (they will be eleven on 1st September in the year of entry).

There are NO automatic entries from a Primary School into Secondary, nor 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 school place for each child.

Applications (either online or paper) should be made through the Local Authority [www.reading.gov.uk](http://www.reading.gov.uk), (RBC's is available [here](#), and included with every application booklet sent out by the Admissions Team) and should be returned directly to the LA. The closing date for receipt of applications by the Local Authority is midnight on the National Deadline date confirmed in the Academy Application and Admission Timelines Section of this policy. Any application received after the National Deadline will be treated as a Late Application. All information supplied by the applicant will be checked by the Admission Authority to the best of its ability. Any offer for a place at the Academy arising from information supplied by the applicant which is subsequently found to be materially false, is likely to be withdrawn.

The Admission Authority will determine and publish how many children it will admit into Year 7, in September – this is the PAN (Published Admission Number) for that Academy (confirmed on Page 3). 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. Parents/carers will be notified of the outcome of their application by the Local Authority, which will be posted on the National Offer date confirmed in the Academy Application and Admission Timelines Section of this policy. Offers for a place at an Academy will need to be accepted within 2 weeks of posting of the notification letter.

### Admission of children 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 [admissions@wren.excalibur.org.uk](mailto:admissions@wren.excalibur.org.uk)

- All appellants are required to state the grounds of their appeal in full, and the school will only accept fully completed appeal forms found on the school's website. Appeals lodged which do not fully present the appellants case, are 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.
- Applications made by the routine admissions round deadline, an Appeal Panel will consider the appeals within 40 school days of the appeals deadline date.
- 'Late' applications (see *Other Applications below*), appeals will be heard within 40 school days of the deadline for lodging appeals where possible.
- Appeals lodged after the routine appeals deadline 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 (Years 7, 8 to 11)

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

- a. **Immediate Admission** - applications for an immediate start, e.g. moving into the Catchment Area of the Academy by transferring from another school. The Application should in the first instance be made to the Local Authority who will pass the application to the Admission Authority. The application will be considered by the Admission Authority using the Oversubscription Criteria as specified in this Policy. The Local Authority will aim to notify the parents of the outcome of their application in writing within 10 school days and are legally required to do this within 15 school days.
- b. **Future Admission** - applications for admission at a future date. The application should in the first instance be made to the Local Authority who will forward the application to the Admission Authority. The application will be considered by the Admission Authority using the Oversubscription Criteria in this policy at the earliest date they are eligible for consideration which is two terms (6 per year) in advance of the requested admission date.

If admission is refused, parents have the right to appeal as detailed above in the 'Application for Normal Admission to an Academy' section.

**Applications to Year 12** - Admissions arrangements for post-16 provision are published separately from this policy and are available on the school's website. There is an application process for external students which is detailed in the Sixth Form Admissions Policy.

## 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 (or Nodal point), (Yeomanry House – see catchment area map) 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).

**Children with an Education, Health and Care Plan (EHCP)** - 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 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. **Children who have exceptional social or medical needs, supported by a written recommendation**

from the child's pediatrician/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<sup>2</sup>.
5. **Students living in the catchment area**, with a sibling attending the Wren school at the time of application.
6. **Students living outside of the catchment area**, with a sibling attending the Wren school at the time of application
7. **Students living in the catchment area**
8. **Students living outside of catchment area**

## Academy Application and Admission Timelines

- **31st October 2023** - National Secondary Deadline – applications must be received by the Local Authority by midnight. The Local Authority will issue a receipt for all applications received; if confirmation is not received; parents/carers must follow up with the Local Authority to ensure the application has been received and will be processed.
- **1st March 2024** - National Secondary Offer date – the Council will send electronically and post notification letters to the applicants.
- **15th March 2024** – RBC Offer Acceptance Deadline – the deadline for parents to accept the place offered. Parents are required to accept their offered place in accordance with the instructions issued by RBC/their home LA.
- **1st September 2024** - 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).

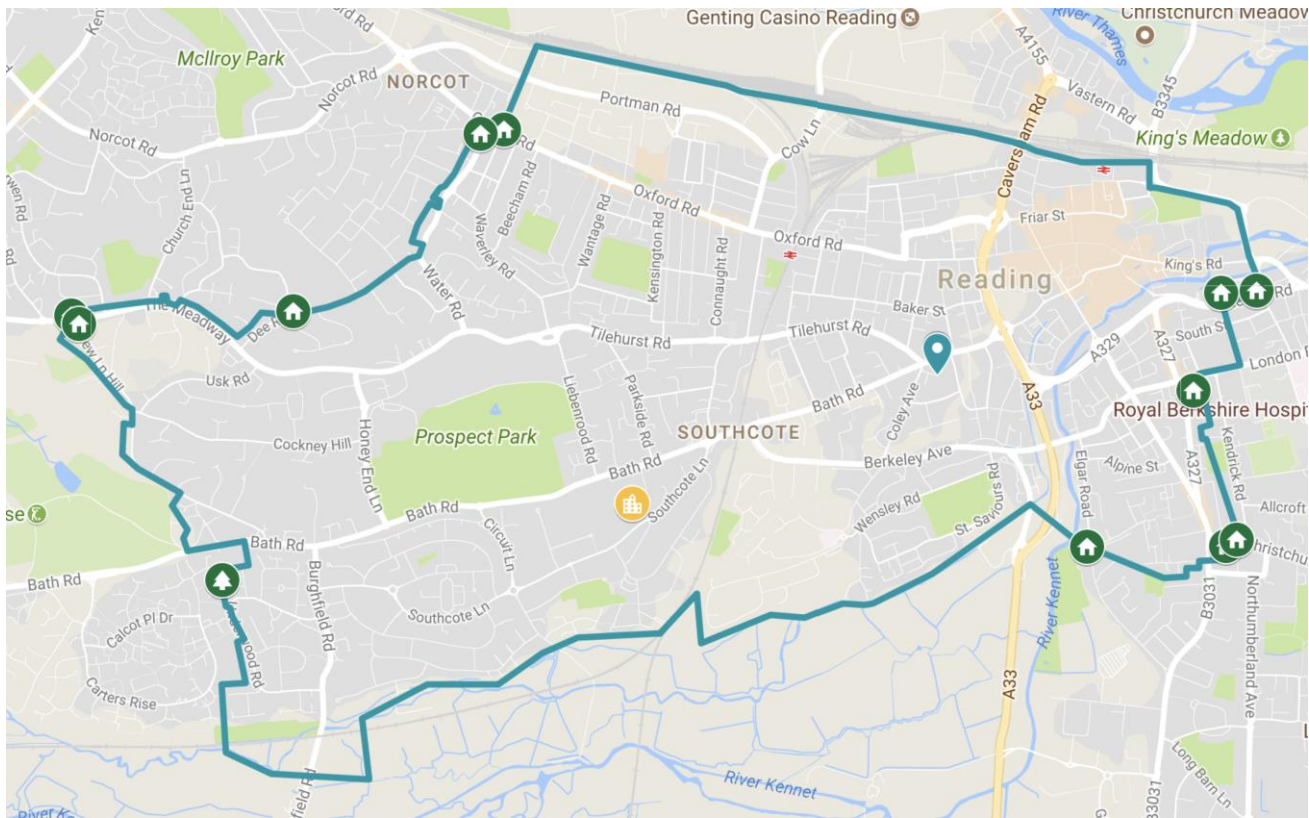
**Catchment Area** - The address which determines whether a child lives in the Catchment Area of the Academy, is the place where he or she is ordinarily resident at the deadline for applications and will continue to do so when the child is admitted.


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.


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<sup>2</sup> Staff must complete the Staff Supplementary Form (SIF) which is held on the external EAT website under admissions Excalibur Academies Trust Admission Policy (2024/25) for The Wren School  
This policy was determined on 10<sup>th</sup> February 2023





 N.B. The data point (or Nodal point) for The Wren School is Yeomanry House, Castle Hill, NOT the school

 The Wren School

Provided using Google Maps

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

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

**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. Please refer to the Reading Borough Council Secondary school admission guide for further detail.

**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).

**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). This would also apply to a brother or sister born in the same academic year.