



Cover note for:
Excalibur Academies Trust
Sixth Form Admission Policy for 2024/2025
The Wren School

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

This policy was determined on 10th February 2023



Excalibur Academies Trust

Sixth Form Admission Policy for External Applications 2024/2025

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.

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

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 The offer of a place may be withdrawn if false or misleading information is given.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.

Applications from external candidates for Sixth Form should be submitted to the Sixth Form directly by completing the online application form on the school website.

This Admissions Policy applies to external candidates wishing to join The Wren School Sixth Form, details of which are given below:

The Wren School

Age Group: 16-18 (this policy is relevant to external candidate applications to years 12-13 only i.e. age 16 - 18)

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

Telephone: 0118 214 3888

E-mail: admissions@wren.excalibur.org.uk

Website: www.wrenschoo.org

Published Admission Number for external students: 43

The Wren School is a publicly funded, co-educational, secondary Free School, with sixth form. The secondary school was established by The Wren School Academy Trust in 2015, which joined the Excalibur Academies Trust on 1st February 2019. The Sixth Form opened in September 2020. This document sets out the policy to be followed for external students wishing to apply to Sixth Form - 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 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.

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 admissions@wren.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's data point (Yeomanry House) 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.

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 from the Academy's data point (Yeomanry House) 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). A map showing The Wren's data point with Catchment Area is available on the Academy's [website](#).

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. **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.
3. **Students of Excalibur employees employed at The Wren School** 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!
4. **All other applications.** Priority will be given to siblings.

Academy Application and Admission Timelines

The timelines for external 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.

Looked After Children - A 'looked after child' or a child who was previously looked after but immediately

¹ 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 Sixth Form External Application
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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 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.