



Cover note for:
Excalibur Academies Trust
Sixth Form Admission Policy for 2028 - 2029
The Wren School

The following changes have been made to the 2027/28 Admissions Policy for The Wren School (Sixth Form):

Admission of students outside their normal age group – section expanded
Waiting lists – section updated
Looked after children – further detail added
Glossary and definitions – updated with additional detail



Excalibur Academies Trust

Sixth Form Admission Policy for External Applications 2028/2029

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.

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 and/or any necessary visa requirements, as appropriate.

Families 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 The offer of a place may be withdrawn if false or misleading information is given.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. International students may be required to share information related to their visa, such as the route, work condition and expiry; a share code may be requested. No copies will be taken.

The School is fully inclusive and welcome applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The school's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

Applications from external candidates for Wren Six 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: admin@wren.excalibur.org.uk

Website: <https://wren.excalibur.org.uk/>

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

Families have a right to request that their child is admitted to a year group other than their normal year group at the school. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

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. Appeals should be made within 20 school days and shared 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 strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added and that a student's 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 January - 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 online on our Wren Six Curriculum

pages. Admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course; this means that students are required to meet the published entry requirements, published on the website. Although admission will not be dependent on interview, an applicant conversation meeting may be arranged. Each course has an admission number, after which point a class is full; this is published on our website.

Admission to the Sixth Form will respect family 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 Reading Borough Council's mapping software. Priority in each category will be given to the shortest distance.

If admission is refused, families 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 Reading Borough Council'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. Students and families must be advised that any student with an EHCP must apply to Wren Six through the usual process, set out on page 3-4 **and** through their Year 11 Case Officer.

- I. **Looked After and Previously Looked After Children** 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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee (on behalf of the Trust) to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible [here](#)) will be followed.

Where the Virtual School Head has already verified the child's status, families should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

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 shortage¹.
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).

Children of UK Armed Forces Personnel/Crown Servants – Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves house as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

Final Year – The Final Year of a Sixth Form is year thirteen.

Home Address – The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician at the time of application.

Where any uncertainty arises in respect of the child's home address, the school reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

Where the child/child's family is/are not living in the area of the school at the time the application is

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

submitted, the application will still be accepted and processed. However, the address used will be the child's current address unless the application is supported by documentary evidence of the future new address which will meet the definition set out above (for example, a signed tenancy agreement, HMLR title deed/document, NHS/GP registration card/letter, etc.).

Looked After Children and Previously Looked after Children – 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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee (on behalf of the Trust) to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Parent – In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

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 school as at the Application Deadline and continue to live in the same house 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. For the avoidance of doubt, a child of a friend or extended family member (e.g. Cousin) will not be a sibling for this purpose, even if they live at the same address as the applicant child. For inclusion in this category, families must state the sibling's details in the application form.

Tie Breaker – Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the Academy Data point.

Distance will be measured by Reading Borough Council using their computerised mapping system in a straight line from a specific point at the child's home address (as defined below) to the Academy data point, which are pre-determined by the Local Land and Property Gazetteer.

Where two or more children live an equal distance from the school, the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the school. In the case of children who are twins or from the same multiple birth, 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.

If admission is refused, families have the right to appeal as detailed above.