Cover note for:

Excalibur Academies Trust
Sixth Form Admission Policy for 2027/2028
The Wren School

The 2027/28 Admissions Policy for The Wren School (Sixth Form) has been updated as follows:

- Admission Timelines updated
- Additional information for international students added
- Clarification on admission numbers for courses
- Clarification on application process for students with an EHCP
- Clarification of information for armed forces personnel

This policy was determined on 06th February 2026.

Excalibur Academies Trust

Sixth Form Admission Policy for External Applications 2027/2028

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.

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 The offer of a place may be withdrawn if false or misleading information is given.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

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: admissions@wren.excalibur.org.uk
Website: www.wrenschool.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. 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 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 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 Reading Borough Council'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 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.

1. **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.

   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 shortage[1].

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 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 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.

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

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 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.