



Department  
for Education

# **Free school admissions models**

**Mainstream admissions**

**December 2014 (v4)**

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## Introduction

This document's aim is to provide assistance to schools in drafting their first set of admission arrangements. Part A contains examples of various types of admission arrangements, while Part B contains examples of some of the more technical aspects of oversubscription criteria: sixth-form arrangements, pupil and service premium and banding.

Schools do not have to follow these examples exactly, but we hope they are of assistance in indicating how various types of arrangements might look.

# Part A – Model Admission Arrangements

## (1) A simple primary example

The Joe Bloggs academy has an admission number of 60 pupils for entry into reception. The academy will accordingly admit at least 60 each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

The academy will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below, in order:

1. Looked after children and previously looked after children<sup>1</sup>
2. children eligible to be registered<sup>2</sup> for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
3. Siblings of pupils attending the school. ‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the academy
4. Other children

### Tie-breaks

Proximity to the academy will first be applied if the school is oversubscribed in criteria 2 to 4 above with those living closest to the academy having priority for admission.

Distance will be measured from the front door of the child’s home to the front gates of the academy.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child’s home and the academy is equidistant in any individual case.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

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<sup>1</sup> 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).

<sup>2</sup> See the categories set out on page 21 of this guide. This sets out those eligible to be registered for FSM. In a primary school, you should explain who these groups are in notes to your policy, and provide a supplementary admission form enabling parents to demonstrate eligibility.

## Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age<sup>3</sup>. However, places cannot be deferred until the next academic year.

## Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

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<sup>3</sup> Children become of compulsory school age on the first prescribed day following their 5<sup>th</sup> birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

## Waiting lists

The academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [name/address of relevant contact] by [date<sup>4</sup>] for information on how to appeal. Information on the timetable for the appeals process is on our website at [URL].

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<sup>4</sup> Parents must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal

## **(2) A simple secondary example**

The Joe Bloggs academy has an admission number of 240 pupils for entry in year 7. The academy will accordingly admit at least 240 pupils each year if sufficient applications are received. All applicants will be admitted if 240 or fewer apply.

The academy will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below, in order:

1. Looked after children and previously looked after children<sup>5</sup>
2. Children eligible for the pupil premium, including the service premium.  
Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority . Children given priority under this criterion fall into the following categories:
  - a. children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and
  - b. children whose parent(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.
3. Other children

### **Tie-breaks**

Proximity to the academy will first be applied if the school is oversubscribed in criteria 2 to 3 above with those living closest to the academy having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the academy.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

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<sup>5</sup> 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).

## Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

## Waiting lists

The academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.



## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [name/address of relevant contact] by [date<sup>6</sup>] for information on how to appeal. Information on the timetable for the appeals process is on our website at [URL].

### **(2A) A simple secondary example which uses a catchment area**

The Joe Bloggs academy has an admission number of 240 pupils for entry in year 7. The academy will accordingly admit at least 240 pupils each year if sufficient applications are received. All applicants will be admitted if 240 or fewer apply.

The academy will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below, in order:

1. Looked after children and previously looked after children<sup>7</sup>
2. Children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
3. Children living in the catchment area of the school (see map below).
4. Other children

### **Tie-breaks**

Proximity to the academy will first be applied if the school is oversubscribed in criteria 2 to 3 above with those living closest to the academy having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the academy.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

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<sup>6</sup> Parents must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal

<sup>7</sup> 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).

## Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

## Waiting lists

The academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [name/address of relevant contact] by [date<sup>8</sup>] for information on how to appeal. Information on the timetable for the appeals process is on our website at [URL].

## Catchment area

[Include a detailed map, clearly showing the streets which are in the catchment area and setting out whether those on the boundary line are within the catchment or outside of it]

## (3) Multi-phase admission arrangements

The Joe Bloggs academy has the following admission numbers:

- Reception – 60
- Year 7 – 120
- Year 12 – 10<sup>9</sup>

The academy will accordingly admit this number of pupils each year if sufficient applications are received. All applicants will be admitted if fewer apply.

## Oversubscription criteria and procedures, Reception to year 6.

The academy will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below, in order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order.<sup>10</sup>
2. Children eligible for the pupil premium, including the service premium.  
Parents/guardians will be required to provide evidence of eligibility and the school

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<sup>8</sup> Parents must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal

<sup>9</sup> This is the number of places which will be offered on an annual basis to eligible external applicants. Children already on roll in the school's year 11 progress up if they meet any academic entry criteria.

<sup>10</sup> 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).

may request confirmation from the applicant's home local authority<sup>11</sup>. Children given priority under this criterion fall into the following categories:

- a. children eligible to be registered<sup>12</sup> for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and
  - b. children whose parent(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.
3. Siblings of pupils attending the school in year groups reception to year 11. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the academy
  4. Other children

### **Deferred entry for infants**

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age<sup>13</sup>. However, places cannot be deferred until the next academic year.

### **Oversubscription criteria and procedures, years 7 to 11.**

The academy will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below, in order:

1. Looked after children and previously looked after children (full definition of these terms in primary oversubscription criteria above)
2. Children eligible for the pupil premium, including the service premium.  
Parents/guardians will be required to provide evidence of eligibility and the school

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<sup>11</sup> Schools adopting this criterion will need to adopt a supplementary admission form and set out in notes to their admission policies who will qualify. See how this might be set out in example B(3) towards the end of this document.

<sup>12</sup> See the categories set out on page 21 of this guide. This sets out those eligible to be registered for FSM. In a primary school, you should explain who these groups are in notes to your policy, and provide a supplementary admission form enabling parents to demonstrate eligibility.

<sup>13</sup> Children become of compulsory school age on the first prescribed day following their 5<sup>th</sup> birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

may request confirmation from the applicant's home local authority<sup>14</sup>. Children given priority under this criterion fall into the following categories:

- a. children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and
  - b. children whose parent(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.
3. Siblings of pupils attending the school in year groups reception to year 11 (definition of 'sibling' in primary oversubscription criteria above);
  4. Other children

### **Oversubscription criteria and procedures, sixth form.**

The academy operates a sixth form for a total of 260 students. 130 places overall will be available in year 12 (the year 12 'capacity').

While the admission number is 10, if fewer than 120 of the academy's own year 11 pupils transfer into year 12, additional external students will be admitted until year 12 meets its capacity of 130.

The academy will admit any pupils with an Education, Health and Care plan naming the school.

Both internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are [that students will have achieved at least 5 A\*-C GCSEs].

In addition to the sixth form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress.

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<sup>14</sup> Schools adopting this criterion will need to adopt a supplementary admission form and set out in notes to their admission policies who will qualify. See how this might be set out in example B(3) towards the end of this document.

When there are more external applicants that satisfy any academic entry requirements, priority, will be given in the following order:

1. Students who are looked after children and previously looked after children (full definition of these terms in primary oversubscription criteria above);
2. Other students

Where there is space within year 13 (i.e. where there are fewer than 130 students in the year group) the academy will admit additional students up to this number using the oversubscription criteria above.

## **Provisions relevant to every phase of entry**

### **Tie-breaks**

Proximity to the academy will first be applied if the school is oversubscribed in any criteria (apart from the criteria applying to LAC/PLAC) with those living closest to the academy having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the academy.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case.

From reception to year 11, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN. No priority is given to siblings in the sixth form.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);

- information about the child’s academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child’s best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would ‘normally’ be a year 1 child for a reception place will be considered alongside applications for reception.

## Waiting lists

The academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application. In the case of sixth-form admission the student may also ask for his or her name to be added to the waiting list.

Children’s/students’ position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children/students on the waiting list in accordance with the oversubscription criteria.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [name/address of relevant contact] by [date<sup>15</sup>] for information on how to appeal. Information on the timetable for the appeals process is on our website at [URL].

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<sup>15</sup> Parents, and in the case of post 16 admissions, students must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal

## (4) Faith Free School admission arrangements

The school has an admission number of 200\_in year 7.

If undersubscribed, the school will admit all applicants. If oversubscribed, the school will admit children under two categories

**Priority Group 1** - 100 places to **faith applicants**. Before any other children are admitted under this criterion, children of the faith with a statement of SEN or with an Education, Health and Care plan naming the academy will be admitted. Then children will be admitted in the following order:

- a. Children 'of the faith' who are looked after children and those who are previously looked after children<sup>16</sup>
- b. Children of the faith who attend St Barts, St Aloysius, St Peters, and St Mark's Churches.
- c. Other children of the faith, with those living closest to the front gates of the school gaining admission. Distance will be used to tie-break criterion 1(b) if necessary.
- d. Random allocation will be used if any further tie-break is necessary within criteria 1(b) and 1(c)

Note: 'faith' will be established by a priest's reference. For the purposes of these admission arrangements 'of the faith' will be determined by whether the child regularly<sup>17</sup> attends a Church of England Church.

**Priority Group 2** - 100 places to **community applicants**. Before any other children are admitted under this criterion children with a statement of SEN or with an Education, Health and Care plan naming the academy will be admitted. Then children will be admitted in the following order:

- a. Children who are looked after children and those who are previously looked after children.
- b. Other children, with those living closest to the front gates of the school gaining admission.
- c. Random allocation will be used if any further tie-break is necessary within criterion 2(b)

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<sup>16</sup> 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).

<sup>17</sup> Drafting note if using this model: The school should set out what 'regular' means. It will often be defined in the faith body's published guidance on admissions. Where it is not, the faith body should be able to advise the school on the definition.



## **Allocation of places if either group 1 or group 2 are undersubscribed.**

All applicants will be considered equally for a place under priority group 2, but only those of the faith will be considered under priority group 1. If fewer than 100 children qualify for admission under priority group 1 additional places will be offered under priority group 2 until the admission number of 200 is met. If fewer than 100 children qualify for admission under priority group 2 additional places will be offered under priority group 1 until the admission number of 200 is met.

If an applicant from group 1 and an applicant from group 2 have equal priority for the final place, random allocation will be used to decide who is admitted.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

## Waiting lists

The academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [name/address of relevant contact] by [date<sup>18</sup>] for information on how to appeal. Information on the timetable for the appeals process is on our website at [URL].

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<sup>18</sup> Parents must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal

## Part B – Advice on specific admission oversubscription criteria.

### (1) Optional oversubscription criteria/information for policy for post 16 admission

Pupils already on roll in the school's own year 11 are not admitted to a school's sixth form because they are already on the school roll. They move up to the 6<sup>th</sup> form from year 11.

They can only be refused progression to the sixth form if they fail to meet any academic criteria for progression/entry. The same academic criteria must be applied to all pupils, whether they are internal pupils seeking progression or external applicants seeking admission.

Schools have the choice of admitting pupils into year 12 or operating a sixth form primarily for pupils already on roll in the school. If the school admits pupils afresh to the sixth form, example 'a' may be relevant while if the school does not normally admit example 'b' may be relevant.

#### (a) The academy admits at Y12:

The [ ] academy operates a sixth form for a total of 280 students. 140 places overall will be available in year 12 (the year 12 'capacity')

The admission number for year 12 is [40<sup>19</sup>].

This is the number of places which will be offered on an annual basis to eligible external applicants.

If fewer than 100 of the academy's own year 11 pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 140.

The academy will admit any pupils with a statement of SEN or with an Education, Health and Care plan naming the academy.

To be eligible to enter the sixth form both internal and external pupils will be expected to have met the same minimum academic entry requirements . These are: [<sup>20</sup>]

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<sup>19</sup> Recommend you pick a small number. You always have flexibility to admit over this number if necessary, but not to admit under this number.

<sup>20</sup> Set out the Academic entry requirements for the sixth form here.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress.

When there are more eligible external applicants (i.e. that satisfy any academic entry requirements), priority, will be given in the following order:

- a. Eligible students who are looked after children and eligible students who are previously looked after children<sup>21</sup>
- b. Eligible students on the basis of proximity to the school using straight line measurement from the main entrance of the academy to the main entrance to the child's home.

## **(b) The academy does not normally admit at Y12:**

The [ ] academy operates a sixth form for a total of 300 students. 150 places overall will be available in year 12 (the year 12 'capacity') for its own pupils progressing from year 11.

The academy will only admit external applicants if it is undersubscribed by pupils progressing from its own year 11 and in such circumstances it will apply the same academic progression requirements as it does to pupils already on roll in the academy.

The academic progression criteria are published on the school's website.

If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria in paragraph [the Y7 admission criteria]

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<sup>21</sup> 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).

## **(2) Banding**

Please note that several forms of banding are permissible. A school can band across

- the full range of ability of applicants for the school;
- the range of ability of children in the local area; or
- the national ability range.

It can also co-operate with one or more other schools to band jointly in these areas.

Schools operating catchments cannot band across each catchment separately: applicants to the school must be banded as a single group.

As an example of how this can be woven into oversubscription criteria, I've picked the simplest example, banding across the ability range of applicants.

Because banding can be difficult to understand for parents it might be useful to put a worked example in your arrangements to explain. Something like this:

### **Example of how banding works**

The school wants to achieve a fully comprehensive intake from the most able to the least able. It therefore bands by ability to ensure a fully comprehensive intake. Here's an example of how it works.

The school has an admission number of 120. It has 6 ability bands and 181 applicants. It tests all 181 applicants and ranks them from 1 to 181, from highest score to lowest in the test.

The school then places them into the 6 bands. It places the highest achieving 30 into the top band, the next 30 in the second band, the next 31 in the third band and 30 in each of bands 4-6 in order of ability.

It then applies its oversubscription criteria to each band and ranks the pupils within each band. It admits the highest ranked 20 from each. Priority goes to those who have highest priority under the oversubscription criteria, not to those who have achieved the highest scores in the test.

### **Banding process as written into admission arrangements**

Banding will be applied to all secondary applications including looked after children, previously looked after children and children with an Education, Health and Care plan<sup>22</sup>. There is no pass or fail mark.

All applicants will be placed into 1 of 6 ability bands based on the score achieved in the X test, which will be taken by all Year 7 secondary transfer applicants.

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<sup>22</sup> It is possible not to band those with an EHC plan and to just admit them and then band all other applicants.

The ability bands will correspond with the ability profile of applicants to the academy. The highest ability children will be placed in band 1 and the lowest ability children in band 6.

There will be two dates for banding tests which are [15<sup>th</sup> November and 22<sup>nd</sup> November<sup>23</sup>].

[Where students have not taken the banding test they will only be considered for admission after those who have sat the test <sup>24</sup>. ]

If the number of pupils applying is not divisible by six, the following process will apply:

- If there is only one extra child when the number of applicants is divided by 6 there will be an additional child placed in band 3;
- If there are 2, one additional child will be in band 1 and one in band 6;
- If there are 3, one additional child will be in band 1 one in band 6 and one in band 4;
- If there are 4, one additional child will be in band 1, one in band 2 , one in band 5 and one in band 6;
- If there are 5, one additional child will be in band 1, one in band 2, one in band 4, one in band 5 and one in band 6.

## Waiting lists

Subject to any provisions regarding waiting lists in Blankshire's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

The waiting list will not be banded. Only the oversubscription criteria will apply.

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<sup>23</sup> Talk to your LA on how dates for tests and marking of tests can fit in with the timetable for co-ordination.

<sup>24</sup> Optional. The school could retest. If it gives pupils lower priority if they don't sit the test note that children with an EHCP naming the school must nonetheless be admitted and LAC/PLAC will still need to be given highest admission priority.

### (3) Applying Pupil Premium Priority

If you include a pupil premium criterion you will need to:

1 add the following oversubscription criterion (anywhere after LAC and PLAC)

‘Children eligible for the pupil premium, including the service premium.

Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant’s home local authority

Children given priority under this criterion fall into the following categories<sup>25</sup>:

- children currently registered as eligible for free school meals
- children who have been registered as eligible for free school meals at any point in the last six years; and
- children whose parent(s) are serving in the regular UK armed forces,
- children of ex regular UK armed forces personnel who were serving in the last 3 years.
- children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

2 require parents/guardians to complete a supplementary form (published on the school’s website as part of its admission arrangements) and provide evidence of eligibility

This is an example of what a form might look like:

#### **Supplementary Form: Pupil Premium Admission Priority.<sup>26</sup>**

Academies (including free schools) are allowed to give priority in admissions to pupils attracting the Pupil Premium payment to schools.

The following pupils attract the Pupil Premium:

- Children registered as eligible for free school meals;
- Children who have been registered as eligible for free school meals at any point in the last six years \*

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<sup>25</sup> Note that you could choose instead to prioritise by any one or more of the 5 categories below rather than every category. The top 2 and the final 3 are usually grouped together though.

<sup>26</sup> You will need to edit your supplementary form accordingly, if you are not prioritising by every Pupil and Service Premium sub-category.

- Children who have been looked-after by a local authority continuously for more than six months

In addition, the following pupils attract the Service Premium and are also eligible for admission under the Pupil Premium admission priority.

- Children whose parent(s) are serving in the regular UK armed forces.
- Children whose parent(s) are ex regular UK armed forces personnel who were serving in the past 3 years.
- children where at least one parent died while serving in the UK armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

If more pupils apply to the school than there are places available, we (the school) will give priority to all the above categories of children under the 'Pupil Premium criterion' within our admission arrangements. If we have enough places, every child will be admitted. If we don't have enough places, we will apply the tie-break within our admission arrangements.

Children who are looked after do not need to be given priority under the 'Pupil Premium criterion, as they are already given highest priority in the admission arrangements alongside previously looked-after children. All other pupils eligible for the pupil or service premium will be given equal priority for admission.

If you think that your child falls into one of these categories, please tick the relevant box below. These children will be considered under 'Pupil Premium priority' within our published admission arrangements.

Category 1: My child is entitled to be registered as eligible for free school meals

Category 2: My child has been registered as eligible for free school meals within the past six years

Category 3: One or both of my child's parents is serving in the regular UK armed forces, are ex regular UK armed forces personnel who were serving in the past 3 years, or the child's parent(s) died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)



If parents are separated or divorced, in order to qualify under this criterion the parent in the services, or who was in the services within the past 3 years must be the prime carer for the child.

Please note that we may ask for evidence to confirm your application and an offer of a place may be removed if obtained on the basis of incorrect information.

## **Notes:**

### **Category 1**

We will assess whether your child is eligible to be registered for free school meals (and so attract the pupil premium).

\*For the purposes of the school's admission policy you are considered to be entitled to free school meals if you or your child receive any of the following:

- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit

### **Category 2:**

You will be required to provide some evidence of your child's eligibility for free school meals within the last 6 years. This may be a letter from a predecessor school or your local authority confirming eligibility for free school meals or other evidence showing your child was registered as eligible for/ in receipt of free school meals.

### **Category 3:**

Any documentary evidence from your regiment/unit confirming one or more parents are a currently serving member of the regular UK armed forces, that they were serving within the last 3 years or that the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS), owing to their parents dying while serving in the UK Armed Forces. If parents are separated or divorced, evidence should be supplied to show that the prime carer for the child is serving in the military or was within the last 3 years.



Department  
for Education

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Reference: DFE-00409-2014



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