



## **King's School Determined Admissions Policy (Sixth Form) September 2025**

### **Introduction**

King's School Sixth Form will be based on the tenets and beliefs of the Church of England. It will, through its admissions, promote understanding among students of all mainstream Christian churches, whilst supporting students to become young adults equipped with the confidence and qualifications they require to make the most of the opportunities available to them when they leave school.

King's School will provide school places for young people aged 11 - 18 and the admissions arrangements for the Sixth Form intake are set out below. The arrangements for Year 7 are set out separately.

King's School is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (September 2021) the School Admissions Appeals Code and admissions law as they apply to academies.

### **Numbers**

The capacity of the Sixth Form is 165 students in each of Year 12 and Year 13. A minimum of 50 places will be offered annually to external candidates.

### **King's School Applicants**

All Year 11 students who wish to stay at King's School will be able to continue into the Sixth Form, subject to meeting the *Academic Criteria* including their course requirements. We will offer advice, guidance and support to all of our students to ensure they are able to make informed choices about their post-16 education.

### **External Applicants**

There are at least 50 places available to external applicants. External applicants wishing to be admitted to Year 12 must apply directly to King's School prior to the closing date, using the online application form (or the hard copy form available on request from the school office). The closing date and full details of the application process will be published annually in the Sixth Form Prospectus and on the school website.

The same Year 12 *Academic Criteria* including course requirements apply to both external and internal applicants, but if the external places are oversubscribed then they will be prioritised according to the *Oversubscription Criteria for External Applicants* set out below.

## **Academic Criteria**

All students in the Sixth Form at King's School must be on a full-time study programme. This will usually comprise a minimum of three A-level courses or equivalent (full details of the options for full time study will be published annually in the Sixth Form Prospectus and on the school website).

There will be a minimum academic qualification for entry into the Sixth Form at King's School and in addition, individual courses will have minimum entry requirements that must be met. Full details will be published each year in the Sixth Form Prospectus.

Meetings may be held with applicants and their parents to discuss options and courses but will not form part of the decision process on whether to offer a place.

Provisional offers will be made subject to, and dependent upon, the applicant meeting the Academic Criteria for the Sixth Form including the specific course requirements.

Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses. Course enrolment is confirmed at the time of registration and is dependent on:

- sufficient demand for places in each of the courses the applicant has selected;
- availability of places on the courses the applicant has selected;
- availability of the combination of courses selected by the applicant; and
- the school's ability to staff and resource the courses selected.

If the intended course is full, but there are still vacancies on other courses, applicants may be offered an alternative.

## **Admissions for children with Education and Health Care Plans (EHCPs)**

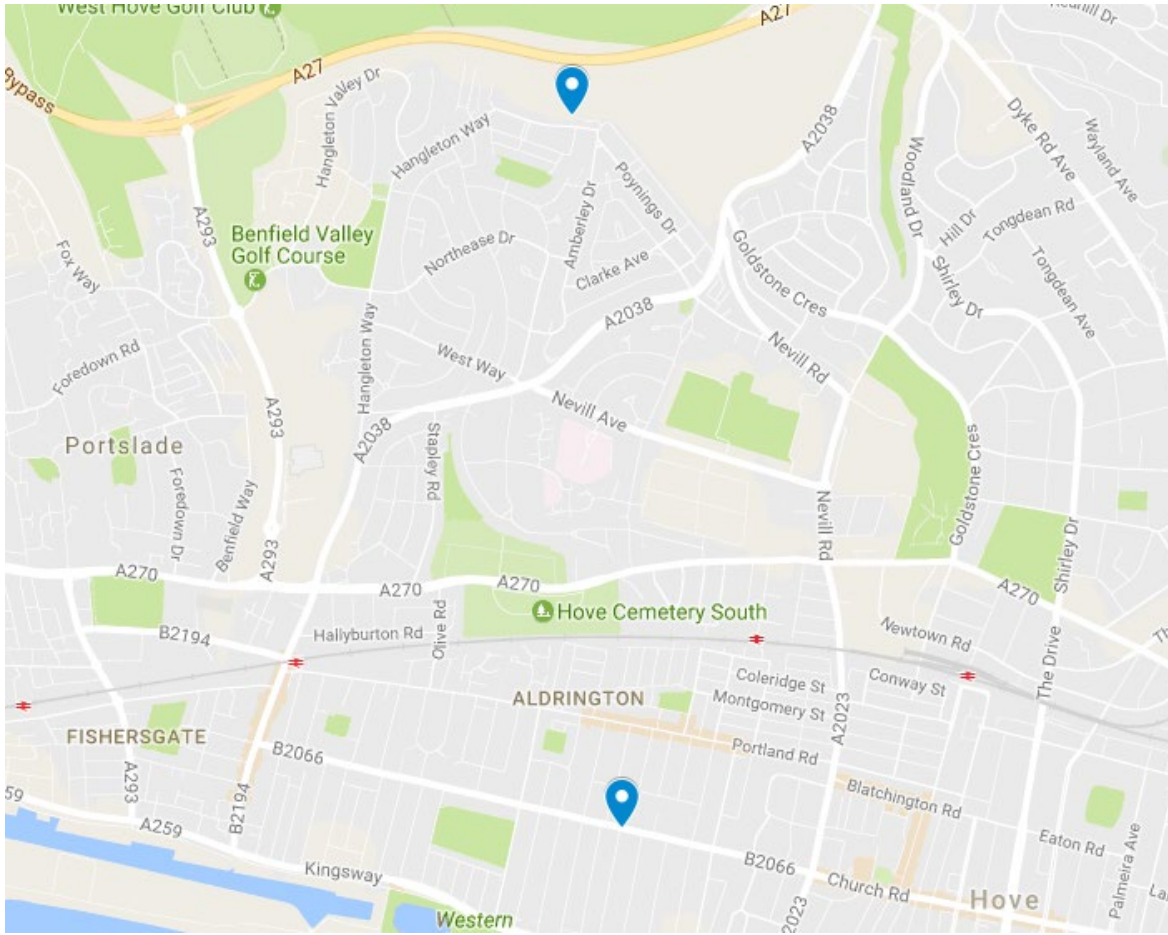
The admission and review of students with an Education, Health and Care Plan ('EHCP') is dealt with by a completely separate procedure involving parents, schools, the Local Authority and a range of professionals. This procedure is integral to the making and maintaining of a compliant EHCP by the student's home Local Authority. Details of this separate procedure are set out in the Special Education Needs Code of Practice.

## **Oversubscription Criteria for External Students**

Where the number of external applications for admission which meet the *Academic Criteria* is greater than the places available, and after the agreed admission of any children with an EHCP, the following Oversubscription Criteria will be applied in the order below:

1. Looked-after children<sup>#1</sup> or children who were previously looked-after<sup>#2</sup>.
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice from a doctor, social worker or other health professional, explaining why these needs can realistically only be met by this school.

3. Children living at the same address<sup>#5</sup> as siblings<sup>#3</sup>, on the roll of the school in any year group, including the Sixth Form, at the date of their own application for admission.
4. Children of staff<sup>#4</sup> directly employed by the Russell Education Trust on a permanent full-time or fractional contract at the school in either of the following circumstances:
  - i. The member of staff has been employed for two years or more before the admission application and is still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.
  - ii. The member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage (determined by the Headteacher with the Chair of Governors and the CEO of RET).
5. This is an Church of England School and if oversubscribed, up to 50% of the places available after the application of 1, 2, 3 and 4 above, will be based on a Faith Criterion<sup>#7</sup>. If more applications meeting the Faith Criterion are received than there are places available, then:
  - i. 30% of places will be offered in order of distance from the home address<sup>#5</sup> of the applicant to the school, distance being measured in a straight line from the middle of the front door of the student's accommodation to the centre of the main entrance of the school; priority being given to those who live closest to the school.
  - ii. 70% of places will be offered in order of distance from the home address<sup>#5</sup> of the applicant to the mid-point of the junction between New Church Road and Richardson Road; (the grid reference of this node point being 527665:104983), distance being measured in a straight line from the middle of the front door of the student's accommodation to the point detailed. Priority will be given to those who live closest to the node point.



6. If fewer than the designated number places are taken up by those satisfying the Faith Criterion<sup>#7</sup>, then these remaining places will be added to those offered to other applicants. If there are more applicants than there are places available in this category, then:
  - i. 30% of places will be offered in order of distance from the home address<sup>#5</sup> of the applicant to the school, distance being measured in a straight line from the middle of the front door of the student's accommodation to the centre of the main entrance of the school; priority being given to those who live closest to the school.
  - ii. 70% of places will be offered in order of distance from the home address<sup>#5</sup> of the applicant to the mid-point of the junction between Richardson Road and New Church Road; (the grid reference of this node point being 527665:104983), distance being measured in a straight line from the middle of the front door of the student's accommodation to the point detailed. Priority will be given to those who live closest to the node point.

## **Notes and Definitions**

### **#1 Looked After Children**

Looked After Children are defined as children who are (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 accordance with section 22 of the Children Act 1989, at the time an application for a school is made.

### **#2 Previously Looked After Children**

Previously Looked After Children are defined as children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order. This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

### **#3 Siblings**

Siblings include full, step-, half- adopted and fostered siblings living in the same household. Cousins are not considered siblings.

### **#4 Children of Staff**

For applications under Criterion 4, children of Staff include full, step, half, adopted and fostered children living in the same household as the member of staff.

### **#5 Home Address**

A child's home address is defined as the address at which the child is normally resident with a person who is a parent as defined in Section 576 of the Education Act 1996.

A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.

Where a child regularly lives at more than one such address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as the address where the child is registered with their GP.

The school reserves the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if false information has been given.

### **#6 Tie-Break**

In the event of two or more applications that cannot otherwise be separated by criteria 1-6, the vacant place will be allocated to the applicant whose home address is closest to our school building. Siblings from the same address who are tie-breaking for the same vacant place, will all be offered places. In other cases where applications can't be separated by distance, an independent party will randomly allocate the place via the drawing of lots.

## **#7 Faith Criterion**

Regular attendance is defined as fortnightly attendance at a Church, which is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance, for at least two years\* at the closing date for submission of a supplementary application form, which is midday on the last Friday of the February holiday. A Minister, Priest or Church Leader will need to sign the supplementary information form, confirming the attendance and the form must be submitted to the school before this date.

*\*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

## **#8 Offers of Places**

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, applications that have not yet received an offer will automatically be placed on the waiting list, in criteria order.

## **#9 Operation of waiting lists**

Where in any year, the school receives more applications for places than there are places available, a waiting list will operate which is maintained by the school. Parents/carers can ask for their child to be added to the waiting list from National Offer Day for new Year 7 places, and at any point after that for new Year 7 admissions or in-year admissions. A child's position on the waiting list will be determined in accordance with the Oversubscription Criteria set. When places are to be offered under criteria 5 and 6 they will be offered alternately from criterion 5 first then criterion 6 in order to maintain the 1:1 allocation of faith and non-faith places. Within these criteria, they will be prioritised solely on distance to the school.

## **#10 Appeals**

Parents who fail to gain a place at King's School for their child can appeal to an Independent Appeals Panel.

## **#11 Children educated outside their chronological year group**

Permission to submit an application for a child to be educated out of his/her age group should be requested by email, or otherwise in writing, to the school office. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. The request will be considered by our Local Governing Body's Admissions Committee. If permission is granted, the application must be made via the usual application processes and will be subject to the Oversubscription Criteria.

## **#12 Exceptional Medical or Social Need**

All local secondary schools have experience of dealing with children with different social and medical needs, so it is expected that no more than a small number of applications will be given this criterion in a year, if any. The threshold of acceptance is exceptionally high. Such difficulties must be so exceptional as to be very uncommon in the general population.

You must submit supporting documentary evidence, with your application. This evidence must confirm the circumstances of the case and must set out why the child can only attend King's School, Hove and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority. Decisions will be made based on the merits of each case and whether the evidence demonstrates that a placement should be made at King's School, Hove above any other.

This criterion is not intended to be used for special educational needs, which can be successfully supported through effective induction, support and appropriate provision at any school (unless an EHCP is in place, in which case a separate admissions process is used).

We do not consider reasons such as your place of work, childcare arrangements or previous family connections to the school to be strong enough to be considered under this criterion. The evidence provided to support your application must be as detailed and objective as possible.