



Ashlawn
School

Every child, every opportunity

Admissions Policy – Academic Year 2023-24

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Contents

Ashlawn School Admission Arrangements for 2023-24	3
1. Introductory Statement.....	3
2. Admission to Ashlawn School.....	3
3. Admission Number.....	3
4. Application Process	4
5. Oversubscription Criteria.....	4
6. Tie Break	7
7. Families of multiple births.....	7
8. Late Applications.....	7
9. Admission of children outside normal age group	7
10. Waiting Lists	7
11. Appeals	8
12. In-Year admissions.....	8
13. In-Year Fair Access Protocol	8
14. Notes.....	8
Home Address.....	8
Sibling (brother or sister attending the academy at the time of admission)	9
15. Admission to Selective school places.....	9
16. Admission to Modern Language Aptitude places.....	14
17. Ashlawn School Priority Area Map.....	14
18. Sixth Form Admission Arrangements.....	15

Ashlawn School Admission Arrangements for 2023-24

1. Introductory Statement

Ashlawn School is a secondary school in Rugby, Warwickshire catering for students aged between 11 and 18 years of age across seven year groups, including sixth form provision. The academy has a long established tradition of providing high-quality education to young people in the local community of Hillmorton, Rugby alongside a selective cohort accessible through reaching the required standard in the 11+ selective test.

More information about Ashlawn School can be found at www.ashlawn.org.uk

Ashlawn School is an academy school and is part of the Transforming Lives Educational Trust (TLET), who are responsible for its operation. More information about TLET can be found at www.tlet.org.uk

2. Admission to Ashlawn School

- I. Ashlawn School is a publicly funded, bilateral (containing both selective and non-selective [aptitude and community] streams), co-educational, secondary academy.
- II. Responsibility for the admission of pupils rests with TLET who are the Admissions Authority, and who will act in accordance with the School Admissions Code 2021 and the School Admission Appeals Code 2012.
- III. Ashlawn School admits pupils in consultation with Warwickshire Local Authority and other relevant stakeholders.
- IV. All applications for places at Ashlawn School will be considered in accordance with the arrangements set out below.
- V. Ashlawn School admits a proportion of pupils who have reached the required academic standard in the 11+ Selection Test. These are termed as selective places.
- VI. Ashlawn School admits a proportion of pupils who have scored the highest in the Modern Foreign Language aptitude test. These are termed as aptitude non-selective places.
- VII. All applications to Ashlawn School are now considered under this single admissions policy, including applications for selective and non-selective places. This policy explains under which element parents can apply and the oversubscription criteria for the remaining available places.

3. Admission Number

The academy has a published admission number (PAN) of 256 students for entry in Year 7 in 2023-24. Of these places, up to 31 places to pupils who have reached minimum academic standard or above in the 11+ selective test.

The academy will, accordingly, admit this number of pupils if there are sufficient applications. Where fewer applications than the published admission number for the relevant year group are received, TLET will offer places at the academy to all those who have applied. Should more than 256 applications be made, the over-subscription criteria will apply.

4. Application Process

Ashlawn School will coordinate with the Local Authority (LA) to process school offers. This means you will need to complete your LA Common Application Form (CAF):

Warwickshire: www.warwickshire.gov.uk/admissions

Northamptonshire: www.northamptonshire.gov.uk/admissions

Leicestershire: www.leicestershire.gov.uk/admissions

The national closing date for application is **31 October 2022**.

Offers will be made on the national offer day of **1 March 2023**.

5. Oversubscription Criteria

The criteria in this section apply to entry at all phases of the academy; therefore, the same criteria will apply to in-year admissions.

When the academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children who are in the care of, or provided with accommodation by, a local authority, and children who were looked after¹ by a local authority but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Up to 31 selective places will then be allocated to students who have reached the Automatic Qualifying Score in the 11+ Selective Test. (See *Admission to Selective school places on page 9*.)

¹ 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this document mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A copy of any relevant documents may be requested by Warwickshire Admissions Service as evidence at any time during the admissions process.

- a. Up to 15 selective places will be allocated to pupils living in the Eastern Area of Warwickshire** using the following method of prioritisation:
 - i. Pupils living in the Eastern Area of Warwickshire who would be eligible for the Pupil Premium who achieve the Automatic Qualifying Score or above
 - ii. Pupils living in the Eastern Area of Warwickshire who achieve the Automatic Qualifying Score or above.
 - b. Up to 16 selective places will be allocated to children living in the priority circle*** (the centre of which is the Rugby Water Tower), who achieve the Automatic Qualifying Score or above using the following method of prioritisation:
 - i. Pupils living in the priority circle who would be eligible for the Pupil Premium who achieve the Automatic Qualifying Score or above
 - ii. Pupils living in the priority circle who achieve the Automatic Qualifying Score or above
 - iii. Pupils living in the priority circle who have been considered by the Committee of Reference as having met the minimum academic standard for admission and placed on a reserve list.
 - c. Should these places not be filled by applicants within these areas, they will be offered to pupils living outside of the priority areas who achieve the Automatic Qualifying Score or above for this academy for this particular year of entry.
 - d. Should there be fewer qualifying applicants than selective places, they will be offered as non-selective places.
3. Up to 25 places will then be allocated to students who have met the required standard in order of their score in the Modern Language Aptitude Test. (*See Admission to Modern Language Aptitude places on page 14.*) Should fewer than 25 pupils meet the required standard, the remaining places will be offered to the next over-subscription category.
4. Places will then be allocated to as follows:
- a. Places will first be allocated to same year siblings of a child admitted for a selective or aptitude non-selective place within the application cycle;
 - b. Places will then be allocated to children living within the Ashlawn School Priority Area (see page 15) who will have a sibling at the academy at the time of admission;
 - c. Places will then be allocated to children living outside the priority area who will have a sibling at the academy at the time of admission who was **also** on role in the academic year 2020-21;

- d. Places will then be allocated to children living within the Priority Area;

The priority area for this academy can be viewed on the Warwickshire County Council website at: <http://www.warwickshire.gov.uk/mapsecondaryschools>

5. Next, places will be allocated where the child is the child of a permanent member of staff at Ashlawn School who has been employed for a period of more than two academic years at the time when the application is made and who will have a sibling at the academy at the time of admission;
6. Then, places will be allocated where the child is the child of a permanent member of staff at Ashlawn School who has been employed for a period of more than two academic years at the time when the application is made;
7. Next, remaining places will be allocated to other children living outside the priority areas who will have a sibling at the academy at the time of admission;
8. Finally, any remaining places will be allocated to other children living outside the Ashlawn School priority area.

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1. *Where there is need to split category III (above), places will be offered by taking the pupil's standardised score in Part Four of the Ashlawn MFL Aptitude test.*
 2. *Where there is a further need to split any category, places will then be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the applicant's home address location to the centroid of Ashlawn School. This applies equally to those living inside and outside the county's boundary*

** Within all criteria first priority is given to those achieving the highest score in the 11+ selective test. Where there is a need to split any category or group of pupils, places will be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the address point coordinate of the applicant's home address (as set by Ordinance Survey) to the centre point ("centroid" of the school in question (All distances are subject to changes which may occur with updates of mapping data). This applies equally to those living inside and outside the County's boundary. Where there is a further need to split any category places will be offered by taking the pupil's score in the Numeracy section of the paper.*

*** The Eastern Area of Warwickshire is described as the following (being the aggregated priority areas of Bilton, Ashlawn and Avon Valley Schools):*

Rugby plus the parishes of Dunchurch, Cawston, Thurlaston, Leamington Hastings, Birdingbury, Grandborough, Wolfhamcote, Willoughby, Binley Woods, Brinklow, Brandon and Bretford, Ryton-on-Dunsmore, Bubbenhall, Walston, Church Lawford, Long Lawford, Stretton-on-Dunsmore, Princethorpe, Frankton, Marton, Bourton and Draycote, Churchover, Clifton-on-Dunsmore, Coombe Fields, Cosford, Easenhall, Harborough Magna, Kings Newnham, Little Lawford, Monks Kirby, Newton and Biggin, Pailton, Stretton under-Fosse, Wibtoft, Willey, Withybrook.

Information on The Eastern Area can be found at www.warwickshire.gov.uk/admissions

****The Eastern area priority circle is based on a circle with a radius of 10.004 miles from the Rugby Water Tower.*

Further information can be found at www.warwickshire.gov.uk/elevenplus

6. Tie Break

For applicants allocated the same criterion in categories 2-6 above, priority is given in order of distance between the child's home and Ashlawn School (shortest distance equals highest priority). Distance will be calculated by a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of Ashlawn School. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data. Where the distance from home to the academy is identical, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out independently of the academy by our nominated admissions authority, Warwickshire Admissions Service.

7. Families of multiple births

Where there is a family of multiple births and they receive the 256th place, we will accept all children from the multiple-birth residing at that household over the PAN.

8. Late Applications

All applications received by the academy after the deadline will be considered to be late applications. Late applications will be considered after those received on time. Late applications will be considered alongside on-time applications if there is written evidence of exceptional and compelling reasons for the late application. Such circumstances will be considered by the admissions authority (TLET) and the LA.

If, following consideration of all applicants the academy is oversubscribed, parents may request that their child is placed on the academy's waiting list.

9. Admission of children outside normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their children to be allocated a place.

When such a request is made, TLET will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent/carer.

10. Waiting Lists

Parents of any child who is not allocated a place may request that their child is placed on the academy's waiting list. Waiting lists will be held by Warwickshire Admissions Service.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise.

A child's position can move both up and down the waiting list as other pupils are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on an academy's waiting list is irrelevant.

Waiting lists will be held until the end of the autumn term. Parents / Carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list and will be required to complete a new in-year application form.

11. Appeals

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

Appellants should contact Warwickshire Admissions Service by 31 March 2023 for information on how to appeal.

Information on the timetable for the appeals process is available on the Local Authority website at www.warwickshire.gov.uk/admissions

12. In-Year admissions

Families interested in an in-year place at Ashlawn School should contact the academy directly in the first instance. Applications can then be made directly to Warwickshire Admissions Service, which coordinates in-year admission arrangements, at www.warwickshire.gov.uk/admissions

13. In-Year Fair Access Protocol

Ashlawn School participates fully in Warwickshire's In-Year Fair Access Protocol.

14. Notes

Home Address

The home address is where the child normally lives. Where a child lives with parents with shared parental responsibility, each for part of the week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, the parents will be asked to determine which residential address should be used for the purpose of admission to the academy. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with

their doctor. If the residence is not split equally between both parents then address used will be the address where the child spends the majority of the school week.

Sibling (brother or sister attending the academy at the time of admission)

Sibling is defined as: a brother or sister; a half brother or sister; an adopted brother or sister; a step-brother or sister, or the child of the parents' partner, where the child for whom the academy place is sought is living in the same family unit and at the same address as that sibling.

15. Admission to Selective school places

Ashlawn School is a mixed bilateral academy with a sixth form. Admissions are based on a process of selection having regard to children's academic ability. In Rugby there are two other academically selective schools: a girls' grammar school with academy status (Rugby High School) and a boys' grammar school with academy status (Lawrence Sheriff.)

At Ashlawn, a maximum of 31 pupils who have successfully met the required standard in the 11+ selective test will be admitted.

Please note that priority areas (Eastern Area of Warwickshire** and the Priority Circle of the Eastern Area***) related to selective school places differ from the Ashlawn School Priority area referred to on the map on page 15.

1. Eligibility for application is based upon the following:

- a. Returning the 11+ registration form by 23:59 on **30 June 2022**. (Registration opens for the Warwickshire 2023 entry at 9:00 on 9 May 2022.)
- b. Naming Ashlawn School on the CAF
- c. Achieving the qualifying score as determined by the Committee of Reference

2. Special Arrangements and Access Arrangements for Children with Special Educational Needs

- a. Parents whose children have a disability and / or require special resources to sit the test must request this in writing by completing the 'Special Testing Requirements' form and providing supporting documents. Forms are available from, and must be returned to, Warwickshire Admissions by 23:59 on **30 June 2022**.
- b. Testing arrangements for disabled students seeking entry to Year 7 will be as agreed centrally between Warwickshire Local Authority and the headteachers of the selective schools in East Warwickshire. These students could also be applying through and be tested by The Grammar Schools of Birmingham.
- c. Students with special educational needs who have had an assessment carried out by an assessor holding a recognised qualification in assessing children with

special educational needs, will receive an additional time allowance of up to 25% for English and Mathematics, provided that such an allowance forms part of the assessor's recommendations. An amanuensis, enlarged papers and other requirements will also be met subject to sufficient notice of the need being given.

3. Committee of Reference

- a. In East Warwickshire, the Committee of Reference sets the Automatic Qualifying Score taking account of the applications for the individual schools and the number of places available. The Committee reviews the arrangements made for any pupils with disabilities or special educational needs. The Committee of Reference will also consider the scores of students just below the Automatic Qualifying Score and the required minimum academic standard for admission (minimum score for a place on the waiting list.) The admissions authority may decide to admit one or more of these students from the waiting list provided that the Published Admission Number (PAN) for the school is not exceeded.

4. Entry to Year 7 in September 2023

Admission will be determined by comparing the children's performances in two papers commissioned by Warwickshire Local Authority and the number of applications for the schools will be used by the Committee of Reference to set the Automatic Qualifying Score. Above and at that qualifying score a child will receive an offer from their highest named preference of selective school (subject to living within the priority circle, not being a late entry or having an offer from a higher preference of school).

5. The 11+ Selection Test

The main test session date will be in September 2022. Warwickshire reserves the right to conduct these tests over a weekend. In exceptional circumstances, Warwickshire reserves the right to conduct tests at another time in the autumn term.

Information about the test will be available on the Warwickshire Admissions website. Familiarisation information will also be available. The 11+ test will assess verbal reasoning, non-verbal reasoning and numeracy.

For each paper, the children will be given a question booklet which contains the test questions and a separate answer sheet to mark their answers.

The same test is used for entrance for all Warwickshire schools with selective criteria.

Parents whose child is not able to sit the test on a Saturday for religious reasons must tick the appropriate box on the registration form and enclose a supporting letter from their religious leader. A further date will be confirmed for the testing of these children.

6. Illness

If your child is ill on the test day and is unable to sit the test, you must notify Warwickshire Admissions by no later than 23:59 pm on the day of the test. A medical note (scanned copy, faxed or hand delivered) must be submitted for an alternative date to be arranged.

7. Additional 11+ Selection Test Sessions

These will be held in late November/early December and late January/early February, primarily to accommodate families moving into the area. The same principles apply (for example Warwickshire residents should register with Warwickshire Admissions).

8. Registration for the 11+ Selective Test and applying for a school place

During the summer term of 2022, parents of all children in Year 5 in primary schools in Warwickshire will be issued with information about the process of selection as will the parents of children attending independent schools if the schools request it. Parents of children not attending those schools can contact the Admissions Service to request that information, or visit the Warwickshire 11+ website at www.warwickshire.gov.uk/elevenplus

9. Registration for the Test

Parents living in Warwickshire should register for the test with Warwickshire Admissions. Parents living in other authorities should register for the test in the region in which they would most like their child to attend a school.

Parents will be able to register for the test from 9 May 2022. It is recommended that parents do this on-line. Paper copies of the registration form will also be available from Warwickshire Admissions. If you are posting a registration form you are strongly advised to take steps to ensure your form is received prior to deadline, such as recorded delivery. Please ensure that any recorded delivery receipt has the postcode printed electronically on it.

The closing date for registrations is 23.59 on 30 June 2022. All registrations will be acknowledged. If you do not receive an acknowledgement within 14 working days you should contact Warwickshire Admissions.

Details of test venues will be sent to parents by Warwickshire Admissions. This will include a 'Fit and Well' sheet which must be brought to the test session. Photographic identification **must** also be provided. Warwickshire Admissions reserves the right to contact your child's school and to share the photograph with them for the purpose of establishing proof of identity as part of the entrance test process.

If your form is received prior to the closing date but is not fully completed it will be considered as late. If your registration form is received after the closing date it will be considered as late.

If your child is sitting the test in a Warwickshire venue and you arrive at the test session without photographic identification of your child they will not be able to sit the test on that day and your registration will be considered as late.

If you indicate after the registration closing date that you wish for your child's test score to be shared with either Warwickshire Admissions or The Grammar Schools of Birmingham, your registration will be considered as late for the region you wish your child's result to be shared with.

If your registration is considered to be late your child will be tested at the earliest opportunity.

It is unlikely that results will be available prior to the deadline of 31 October 2022 for submitting an application for a school place. Late applications without supporting evidence will be processed after on-time applicants. If your application is late it will therefore affect the likelihood of your child being offered a place at this school.

If your form is received after the closing date of 30 June 2022 it will only be treated on-time for this school if you can provide evidence of exceptional circumstances or a move of address into the priority area by 31 December 2022.

10. Applying for a school place

Applications will be made on the home authority's CAF as part of the coordinated process with neighbouring authorities. The national closing date for making a preference will be 31 October 2022.

Applications received after this date will be considered late and will be given a lower priority for places. An exception will be made for exceptional circumstance and children moving into the priority area where independent evidence can be provided by 31 December 2022.

11. Notification of Test Results

Under the School Admissions Code, there is a requirement for Local Authorities to inform parents of the outcome of selection tests before parents make applications for other schools - while making clear that this does not equate to a guarantee of a selective place.

The parents of all children who sit the 11+ test in September 2022 will be sent details of how their child has performed in the tests. Data from all pupils sitting the test will be used to produce standardised scores.

Weightings will be applied to the scores achieved in Verbal Reasoning, Non-Verbal Reasoning and Numeracy. Parents will be notified by post of their child's score in the 11+ selective assessment. Parents who have either registered with Warwickshire Admissions (or have

asked that their child's score be shared with Warwickshire Admissions) will receive the following information:

- a) Your child's total standardised score broken down by performance in Verbal Reasoning, Non-Verbal Reasoning and Numeracy.
- b) A provisional ranking of where the score places the child out of all children who have sat the test.
- c) The automatic qualifying scores and waiting list scores for each Warwickshire Grammar school for previous years where the weightings have been applied for the three sections. These can be used for comparison purposes but there can be no guarantee that any child, including those scoring above the required score for previous years, will be offered a grammar school place.
- d) The date for the issue of the test results is still to be confirmed by Warwickshire County Council.

12. Setting of the Automatic Qualifying Score

Performance in the tests and the number of applications for the schools will be used by the Committee of Reference in each area to set the automatic qualifying score. Above and at that score a child will receive an offer from their highest named preference school.

The Committee will consider the descending score order and the number of children applying for each school (living within the priority area and who registered before the closing date) and set the automatic qualifying score as close to the published admission number for the school as possible. Places will then be offered in accordance with the admission criteria.

The automatic qualifying score for 2023 entry will be set by the East Warwickshire Committee of Reference taking account of the previous automatic qualifying score for entry

16. Admission to Modern Language (ML) Aptitude places

Full details and Terms and Conditions of the Ashlawn ML Aptitude Test are given on the school website. Applicants should read these conditions and then sign to say they have done so when completing the application form for the Aptitude Test.

A maximum of 25 pupils who meet the required standard in Ashlawn's ML Aptitude Test will be admitted in order of score. Should fewer than 25 pupils meet the required standard, the remaining places will be offered to the next over-subscription category.

Parents and carers who wish their children to be considered for Ashlawn's ML places must submit a completed application form by noon on the deadline stated within the terms and conditions on the school website. This form will be available on the website from 1 June 2022.

Applicants who are admitted to the school following results of the Aptitude Test will, unless in exceptional circumstances, study two languages.

The Ashlawn ML Aptitude Test aims to identify pupils who have an aptitude for learning the subjects covered by Ashlawn School's Modern Languages Faculty. No part of the test will be conducted in these languages and prior knowledge of any modern foreign language is not required.

The Ashlawn ML Aptitude Test will be administered in September 2022. We reserve the right to conduct testing on a weekend day. More information will follow following registration.

An independent observer will be appointed to oversee the marking of the Ashlawn ML Aptitude Test.

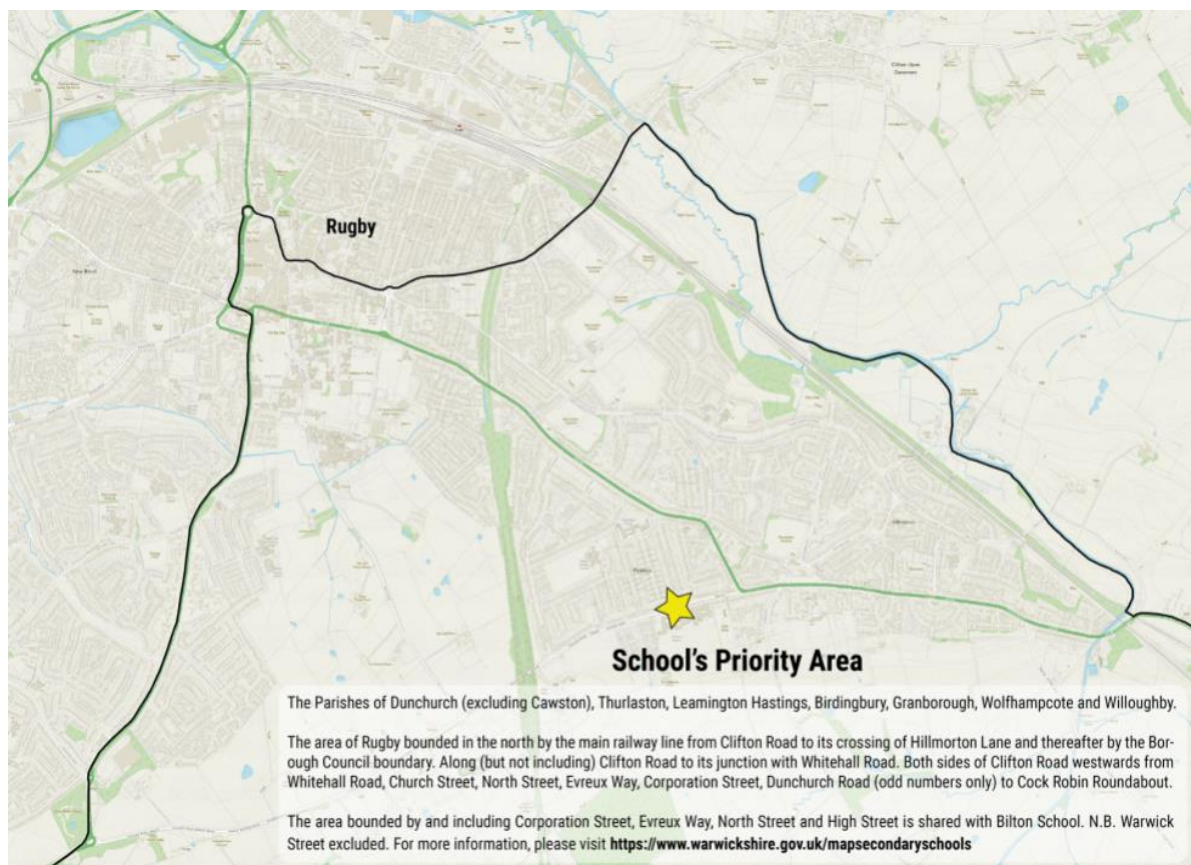
A pupil whose application has been unsuccessful for a place under the Ashlawn ML Aptitude Test will be equally considered for a place under the other criteria as set out in the oversubscription criteria.

Applicants will be informed of their standardised score in the ML Aptitude Test in writing before 31 October 2022. Applicants will not be informed by the school as to whether or not they have been offered a place; this will be done by the applicant's Local Authority.

17. Priority Area Map

An illustrative version of the map for our priority areas is included below for your convenience.

The map shown is for illustrative purposes only. Interactive versions of the map are online at www.warwickshire.gov.uk/mapsecondaryschools. The version online is the most up to date and where discrepancies occur between the map within this policy and online, the online map is the definitive version. If, after consulting the online maps, you are still unsure about whether you are within the priority area, please contact Warwickshire Admissions Service admissions@warwickshire.gov.uk or 01926 410 410, **Option 3**



18. Sixth Form Admission Arrangements

Ashlawn School has an open access Sixth Form catering for students from Rugby and surrounding areas in a comprehensive and inclusive environment. All applications are treated on their own merit. The published admission number (PAN) is 60.

Ashlawn Sixth Form has courses which cater for a range of students and details of entry criteria are available in our Sixth Form Prospectus. Ashlawn Sixth Form has over 30 courses which lead to 3 to 4 A Levels.

The process of Sixth Form application is as follows:

1. Open evening for all prospective Sixth Form students during November of the year preceding entry to Sixth Form.
2. Completion and receipt of application form into Ashlawn School before the advertised date in December of the year preceding entry to Sixth Form.
3. A guidance discussion to ensure options and choices reflect a student's aspirations and future plans.

An offer of places will be made on the following basis:

1. Students seeking entry at 16+ should have at least 5 full course GCSE passes at level 4 and above including either English or Maths.

2. In addition, there are specific GCSE requirements for individual subjects detailed in the Sixth Form Prospectus. On receipt of a completed application (normally at the end of the autumn Term), an interview will be arranged. The interview is intended to ensure that all students make informed choices.
3. Young people in the care of or provided with accommodation by a local authority who meet the qualifying standard for the school have priority.
4. Offers of places are made subject to the entry requirements being met, and to there being places in the subjects of the student's choice.

Over Subscription Criteria

Students who have an Education, Health and Care Plan naming the academy, who meet the required standard for entry, must be admitted and this could therefore reduce the number of places available.

There is no guarantee of a place being available, but places up to the PAN will be allocated where the applicant meets the relevant qualifying standards and where places are available on the preferred courses and in the following order:

1. Children who are in the care of, or provided with accommodation by, a local authority, and children who were looked after by a local authority but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Other children requesting a place at the school.

Where there is a need to split any category, places will then be offered in accordance with distance between the students home and the school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the home address point location coordinate of the applicant's home address (as set by the Ordnance Survey) to the centre point of the school. All distances are subject to changes which may occur with updates of mapping data. This applies equally to those living inside and outside the county's boundary.

In the event of two or more students having the same oversubscription priority and living the same distance from the school, the place will be allocated by using a computerised random number generator. This process will be carried out by Warwickshire Admissions on behalf of the school, in the presence of a witness from Warwickshire Legal Services who is independent of the school and the admissions process.

The closing date for applications is 9 December 2022.

In-Year Applications

Within Year 12 and 13 any request for admission should be made directly to the school using the school's application form.

Applications will be considered in line with this policy and offers will be made where there are places available within the appropriate year group and:

1. The applicant meets the relevant qualifying standards; and
2. There is place on the course or courses preferred by the applicant

Out of Age Admissions

Where an applicant wishes to be placed in a year group outside that which would generally be appropriate for their chronological age, they should initially contact the school to discuss the application and present any relevant evidence to support the request. The admission authority will consider all such applications in line with the requirements of the Schools Admissions Code

Waiting List

The admission authority will hold a waiting list for admission to year 12 until the end of the autumn term following the September admission point. Priority will be in line with the oversubscription set out above.

Where new applicants request being placed on the waiting list, it will be necessary to re-rank the list.

Sixth Form Appeals

The student and/or parents/carers of all students who meet the required academic criteria but are refused places will be notified that they have the right of appeal through an Independent Appeal Panel.