

**School admission arrangements: template and instructions for mainstream academies and free schools**

**February 2023**

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# Summary

This publication is non-statutory guidance for mainstream free schools in pre-opening. It provides a template and advice to help their admission authority draft admission arrangements that comply with the [School Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Additional guidance is available on the [free school admissions](https://www.gov.uk/government/publications/free-schools-admissions) website.

## Review date

This guidance will be kept under review and updated when necessary.

## Who is this guidance for?

This guidance is for mainstream free schools in pre-opening. It may also be of interest to local authorities and the admission authorities of other mainstream schools.

## Main points

Free schools are required by their funding agreements with the Secretary of State to comply with the [School Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2) (the Admissions Code). This means their admission arrangements must:

* be easy for parents to understand
* be reasonable, clear, objective and fair
* not unfairly disadvantage a child from a particular social or racial group, or who has special educational needs or a disability.

The following components should be included in the admission arrangements for all schools:

* admission number (also known as published admission number or PAN) – the number of pupils the school will admit in the relevant age group
* oversubscription criteria – the criteria the school will use to prioritise applications if it receives more applications than it has places
* tie-break – to separate two applicants who are otherwise tied for the same place
* a statement about how the school will handle requests for children to be admitted out of their normal age group
* a statement about the school’s waiting list
* a ‘notes’ section which defines any terms used in the arrangements that require explanation.

Schools with a reception class also need to include a statement about delayed admission.

A free school’s academy trust is responsible for setting its admission arrangements and ensuring they are lawful. Anyone who believes a school’s admission arrangements are unfair or unlawful may object to the [Schools Adjudicator](https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator). Schools must amend their admission arrangements where necessary to comply with the Adjudicator’s decision.

## Completing the template

Schools should populate the [template](#_Template):

* with information specific to their school, for example, their admission number, and
* by selecting from the text provided.

The template contains drafting notes in **[**square brackets**]** which should be deleted when drafting is complete.

Schools should send their completed admission arrangements to their DfE lead contact, attaching the following as appropriate:

* their application form for parents (refer to paragraph 1.9 and 2.4 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2)) - application forms must not ask for any information that is not necessary to apply the oversubscription criteria
* a map of their catchment area if they have one (refer to paragraph 1.14 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2)) - this forms part of the admission arrangements and must clearly show the boundary of the catchment area, street names and the location of the school and enable those who live near the boundary to tell if they live inside or outside the catchment.
* a supplementary information form where they intend to use one (refer to paragraph 2.4 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2)).

# Template

|  |
| --- |
| **You may wish to include your school’s crest, badge or logo here** |

**Admission arrangements for [*school name*] for the [20xx-20xx] school year**

**Introductory statement**

**[**Optional: you may wish to include a short description of your school here**]**.

**Published Admission number (PAN)**

**[**Refer to paragraphs 1.2 to 1.5 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2).

This is the minimum number of pupils that must be admitted if sufficient applications are received. It must be a definite single number e.g. 60 not ‘up to 60’ or ‘between 30 and 90’. You can admit above PAN (see paragraph 1.4 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2)).

The PAN only applies to the year group to which pupils are normally admitted e.g. reception, year 7, year 12. It is possible to have more than one admission number e.g. a secondary school might have one for year 7 and one for year 12.

**Schools with a sixth form**: Children who have been admitted to a school cannot be expected to re-apply in order to move up to a higher year group in the school (for example, to move from year 6 to year 7 in an all-through school). This means pupils in a school’s year 11 must not be required to apply for admission to year 12. They will automatically move up to year 12 if they meet any academic entry criteria set by the school.

The admission number for year 12 must relate only to pupils that will be admitted from **outside** the school. If a school has capacity for 60 students in year 12 and expects 50 students to move up from its own year 11, it will set an admission number of 10. It would be able to exceed its admission number if fewer pupils than expected moved up from year 11.

In their first year, schools will not have any existing year 11 pupils and may set their admission number so that year 12 is filled by external applicants. (It will need to consult in accordance with paragraphs 1.45 to 1.50 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2) if it wants to reduce this number in subsequent years.**]**

The school has an admission number of **[***add number***]** for **[***add year group(s)***]**. It will admit this number of pupils if there are sufficient applications. If fewer than **[***repeat admission number***]** applications are received, all applicants will be offered a place.

**Application** **process**

**[**This section is for schools that are not included in their local authority’s co-ordinated admissions process in their first year.They should work with the local authority admissions team to agree the application process. The school may receive applications and make offers, or the local authority may do this on their behalf, outside the co-ordinated process.

Schools that are included in the co-ordinated process may delete this section. Further information is available in the [Free School Pre-opening Guide](https://www.gov.uk/government/publications/free-school-pre-opening-guide/free-schools-pre-opening-guide).**]**

**[***Name of school/local authority***]** will process applications outside the normal co-ordinated admissions process. The application form can be obtained from **[***insert web address***]**. Completed applications should be sent to **[***add address or email***]**. The closing date for applications is **[***date***]**.

Offers will be made on **[***date***]**. If the academy trust has not signed a funding agreement with the Secretary of State for Education by that date, offers will be conditional and will be confirmed once the funding agreement has been signed.

**Parents will also need to complete their local authority’s common application form for their other choices of school.**

**Application process for places in the sixth form**

**[**Schools that do not have a sixth form may delete this section.**]**

**[***Name of school/local authority***]** will process applications for the sixth form. The application form can be obtained from **[***insert* *URL***]**. Completed applications should be sent to **[***add address or email***].** The closing date for applications for places in year 12 is **[***date***]**.

**[**Choose one of the options below and delete the others.**]**

**Option 1:** Offers of places in year 12 will be made on **[***insert date***]** once GCSE grades are known.

**Option 2:** We will make conditional offers of places in year 12 based on predicted GCSE grades. Conditional offers will be made on **[***insert date***]**. Offers will be confirmed on **[***insert date***]** once actual grades are known.

**Option 3:** Offers of places in year 12 will be based on predicted GSCE grades and will be made on **[***insert date***]**.

**Option 4 [**if the school does not have academic entry criteria for the sixth form**]** Offers of places in year 12 will be made on **[***insert date***]**.

**Banding**

**[**Refer to [Section A](#_Section_A:_Banding) of the annex and paragraphs 1.25 to 1.30 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2).

Schools that will band applicants should include information about the banding process here. Other schools may delete this section.**]**

**Oversubscription criteria**

The academy trust will admit any pupil with an Education, Health and Care plan which names the school. Priority will then be given to children who meet the criteria set out below, in order. **[***Applicants for the sixth form will also need to meet the academic entry criteria set out below*.**]**

**[**Refer to paragraphs 1.6 to 1.10 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Select oversubscription criteria from the options in [Section B](#_Section_B:_Oversubscription) of the annex.

Oversubscription criteria should be clear and easy for parents to understand. The number of oversubscription criteria should be kept to a minimum.

Depending on the criteria chosen, it may be necessary to include a final criterion for ‘other children’ e.g. in case there are places available once offers have been made to all applicants living in the school’s catchment area.**]**

1. Looked after children and previously looked after children
2. **[***oversubscription criterion***]**
3. **[***oversubscription criterion***]**
4. **[***oversubscription criterion***]**
5. **[***other children***]**

**Tie-break**

**[**Refer to paragraph 1.8 (tie-breaks) and paragraphs 1.34 and 1.35 (random allocation) of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Select one of the options below.

If selecting distance, you will need to decide how distance will be measured (e.g. in a straight line, safe walking route) and set this out clearly. If the local authority will measure distance for you, ensure you correctly describe the local authority’s methodology. Random allocation should be used as a final tie-break because two or more children may live an equal distance from the school.**]**

#### Option 1: If a tie-break is needed to decide which child will be offered a place, the child living closest to the school will be offered a place. [*Distance will be measured from the child’s home to the front gates of the school in a straight line.*] If two or more applicants live an equal distance from the school, random allocation will be used to determine which child will be offered a place. The [*local authority/other independent body*] will conduct the random allocation.

#### Option 2: If a tie-break is necessary, random allocation will be used to determine which child will be offered a place. The [*local authority/other independent body*] will conduct the random allocation.

**[**Refer to paragraph 2.16 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2).

Whichever tie-break is chosen, the following sentencesmustbe included by schools with infant classes. We recommend other schools also include it, but they are not required to. The infant class size rules allow schools to exceed the limit of 30 pupils per teacher when children from a multiple birth are tied for the final place.**]**

Random allocation will not be used if siblings from a multiple birth (twins, triplets etc.) are tied for a place. They will all be offered a place and we will exceed our admission number.

**Arrangements for admission to the sixth form**

**[**Refer to paragraph 2.6 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2) and [Section C](#_Section_C:_Arrangements) of the Annex. Schools with a sixth form should include any academic entry criteria they wish to set here (or include a link to these criteria on their website). Other schools should delete this section.**]**

**Delayed admission to reception**

**[**Refer to paragraph 2.17 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Schools that do not have a reception class may delete this section.**]**

Parents who are offered a place for their child in the reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31 August, 31 December and 31 March.

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

**[**Refer to paragraphs 2.18 to 2.20 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2), [Advice on the Admission of Summer Born Children](https://www.gov.uk/government/publications/summer-born-children-school-admission/admission-of-summer-born-children-advice-for-local-authorities-and-school-admission-authorities).**]**

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The academy trust will make a decision on the basis of the circumstances of the case and in the child’s best interests, taking into account the views of the headteacher and any information provided by the parent.

**Waiting list**

**[**Refer to paragraph 2.15 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Schools that band applicants should delete the text below and replace it with one of the options from [Section A](#_Section_A:_Banding) of the annex. Schools which make conditional offers for their sixth form should include the additional text from[Section C](#_Section_C:_Arrangements)of theannex.**]**

The school will maintain a waiting list for [*year group*] until [*date*]. A parent whose application was unsuccessful may ask for their child’s name to be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**Appeals**

**[**Refer to the [School Admission Appeals Code](https://www.gov.uk/government/publications/school-admissions-appeals-code).**]**

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel. Contact [*add* *name/address*] by [*date*] for information on how to appeal. The appeals timetable is on our website at [*insert web address*].

**Notes**

**[**Define any terms used in the arrangements that require explanation. Some examples are provided in [Section D](#_Section_D:_Notes) of the annex.**]**

# Annex

## Section A: Banding

**[**Refer to paragraphs 1.25 to 1.30 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Banding is a method of ensuring a school admits pupils with a comprehensive range of ability. Applicants are tested and placed in bands. The oversubscription criteria are applied to each band to determine which applicants will be offered a place.

Schools will need to decide how many bands to have, purchase or develop a test, make arrangements for applicants to sit the test, and ensure the results are available in time to allocate places. (The results do not need to be available before parents apply for a place because admission is not dependent on reaching a pass mark.)

The Admissions Code permits bands which correspond to:

1. the ability profile of applicants to the school (or a group of schools banding jointly)
2. the ability profile of children in the appropriate year group in the local authority area (this will be year 6 for schools admitting to year 7)
3. the ability profile of children in the relevant year group in in England.

The easiest method to use is the ability profile of applicants to the school and we have provided two examples below of how to do this.

Include the text below in your admission arrangements.**]**

**Either:** Banding will be applied to all applicants including looked after children, previously looked after children and children with an Education, Health and Care plan. There is no pass or fail mark. All children with an Education, Health and Care plan that names the school will be admitted.

**Or:** Banding will be applied to all applicants except looked after children, previously looked after children and children with an Education, Health and Care plan, who will be allocated a place before banding is applied. There is no pass or fail mark.

**Then:** Banding tests will take place on **[***insert dates***]**. Applicants will be placed in one of **[***insert number of bands*]bands based on their test score. The children with the highest score will be placed in band 1 and the children with the lowest score will be placed in band **[***insert number of lowest band***]** and so on.

The bands will correspond with **[***the ability profile of applicants to the school/the ability profile of all* *[insert year group] children in [insert name of local authority area]/the ability profile of all [insert year* group] *children in England***]**.

The school will apply the oversubscription criteria to determine which applicants to admit from each band. Applicants who did not take the test will be considered after other applicants. If the school is undersubscribed all applicants will be admitted. The following is an example of how we will allocate pupils to each band.

**[**Youradmission arrangements should also describe how the banding will work. You may wish to tailor one of the examples below to your circumstances. They are examples of banding against the ability profile of the applicants to the school.**]**

**Either**: If we receive 200 applications, we will rank them from 1 to 200 based on their test scores and place them into 4 bands. The top 50 will be placed in the top band, the bottom 50 in the bottom band and so on. The academy trust will apply the oversubscription criteria to admit 25 pupils from each band to reach our admission number of 100.

If the number of applicants is not divisible by four, the following process will apply:

* If there is one additional child when the number of applicants is divided by 4, an additional child will be placed in band 3.
* If there are two additional children, one additional child will be placed in band 1 and one in band 4.
* If there are three additional children, one additional child will be placed in band 1, one in band 4 and one in band 2.

#### Or: Applicants will be placed in 4 bands according to their test scores, as follows:

**Band 1** – applicants who achieve 75 or more marks

**Band 2** - applicants who achieve at least 50 but less than 75 marks

**Band 3** – applicants who achieve at least 25 but less than 50 marks

**Band 4** – applicants who achieve less than 25 marks.

If we receive 200 applications, 15% may fall in Band 1, 45% in Band 2, 10% in Band 3 and 30% in Band 4. The academy trust will apply the oversubscription criteria to each band to determine who is admitted from each, and admit the following pupils to reach our admission number of 100:

* 15 pupils from band 1
* 45 pupils from band 2
* 10 pupils from band 3
* 30 pupils from band 4

**[**Replace the waiting list paragraph in the template with one of the following options.**]**

#### Option 1: The academy trust will maintain a waiting list for [*year group*] until [*date*]. A parent whose application was unsuccessful may ask for their child’s name to be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria without reference to the bands.

#### Option 2: The academy trust will maintain a waiting list for [*year group*] until [*date*]. A parent whose application was unsuccessful may ask for their child’s name to be added to the waiting list. The child will be placed in the appropriate band on the waiting list. In-year applicants will take a banding test when they apply and be placed in the appropriate band on the waiting list.

#### Where a place becomes available, it will be allocated to a child from the appropriate band. For example, if a child from band 2 leaves the school, the oversubscription criteria will be applied to band 2 on the waiting list to determine which child will be offered a place. The only exception will be where there is a looked after or previously looked after child on the waiting list. They will be given highest priority for admission without reference to the bands.

## Section B: Oversubscription criteria

1. **Siblings**

**[**Refer to paragraphs 1.11 and 1.12 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Schools may not prioritise siblings of children attending a fee-paying independent school. Choose one of the options below to include in your admission arrangements.**]**

**Either**: Siblings of pupils attending the school at the time the application is received. **[***Siblings will not be prioritised if their sibling is in* [*insert year**group e.g.**year 6 or 13*]**]**.

**Or**: Siblings of pupils attending the school at the time the application is received or who are attending **[***insert name of school with close links***]**. **[***Siblings will not be prioritised if their sibling is in* [*insert year**group e.g.**year 6 or 13*]**]**.

1. **Distance from the school**

**[**Refer to paragraph 1.13 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). You will need to set out:

* the points that you will measure to and from, for example from the child’s home to the front gates of the school
* how the distance will be measured, for example in a straight line
* any electronic mapping system that will be used to measure the distance, and

who will be doing the measuring, for example, the trust or the local authority.**]**

Children living closest to the school.

**Catchment area**

**[**Refer to paragraph 1.14 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Catchment areas should be clearly defined and reasonable e.g. not drawn to exclude particular groups of children. Schools should talk to their local authority to make sure their catchment area will not have any unintended consequences (for example create an area where children do not have priority for admission at any local school).

Schools will need to include a map in their admission arrangements which clearly shows the boundary of the catchment area, street names and the location of the school. They will need to make clear whether children who live on the boundary line are inside or outside the catchment area.**]**

**Option 1**: Children who live in the catchment area shown in the map at the end of this policy. Children who live on the boundary line will be considered to live in the catchment area.

**Option 2**: Children who live in the school’s catchment area, in the order set out below:

1. **[***oversubscription criterion***]**
2. **[***oversubscription criterion***]**
3. **[***other children living in the catchment area***]**

Children living on the boundary line will be considered to live in the catchment area. The catchment area is shown in the map at the end of this policy.

**Option 3**: Children who live in the school’s inner and outer catchment areas as follows:

1. **[***insert number***]** places will first be allocated to children who live in the inner catchment area
2. places will then be allocated to children who live in the outer catchment area
3. any places that remain will be allocated to children who live outside both catchment areas

The catchment areas are shown in the map at the end of this policy. Children who live on the boundary line of the inner catchment area will be considered to live in the inner catchment area. Those who live on the outer boundary line of the outer catchment area will be considered to live in the outer catchment area.

**Option 4**: Children who live within **[***insert number***]** miles of **[***insert location e.g. school gate***]**. See the map at the end of this policy for the area covered. Children who live on the boundary line will be considered to live within **[***repeat* *number***]** miles of **[***repeat location***]**.

1. **Feeder schools**

**[**Refer to paragraph 1.15 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Feeder schools should be listed by name e.g. it would not be acceptable to say ‘all schools in [*area*]’. Fee-paying independent schools cannot be feeder schools. Feeder schools must be selected on reasonable grounds and the majority of places should be allocated to children who live in the area of the school.**]**

Children who attend one of the following schools **[***insert name of feeder schools***]**.

1. **Social and medical need**

**[**Refer to paragraph 1.16 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Schools may prioritise children with an exceptional medical or social need that means there is a significant need for them to attend that school rather than another e.g. if it is their nearest school and they have an illness which means it would be extremely difficult for them to travel to a further school.

Schools should consider whether to give priority solely on the basis of the child’s needs, or whether to include the parent’s needs too – particularly in a primary school where the parent will normally take their child to school.**]**

Children who have an exceptional social or medical need which means they should attend this school rather than any other **[**Delete if not required: *or whose parents have such a need***]**. Your application must be supported by evidence, for example from a medical specialist or social worker, of the **[***child’s/parent’s***]** need and why it means the child needs to attend this school. Applications that are submitted without supporting evidence cannot be considered under this criterion.

1. **Selection by aptitude**

**[**Refer to paragraphs 1.17 and 1.24 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Aptitude is different to ability. Ability assesses prior attainment whereas aptitude assesses potential to learn. A school that expected applicants to have passed a Grade 1 piano exam would be selecting by ability in music, but a school that tested for pitch, rhythm and melody would be testing for aptitude. A sports aptitude test might test agility, co-ordination and speed. Being a good football player would be a measure of ability A modern foreign language test will be in a synthetic language and might test a child’s aptitude in associating words with their sounds, identifying grammatical structure and finding rhymes. Testing whether a child can speak French is a test of ability.

Children who are assessed for aptitude and do not demonstrate it must be considered alongside other children under the remainder of the oversubscription criteria. They should not be refused a place simply because they have failed to demonstrate an aptitude.**]**

***[I****nsert number***]** places will be allocated to children who have demonstrated an aptitude in **[***specialist subject(s)***]**. Parents should indicate on the application form that they wish their child to be considered for one of these places. Tests will be held on **[***insert dates***]** and parents will be informed of the result of the test before the closing date for applications which is **[***insert date***]**. Details of the test are set out at the end of this policy.

1. **Faith-based oversubscription criteria**

**[**Refer to paragraphs 1.36 to 1.38 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). Free schools designated by the Secretary of State as having a religious character may allocate a maximum of 50% of their places by reference to faith.

They must have regard to any guidance issued by the appropriate body or person for their religion. They must also consult that body or person when deciding how membership or practice of the faith is to be demonstrated. Things such as ‘service to the church’ are prohibited by the Admissions Code. See paragraphs 1.9 e) and i) of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2).

Schools may need to ask parents to complete a supplementary information form to enable them to process applications against the faith-based criteria. See paragraph 2.4 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2).**]**

**[***Insert number***]** places will be allocated to children who are **[***practising***]** members of **[***the Church of England/Catholic/Jewish/Muslim faith* *etc*.**]** in the order set out below:

1. **[***oversubscription criterion***]**
2. **[***oversubscription criterion***]**
3. **[***other children of the faith***]**.
4. **Children of staff**

**[**Refer to paragraphs 1.39 and 1.40 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). In their first two years, new schools are only able prioritise the children of staff who have been recruited to fill a vacant post for which there is a skill shortage (since it will not be possible for a member of staff to have been employed at the school for two or more years).**]**

Children of staff who have been recruited to fill a skill shortage.

1. **Children eligible for the pupil premium, service premium or free school meals**

**[**Refer to paragraphs 1.41 and 1.42 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). We recommend free schools prioritise pupils eligible for the pupil premium, service premium or free school meals. This criterion should be placed high up in the oversubscription criteria, otherwise numbers admitted will be low. Schools may limit the number of pupils they admit under this criterion e.g. to correspond with the percentage of children in the local authority area that are eligible for free school meals.

Information on pupil premium is available here: [Pupil premium overview](https://www.gov.uk/government/publications/pupil-premium/pupil-premium#eligibility-and-funding). Information on free school meals is available here: [Free school meals guidance for schools and local authorities](https://www.gov.uk/government/publications/free-school-meals-guidance-for-schools-and-local-authorities).

Select from the options below.**]**

**Option 1**: **[***insert number***]** children eligible for free school meals You should submit evidence of eligibility with your application.

**Option 2: [***insert number***]** children eligible for the pupil premium. You should submit evidence of eligibility with your application.

**Option 3**: **[***insert number***]** children eligible for the pupil premium or service premium. You should submit evidence of eligibility with your application.

## Section C: Arrangements for admission to the sixth form

**[**Children in the school’s year 11 cannot be required to apply for admission to year 12. They will automatically move up to year 12 if they meet any academic entry criteria set by the school.

**Academic entry criteria**: refer to paragraph 2.6 of the [Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2).**]**

**Option 1**: There are no academic entry criteria for the sixth form. Students without at least a **GCSE** grade 4 in English and Maths will be required to continue studying those subjects until they achieve at least a grade 4 in each. The academy trust will apply the oversubscription criteria to determine who is admitted.

#### Option 2: Students must meet the following academic entry criteria to be offered a place:

* **[***number and grade of GCSEs***]**.

**[Delete if not required:** Students will also be expected to have at least a **[***insert grade***]** in any subject they wish to study. Students without a [*insert grade*] in their chosen subject will be offered alternative subjects (if available) for which they have met the required standard. Any student without at least a grade 4 in English and Maths will be required to continue studying those subjects until they achieve at least a grade 4 in each.**]**

Where there are more students who meet the above criteria than there are places available, the academy trust will apply the oversubscription criteria to determine who is admitted.

**[Waiting list**: Insert the following wording if the school makes conditional offers for its sixth form based on predicted grades.**]**

The school will also keep a list, ranked against the oversubscription criteria, of applicants for year 12 who are not made a conditional offer on **[***date***]**. They will be considered for a place if:

* they meet the academic entry criteria on **[***date offers are confirmed***]** and
* applicants who were made conditional offers do meet the academic entry criteria.

## Section D: Notes

**Looked after children**

Children in the care of a local authority as set out in Section 22 of the Children Act 1989.

**Previously looked after children**

Children who were in the care of a local authority as set out in Section 22 of the Children Act 1989 but ceased to be so as a result of adoption, a child arrangements order or special guardianship order. Also children who appear to the academy trust to have been in state care outside England and ceased to be so because they were adopted.

**Siblings**

A sibling is:

* a natural brother or sister, or half brother or sister
* a legally adopted brother or sister, or half-brother or sister
* a stepbrother or sister
* other child living in the same household as part of the same family

where they are living at the same address as the applicant on the date of the application.

**Home address**

A child’s homeis the place where they normally live. Where a child’s parents do not live together and the child spends part of the week with each parent, their home address will be the address at which they spend most nights from Sunday to Thursday during term time.

**Free school meals**

**[**Further information is available in the [guidance for schools and local authorities about free school meals](https://www.gov.uk/government/publications/free-school-meals-guidance-for-schools-and-local-authorities).**]**

Children are eligible for consideration under this criterion if they are eligible for free school meals on the grounds of low-income. They are eligible if they or their parents are in receipt of one or more of the following benefits:

* Universal Credit – if their income is less than £7,400 a year after tax and not including any benefits they get
* Income Support
* income-based Jobseeker’s Allowance
* income-related Employment and Support Allowance
* support under Part VI of the Immigration and Asylum Act 1999
* the guaranteed element of Pension Credit
* Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
* Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)

In addition, children will not lose their eligibility for free school meals whilst Universal Credit is rolled out.

**Pupil premium**

**[**Further information is available in [Pupil Premium; Overview](https://www.gov.uk/government/publications/pupil-premium/pupil-premium).**]**

Children are eligible for consideration under this criterion if any of the following apply:

* they are looked after by a local authority, or have been looked after by an English or Welsh local authority for at least 24 hours but left local authority care as a result of adoption, a special guardianship order or a child arrangements order
* they are registered for free school meals, or have been registered at any point in the last six years
* their parents are unable to provide evidence that they are registered for free school meals but they or their parents receive any of the following:
  + Income Support
  + income-based Jobseeker’s Allowance
  + income-related Employment and Support Allowance
  + support under Part VI of the Immigration and Asylum Act 1999
  + the guaranteed element of Pension Credit
  + Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
  + Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)
  + Universal Credit – if the parents’ income is less than £7,400 a year after tax and not including any benefits they get.

**Service Premium**

**[**[Further information on the service premium](https://www.gov.uk/government/publications/pupil-premium/pupil-premium#service-pupil-premium-spp) is available.**]**

Children are eligible for consideration under this criterion if:

* at least one their parents is serving in the regular armed forces, or is on full commitment as part of the full-time reserve service
* they have been registered as a ‘service child’ in the school census at any point since 2016
* at least one of their parents died while serving in the armed forces and they (the child) are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme.