



# Rawlins

## Sixth Form Admissions Policy

### 2025-26

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member schools. Based upon our shared ethos and our values of wisdom, collaboration, respect, integrity, inclusivity, and compassion, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

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## Introduction

Rawlins is a Church of England Academy within Embrace Multi Academy Trust and has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person. With a commitment to learning and maturing in the context of the school vision, we lay particular emphasis on the Christian values of compassion, wisdom, and endurance, both as individuals and as a school community.

### 1. Admissions Principles

Embrace Multi Academy Trust is the admissions authority responsible for the admissions policies and decisions on applications for admission to the schools within the trust. Each school has individual admissions arrangements for each academic year. All admissions policies are reviewed and determined annually. They are written to comply with the School Admissions Code and School Admissions Appeals Code.

### 2. Entry Criteria

All students in the current Year 11 at Rawlins who meet the academic entry criteria will continue into Sixth Form if they wish to do so.

The minimum qualification for entry into the Sixth Form is 6 GCSEs – 3 at Grade 4, and 3 at Grade 5, including English and maths. Some subjects may require a higher qualification; please refer to the course information guide which is published annually. If an applicant meets these criteria, they will be eligible for consideration of a Sixth Form place.

### 3. Published Admission Number

Our Published Admissions Number (PAN) for entry into Year 12 at Rawlins is 240, which will be filled by internal and external applicants who meet the entry criteria and are eligible to join the Sixth Form. Admissions to other year groups will be based upon the prejudice to:

- (a) the provision of education and
- (b) the efficient use of resources.

The school's local governing board has agreed an admissions limit of 240 for Year 13, which takes into account practical limits for all other years.

### 4. Oversubscription Criteria for External Applicants

Before applying the oversubscription criteria, a place will be allocated for any young person with an Education Health and Care Plan (EHCP) that names Rawlins as the school they must attend and who meets the academic entry criteria. This place will be allocated within the PAN, before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If the number of applications for admission exceeds the number of spaces available, the following criteria will be used to rank applications and allocate places:

1	Looked after children or previously looked after children ( <i>see note i</i> )
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2	Young people that have a serious medical condition which makes it essential they attend Rawlins ( <i>see note v</i> )
3	Young people that live in the catchment area ( <i>see note ii</i> ) <b>AND</b> attend a local secondary school at the point of application ( <i>see note iv</i> ) <b>AND</b> who will have a brother or sister attending Rawlins (Years 7-11) at the point of their admission ( <i>see note iii</i> )
4	Young people that live in the catchment area ( <i>see note ii</i> ) <b>AND</b> attend a local secondary school at the point of application ( <i>see note iv</i> )
5	Young people that live in the catchment area ( <i>see note ii</i> ) <b>AND</b> who will have a brother or sister attending Rawlins (Years 7-11) at the point of their admission ( <i>see note iii</i> )
6	Young people that live in the catchment area ( <i>see note ii</i> )
7	Young people that attend a local secondary school at the point of application ( <i>see note iv</i> ) <b>AND</b> who will have a brother or sister attending Rawlins (Years 7-11) at the point of their admission ( <i>see note iii</i> )
8	Young people that attend a local secondary school at the point of application ( <i>see note iv</i> )
9	Young people that will have a brother or sister attending Rawlins (Years 7-11) at the point of their admission ( <i>see note iii</i> )
10	Young people that have exceptional social or domestic needs that make it essential they attend Rawlins ( <i>see note v</i> )
11	Young people of a member of staff employed to work at Rawlins ( <i>see note vi</i> )
12	All other young people

**Notes:**

- i. Looked after children are those 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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to school. Previously looked after children are those who were looked after but immediately after being looked after became subject to an [adoption order](#)<sup>\*</sup>, [child arrangements order](#)<sup>\*</sup> or [special guardianship order](#)<sup>\*</sup>, including those who appear to the admission authority to have been in [state care](#)<sup>\*</sup> outside of England and ceased to be in state care as a result of being adopted.
- ii. For the purpose of processing a school application, a single home address where the young person normally lives will be used. Where parents claim equal or dual residency, they must prioritise one address over the other. In the event that parents do not agree on the young person's home address by the closing date for applications, this will be taken as the address where the young person resides for the majority of the school week, or where residency is split equally, it will be the address where the young person is registered with the doctor.
- iii. Brother / sister includes half brother or sister, stepbrother or sister, legally adopted or fostered child being regarded as the brother or sister, or the child of a parent's partner, living in the same family unit at the same home address as the young person for whom a school place is being sought.
- iv. Local secondary schools (the young person must be on roll at one of the following schools at the point of application): Limehurst School (Loughborough), Woodbrook Vale School (Loughborough); Humphrey Perkins High School (Barrow-upon-Soar); De Lisle College (Loughborough); Charnwood College (Loughborough); Martin High

<sup>\*</sup> See section 17 'definitions'

School (Anstey); Cedars Academy (Birstall).

- v. For serious medical conditions or exceptional social or domestic needs, evidence or supporting documentation from an independent professional person who knows about the young person and supports the application to the school (eg a health professional, social worker, teacher or support worker) must be supplied and submitted with the application by the application deadline to confirm the circumstances of the case and set out why that makes it essential for the young person to attend Rawlins and no other school. Applicants will only be considered under this criterion if they have explicitly indicated they wish their application to be considered under [exceptional medical / social need](#)\*.
- vi. The member of staff must have been employed at the school on a permanent contract for two or more years at the time at which the application for admission is made, or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

## **5. Allocating Places**

In the event of oversubscription in any of the above criteria, the local governing board will take those young people whose home address is nearest to the school. This will be determined by the local authority's computerised geo-coded mapping system, measuring distance of up to three decimal places in a straight line from the centre point of the home property to the school's main designated front gate. Blocks of flats will be treated as equidistant from the school. Where there is equal distance then lots will be drawn (see section 5. [Tiebreaker](#)).

## **Multiple Births**

Where possible, all the children of a multiple birth (ie twins, triplets etc) will be admitted.

## **Service Personnel and Crown Servants**

Families of UK service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the young person will live when applying their oversubscription criteria, as long as the parents provide evidence of their intended address. Parents may request that a unit or quartering address be used as the young person's home address when considering the application against their oversubscription criteria. The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

## **6. Tiebreaker**

Should applicants for the last place(s) have identical ranking order and cannot be prioritised using distance as detailed above because the distance measurements are the same, random allocation via the drawing of lots will be used to decide which young people will be offered the remaining places which will be overseen by an independent person (not an employee or governor at that school).

## **7. Admission of Children Outside of Their Normal Age Group**

Parents may apply to the local governing board to seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Decisions about these requests will be made on the basis of the circumstances of each case and in the best interests of the young person concerned. This will include taking

account of the parents' views; information about the young person's academic, social and emotional development; where relevant, their medical history and the views of a medical or other 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 views of the principal will also be taken into account. When informing a parent of the decision on the year group the young person should be admitted to, reasons for the decision will be clearly set out.

## **8. Late Applications**

Applications received after the end of January for entry into Sixth Form in the same year will be considered after places have been allocated to those applications received on time, using the same over-subscription criteria as for on time applications.

## **9. Accepting / Rejecting a School Place**

If your child is offered a Sixth Form place and you are happy with that offer, you do not need to do anything else. If you wish to decline the offer of a Sixth Form place, you must inform the school as soon as possible.

## **10. False Information / Withdrawal of Places or Offers of Places**

- Where an offer of a Sixth Form place has been made on the basis of a fraudulent or intentionally misleading application which has effectively denied a place to a young person with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- Where a young person starts attending the school on the basis of fraudulent and intentionally misleading information, the Sixth Form place may be withdrawn depending on the length of time that the young person has been at the school.
- Where a Sixth Form place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

## **11. Appeals**

In accordance with the Admissions Appeals Code, applicants who have been refused a place at the school will receive a refusal letter, which will set out the reason for refusal and the right of appeal to an independent appeals panel. The decision of the panel will be binding on parents and the admitting authority. All appeals must be received within 20 days of receipt of the refusal letter, to be heard on time.

## **12. Applying for a Sixth Form Place**

To apply for a place for September 2025, all applicants must complete the online application form on the Rawlins website [Application | Rawlins](#) or via the PS16 website [PS16 - Your Online Careers Gateway](#). Students are entitled to apply in their own right. All application forms must be completed and returned by the end of January in the year of joining the Sixth Form.

## **13. Young People with Special Educational Needs and Disabilities**

Young people are admitted to the school in accordance with the admission criteria. We do not discriminate for or against young people with special educational needs or disabilities

and ask parents to fully inform the school of the nature of any known educational, physical, medical, or social needs when expressing a preference for their child to attend this school. This information will ensure that the young person's entry to the school is as smooth as possible and help inform the level of provision the school can make to meet the individual needs of the young person.

#### **14. Fair Access Protocol**

Rawlins will participate in full with the Leicestershire Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the PAN of a school that is already full.

#### **15. In-Year (Mid Term) Applications**

Parents must contact the principal to enquire if places are available and to arrange a visit to the school before applying for a place.

#### **16. Definitions**

##### **Adoption order**

An order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

##### **Brother or sister**

Includes half brother or sister, stepbrother or sister, legally adopted or fostered child being regarded as the brother or sister, or the child of a parent's partner, living in the same family unit at the same home address as the child for whom the school place is being sought.

##### **Child arrangements order**

An order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

##### **Exceptional medical and social need**

'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude of abilities or because their friends attend the school or because of routine childminding arrangements.

Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend Rawlins. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have demonstrable and significant need to attend a particular school.

Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing the evidence does not guarantee that a child will be given priority, and decisions will be made on the merits of each case.

##### **Home Address**

For the purpose of processing a school application, a single home address where the child normally lives will be used. Where parents claim equal or dual residency, they must prioritise one address over the other. In the event that parents do not agree on the child's home address by the closing date for applications, this will be taken as the address where the child resides for the majority of the school week, or where residency is split equally, it will be the address where

the child is registered with the doctor.

**Parents**

Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

**Special Guardianship Order**

Defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**State Care**

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, ie a charity group that benefits society, but does not include private fostering whether in England or from outside of England.