



Rawlins

Sixth Form Admissions Policy

2027-28

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. Published Admission Number (PAN)

The school's PAN for external applicants wishing to enter Year 12 is 60.

Internal applicants: All existing Year 11 students at Rawlins will transfer into Year 12 of sixth form, if they meet the minimum academic entry criteria and wish to do so.

External applicants: Applicants who meet the minimum academic entry criteria, will be allocated a place, up to the published admissions number. If there are more eligible external applications than places available, the oversubscription criteria will be applied to determine how places are offered. Depending on the demand for places each year, it may be possible to admit further external applicants above PAN until capacity limits are reached.

3. How to apply:

All internal and external applicants must complete the school's online application form on the Rawlins website [Application | Rawlins](#). Candidates 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.

All applicants will be invited to attend a meeting with the sixth form team during the spring term of Year 11 to discuss their application. This meeting is not an interview and plays no part in the transfer / application process, however information, advice and guidance will be offered to applicants about their subject choices.

4. Entry Criteria

The minimum academic entry requirements for internal and external students entering the sixth form is 6 GCSEs: 3 at Grade 4, and 3 at Grade 5, including English and maths. Some subject courses may require higher grades, as set out in the course information guide which is published annually on the school website.

If internal and external applicants fail to meet the minimum course requirements, they will be given the option of pursuing alternative courses, if spaces are available.

5. Applicants with an Education, Health and Care Plan (EHCP)

A place will be allocated for any applicants with an EHCP that names Rawlins as the school they must attend, if they meet the minimum 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.

6. Oversubscription Criteria (for External Applicants)

If the number of external applications that meet the minimum entry criteria 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>
2	Applicants with a serious medical condition which makes it essential that they attend Rawlins <i>(see note v)</i>
3	<ul style="list-style-type: none"> Applicants who live in the catchment area <i>(see note ii)</i> AND Attend a local secondary school at the point of application <i>(see note iv)</i> AND Will have a brother or sister attending Rawlins (Years 7-11) at the point of their admission <i>(see note iii)</i>
4	<ul style="list-style-type: none"> Applicants who live in the catchment area <i>(see note ii)</i> AND Attend a local secondary school at the point of application <i>(see note iv)</i>
5	<ul style="list-style-type: none"> Applicants who live in the catchment area <i>(see note ii)</i> AND Will have a brother or sister attending Rawlins (Years 7-11) at the point of their admission <i>(see note iii)</i>
6	Applicants who live in the catchment area <i>(see note ii)</i>
7	<ul style="list-style-type: none"> Applicants who attend a local secondary school at the point of application <i>(see note iv)</i> AND Will have a brother or sister attending Rawlins (Years 7-11) at the point of their admission <i>(see note iii)</i>
8	Applicants who attend a local secondary school at the point of application <i>(see note iv)</i>
9	Applicants who will have a brother or sister attending Rawlins (Years 7-11) at the point of their admission <i>(see note iii)</i>
10	Applicants who have exceptional social or domestic needs that make it essential they attend Rawlins <i>(see note v)</i>
11	Applicants of a member of staff employed to work at Rawlins <i>(see note vi)</i>
12	Applicants who live nearest to the school <i>(see note ii and point 7)</i>

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](#)*, [child arrangements order](#)* or [special guardianship order](#)*, including those 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.
- ii. To process a school application, a single home address where the applicant normally lives will be used. Where parents claim equal or dual residency, they must prioritise one address over the other. If parents do not agree on the applicant's home address by the closing date for applications, this will be taken as the address where the applicant resides for the majority of the school week, or where residency is split equally- a court order will be required specifying which address should be used for the purposes of

* See section 17 'definitions'

school admissions.

- 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 applicant for whom a school place is being sought.
- iv. Local secondary schools (the applicant 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 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 applicant 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 applicant 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.

7. Allocating Places

All internal applicants who meet the minimum academic entry requirements will be allocated a place. For external applicants, where the point of oversubscription is reached within any of the criteria, the school will take those young people whose home address is nearest to the school. This will be determined by the local authority's computerised 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 8. [Tiebreaker](#)).

Multiple Births

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

Service Personnel and Crown Servants

Military 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 (if one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family does not yet have an intended address, or does not yet live in the area, the school will use the address at which the applicant will live when applying their oversubscription criteria, if the parents provide evidence of their intended address. Parents may request that a unit or quartering address be used as the applicant's home address when considering the application against their oversubscription criteria. .

8. 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).

9. Admission of Applicants Outside of Their Normal Age Group

Applicants may apply to the local governing committee to seek a place outside of their normal age group, for example, if they are gifted and talented or have experienced problems such as ill health. Decisions about these requests will be made based on the circumstances of each case and in the best interests of the applicant concerned. This

will include taking account of the applicant's/parents' views; information about the applicant'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 considered. When informing applicants of the decision on the year group the applicant should be admitted to, the reasons for the decision will be clearly set out.

10. 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.

11. Accepting / Rejecting a School Place

If an applicant is offered a sixth form place and they are happy with that offer, they do not need to do anything else. If they wish to decline the offer of a sixth form place, they must inform the school as soon as possible.

12. False Information / Withdrawal of Places or Offers of Places

- Where an offer of a sixth form place has been made based on a fraudulent or intentionally misleading application which has effectively denied a place to an applicant with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- Where an applicant starts attending the school based on fraudulent and intentionally misleading information, the sixth form place may be withdrawn depending on the length of time that the student 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.

13. 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 for the applicant and their parent(s) to an independent appeals panel. The decision of the panel will be binding on applicants, their parent(s) and the admitting authority. All appeals must be received within 20 days of receipt of the refusal letter, to be heard on time.

14. Applicants with Special Educational Needs and Disabilities

All applicants are admitted to sixth form in accordance with the minimum academic entry requirements and admission criteria. We do not discriminate for or against applicants 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 sixth form is as smooth as possible and help inform the level of provision the school can make to meet their individual needs.

15. Fair Access Protocol

Rawlins will participate fully 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.

16. In-Year (Mid Term) Applications

Applicants or their parents must contact the head of sixth form to enquire if places are available and to arrange a visit to the school before applying for a place.

17. 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 young person 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 wish that the young person attends the school because of the young person's aptitude or abilities or because their friends attend the school or because of routine childminding arrangements.

Priority will be given to those young people whose evidence establishes that they have a demonstrable and significant need to attend Rawlins. Equally this priority will apply to young people 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 young person should attend a particular school and why no other school could meet the young person's needs. Providing the evidence does not guarantee that a young person will be given priority, and decisions will be made on the merits of each case.

Home Address

To process 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. If 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, a court order will be required specifying which address should be used for the purposes of school admissions.

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 young person 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.