



KESTEVEN AND SLEAFORD HIGH SCHOOL PART OF THE ROBERT CARRE TRUST

ADMISSIONS POLICY – 2025-2026

Kesteven and Sleaford High School is an 11-18 selective academy.

The Governance Tier of Kesteven and Sleaford High School (KSHS) is the admissions authority for the Academy.

Process of Application

Arrangements for applications for places in Year 7 at Kesteven and Sleaford High School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Parents/Carers of children resident in Lincolnshire can apply online at: www.lincolnshire.gov.uk/schooladmissions. They can also apply by telephone or ask for a paper application form by telephoning 01522 782030.

Parents/Carers of children resident in other areas must apply through their home Local Authority. Kesteven and Sleaford High School will adhere to the timescales outlined in the Lincolnshire County Council co-ordinated admissions scheme available at www.lincolnshire.gov.uk/schooladmissions for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code (2021). In year admissions are dealt with in accordance with the Mid Year Admissions section below.

If Kesteven and Sleaford High School is over-subscribed, the over-subscription criteria, detailed below, will be used to allocate places.

It is the school – not the Local Authority – that carries out the testing procedures. Individual selective Academies/Grammar Schools administer the 11+ selection tests that are used to identify those children who are most suited to selective education.

Parents/Carers should note that qualification itself does not constitute an application for a place; a Local Authority Application must also be completed.

The Number of Places Available

The official admission number for entry to Year 7 is 124.

What Happens If the School is Over-Subscribed

In accordance with legislation the allocation of school places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

In the event that more pupils qualify for a place than can be accommodated places will be allocated for students who have reached the required standard in the 11+ selection tests as follows:

1. Looked after children and previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. The child is registered for Pupil Premium defined as those registered for Free School Meals at any point in the previous six years (not including Key Stage 1 statutory Free School Meals).

3. Students who, at the time of admission, have siblings at one of the schools within the Robert Carre Trust.
4. Straight line distance from the home to the Academy, priority will be given to the child living closest to the Academy.

If it is not possible to distinguish between one or more applicants within the admissions criteria, places will be allocated to those living nearest the school first measured by straight line distance. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Children's Services Directorate at the local authority.

The Academy has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents/carers on an Application Form and to withdraw the offer of a school place if there is evidence that parents/carers have made fraudulent claims e.g. concerning parental responsibility or place of residence.

Appeals

There is a statutory appeals procedure organised by the Lincolnshire Local Authority, on behalf of Kesteven and Sleaford High School, for parents/carers who want to appeal against the decision not to offer their child a place at this school. In all cases where a place is refused at a school the applicant will be informed of their right to appeal to an independent panel. The decision of the independent panel is binding on all parties. Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the Lincolnshire County Council website

If you would like more information about this process, please telephone: 01522 782030.

Children of UK Service Personnel (UK Armed Forces) and Returning Crown Servants

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's over-subscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent/carer requests this.

The Governors will not refuse a service child a place because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement.

For late coordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

The Governors have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Entry Out of the Child's Cohort

Parents/Carers may seek a place for their child outside of their normal age group for a variety of reasons including if their child is more able, has experienced problems in the past such as ill health, was premature or their child is summer born. We will consider such applications and make a decision based on the circumstances of each individual case and in the best interests of the child concerned.

The school does not have to agree with a parental request but we will communicate any reasons for refusal clearly to the parents/carers.

Application from a child wishing to join a year group above their natural age-group

Where a parent requests that a child joins a year group which is older than their natural year group (for example a Year 5 wishing to miss Year 6 and join secondary school straight into Year 7) they should contact the school at the usual time of year, but a year early, and make it clear that they wish their child to be admitted out of cohort.

We may decide to ask the parent for further evidence to demonstrate that the child is academically, socially and emotionally ready for secondary school and that admission out of cohort would be in the best interests of the child.

If the school considers that early entry is in the best interests of the child, the child will take the 11+ exam for their intended year of entry and their score will be age standardised based on their chronological age. Should the child qualify then their application will be considered along with all other applications for that year following the school's normal oversubscription criteria.

Application from a child wishing to join a year group below their natural age-group

Where a parent requests that a child joins a year group which is younger than their natural year group (for example a child who would normally enter Year 7 in a given year, delaying their entry to the following year) they should contact the school they intend to apply to at the usual time and make it clear that they wish their child to be admitted out of cohort.

They must contact the school at the usual time for the child's chronological age to discuss their request to delay entry to secondary school.

The school may decide to ask the parent for further evidence to demonstrate that the child is academically, socially and emotionally working at the level of the year group below their chronological age.

If the admissions authority considers that late entry to secondary school is appropriate and in the best interests of the child, the child will take the 11+ exam for their intended year of entry and their score will be age standardised based on their chronological age. Should the child qualify then their application will be considered along with all other applications for that year following the admission authority's normal oversubscription criteria. If the child does not meet the standard they can appeal as normal.

Parental request to enter secondary school a year early

Parent contacts school and indicates they wish their child to enter a year early

Admissions authority (the school) considers the request and may ask parents for further information

If the school agrees to the request the child will take the 11+ with the cohort year they intend to enter with and their application is considered equally along with all applications for that year

Parental request to enter secondary school a year late

Parent contacts school and indicates they wish their child to enter a year late. This must happen in the year they would normally enter school according to their chronological age

Admissions authority (the school) considers the request and may ask parents for further information

If the admissions authority agrees to the request the child will take the 11+ a year late with the cohort year they intend to enter with and their application is considered equally along with all applications for that year

Mid-Year Admissions

Kesteven and Sleaford High School will accept admissions, from qualified students, up to the Published Admission Number of the respective year group at the point of entry.

Late Testing – Applications for entry into Year 7

Anyone, other than those who took the 11+ assessment for admission during the previous year and were unsuccessful, may approach the school to sit a late test for Year 7 entry.

Candidates still in Year 6 will take the two GL Assessment tests which form the 11+ Examination. Candidates who achieve the standardised qualifying score will, depending on the degree of lateness of the application either:

- be considered according to the timetable set out in the coordinated scheme; or
- be considered for entry if there are still places available after national offer day in March; or
- be placed on the reserve list, if all the places have been filled.

Testing for Mid-Year Admissions

Candidates who are in Year 7 at another school and who have not taken the 11+ assessment during the previous year will be required to sit the GL Assessment papers appropriate to the cohort. These will be marked and standardised to the common Lincolnshire Standard. It should be noted that the child may only be tested once for Year 7 entry, be this whilst the student in Year 6 or Year 7.

Those who achieve the standardised qualifying score in the test and make an application to the school will either:

- be offered a place if there are still places available or
- be placed on the reserve list (if still in operation), if all the places have been filled.

Candidates who took the 11+ tests whilst in Year 6 and who did not achieve the minimum qualifying score cannot be retested for late entry into Year 7 but may apply to sit the school's entrance test for entry into Year 8 or later.

Testing for Entry to Years 8, 9,10 and 11

Applicants for entry into Years 8, 9, 10 and 11 will be required to take a nationally standardised test. This will test a student's verbal, non-verbal, quantitative and spatial ability through the use of age-appropriate Cognitive Ability Tests (CAT) provided by GL Assessment to assess their suitability for admission to the school. The papers are sent away for external marking for students in all year groups and results can take up to 10 working days. The standardised results indicate if a child is in the top 25% of the ability range nationally.

For both the 11+ and Cognitive Ability Test, if the outcome indicates that a student is in the top 25% of the ability range and the school is below its Published Admission Number (PAN), a place will be offered (the parent/carer will still have to make an application via their Local Authority). If the school is unable to offer a place, parents/carers will be informed of their right to seek an independent appeal against the decision not to admit.

Visits, Testing and Admissions Information

Please contact Mrs Y Edwards, PA to the Headteacher/Admissions Officer.

This policy has been drawn up by the Admissions Authority of Kesteven & Sleaford High School. It was determined at the meeting of the Local Governance Tier on 23 January 2024 after full consultation in accordance with the School Admissions Code.

ADMISSIONS POLICY

STANDARD DEFINITIONS

Admissions: Outside the Normal Age Group

Parents/Carers may 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.

It is important for parents/carers to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Headteacher.

Appeals

All schools have an independent appeal system if you are refused entry. These are entirely separate from the admission system. All schools will hold appeals in accordance with legislation and the School Admission Appeals Code. The decision of the independent appeal panel is binding on all parties.

You can only appeal for a school once in a school year unless there is a major change in circumstances.

Children in Public Care

This section pertains to looked after children and all previously looked after children. 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 arrangement order or special guardianship order).

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). This includes children who were adopted 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). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Designated Transport Area

The County Council's policy on home to school transport gives the rules about who can claim free home to school transport. The Lincolnshire County Council school transport team can be contacted on 01522 782020.

Education Health Care Plans

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

Fair Access Protocols

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Kesteven and Sleaford High School will participate in Lincolnshire County Council's Fair Access Protocol. For admission to this school the child must meet the required admission standard.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Grammar Schools

Details about the selection tests can be obtained from individual Grammar Schools. Passing the test is not an application as you still need to fill in the application form or apply by telephone or on-line through Lincolnshire County Council. It may be that not everyone can be admitted as there are more qualified applicants than there are places at the school.

If you feel your child has special circumstances that need to be taken into account when your child sits the entrance exam, you should discuss this with the Grammar School.

Home Address

This is the address where the child lives for the majority of the school term time with a parent/carer (as defined in section 576 of the Education Act 1996) who has parental responsibility for the child (as defined in the Children Act 1989).

Where a child lives normally during the school week with more than one parent/carer at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent/carer can show that their child spends an equal amount of time at two addresses during school term time with a parent/carer, they can choose which address to use on the application.

If a parent/carer has more than one home, we will accept the address where the parent/carer and child normally live for the majority of the school term time as the home address.

Measurement of Distance

Straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by the Lincolnshire County Council school admissions team from the post office address point of the home to the post office address point of the school.

Parental Preference

No school can take account of your order of preference. This information is held by the School Admissions Team at Lincolnshire County Council and is used to identify the place to be offered when more than one school can make an offer of a place. If this happens Lincolnshire County Council offer the highest preference they can.

Pupil Premium

The school will write to the parents/carers of all children who have reached the qualifying standard in the 11+ tests, asking them to inform the school if their child has been in receipt of Free School Meals within the previous six years (not including Key Stage 1 statutory Free School Meals). We will also ask for permission to carry out the necessary work to verify this.

Reserve List

For admission into the intake year the admission authority will keep a waiting list which we call a Reserve List.

In this school we will only add to the Reserve List children who have achieved the required standard in the selection tests or have been deemed qualified by the independent appeal panel.

If we have to refuse a place at our school a request has to be made to be put on the Reserve List, unless a higher preference school has offered a place.

This list is in the order of the over-subscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the over-subscription criteria. The admission authority must not take account of the time you have been on the list when allocating places.

For the intake year the list is kept by the Schools Admission Team until the end of August. After this the school admissions code requires that schools keep the Reserve List until the end of the autumn term.

Kesteven and Sleaford High School holds a Reserve List for any year group that is over-subscribed.

Names remain on the Reserve List until either a place is offered or the parents/carers of the pupil withdraw their child from this list.

Siblings (Brothers and Sisters)

A full brother or full sister, whether or not living in the same household. Another child normally living for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the Education Act 1996.

Sixth Form Admissions

All children in Year 11 can progress into the school's Sixth Form provided they meet the entry requirements and the school can offer the combination of subjects. The admission number for Sixth Form indicates the number of new students the school can admit from other schools, not those that are transferring from the school's Year 11. **Full details are contained in the Robert Carre Trust Sixth Form Admissions Policy.**

Twins, Multiple Births and Siblings in the same year group

If qualified twins or multiple birth children are split by operation of the over-subscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children.