



# Admissions Policy for September 2019

## Marling School 11-16 entry

**This policy details the process for selecting students for Marling School.**

On 1<sup>st</sup> August 2011 Marling School became an Academy and as such the Governing Body is the admissions authority. However, Marling School operates its admissions policy and procedures in line with Gloucestershire County Council's coordinated scheme for school admission, which in turn operates within the School Admissions Code. Admission to Marling School is based on ability, so all candidates for 11-16 entry are required to sit an entrance test organised by the school.

### 1. Primary to secondary transfer

The Published Admission Number for Marling School is 150. Boys in their correct chronological cohort on the date of the test ('eligible cohort') for entry to Year 7 will be eligible to sit the entrance test. Full details of the admissions process and the entrance test are available on the school website [www.marling.gloucs.sch.uk](http://www.marling.gloucs.sch.uk). Parents/Carers who wish their sons to be considered for entry **must register** by the stipulated closing date<sup>1</sup>.

### 2. Registration with the Local Authority for allocation of places

Under the School Admissions Code, the Local Authority is responsible for allocations of secondary school places.

If you wish to be considered for a place at Marling School it is also necessary to declare Marling School as one of your choices on the Local Authority Common Application Form which should be submitted to your Local Authority by the published closing date (normally 31<sup>st</sup> October).

**Only** candidates who meet the qualifying standard in the entrance test will be eligible to be considered for admission to the school<sup>2</sup>. The qualifying standard is not a pre-defined pass mark, but reflects a candidate's position in the rank order of standardised scores in the Entrance Test. Prior to the closing date for the Local Authority Common Application Form confirmation will be sent to parents indicating whether or not the required standard has been attained. However, please note that this confirmation is for information only and does **not** constitute an offer of a place.

Places at Marling School will be offered by the Local Authority (normally 1<sup>st</sup> March).

Applicants with a statement of special educational needs, or an education health and care plan, which names Marling School and **who have met the qualifying standard** will be admitted, and the admission number will be reduced accordingly.

Where applications from candidates **who have met the qualifying standard** exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which candidates to admit:

- Any children in public care<sup>3</sup> ("looked after" children *or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order*) **who have met the qualifying standard**.
- Any candidate attracting Pupil Premium funding<sup>4</sup> (those who have been registered for free school meals at any point in the six years prior to the closing date for registration for the Test) **who have met the qualifying standard**.
- Other **qualifying candidates** in test rank order.

Where there are a number of equally ranked candidates, the following criteria (in order) will be used to determine those who shall be offered places:

- Candidates who attended a primary school within the Cotswold Beacon Academy Trust (of which Marling School is a member) at the time of registering for the entrance test until at least the December break of Year 6 (*details of member schools can be found on the Cotswold Beacon Academy Trust website*).
- Candidates with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the candidate's main residence<sup>5</sup> (including flats) to the Ordnance Survey address point of

the school, using the Gloucestershire County Council's measuring system, with those living closer to the school receiving the higher priority.

In the event of a tie between two or more candidates when applying these criteria a process of random allocation will be followed by the Governing Body, which will be supervised by someone independent of the school.

A waiting list of qualified candidates will be held until the December 31<sup>st</sup> of Year 7 (Section 10.1).

### **3. Out of county applications**

Applications will be accepted for candidates who live outside Gloucestershire.

### **4. Out of cohort applications**

All candidates not in the eligible cohort will have their case referred to the Admissions Committee of the Governing Body. The Admissions Committee will require evidence as to why the candidate is out of cohort.

#### **4.1 Underage candidates**

The following must apply if a candidate is underage:

- Their date of birth would normally place them a maximum of one year below the eligible cohort.
- There is a letter of support from the primary school and it is confirmed that the candidate is studying the correct curriculum for the eligible cohort.

Candidates can only sit the entrance exam for Year 7 once. If a place is offered it must be taken up for the next academic year. The place cannot be deferred. Applications will be considered by the Admissions Committee of the Governing Body.

#### **4.2 Overage candidates**

Please note that in normal circumstances Marling School does not accept candidates into a year group for which they are overage. However, special consideration may be given where summer born children (born 1 April to 31 August) have been overage from the start of schooling i.e. being admitted to Reception following their 5<sup>th</sup> Birthday, rather than Year 1. All applications will be considered by the Admissions Committee of the Governing Body.

Any decision in respect of out of cohort applicants will be based on the circumstances of each case and in the best interests of the applicant. In accordance with the School Admissions Code the views of the Headteacher of Marling School will be taken into account.

### **5. Secondary transfer**

Any application for school places made outside the normal primary to secondary year of entry to the school must be made directly to the school's Admissions Officer.

Candidates for secondary transfers will be assessed on academic ability at Marling School. Where, on balance, the candidate matches the standard of the cohort, a place will be considered by the Admissions Committee of the Governing Body<sup>2</sup>.

Places will only be offered if the relevant school year group has vacancies and the transfer should be completed within six weeks. The Admissions Committee will ensure that candidates are informed within two weeks of the test. If at the point of application there are no vacancies in the year group, the candidate can request to have their name added to the Indicated Interest Register to be notified when a place becomes available and to be assessed at that point (Section 10.2).

There is a system of appeals against non-admission (Section 8).

### **6. 2<sup>nd</sup> applications**

Candidates who sit a test at any stage for Marling School but do not obtain a place will be permitted to sit a test **once** more in a subsequent academic year. If at the point of application there are no vacancies in the year group, the candidate can request to have their name added to the Indicated Interest Register to be notified when a place becomes available and to be assessed at that point.

At the point of testing, candidates for 2<sup>nd</sup> applications will be assessed on academic ability at Marling School. Where, on balance, the candidate matches the standard of the school cohort, a place will be considered by the

Admissions Committee of the Governing Body. Places will only be offered if the relevant school year group has vacancies and the transfer should be completed within six weeks. The Admissions Committee will ensure that candidates are informed within two weeks of the test. If there are no places available the candidate can be added to a Waiting List for the remainder of the academic year of application (Section 10.2).

There is a system of appeals against non-admission (Section 8).

## 7. Fair access protocols

Marling School has signed up to the secondary transfer (In-Year) fair access protocols held by Gloucestershire County Council. Should a vulnerable child within these protocols require a place at the school, they will take precedence over any child on the Indicated Interest Register provided they have met the required standard for entry.

Marling School is committed to equal opportunity. If any special arrangements are required for the test please contact the school in advance.

## 8. Appeals

There is a system of appeals against non-admission and details of how to appeal are available from Marling School. It is the school's policy to accept only one appeal application for each candidate for an academic year unless because of a significant and material change of circumstances the school accepted a second application but still refused admission.

## 9. Complaints

If a parent considers the appeal was not carried out in compliance with the School Admissions Code and School Appeals Code, an objection can be made to the Education and Skills Funding Agency (ESFA). Details can be found on the Gov.uk website under School Admission Appeals.

All admissions authorities must determine their admission arrangements by 28 February every year. If parents think that the admission arrangements do not comply with the School Admissions Code or other legislation relating to school admissions they may contact the Office of the Schools Adjudicator by 15 May in that same year.

## 10. Waiting List and Indicated Interest Register

### 10.1 Primary to secondary transfer

If the school is still oversubscribed after the Local Authority reallocation process, a waiting list will be held until the December 31<sup>st</sup> of Year 7. The order of this waiting list will be prioritised as in Section 10.3. After December the candidates become secondary transfer candidates and entry would be by 2<sup>nd</sup> application (Sections 6 and 10.2).

### 10.2 Secondary transfer

If a candidate is assessed to be of the required standard but there are no places available in the relevant year group, he will be placed on the Waiting List for the remainder of the academic year. If a place becomes available, places will be offered in order of priority, as listed in Section 10.3. For second applications, please see Section 6.

If there is no place available at the time of application a candidate can choose to be placed on the Indicated Interest Register and be notified for testing when a place becomes available. The Indicated Interest Register will remain in place for the duration of the academic year of application, thereafter, a fresh application will need to be submitted in a subsequent academic year.

### 10.3 Criteria

The Waiting List will be prioritised as follows:

- Children in public care<sup>3</sup> (“looked after” children *or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order*) **who have met the qualifying standard.**
- Any candidate attracting Pupil Premium funding<sup>4</sup> (those who have been registered for free school meals at any point in the six years prior to the closing date for registration for the Test) **who have met the qualifying standard.**

- Other **qualifying candidates** in test rank order.

If there are a number of candidates with an equal position on the waiting list, the following criteria (in order) will be used to determine those who will be offered places.

- I. Candidates who attended a primary school within the Cotswold Beacon Academy Trust (of which Marling School is a member) at the time of registering for the entrance test until at least the December break of Year 6 (*details of member schools can be found on the Cotswold Beacon Academy Trust website*).
- II. Candidates with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the candidates main residence<sup>5</sup> (including flats) to the Ordnance Survey address point of the school, using the Local Authority's measuring system, with those living closer to the school receiving the higher priority.

In the event of a tie between two or more candidates when applying the above criteria a process of random allocation will be followed by the Governing Body, which will be supervised by someone independent of the school.

## Footnotes

<sup>1</sup> **In order to safeguard the credibility of the test**, where a candidate (whether or not registered in two or more authorities including Gloucestershire) undertakes the same test on more than one occasion, then the first sitting shall be taken as the test score and any place offered in accordance with the admission arrangements shall be on the basis of that score. For the avoidance of doubt where a place is offered on the basis of a fraudulent or misleading application the school may withdraw that offer.

<sup>2</sup> **Eligibility for a place at Marling School will be withdrawn** if it is offered in error or if it is established that the offer was obtained through a fraudulent or intentionally misleading application.

<sup>3</sup> **Children in Public Care (Looked After Children/previously Looked After Children)** 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). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is as 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. 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). Supporting documentation for Children in Public Care must be submitted to the school prior to sitting the test.

<sup>4</sup> **Independent and verifiable evidence of Pupil Premium entitlement** in the requisite period will need to be provided prior to test day. The school will make such enquiries as are necessary of GCC (or the relevant Local Authority) as to the entitlement of any candidates who have qualified when notifying GCC of the test results.

<sup>5</sup> **Main Residence** is defined as the candidate's permanent home address and this must be completed on the form. Where a candidate lives with both parents on an equal basis, both parents must agree which of their addresses to use and enter this on the application form as the main residence and confirm this before the closing date for test applications.



# Admissions Policy for September 2019

## Marling School Sixth Form

### 1. Year 12 admissions

The Sixth Form at Marling School is co-educational and open to students from Marling School and other schools; we admit boys and girls. Applications for Year 12 should be completed by the published deadline on the application form. Please refer to the school's website [www.marling.gloucs.sch.uk/sixthform](http://www.marling.gloucs.sch.uk/sixthform) for full details of the admissions process and the application form. In April, applicants will receive notification as to whether a conditional place has been allocated. Conditional places will be confirmed following the GCSE results day in August each year at which time applicants complete the registration process with Sixth Form staff.

### 2. Capacity

The maximum Year 12 cohort of Marling School is 200. The Sixth Form Admission Committee may admit above this figure in exceptional circumstances and where it believes no prejudice will ensue. All Year 11 Marling School students who meet the published academic entry requirements can expect to be allocated a place in the Sixth Form, as well as a **minimum** planned admission number of 50 external candidates.

### 3. Academic entry requirements

All applicants will need to meet all of the following requirements for entry into Marling School Sixth Form<sup>6</sup>:

- Applicants should achieve a minimum of 5 full course GCSEs in separate subjects at Grade 6 (or Grade B where applicable) or above. Core and Additional Science count as separate subjects. Short course GCSEs do not count towards the full course GCSE requirements.
- Applicants should have a minimum of Grade 5 in both English Language and Mathematics (see below).
- Applicants should meet individual subject requirements in their chosen subjects if previously taken at GCSE level, or a relevant subject as specified in the Sixth Form prospectus.

Applicants will normally choose no more than 2 new subjects to study in Year 12. Applicants with insufficient formal GCSE qualifications but with demonstrable equivalent qualifications will be considered by the Marling School Sixth Form Leadership Panel, being guided by points' equivalence and evidence of prior learning.

Applicants who have missed the entry criteria may request consideration for a place by the Marling School Sixth Form Leadership Team Panel who may accept or reject applications. This may include, but is not limited to, those applicants who narrowly missed the Sixth Form entry criteria by virtue of their English and Mathematics grade.

### 4. Applicants continuing from Year 11 at Marling School

Applicants progressing into the Sixth Form from Year 11 of Marling School who achieve the academy entry requirements will be offered a place in the Sixth Form.

### 5. Applicants joining the school for the first time ("external applicants")

We welcome applications from new candidates. Following submission of an application form, applicants will be invited to an advisory discussion with a member of the Marling School Sixth Form Team. Conditional places will be offered on the basis of the predicted GCSE grades supplied by the applicant's school and applicants should contact the school on GCSE results day and then submit their GCSE results within one week to confirm their place.

### 6. Allocation of Places

Immediately after the closing date for applications we calculate the number of students who have applied for each subject. The number of sets for each of these subjects is then determined, to ensure reasonable set sizes. If in August/September a subject area is full but places still exist in the Sixth Form overall, prospective students will be offered suitable alternative courses if they meet the entry requirements of those subject areas (an offer of admission is to the Sixth Form: it is not a guarantee of a particular course of study).

## 7. Oversubscription criteria for external applicants

If more external applicants meet the academic standard for entry than can be offered places, the following additional criteria in this order will be applied:

- I. An applicant who is in Public Care<sup>7</sup> (*“looked after” child or a child that was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order*).
- II. Applicants with the highest average GCSE grade score in the applicant’s best five separate full course subjects (where a GCSE still has a letter grade the following score will be used in line with DfE equivalence: A\*=8.5, A=7, B5.5, C=4, D=3, E=2, F=1.5, G=1).

In the event of a tie break between two or more applicants when applying the above criteria a process of random allocation will be followed by the Governing Body, which will be supervised by someone independent of the school.

There is a system of appeals against non-admission (Section 10).

## 8. Waiting List

In the event that the external applicant reaches the required academic standard but there are no places available in the relevant Year 12, they will be placed on a Waiting List. The order of this list will conform to the oversubscription criteria as listed above (Section 7). If the number of students falls below the maximum Year 12 cohort number those on the list will be offered places, in accordance with the oversubscription criteria. The Waiting List for Year 12 will be held until 31<sup>st</sup> October. Students from Year 11 of Marling School who left but then wish to return will be treated as new applicants.

## 9. Sixth Form transfer

New applicants who wish to transfer into Year 12 or 13 should in the first instance make contact with the Head of Sixth Form.

## 10. Fair access protocols

Marling School has signed up to the in-year fair access protocols held by Gloucestershire County Council. Should a vulnerable child within these protocols, who meets the academic entry requirements, require a place at the school, they will take precedence over any applicant on the Waiting List. Marling School is committed to equal opportunity.

## 11. Appeals

There is a system of appeals against non-admission, and details of how to appeal are available from the school. For the Sixth Form, both the parent and the applicant are entitled to appeal against a decision not to admit the applicant to the Sixth Form.

## 12. Complaints

If a parent considers the appeal was not carried out in compliance with the School Admissions Code and School Appeals Code, an objection can be made to the ESFA. Details can be found on the Gov.uk website under School Admission Appeals.

All admissions authorities must determine their admission arrangements by 28 February every year. If parents think that the admission arrangements do not comply with the School Admissions Code or other legislation relating to school admissions they may contact the Office of the Schools Adjudicator by 15 May in that same year.

### Footnotes

<sup>6</sup> A place at Marling School Sixth Form will be withdrawn if it is offered in error or if it is established that the offer was obtained through a fraudulent or intentionally misleading application.

<sup>7</sup> Children in Public Care (Looked After Children/ previously Looked After Children) 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). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A ‘child arrangements order’ is as 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. 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). Supporting documentation for Children in Public Care must be submitted to the school at the point of application.