

# **King Charles I School**

## **Admission Policy for entry to Year 12 in September 2024**

**Version Control**  
**Policy author:**

Headteacher



receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances you have the right to waive this notice. You will usually be told of the outcome of the appeal within five school days of the hearing.

Any additional evidence which you wish to submit after lodging an appeal must be in writing and must be received by the school at least five school days before the hearing to allow for efficient administration of the appeal hearing. If you submit information or evidence after this deadline it might not be considered at the appeal, or the appeal hearing might need to be postponed.

Appeals for the sixth form will not be heard before confirmation of the examination results on which the offer of a place depends. Such appeals will be heard within 30 school days of being lodged.

For in-year transfer applications, appeals will be heard within 30 school days of the deadline for lod

of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

### **Catchment Area**

Our catchment area is defined on the map which may be viewed at the school on request and which is available on the school website or from School Admissions at Worcestershire County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

If you wish to check whether your address falls within the catchment area for King Charles I School, you may also visit <http://www.worcestershire.gov.uk/schoolsearch> and use the on-line postcode catchment area checker.

While there is no guarantee of a place for children living in our catchment area, it has been the case in the last few years that places have been offered to most or all applicants resident in catchment. This cannot be relied upon for the future as demographic and other changes may make it less likely.

### **Sibling**

Applicants who have a sibling on roll at King Charles I School at the time of application who would still be on roll at the time of admission may claim a sibling connection. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent, or who have birth or legally adoptive parents living at the same **home** address as partners. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings. In order to claim a sibling connection, applicants must live at the same **home** address as the sibling.

The local governing body of King Charles I School will endeavour to treat applicants who are twins or children of other multiple births with consideration when considering their ranking in the event of oversubscription but cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. In the event of a multiple birth where not all children from that multiple birth can be allocated a place, any place(s) will be allocated by random selection (lottery). Someone totally independent of the local governing body will supervise this process.

### **Parental responsibility**

Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the local governing body, legally has to comply with the preferences expressed. If this is not the same, then parents will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. Failure to ensure agreement prior to submission, may result in a delay in any application being processed.

**Useful contact details**

King Charles I School

Tel: 01562 512880

Web: [www.kingcharlesschool.co.uk](http://www.kingcharlesschool.co.uk)

Email: [office@kingcharles1.worcs.sch.uk](mailto:office@kingcharles1.worcs.sch.uk)

Headteacher: Jamie Butler

Head of Sixth Form: Kimberlee James

*The information contained in this policy is correct at the time of going to press but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Trust Board of The Four Stones Multi Academy Trust including information published by Worcestershire County Council.*