TDMS
PART OF THE FOUR STONES

TDMS

ADMISSIONS POLICY
FOR ENTRY TO YEAR 12 IN SEPTEMBER 2025

DATE POLICY WAS APPROVED	03.02.2025
DATE POLICY WILL BE REVIEWED	SPRING 2026
MEMBER OF STAFF WITH RESPONSIBILTY FOR REVIEW	EXECUTIVE HEAD

THE DE MONTFORT SCHOOL
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THE FOUR STONES

Key Definitions

All policies incorporate the following schools or organisations within The Four Stones Multi Academy Trust ('the Trust'):

- Haybridge High School
- King Charles I School
- TDMS (The De Montfort School)
- Haybridge Teaching School Hub
- Haybridge SCITT
- Any other schools or organisations that may join the Trust from time to time as not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

"Executive Team" means the 'Executive Team and the School Improvement Team as listed on the Trust website.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of The Four Stones MAT, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" includes appointed governors at a local academy level who support each schools Leadership Teams to implement policies and improvement plan priorities.

"Chair" heads the Board of Trustees or LAB, provides leadership to the Trust's Executive Team and/or relevant Headteachers and leads the charge on key board decisions.

"Head of Governance" provides an administrative resource for the Trust and LAB Boards and ensures the smooth running of its functions, processes, and meetings.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB or Trust members, trade unions, local business leaders etc.

PLEASE NOTE:

- On 1 November 2025, the Four Stones Multi-Academy Trust is merging with Shropshire Gateway Education Trust to form a new Trust 'Four Stones Gateway Trust' (FSGT).
- The Trust Board of 'Four Stones Gateway Trust' will be the new admissions authority from 1 November 2025

Introduction

TDMS is a 10-18 mixed comprehensive serving Evesham and the surrounding area. Our DfE number is 885 4018.

TDMS is part of The Four Stones Multi Academy Trust (the Trust). The Trust Board is the admissions authority for all schools within the Trust and approves the admissions policies on an annual basis. The Trust Board delegates the responsibility in applying the oversubscription criteria to a committee of the Local Academy Board in each school.

The Published Admission Number for external students (that is, students who have not attended TDMS in Year 11) for entry in Year 12 in September 2025 will be 10. This is the minimum number of external applicants who will be offered places, subject to their meeting entry requirements.

Admission to TDMS is not dependent on any "voluntary" contribution.

Entry Requirements for the Sixth Form at TDMS

There are different pathways available for study. The entry requirements for each of these pathways will be detailed on our website at www.tdms.worcs.sch.uk/join-us/sixth-form/our-offer/ and will be available from September 2024. A paper copy of this information is available on request to office@tdms.worcs.sch.uk

Offers made are provisional on students attaining the entry requirements and are subject to the availability of places in the relevant pathway, courses, and classes.

Applying for Places

TDMS Sixth Form welcomes applications from all young people who meet the Sixth Form entry requirements. Students who are considering applying and their parents/carers are warmly invited to visit the school on our Open Evening in the autumn term of the year prior to intended admission.

All students who are on roll at TDMS in Year 11 are automatically offered places in Year 12 if they achieve the entry requirements for the Sixth Form as detailed in our prospectus for 2025-2026. If a TDMS student does not take up this offer but decides after 1 September that they wish to return to the Sixth Form, they will join the waiting list and will only be offered a place if one becomes available under the terms of the published oversubscription criteria.

Applications may be made online at Sixth Form - Application (Page 1 of 2) *(this link may be updated if necessary – please check our website)*.
If you have any difficulty with applying online, please contact the Sixth Form Admissions Officer on 01386 442060 or by email to rheath@tdms.worcs.sch.uk for assistance.

On-line applications are open from 25 September 2024.

All applicants, including applicants from TDMS, must submit an online application or return the paper form by:

Applications from TDMS students: **5 January 2025**
Applications from all other students: **1 February 2025**

Please ensure you apply by the relevant deadline as late applications are ranked below all other applications.

Education, Health, and Care Plan (EHCP)

Please note that if your child has an EHCP, even if this names TDMS you should also submit an application in the usual way.

Children and young people for whom an EHCP has been agreed naming TDMS; where places required by students with an EHCP are known before the Admissions Committee meets, the number of students with

EHCP's naming this school will be deducted from places to be offered. Such students are automatically offered places at the school and the Headteacher and Admission Authority will consider each application for these students individually.

If parents/carers are considering whether TDMS should be named on their child's EHCP, TDMS should be involved in the appropriate review. A response of concern may be raised if the school considers that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

Oversubscription Criteria

The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place in the Sixth Form. The Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly.

Where there are more applications than places students will be offered places in the following order of priority (for definitions of the words in bold, see the section below)

1. **Children Looked After and previously Looked After Children**. Including **children previously in state care outside of England** and ceased to be in state care as a result of being adopted.

2. **Children of staff** (teaching or non-teaching) employed at the school.

3. **Students with a sibling** attending the school.

4. Students whose **home is nearest** to the school by the shortest straight-line distance.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. If any places then still remain, applications will be given priority according to the third category, and so on.

Definitions

Children Looked After and previously Children Looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation, or another provider 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.

Children of Staff

In order to qualify under this category, the applicant's parent/carer must have been either:

(a) continuously employed to work at TDMS on a permanent (not casual or fixed term) contract for a period of at least two years at the date of application, in either a teaching or non-teaching capacity; or:

(b) recruited to fill a vacant teaching or non-teaching post for which there is a demonstrable skill shortage;

and in either case must be expected, at the closing date for applications, to remain in employment at TDMS at the date of admission of the applicant. The member of staff must live at the same **home** address as the applicant and have legal parental responsibility for the applicant.

If you wish to claim eligibility under this category you must write separately to the Headteacher of TDMS when you submit your application.

Sibling

Applicants who have a sibling on roll at TDMS 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. In order to claim a sibling connection, applicants must live at the same home address as the sibling. There is no guarantee of a place at TDMS for applicants who have qualifying siblings on roll.

The Admissions Committee cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. If it is not possible to make an offer for all children, the Admissions Committee will randomly allocate the place(s) available. In circumstances where no children from a multiple birth can be offered a place and parents/carers appeal against the decision, parents are advised to note, that all appeals are dealt with on their own merits and independent appeal panels are not obliged to allow all children from a multiple birth to be admitted, even if one appeal is successful.

Home
Home is defined as the only or main residential address at the closing date of application where the child normally resides, and which is the address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g., 3 or more days out of 5 Monday to Friday during term-time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address used will be determined by random selection. Someone totally independent of the Admission Authority will supervise this process.

It may be necessary for the school to carry out checks to confirm that information given in relation to a child's home address is genuine. Parents/carers may be asked to produce documentary evidence of the address given. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

Places cannot be offered on the basis of a possible future address. If you have already applied but notify us that you have moved home after the closing date for applications, we will deal with this as for late applications.

For children of UK Armed Forces personnel or Crown Servants, we will not refuse to process an application solely because the family does not yet have an intended address. We will accept a future home address in advance of the family arriving in the area provided the application is accompanied by evidence of the intended address. We will also accept a Unit or quartering address as the home address upon request.

If applications have to be ranked according to distance from home to school, the measurement will be taken using GIS software from the geocode point for each property to the geocode point for the school. In the unlikely event of this software not being available due to circumstances beyond our control, we will use the most similar means available which will be consistently applied.

Where home addresses are within the same block of flats or apartments, the number of the flat or apartment will be taken into account, with lower numbers taking priority (e.g. Flat 1 or 1a takes priority over Flat 2 or 1b). In the event of equi-distant addresses, any place will be allocated by random selection (lottery). Someone independent of the Admission Authority will supervise this process.

You must notify any change of an applicant's home address immediately in writing to the Director of Sixth Form.

Parental responsibility
Should more than one parent/carer 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 LAB, 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. Failure to ensure agreement prior to submission, may result in a delay in any application being processed.

Late Applications
Applicants who fulfil the entry requirement whose applications are received after the relevant deadline above will be treated as lower priority than those applications received on time, in the initial allocation of places.

If an applicant is offered a placed after the usual starting date of 1 September, they will normally be expected to take up the place within one week of the date of the offer.

Other Applicants
It is possible to request admission outside the normal age group, effective in a year group below or above a student's chronological age. We may need to carry out an educational assessment to determine whether or not it is appropriate for the young person to delay or accelerate their entry into the sixth form and be taught outside of their chronological age group. The Admissions Committee will make a decision based on the circumstances of each case.

Applications from students whose home is not in the UK or who have non-UK qualifications will be considered on an individual basis. Please contact the Director of Sixth Form for an initial discussion on 01386 442060 or by email on office@tdms.worcs.sch.uk

Offers of Places
All applicants will be offered the opportunity for an information and guidance discussion with a senior member of staff at TDMS in order to agree the most suitable pathway and courses. Following these discussions, successful applicants will be sent provisional offers of places for the agreed pathway and courses, subject to places being available. If there are more applicants than available places the Admissions Committee will rank all applications received by the deadline in order of priority as described below under the Oversubscription Criteria.

Any applicants to whom we cannot offer a place will be notified and the right to appeal given (see below).

The Admissions Authority reserve their right to withdraw an offer of a place before the student is admitted to the school where it is found that:

- the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim, for example, the use of an inappropriate home address; or
- the parent/carer has not responded to the offer within a reasonable period of time of the offer being made and after a reminder has been issued.

If an application is withdrawn or an offer declined for any reason the Head of Sixth Form should be notified in writing immediately. The Head of Sixth Form should also be advised of any changes to the student's home address.

Waiting Lists
If we cannot make you an offer in the initial round because we have more applications than available places in the Sixth Form at TDMS, we will place your name on our waiting list. This list is held until 31 December 2025. Experience has shown that it is likely that further places can be offered after February. Considerable movement in the waiting list is to be expected between the initial offer date and the publication of GCSE results in August.

If places do become available after the initial round, the waiting list, including late applicants, will be re-ranked strictly in accordance with the published oversubscription criteria and the applicant who ranks highest at that time will be offered a provisional place subject to the entry criteria above.

Appeals
if you have been unsuccessful in gaining a place at TDMS Sixth Form, you and/or your parents/carers may appeal to an Independent Appeals Panel. If both appeal separately, the appeals will be heard together. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and

Framework Act 1998 and the Appeals Code. Please refer to the latest guidance published by the Department for Education on appeals at www.gov.uk/schools-admissions/appealing-a-schools-decision.

Parents/carers or students are strongly recommended to obtain all relevant information before deciding whether to appeal.

If you wish to appeal you should write, setting out your full grounds for appeal, to the Clerk to the Local Academy Board within 20 school days of receipt of notification that your application was unsuccessful. You will receive at least 10 school days' written notice of the date of the appeal hearing but in exceptional circumstances you have the right to waive this notice.

Where the offer of a place would have been conditional upon exam results, an appeal will be heard within 30 school days of confirmation of those results. Where the offer of a place would not have been conditional upon exam results, an appeal will be heard within 40 school days of the deadline for lodging appeals. Appeals lodged after the relevant deadline will be heard as soon as practicable.

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. Any information or evidence not submitted by this deadline might not be considered at the appeal, or the appeal hearing might need to be postponed.

You are invited to attend the hearing of the appeal and make your case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. You may be represented by or accompanied by a friend. You must inform the school in advance if you wish to call any witnesses or be represented at the hearing. You will be told of the outcome of the appeal within five school days of the hearing.

Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, a second application has been considered by Governors because of a significant and material change in circumstances (e.g., a change which puts the applicant in a higher oversubscription category), but this has been refused.

The statutory right to appeal does not apply if a place has been offered at the school, but this is not in the year group preferred by the parent/carer. At the time of publication no information is available on the number of Sixth Form appeals in past years as no such appeals have been heard.

TDMS Sixth Form contact details.

Tel:	01386 442060
Web:	www.tdms.worcs.sch.uk
Email:	office@tdms.worcs.sch.uk
Headteacher:	Anna Allen

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.

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