

JKHS ADMISSIONS POLICY ACADEMIC YEAR 2025-26

Moving on to secondary school or sixth form college is one of the most important events in any young person's life. At this time, you are naturally concerned to do the best for your child, but you may feel uncertain about what to do. Our aim at John Kyrle High School & Sixth Form Centre is to make it as easy as possible for parents/carers and young people to understand the application process.

1. Secondary School Admissions (11-16)

John Kyrle High School is its own admissions authority, but we delegate this to Herefordshire Council. The local authority admissions code and process applies to all admissions to JKHS for years 7-11.

Places will be allocated as follows:

- **Priority 1**

Young people with a Statement of Special Educational Needs or an Educational, Health & Care Plan which names JOHN KYRLE HIGH SCHOOL will be allocated a place.

Places for students are then allocated according to an agreed set of criteria, in strict order of priority below.

- **Priority 2**

Looked-after children (LAC) and previously looked-after children (PLAC) who have since been adopted or became subject to a child arrangements order, or special guardianship order, including those young people who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

- **Priority 3**

Young people living within the **defined catchment area** of the school. In order to determine the relevant catchment area, the home address of a young person is defined as the only or main permanent residential address, at the closing date for applications, where the young person usually resides, and which is the usual address of the parent/carer with main responsibility for the young person. If arrangements are as such that a young person resides at two addresses for equal amounts of time, then parents/carers must decide which address to use for admissions purposes. Where more than one parent/carer applies for a young person, or where there is a parent/carer not in agreement with the preferences, the local authority may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission may result in a delay in any application being processed and, in some instances, where agreement cannot be reached, we may not be able to proceed until a legal resolution has been sought and the courts determine which parent/carer can make the final decision on schooling.

Copies of catchment area maps, if required, are available from the local authority or can be viewed in schools. To find the catchment school for a postcode, please visit [Find a school – Herefordshire Council](#)

- **Priority 4**

Sibling connection. Young people who have a sibling at John Kyrle High School, not only at the time of application but also when the young person is due to start. A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or a young person of the parent/carer's partner, and in every case the young person must be living in the same family unit, at the same address.

- **Priority 5**

Any student whose parent is a member of staff where:

- 1) The member of staff has been employed at the school for two or more years at the time at which the application is made, and/or
- 2) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

- **Priority 6**

Young people eligible for the pupil premium or the service premium. Pupil premium is the additional funding paid annually to schools for the purposes of supporting the attainment of disadvantaged young people. Service premium is the additional funding paid annually to schools for the purposes of supporting the pastoral needs of the young people of Armed Forces personnel.

- **Priority 7**

Exceptional circumstances. Young people with exceptional **medical, social or compassionate** grounds for admission and whose parents/carers can show that entry to a particular school is only necessary for the well-being of the young person. Parents/carers are required to produce a medical certificate or other appropriate information preferably from an independent source.

- **Priority 8**

Distance. Young people who live **nearest** to the school by the shortest available walking route. Distance is measured by the shortest available walking route (using road and/or made-up footpath) using the nearest network mode from the property address point to the nearest network mode at the main school entrance gate. The effect of this is to take you to the front door and not take into consideration other entrances (such as rear garden gates/short-cuts). This is particularly pertinent in a rural area like Herefordshire where rural properties can have multiple access points.

General notes

No priority is given to students living outside of the catchment area but attending a primary school within the catchment area of John Kyrle High School. The determining factor is the young person's home address.

Where, at any school, applications exceed the number of places, the priorities will be applied in the sequence indicated above i.e. after young people who either currently are or were in the 'looked after' system it will be catchment area, young people second, siblings third, exceptional circumstances fourth, then according to distance, each assessed as indicated above.

If the admission of the top three categories can be satisfied, but there are insufficient places for all out of area siblings, priorities will be decided first by reference to exceptional circumstances, then according to distance, with those living nearest to the school using the distance calculations outline previously taking priority.

Following the allocation of the top two priority categories there may be an occasion when it is not possible to offer places for all young people living in the catchment area. In this situation, the places will be allocated in the sequence of the criteria listed above, i.e. first to young people with siblings who would still be at the school in September 2025, next to students with exceptional circumstances, and finally according to distance from the school.

In cases where distance is not the deciding factor i.e. two applications are at exactly the same distance then the final tie breaker will be a lottery undertaken by an individual independent of the Children and Families Directorate.



2. In-year transfers to JKHS

Any applicants who wish to join JKHS after the start of year 7 or in years 8-11, should contact the school reception on 01989 764358 or alternatively email admin@jkhs.org.uk and ask to arrange an appointment. A tour of the school will be arranged, and an application form will be provided.

3. Sixth Form admissions

At John Kyrle High School we pride ourselves that our Sixth Form is open, inclusive and high achieving. Our achievement is outstanding, with 60% of A-level grades being A*, A or B for the past five years. Virtually all our students pass their courses (average pass rate is above 99.75% for the past five years).

We welcome students from other schools into our highly successful Sixth Form. Information on the school website is useful but there is no substitute for visiting the Sixth Form and seeing it at work. Prospective students are welcome to speak to the Head of Sixth Form, they should contact the school reception on 01989 764358 or alternatively email admin@jkhs.org.uk. Tours can also be arranged.

The total number of places available for years 12 and 13 in the Sixth Form is 260, we are willing to exceed this if there is demand for places and space on courses. Current JKHS Year 11 students and applicants from other schools will have to meet the base admission requirements to be eligible to enter/progress to the Sixth Form. If we are oversubscribed by eligible external applicants, we will apply the oversubscription criteria to determine who is admitted.

Places will be allocated as follows:

- **Priority 1**

Requirement of at least 5 GCSEs at grade 5 (or equivalent), including English (language or literature) and maths. Some A-level courses individually recommend a grade 6 in the relevant GCSE(s). For example, a grade 6 in GCSE maths is recommended for the A-level courses in maths and psychology while a grade 6 in each of GCSE maths and science is recommended for the A-level science courses.

- **Priority 2**

Young people with a Statement of Special Educational Needs or an Educational, Health and Care Plan which names JOHN KYRLE SIXTH FORM.

- **Priority 3**

Looked-after children (LAC) and previously looked-after children (PLAC) who have since been adopted or became subject to a child arrangements order, or special guardianship order, including those young people who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

JKHS will use non-statutory guidance from the government on defining and admitting young people who were previously looked after outside of England and who ceased to be in state care as a result of adoption when it is published.

- **Priority 4**

Young people with siblings attending JKHS at the time of the application. Sibling is defined in these arrangements as young people who live permanently as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.



- **Priority 5**

Young people of current JKHS staff (teaching or non-teaching) where: the member of staff has been employed at JKHS for two or more years at the time which the application for admission is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- **Priority 6**

Young people eligible for the pupil premium or the service premium. Pupil premium is the additional funding paid annually to schools for the purposes of supporting the attainment of disadvantage young people. Service premium is the additional funding paid annually to schools for the purposes of supporting the pastoral needs of the young people of Armed Forces personnel.

- **Priority 7**

Other young people.

Where the school is oversubscribed, and it is necessary to apply a tie-break to determine who is admitted, distance from home to school will be used with the young person living closest to the school having priority for admission. Distance will be measured by the shortest available walking route using a road and/or made up of footpath from the front door of the young person's address (including flats) to the main entrance of the school, using the local authority's computerised digital map measuring system, with those living close to the school receiving the higher priority.

In the event that the Sixth Form is oversubscribed, and the number of applicants exceeds the space available on courses at JKHS, those applicants who are not allocated a place will be placed on a waiting list, which shall be maintained until 31st December, with their applications ranked on the waiting list in accordance with the oversubscription criteria.

Parents/carers seeking a place for their young person outside of their normal age group, for example if the young person is gifted and talented or has experienced problems such as ill health, may do so by writing to the Head of Sixth Form requesting such a place, as long as the young person falls within the age range of 11-18, this being the age range for which JKHS is funded. Such an application will need to evidence that the young person has met, or could (were it not for the circumstances) have met, the base admission requirements referred to above and include the views of the young person, the parent(s)/carer(s) including (as appropriate) information about: the young person's academic, social and emotional development, where relevant, the young person's medical history if relevant the views of a medical professional; whether the young person has previously been educated out of their normal age group; and whether the young person may naturally have fallen into a lower age group if it were not for being born prematurely. This information and the views of the headteacher at JKHS will be taken into account when deciding whether the young person is to be admitted. When informing parents/carers whether the young person is to be admitted, JKHS will set out clearly the reasons for the decision. Any application made in the above circumstances will be given the same priority as other applications notwithstanding that the application is made for the young person outside of their normal age group.

Applications to the JKHS Sixth Form may be made at any time after the Sixth Form open evening in November prior to the following September start.

The application process is as follows:

- November – Sixth Form open evening. Applications open the following day
- December – acknowledgement of application letters sent

- February – provisional offer letters sent
- Easter – applications close at the end of spring term. Late applications will be accepted but those applying later must be aware that courses may have limited or no space for applicants applying very late in the school year.
- July – Sixth Form induction days
- August – GCSE results day: students confirm their places and courses

Application forms may be obtained from the school website and should be returned to the Head of Sixth Form either by post or to admin@jkhs.org.uk. Please note that these arrangements only apply to entry to the Sixth Form at JKHS.

4. Secondary School Appeals (11-16)

John Kyrle High School follows the Herefordshire Local Authority regulations for appeals which are below:

- If your child is not given a place at one of your preferred schools, you can appeal the decision.
- [Download and complete appeal refusal of a school place form](#)

It is very important that a fair and independent process is in place for parents to appeal against decisions made by an admissions authority.

Parents can also ask for their child to be admitted to any school, in any school term. For example, if a family has recently moved home. However, only one appeal per child for a particular school is allowed in each school year.

The appeal process Herefordshire Local Authority use follows strict national guidance. An appeal is given if Herefordshire Local Authority are unable to offer your child a higher preference of school or any of your preference(s) of school, and they have offered the nearest school with availability.

School admissions appeals timetable September 2025 entry:

- Allocation day for secondary schools is 1st March 2025
- The deadline for lodging appeals for secondary schools is 20 working days after the 1st March.

Appeals lodged after this date will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date. Most school appeals will be heard before the school summer holidays for children starting secondary schools where possible. School appeals are unlikely to be heard through the summer holidays.

Useful admissions contact details:

- Admissions Officer, Herefordshire (Secondary Transfers) – 01432 260295 | schooladmissions@herefordshire.gov.uk | School Admissions, Herefordshire Council, Plough Lane Offices, Plough Lane, Hereford, HR4 0LE.

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