John Kyrle High School & Sixth Form Centre

Heart of Mercia multi-academy trust

Policy document

JOHN KYRLE HIGH SCHOOL & SIXTH FORM CENTRE

PROPOSED ADMISSION ARRANGEMENTS 2028/29

KEY PROPOSAL: Reduce the Year 7 Published Admission Number (PAN) from 240 to 210, from September 2028.

Status and legal framework

Heart of Mercia Multi-Academy Trust is the admission authority for John Kyrle High School. These arrangements comply with the School Admissions Code 2021, the School Standards and Framework Act 1998 and associated regulations. Herefordshire Council coordinates applications for entry to Year 7 in the normal admissions round.

These arrangements apply to admissions for the 2028/29 academic year. They should be read alongside Herefordshire Council's coordinated admissions scheme and published application timetable.

1. Admission to Year 7

Published Admission Number

The Published Admission Number for Year 7 is 210 pupils.

Applications in the normal admissions round must be made to the local authority in which the child lives, using that authority's common application form and by its published closing date.

Children with an Education, Health and Care Plan

Children whose Education, Health and Care Plan names John Kyrle High School will be admitted. These children are admitted under separate statutory procedures and are not ranked under the oversubscription criteria below.

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Oversubscription criteria

If there are more applications than places available, places will be allocated in the following order:

Places will be allocated only in accordance with these determined arrangements. Decisions on applications will be made on behalf of the Trust by the properly authorised admissions decision-maker, and a clear record of each decision will be retained.

1. **Looked-after and previously looked-after children:** Looked-after children and children who were previously 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 appear to the Trust to have been in state care outside England and ceased to be in state care because they were adopted.

2. **Catchment area:** Children whose home address is within the school's defined catchment area.

3. **Siblings:** Children who will have a sibling attending John Kyrle High School at the time of admission.

4. **Children of staff:** Children of staff employed by Heart of Mercia Multi-Academy Trust to work at John Kyrle High School where the member of staff has been employed at the school for two or more years at the time of application, or was recruited to fill a vacant post at the school for which there is a demonstrable skills shortage.

5. **Pupil premium or service premium:** Children eligible for the pupil premium or service premium at the closing date for applications. Pupil premium means the additional funding paid to schools to support the attainment of disadvantaged children. Service premium means the additional funding paid to schools to support the pastoral needs of children of Armed Forces personnel. Parents or carers must provide evidence of eligibility if requested.

6. **Exceptional medical, social or compassionate need:** Children for whom clear evidence demonstrates an exceptional medical, social or compassionate need that makes admission to John Kyrle High School, rather than another school, necessary. The application must explain the circumstances and why John Kyrle is the only suitable school. Supporting evidence should normally be provided by an appropriate independent professional, such as a doctor, social worker or other relevant professional. The Trust's admissions committee will decide whether this criterion is met, applying the published test consistently to the evidence submitted.

7. **Distance:** Children who live nearest to the school, measured by the shortest available walking route using Herefordshire Council's approved digital mapping system, from the property address point to the main school entrance.

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Definitions and tie-breaks

The home address is the child's only or main permanent residential address at the closing date for applications, where the child usually resides and which is the usual address of the parent or carer with main responsibility for the child. Where a child resides at two addresses for equal amounts of time, parents or carers must identify the address to be used for admissions purposes.

Sibling includes a full, half, adopted, foster or stepbrother or stepsister, or the child of a parent's partner, who lives in the same family unit at the same address.

Where applicants cannot be separated by the criteria above, priority will be given to the child living closest to the school. If two or more applicants live exactly the same distance from the school and there are insufficient places for all of them, places will be allocated by random selection conducted by a person independent of the school.

Attendance at a primary school within the John Kyrle catchment area does not itself give priority. The child's home address is used. Catchment information: Herefordshire Council Find a school

Waiting lists and late applications

A waiting list will be maintained for Year 7 until 31 December 2028. The waiting list will be ranked in accordance with the oversubscription criteria and will be re-ranked whenever a child is added or circumstances change. Position on the list may therefore move up or down. Inclusion on a waiting list does not affect the right of appeal.

Late applications will be dealt with in accordance with Herefordshire Council's coordinated admissions scheme.

Admission outside the normal age group

Parents may request admission outside their child's normal age group. The Trust will make a decision on the basis of the circumstances of each case and in the child's best interests, taking account of the parent's views, information about the child's academic, social and emotional development, relevant medical history and professional views, whether the child has previously been educated outside their normal age group, and whether the child may naturally have fallen into a lower age group if born prematurely. Parents will be informed in writing of the decision and reasons.

2. In-year admissions to Years 7-11

Herefordshire Council coordinates John Kyrle High School's in-year admissions under a service-level agreement. Applications for a place after the start of Year 7, or for entry to Years 8-11, should be made through Herefordshire Council's published in-year transfer process. Applicants should complete the Council's In Year Transfer application form and submit it to schooladmissions@herefordshire.gov.uk.

In-year application information and form: Herefordshire Council in-year secondary admissions

If a place is available in the relevant year group, it must be offered. If there are more applications than places, the oversubscription criteria in section 1 will be applied. Applicants refused a place have a statutory right of appeal. John Kyrle High School participates fully in Herefordshire Council's Fair Access Protocol.

3. Sixth Form admissions

External Year 12 PAN

John Kyrle Sixth Form admits students progressing from Year 11 at John Kyrle and applicants from other schools. Internal and external applicants must meet the same academic entry requirements.

The Published Admission Number for external applicants to Year 12 is 50. This number applies to applicants joining John Kyrle Sixth Form from other schools. Students transferring from Year 11 at John Kyrle are not counted against this PAN. Additional external applicants may be admitted where capacity and suitable course places allow.

Academic entry requirements

Applicants must achieve at least five GCSEs at grade 5 or above, including English Language or English Literature and Mathematics. Individual subjects may have additional entry requirements, which will be published in the Sixth Form course information and applied equally to internal and external applicants.

Meeting the general entry requirements does not guarantee that every preferred subject combination will be available. Course viability, timetable compatibility and subject capacity may affect the programme offered, but will not be used to discriminate between internal and external applicants.

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Sixth Form application process

Applications open following the Sixth Form open event in the autumn term. The school will publish the application deadline, course information and application form on its website. Late applications will be considered in accordance with the published arrangements. Meetings to discuss subject options and course requirements will not form part of the decision on whether to offer a Sixth Form place.

Sixth Form oversubscription criteria

If the number of eligible external applicants exceeds the external PAN or the number of places available, places will be allocated in the following order:

1. Looked-after and previously looked-after children, including children who appear to the Trust to have been in state care outside England and ceased to be in state care because they were adopted.
2. Applicants who will have a sibling attending John Kyrle High School at the time of admission.
3. Children of staff who meet the staff criterion set out in section 1.
4. Applicants eligible for the pupil premium or service premium.
5. Other applicants.

Where applicants cannot be separated, priority will be given to the applicant living closest to the school, using the distance measurement described in section 1. Any final exact tie will be decided by independently supervised random selection.

Eligible Year 11 pupils already attending John Kyrle are not counted against the external PAN and will not be refused progression solely because the Sixth Form is oversubscribed.

Sixth Form waiting list and admission outside the normal age group

A waiting list for eligible external applicants will be maintained until 31 December 2028 and ranked using the Sixth Form oversubscription criteria. Requests for admission outside the normal age group will be considered individually using the principles set out in section 1.

4. Appeals

Parents and applicants have a statutory right of appeal against a decision to refuse admission. Heart of Mercia Multi-Academy Trust will arrange for appeals to be heard by an independent appeal panel in accordance with the School Admission Appeals Code. Appeal forms, deadlines and the annual appeals timetable will be published on the school or Herefordshire Council website.

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Appeals portal: Herefordshire Council school admission appeals

For Sixth Form applications, an appeal may be lodged by the young person and/or their parent or carer.

5. Publication, contact and review

Admissions enquiries: John Kyrle High School & Sixth Form Centre, Ledbury Road, Ross-on-Wye, Herefordshire HR9 7ET | 01989 764358 | admin@jkhs.org.uk

Normal-round secondary admissions information: Herefordshire Council secondary admissions

Admission authority	Heart of Mercia Multi-Academy Trust
Consultation period	23 November 2026 to 11 January 2027
Determination deadline	28 February 2027
Applies to admissions	Academic year 2028/29
Status	Proposed arrangements - draft for consultation