



Becket Keys Church of England School Sixth Form Admissions Policy September 2025 (Draft)

Introduction

Becket Keys Church of England School ('the school') aims to deliver an outstanding Church of England education for young people aged 11-18. The Sixth Form aims to continue the school's motto of "Faith in Learning" whilst supporting students to become young adults equipped with the confidence and qualifications they require to make the most of the opportunities available to them when they leave school.

The school will provide school places for young people aged 11 - 18 and the admissions arrangements for the Sixth Form are set out below. The arrangements for Year 7 are set out separately.

The school is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (September 2021), the School Admissions Appeals Code and admissions law as they apply to academies.

Numbers

The capacity of the Sixth Form is 150 students in each of Year 12 and Year 13. A minimum of 35 places will be offered annually to external candidates. More places may be available to external candidates, subject to uptake of places by internal students.

Becket Keys Church of England School Applicants

All Year 11 students who wish to stay at the school will be able to continue into the Sixth Form, subject to meeting the Academic Criteria, and their course requirements. We will offer advice, guidance and support to all of our students to ensure they are able to make informed choices about their post-16 education.

External Applicants

There are at least 35 places available to external applicants. External applicants wishing to be admitted to Year 12 must apply directly to the school prior to the closing date, using the online application form (or the hard copy form available on request from the school office). The closing date and full details of the application process will be published annually in the Sixth Form Prospectus and on the school's Sixth Form website www.becketkeys6th.org

The same Year 12 Academic Criteria and course requirements apply to both external and internal applicants, but if the external places are oversubscribed then they will be prioritised according to the Oversubscription Criteria for External Applicants set out below.

Academic Criteria

All students in the Sixth Form at the school must be on a full-time study programme. This will usually comprise a minimum of three A-level courses or equivalent (full details of the options 1 for full time study will be published annually in the Sixth Form Prospectus and on the school's Sixth Form website www.becketkeys6th.org)

There will be a minimum academic qualification for entry into the Sixth Form at the school and in addition, individual courses will have minimum entry requirements that must be met. Full details will be published each year in the Sixth Form Prospectus. Meetings may be held with applicants and their parents to discuss options and courses but will not form part of the decision process on whether to offer a place.

Provisional offers will be made subject to, and dependent upon, the applicant meeting the Academic Criteria for the Sixth Form and the specific course requirements. Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses. Course enrolment is confirmed at the time of registration and is dependent on:

- sufficient demand for places in each of the courses the applicant has selected;
- availability of places on the courses the applicant has selected;
- availability of the combination of courses selected by the applicant; and
- the school's ability to staff and resource the courses selected.

If the intended course is full, but there are still vacancies on other courses, applicants may be offered an alternative.

Special Educational Needs

The admission and review of students with an Education, Health and Care Plan ('EHCP') is dealt with by a completely separate procedure involving parents, schools, the Local Authority and a range of professionals. This procedure is integral to the making and maintaining of a compliant EHCP by the student's home Local Authority. Details of this separate procedure are set out in the Special Education Needs Code of Practice.

Oversubscription Criteria for External Students

Where the number of external applicants for admission to Sixth Form is greater than the places available and after the agreed admission of any children with an EHCP, the following Oversubscription Criteria will be applied in the order below:

1. Looked after children* or children who were previously looked after*.
2. Students for whom it is essential to be admitted to this school because of special circumstances to do with significant medical needs evidenced by written professional advice from a doctor or other health professional, explaining why these needs can realistically only be met by this school.
3. Students whose parents have been granted Founders' status of the school by the Secretary of State.

4. Students living at the same home address* as siblings* on the roll of the school in any year group, including the Sixth Form, at the date of their own application for admission.
5. Children of staff* directly employed by the Russell Education Trust on a permanent full time or fractional contract at the school in either of the following circumstances:
 - i. The member of staff has been employed for a continuous period of two years or more before the admission application and is still employed, without having given notice or been given notice that the employment will end, at the time the offer of a place is made.
 - ii. The member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage (determined by the Headteacher with the Chair of Governors and the CEO of RET).
6. Becket Keys is a faith school (Church of England) and up to 50% of the remaining places will be offered to students who meet the Faith Criterion*. The Faith Criterion will be applied in the following order:
 - i. Fortnightly attendance by either the student's parent(s) OR the student (e.g. where the student attends alone or with a grandparent) at a Church of England church in the Brentwood Deanery or former Ongar Deanery for **at least three years** at the closing date for applications, (a list of churches in these two Deaneries is included in the Notes and Definitions section of this policy).
 - ii. Fortnightly attendance by either the student's parent(s) OR the student (e.g., where the child attends alone or with a grandparent) at another Christian Church which is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance for **at least three years** at the closing date for applications.

If more applications are received under the Faith Criterion than there are places available, then they will be offered in order of distance* from the home address* to the school, those living closest being offered places as a priority.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

7. The remaining places will be offered to any other students. If more applications are received than there are places available, then they will be offered in order of distance* from the home address* to the school, those living closest being offered places as a priority.

Notes and definitions*

Looked After Children

Looked After Children are defined as children who are (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 in accordance with section 22 of the Children Act 1989, at the time an application for a school is made.

Previously Looked After Children

Previously Looked After Children are defined as children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children’s Act 2002), or became subject to a child arrangements order or special guardianship order. This includes children who appear to have been in state care outside of England and have 3 ceased to be in state care due to being adopted.

Siblings

Siblings include full, step-, half-, fostered and adopted siblings living in the same household. Cousins are not considered siblings.

Children of Staff

For applications under Criterion 5, children of staff include full, step, half, adopted and fostered children living in the same household as the member of staff. Parent(s) All references to “parent” within this policy includes the person who has parental responsibility and/or the carers of the student as defined in Section 576 of the Education Act 1996. Where the plural of the term is used i.e., ‘parents’ this includes the use of the singular term as well i.e., ‘parent’.

Faith Criterion

The Faith Criterion at 6i) and 6ii) is based on the regular church attendance of either the parent(s) OR the student (e.g., where the student attends alone or with a grandparent). A Priest/Minister’s reference confirming attendance should be submitted via the Supplementary Information Form, available from the school office or the school website. This must be returned to the school to: The Admissions Department, Becket Keys Church of England School, Sawyers Hall Lane, Brentwood, Essex, CM15 9DA, by the deadline for the Sixth Form Application Form.

With reference to 6i) of the Faith Criterion, the Anglican Churches which constitute the Brentwood or former Ongar Deanery are listed below:

Brentwood Deanery	Former Ongar Deanery
Bentley Common, St Paul	Blackmore, St Laurence
Brentwood, St George	Bobbingworth, St Germain,
Brentwood, St Thomas of Canterbury	Chipping Ongar, St Martin,
Buttsbury, St Mary	Fyfield, St Nicholas
Childerditch, All Saints	Greensted juxta Ongar, St Andrew,
Doddinghurst, All Saints	High Laver, All Saints,
East and West Horndon, St Francis	High Ongar, St Mary the Virgin
Fryerning, St Mary the Virgin	Little Laver, St Mary the Virgin
Great Warley, St Mary the Virgin	Magdalen Laver, St Mary Magdalen

Hutton, All Saints and St Peter	Matching Green, St Edmund
Ingatestone, St Edmund and St Mary	Matching, St Mary,
Ingrave, St Nicholas	Moreton, St Mary the Virgin,
Ingrave, St Stephen	North Weald, St Andrew
Kelvedon Hatch, St Nicholas	Norton Mandeville, All Saints
Little Warley, St Peter	Shelley, St Peter,
Margaretting, St Margaret	Stanford Rivers, St Margaret,
Mountnessing, St Giles	Stapleford Tawney, St Mary the Virgin,
Navestock, St Thomas	Stondon Massey, St Peter & St Paul
Shenfield, St Mary the Virgin	Theydon Mount, St Michael
South Weald, St Peter	Willingale, St Christopher, with Shellow and Berners Roding
Warley, Christ Church	

Home Address

A student's home address is defined as the address at which the child is normally resident with a person who is a parent as defined in Section 576 of the Education Act 1996.

A business address, a childminder's address, or any address other than the student's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.

Where a student lives at more than one such address, the address will be where the student lives for the majority of the time. Where the student lives at more than one address and spends equal time at both, the home address will be counted as that at which the student is registered with their GP.

The school reserves the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if false information has been given.

Should proof of address be required, documentation will be requested to secure the place, as detailed in the "Secondary Education in Essex" booklet, available to view at www.essex.gov.uk.

Distance

Any offer of a place on grounds of proximity is conditional on the student being resident at the home address provided at the closing date for application.

If more applications are received than there are places available under any criterion, then the available places will be offered in order of distance from the school, those living closest being offered places as a priority.

All distances are straight-line distances, calculated using the Local Authority's geographical information system used as part of the coordinated admissions scheme, which accurately measures the distance from the address point of the student's home address to the address point of the school using data provided by Ordnance Survey. Further details of this process are set out in the "Secondary Education in Essex" booklet, available to view at: www.essex.gov.uk.

Tie-Break

In the event of two or more applications that cannot otherwise be separated by criteria 1-7, the vacant place will be allocated to the applicant whose home address is closest to our school building. Siblings from the same address who are tie-breaking for the same vacant place, will all be offered places. In other cases where applications can't be separated by distance, an independent party will randomly allocate the place via the drawing of lots.

Offers of Places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Operation of Waiting Lists

Where in any year the school receives more applications for places than there are places available, a waiting list will operate and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the Oversubscription Criteria (as applicable). Where places become vacant they will be allocated to children on the waiting list in accordance with the Oversubscription Criteria.

For administrative purposes, the Waiting List will be administered by the school in three 'bands'. Band 1 will be for ranking applicants who qualify for Oversubscription Criteria 1-5. Band 2 will be ranked in accordance with Oversubscription Criteria 6i) & 6ii). The remaining applicants will be placed in Band 3 will be ranked by distance in accordance with Oversubscription Criteria 7. Where places become vacant they will be allocated to children on the Waiting List in accordance with the Oversubscription Criteria. If there are applicants in Band 1 of the Waiting List then they will have priority. Otherwise, a place which was originally offered to Band 2 or Band 3 will be re-offered to the highest-ranking applicant in the same Band. (If a place was originally offered to Band 1 then it will be allocated to Band 2 or Band 3 as appropriate so that, over time, a ratio of 1:1 is maintained between these bands).

Appeals

Parents who fail to gain a place for their child/student at the school can appeal to an Independent Appeals Panel. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Children/Students educated outside their chronological age group

Permission to submit an application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Once permission has been granted, an application must be made via the usual application processes and will be subject to the Oversubscription Criteria.

Exceptional Medical Need

All local secondary schools have experience of dealing with children with different medical needs, so it is expected that no more than a small number of applications will be given this criterion in a year, if any. The threshold of acceptance is exceptionally high. Such difficulties must be so exceptional as to be very uncommon in the general population.

You must submit supporting documentary evidence, with your application. This evidence must confirm the circumstances of the case and must set out why the child can only attend Becket Keys CofE School why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority. Decisions will be made based on the merits of each case and whether the evidence demonstrates that a placement should be made at Becket Keys CofE School above any other.

This criterion is not intended to be used for special educational needs, which can be successfully supported through effective induction, support and appropriate provision at any school (unless an EHCP is in place, in which case a separate admissions process is used).

We do not consider reasons such as your place of work, childcare arrangements or previous family connections to the school to be strong enough to be considered under this criterion. The evidence provided to support your application must be as detailed and objective as possible.