

## **Turing House School: Admissions Policy (Sixth Form) September 2025**

### **Introduction**

Turing House is an inclusive secondary school established to serve the Twickenham side of the London Borough of Richmond-upon-Thames. Our admissions policy reflects this aspiration.

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

Turing House 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 30 Year 12 places will be offered annually to external candidates.

### **Turing House Applicants:**

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

### **External Applicants:**

There are at least 30 places available to external applicants. External applicants wishing to be admitted to Year 12 must submit an application directly to Turing House 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 details of the application process will be published annually on the school's Sixth Form website.

The same Year 12 *Academic Criteria*, including 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 Turing House 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 for full time study will be published annually in the Sixth Form Prospectus and on the school website.

There will be a minimum academic qualification for entry into the Sixth Form at Turing House and, in addition, individual courses will have minimum entry requirements that must be met.

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, including 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.

### **Admissions for children with Education and Health Care Plans (EHCPs)**

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 Applicants**

Where the number of external applications for admission which meet the Academic Criteria 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<sup>#1</sup> or children who were previously looked-after.<sup>#2</sup>
2. Children who have an exceptional medical or social need<sup>#10</sup> requiring attendance this school rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Children who have siblings<sup>#3</sup> on the roll of the school in any year group, including the Sixth Form, at the date of their own application for admission.

4. Children of staff<sup>#4</sup> directly employed by the Russell Education Trust on a permanent full-time or fractional contract at Turing House 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 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).
5. The remaining places will be allocated to those applicants whose home address<sup>#6</sup> is closest<sup>#5</sup> to the 'Sun Stairs' door of our school building. This point is defined as OS Grid Reference TQ 13480 73643.

#### **Notes and Definitions:**

##### **#1. 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.

##### **#2. 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 ceased to be in state care due to being adopted.

##### **#3. Siblings**

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

##### **#4. Children of Staff**

For applications under Criterion 4, children of staff includes full, step, half, adopted and fostered children living in the same household as the member of staff.

##### **#5. Distance Measurement**

Proximity to the school is measured by the shortest route by road and/or maintained footpath from the property to the relevant point. Accessibility of private or public transport will not be considered. All distances will be measured using the Local Authority's geographical information system.

## **#6. Home Address**

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

Any offer of a place on the grounds of distance must be based on the child's permanent address. A business address, a childminder's address, or any address other than the child's permanent home will not be accepted. Proof of address will be sought and may be the subject of further investigation. Temporary addresses will not be used for the purpose of administering applications.

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

For more information on this, please see the "Joint care arrangements" section of [Richmond's Secondary Admissions Brochure](#).

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

## **#7. Tie Break**

In the event of two or more applications that cannot otherwise be separated by criteria 1-5, the vacant place will be allocated to the applicant whose home address is closest to 'Sun Stairs' door of 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.

## **#8. 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, applications that have not yet received an offer will automatically be placed on the waiting list, in criteria order.

## **#9. Children educated outside their chronological year group**

Permission to submit an application for a child to be educated out of his/her age group should be requested by email, or otherwise in writing, to the school office. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. The request will be considered by our Local Governing Body's Admissions Committee on an individual basis. If permission is granted, the application must be made via the usual application processes and will be subject to the Oversubscription Criteria.

**#10. Exceptional Medical or Social Need**

All local secondary schools have experience of dealing with children with different social and 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 Turing House School and 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 Turing House 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.

**#11. Further Information**

For full details of how the Local Authority measures distance, defines home address and deals with appeals, please refer to their admissions documentation.

Richmond's Secondary Admissions brochure is available on the following web page or in print form by contacting their admissions department [here](#).