



# The Duke of York's Royal Military School

## Admissions Policy

**Date of Approval**

15/04/2024

**Approved By**

Col Andy Thorne

**Role**

Chairman of Trustees

**Signed**

<b>Last Reviewed</b>	April 2024
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## **ADMISSION ARRANGEMENTS FOR ENTRY IN SEPTEMBER**

The Duke of York's Royal Military School is a state co-educational boarding school.

All students are required to live on the School site during term, except on occasions agreed in advance by the Principal.

### **Admission Criteria for Entry to the School**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below, in priority order, after the admission of students with an Education, Health, and Care Plan (EHCP) where the School is named:

1.
  - a) **Looked After Children and previously Looked After Children**  
A looked after child is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
  - b) A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
  - c) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
2. Children of members of the UK Armed Forces who are normally resident in the '**area**'<sup>1</sup> who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

A child will also be considered to be a resident of the **area** if:

- a) The family's normal home is in the **area**; or
- b) If the family is a military family, whose unit is based in the **area**.

Examples of evidence of residence will be Council tax bills, utility bills or a letter of confirmation from the unit commander or designated deputy.

3. Other children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
4. Children with a boarding need, allocated to the following sub-categories in order:

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<sup>1</sup> The '**area**' means the following local authority areas: Kent, Medway, E Sussex, Thurrock, Bexley, and Bromley

- a) Children of members of the UK Armed Forces who have died while serving or who have been discharged as a result of attributable injury. The application should be supported by a letter from the UK military authorities.
  - b) Children at risk or with an unstable home environment. Such applications must be supported by the child's home local authority or be supported, in writing, by an appropriate professional such as a social worker which demonstrates "**why the Child would benefit from attending a boarding school**".
  - c) Children of key workers and Crown Servants working abroad whose work dictates that they spend much of the year overseas. The application will need to be supported by a letter from the appropriate authority demonstrating that the parent fulfils these criteria.
5. The siblings of students who are already on the School roll and who will still be on roll when the applicant is admitted. If you are offered a place under the **Sibling Criterion**, you will need to provide the following proof to confirm that your child is eligible for a place under this criterion:
- a) A copy of a recent Child Tax Credit or Child Benefit confirmation letter showing the parent(s) and address and the children that they are claiming for.
  - b) A utility bill issued within the last three months.
6. **Nearness of children's homes to school** - we use the distance between the child's permanent home address (defined in Kent County Council's (KCC) annual admissions prospectus) and the School, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.
7. Tie Break
- 7.1 If categories 2 or 3 are oversubscribed the following will be used as a tie break, in priority order:
- a) The siblings of students who are already on roll and who will continue to be on roll.
  - b) Children of multiple birth (twins, triplets etc).
  - c) Random allocation will be used to determine who is admitted.
- 7.2 If category 4 is oversubscribed the following will be used as a tie break, in priority order:

- a) Children who are normally resident in the **area** will be given priority.
  - b) The siblings of students who are already on roll and who will continue to be on roll when the child is admitted will be given priority.
  - c) Children of multiple birth.
  - d) Random allocation will be used to determine who is admitted.
- 7.3 If category 5 is oversubscribed the following will be used as a tie break, in priority order:
- a) Children who are normally resident in the **area** will be given priority.
  - b) Children of multiple birth.
  - c) Random allocation will be used to determine who is admitted.
- 7.4 If category 6 is oversubscribed and the final vacancy has two students with the same distance measurement, random allocation will be used to determine who is admitted.

### **Guidelines for Completing Your Child's Application**

Parents wishing to apply for a place at the School will need to follow the procedure below:

1. Read the Prospectus which is available from the following:
  - Printed directly from the website <http://www.doyrms.com>
  - Collected from the School Office – The Duke of York's Royal Military School, Dover, Kent, CT15 5EQ.
  - Requested either by emailing or telephoning the Admissions Officer.

Email - admissions@doyrms.com

Tel - 01304 245073
2. Complete an Application Form and Parental Boarding Suitability Form.
3. Attend an interview to assess their child's boarding suitability.
4. Provide evidence if applying under Criteria 2, 3 or 4 by attaching the following documentation before sending to the School.
  - Criteria 2: Examples of evidence of residence will be Council tax bills, utility bills or a letter of confirmation from the unit commander or designated deputy.
  - Criteria 3: A letter from the unit commander or designated deputy.
  - Criteria 4A: Applications must be supported by a letter from the UK military authorities.

- Criteria 4B applications must be supported by the child's home local authority or be supported, in writing, by an appropriate professional such as a social worker which demonstrates "**why the Child would benefit from attending a boarding school**".
- Criteria 4C. The children of key workers and Crown Servants working abroad whose work dictates that they spend much of the year overseas. The application will need to be supported by a letter from the appropriate authority demonstrating that the parent fulfils these criteria.

### **Admission Arrangements**

The School will admit a total of 104 students into Year 7 in September, 52 boys and 52 girls. To apply to the School applicants should be aware of the following:

1. Applicants should be the age of 11 at the start of the academic year.
2. Applicants must complete the following to be considered for a place at the School:
  - a) An Application Form.
  - b) A Parental Boarding Suitability Form and attend an interview to assess their suitability for boarding.

The School is unable to consider an application where the applicant's current/previous school does not provide a reference, or the applicant has not attended the boarding suitability interview.

If the School is over-subscribed, it will not be able to guarantee that a place will become available for your child. It is therefore essential that you apply to other schools as well.

### **Admission to the Sixth Form**

The Duke of York's Royal Military School is a full boarding School and Sixth Form provision is also operated on a full boarding basis. Applications from external candidates for full boarding Sixth Form places will be considered subject to them meeting the suitability for boarding assessment criteria as well as the requirements for academic achievement.

Priority will be given to existing students transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form will be as a result of applicants obtaining a minimum of 4 grade 6 and 2 grade 5 GCSEs, including English and Mathematics. Minimum grades in their preferred A-Level and/or BTEC courses are published in the most recent Sixth Form Prospectus.

The admission number for external candidates will be 30, but this figure may be exceeded in the event that this and the number of internal students transferring into Year 12 is less than the overall figure for the year group, which is 98.

### **Admission of children outside their normal age group**

Requests for admission outside of the normal age group should be made to the Admissions Officer as early as possible in the admissions round associated with that child's date of birth. We do not routinely admit outside a child's normal age group, however, we will consider a

request where sufficient information is given and supported, including from the child's current School that highlight support and concerns. The School may also contact the child's current school to request their view.

All decisions will be made based on the circumstances of each request with the best interests of the child considered, taking into account parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group. This might also include medical or Educational Psychologist reports.

There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral.

Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with the School's oversubscription criteria.

### **Boarding Suitability Process**

Applicants are required to complete the Parental Boarding Suitability Form and agree to an interview process to ensure boarding suitability. Boarding suitability will be assessed through considering whether a prospective student would present a serious health and safety hazard to other boarders and whether they would be able to cope with and benefit from a boarding environment.

The Boarding Suitability Interview will discuss issues specified in the Parental Boarding Suitability Form and those raised by the reference from the applicant's current or previous school and questions designed to assess their suitability for boarding.

The following outlines the process required for applying for Boarding Suitability:

1. Parents or carers should submit the Parental Boarding Suitability Form to the School no later than **the second Friday in June**, although late applications will also be considered subject to space and boarding suitability processes being completed.
2. The School requests a reference from applicants' current/previous school.
3. Subject to reference, the School invites applicants and parents for a tour and boarding suitability interview.
4. The School notifies parents of the outcome of their child's Boarding Suitability as soon after the process is complete as possible.
5. Formal offers will be issued subject to space by **the final Friday in June**.

Boarding suitability may be reviewed at any time based on the risk of health, safety, and wellbeing. The School reserves the right to reassess suitability for boarding at any point during the child's time at the School following the same principles as per the initial application process, outlined above. Further details about this process can be found in the School's Behaviour Policy.

## **Boarding Fees**

Boarding fees will be charged each term which are subject to annual review. In addition, there will be extra costs such as student accident insurance and School subscriptions that will appear on the termly bill. Other extras will appear on the bill in arrears. There will also be a House Account to cover any small expenses during term time. Termly fees will need to be settled by the first day of term or a surcharge will be made.

There is no charge made for the education received by students, fees being solely to cover the cost of boarding provision, other than in cases outlined in the Trustees' Charging and Remissions Policy.

## **Applicants with an Education, Health, and Care Plan (EHCP)**

Please note applicants with a EHCP will need to contact their Local Authority before making an application.

## **Applications**

Applications should be completed online via the School website ([www.doyrms.com/admissions/enquiry](http://www.doyrms.com/admissions/enquiry)). Where this is not possible, contact should be made with the Admissions Officer:

**Admissions Officer**  
**The Duke of York's Royal Military School**  
**Dover**  
**Kent**  
**CT15 5EQ**

**E-mail:** [admissions@doyrms.com](mailto:admissions@doyrms.com)

**Tel:** 01304 245073

**The closing date for completed applications will be the second Friday in June (although we will consider late applications where possible).**

It is the responsibility of the applicants to contact the School if they do not receive notification the following:

1. Invitation to the Boarding Suitability Interview.
2. A letter advising of an offer of a place or rejection.
3. Written confirmation of receipt of your appeal, if submitted.
4. An invitation to present their appeal in person by the time stated in the appeal confirmation letter.

## **Withdrawing the Offer of a Place**

In line with the School Admissions Code, if it is established that the application for a place was fraudulent or intentionally misleading, the offer of a place may be withdrawn. Where this

occurs, the applicants will be notified in writing and should the offer be revoked, an appeal may be made as detailed below.

Should the student have started at the School but information about the fraudulent nature of the application becomes apparent within four months of their start date, then the place will be withdrawn. Specifically, applications will be considered to be fraudulent if they have not revealed details of behavioural or medical matters which may have a direct impact on the student's ability to cope with or benefit from boarding, or which may constitute a serious health or safety risk to themselves or other students.

### **Appeals**

Under the Education Act parents have the right to appeal to an Independent Appeal Panel against a decision not to offer their child a place. The Appeal arrangements will be in line with the School Admissions Appeals Code published by the Department for Education.

### **Key Dates for Admissions**

<b>September</b>	<b>Prospectus, Application Form available:</b>  1. <a href="http://www.doyrms.com/admissions/enquiry">www.doyrms.com/admissions/enquiry</a>  2. Admissions Officer, The Duke of York's Royal Military School, Dover, Kent, CT15 5EQ. Tel: 01304 245073.
<b>September to June</b>	Applications open, references requested, and interviews held to assess Boarding Suitability. Visit to School site recommended.
<b>From September</b>	<b>Individual visits and tours</b>  Location: <b>The Duke of York's Royal Military School, Dover, Kent CT15 5EQ</b>
<b>Last Friday of June</b>	<b>Formal offer and decline</b> letters to parents by this date.
<b>Third Friday of July</b>	<b>Deadline</b> for acceptance of places by parents.

Late applications will be considered for year groups where there are places available.