Admissions 2017 - 2018
This policy has been developed with the school’s Christian values and principles, as a Church of England Academy School, at its foundation.

When applying for admission to Sexey’s parents must be aware that as a Church school, which welcomes applications from all faiths and denominations, the Governors and Headteacher will expect children attending the school to participate in the Christian life and daily act of worship, and embrace the ethos of the school.

When agreeing these admission arrangements the Governors have worked in collaboration with the other secondary schools in the area to ensure that the educational resources in the area are deployed efficiently and that no school’s admission policy will be applied to the detriment of the admission of children to another school in the local area.

Sexey’s School is a Church of England Academy, providing education for day and boarding pupils aged 11-18. Admission decisions are taken in accordance with the School Standards and Framework Act 1998, as amended, the School Admissions (Admission Arrangements) (England) Regulations 2008 and the Department for Education, published School Admission and Admissions Appeal Codes. Pupils will be admitted in accordance with Somerset Local Authority co-ordinated scheme using the national ‘Equal Preference with Ranking’ allocation method which is explained in the Admissions Code from the DfE Website

The Governing Body has responsibility for all admission decisions however it has delegated the administration of admission applications for year 7 day applications to Somerset Local Authority and in the first instance all admission enquiries for year 7 day applications should be directed to:

Somerset Direct by telephoning 0300 123 2224
e-mail: schooladmissions@somerset.gov.uk
or by writing to

School Admissions Team
Support Services for Education
County Hall
Taunton TA1 4DY
Somerset

All other admissions applications will be dealt with by the Governing Body at the school and all admissions enquiries for year 8 through to year 10 and also sixth form should be directed to:

The Admissions Registrar
Sexey’s School
Cole Road
Bruton
Somerset BA10 0DF

Tel: 01749 813393
Email: admissions@sexeys.somerset.sch.uk
In-year Admissions
Applications must be submitted using the governors, in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to the school office at any time during the academic year (see contact details at the end of these arrangements).

The Governors’ Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday and applicants will receive a written response within 5 school days following receipt of the application. Where a school place is offered it will be held open for 21 school days and applicants will need to confirm acceptance within this time. Applications cannot be considered more than 6 weeks or half a term in advance of the place being required.

School Transfer – Year 7 and Year 12
Admissions to Year 7 and Year 12 takes place once annually in September, while an application for admission to any other year group can be made at any time. The closing date for Year 7 applications in September 2017 is 31 October 2016. Applications must be made to the home Local Authority. Outcomes will be sent by the Local Authority on behalf of the Governing Body by e-mail or second class post on the published outcome date, 1 March 2017.

Published Admission Numbers
The following Published Admission Numbers apply for year 7 and year 12 -
Day pupils 25
Boarding pupils 56
Sixth form (new external applicants only) 55

Special Educational Needs
Children with a statement of Special Educational Needs (SEN) or an Education, Health or Care (EHC) plan that names Sexey’s School will be admitted to the school before any other places are allocated within Published Admission Number.

Suitability for a boarding place
As permitted by the School Admission Code, the school assesses an applicant’s suitability for boarding and makes this assessment in advance of applying its oversubscription criteria.

Common Admissions – Boarding
A Common Application Form (CAF) and Supplementary Boarding Information Form are available from the school or the Local Authority website www.somerset.gov.uk/admissions. Both forms must be returned to the school.

Over-subscription Criteria
In the event of over-subscription (more applications are received for any year group than there are places available within the relevant admission number), the following over-subscription criteria will apply. After places have been allocated to any children who have a statement of SEN or EHC plan that names the school, all other applications received will be considered against the published over-subscription criteria and places allocated in strict priority order until the Admission Number is reached. Remaining applications will be
refused and applicants informed of their legal right of appeal against the decision to refuse a place. The following over-subscription criteria apply.

**Day Place over-subscription criteria for admission to Year 7**

1) Looked After Children – Children who are in the care of a Local Authority, or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. (Please see important note)

2) a) Children of staff employed at the school for at least two years prior to the application closing date.

   b) Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

3) Children living within a 2km radius of the school datum point. (See “datum point” in the definition of terms). In the event of there being more than 25 eligible children, priority will be:

   a) Children without a statement of special educational needs/education, health and care plan whose school placement has been identified by a Multi Agency professional team, and can be supported by written evidence at the time of application.

   b) Children with an older sibling attending the school as a day pupil at the time of admission in year 7–11

4) All other children living within a 2km radius of the school datum point

5) Children without a statement of special educational needs/education, health and care plan whose school placement has been identified by a Multi Agency professional team, and can be supported by written evidence at the time of application.

6) Children with an older sibling attending the school as a day pupil in Year 7-11 in the year of application.

7) All other children.

If there are more children in any of the above categories than places available, priority with be given to those living nearest to the school using a straight line measurement.

**Boarding Over-subscription Criteria**

1) Looked After Children – Children who are in the care of a Local Authority, or have previously been and are now formally adopted or subject to a residence child arrangement order or special guardianship order. (Please see important note).

2) Children of members of the UK Armed Forces

3) Children with a recognised ‘boarding need’

4) Children with an older sibling attending the school in the year of application

5) Children not satisfying a higher criterion and living nearest to the school using a
Important Note

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). Adoption is defined under the terms of the Adoption and Children Act 2002.

Admissions to the Sixth Form

Every Year 11 child already attending Sexey’s School will have an automatic right of a place in the sixth form, providing the minimum academic entrance requirements are met.

New applications from students attending Year 11 at an alternative school may apply for a place in the sixth form. Where there are more applications than places available within the published sixth form Admission Number, the published over-subscription criteria will be applied and places allocated up to Published Admission Number to those students who achieve the minimum academic entrance requirements.

In the first instance, a provisional offer of a sixth form place will be notified to applicants by 1 March in the year of entry, which will be confirmed when GCSE results are known.

Students not allocated a place in the sixth form will have the legal right of appeal against the decision to refuse a place.

Where there is a clear measurable local demand for a particular course, it will be possible to exceed the Published Admission Number and accept additional students who meet the minimum academic entrance requirements in accordance with the published Admissions Code.

Tie Break

If the Published Admission Number is reached in any one criterion, then applicants falling within that criterion will be ranked according to their geographical proximity to the school and places allocated up to the Published Admission Number. The distance is calculated as a straight line measurement from home to the school datum point. (See ‘datum point’ in Definition of Terms)

Waiting list

Where an application for a school place is unsuccessful, the application will be kept on a waiting list until the end of the Autumn Term. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list. Should a place become available, it will be offered to the highest ranked application on the list at that time.

Policy Review

This policy should be reviewed annually initially to incorporate the development of systems and procedures.

Policy Holder: Director of Boarding

Chairman of Governors
Headmaster

Date 1st December 2015

**Important Notes**

**Straight line measurement**
All straight line measurements are calculated using a GIS Mapping System

**Children from Armed Forces families**
Parents of children gaining priority under UK Armed Forces will be asked to demonstrate qualification for Ministry Of Defence financial assistance with the cost of Boarding School fees

**Boarding Need**
Children with a ‘boarding need’ include;

a) Children at risk or with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; or

b) Children of key workers and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas; or

c) Children of key workers and Crown Servants who can demonstrate high levels of mobility in this country or abroad; or

d) Children of key workers and Crown Servants of key workers and Crown Servants who can demonstrate that shift work is a key element; or

e) Children with parents in the private sector or self-employed who can demonstrate that shift work or long hours are key elements; or

f) Children who live in rural isolation, where parents can demonstrate that a boarding environment would benefit the child’s social development; or

g) Children who live in an area, where parents can demonstrate that the child is at risk of physical or emotional harm and where attending as a boarder at Sexey’s would safeguard and promote the child’s social development.

**Multiple birth applications (for example twins)**

Where the last place within the Published Admission Number is allocated to a multiple birth application, a place(s) will be allocated to any siblings above the Published Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This includes situations whereby admitting a multiple birth siblings would breach the Infant class size legislation of a statutory limit of 30 infants (key stage 1 children) per qualified teacher.
Non Transfer of Admission
Under the DCSF School Admissions Code, Admission Numbers for Day and Boarding places are set separately and are not interchangeable. In the event that a pupil who was initially admitted as a boarder becomes eligible for a day place, transfer will only be permitted if a day place is available in the appropriate year group.

Right of appeal
If a child is not offered a place the applicant will be informed of the decision in writing and will be made aware of their right of appeal to an Independent Appeal Panel. Information on the timetable for the appeals process is available on the school website by 28 February each year.

Siblings
For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

Parent or parent/carer
Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Home Address
The home address is important as school places are allocated on the basis of the home address of each child. A child’s home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim linked to an address may lead to the withdrawal of the offer of a place.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six month formal lease agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Governing Body reserves the right to seek further documentary evidence to support your claim to residence.

The Local Authority is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Proof of residency will be required. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

Distance Measurements
For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the school datum point using the LA’s GIS mapping system. (Address Point is a dataset that uniquely defines
and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail).

Datum Point
The centre of the left hand pillar (when viewed from Cole Road/Gants Mill Lane) of the school gate closest to the centre of Bruton i.e. at the apex of Cliff House garden at the junction of Cole Road with Gants Mill Lane.

Equal Preference with Ranking allocation method
This approach requires the Local Authority to rank all applications against the published over-subscription criteria for the school concerned and where schools are over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

Year of Application
The year of application starts on the first teaching day of the Autumn Term to the last teaching day of the Summer Term in which the application for a place is being made as part of the common admission arrangements.

Supplementary Information Form (SIF) must be completed in order for applications to be considered against criteria requiring additional evidence. Applicants will need to use the attached SIF in order to demonstrate their ability to meet the criterion.

Admission of children outside their normal age group
Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows;

- The parent/carer is required to make an application for their child’s normal age group but can submit a request for admission out of the normal age group at the same time.
- The parent/carer is required to submit a request for admission out of the normal age group and attach supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
- The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Governing Body will write to the parent with the outcome and set out clearly the reasons for their decision.
- One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Children/Students from Outside the UK
The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA. http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/
The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

**Issues relating to shared residency arrangements**
Where shared residence arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes. If more than one offer of a school place is made, the LA would expect one of the places to be withdrawn by the parent. If this is not the case, when the child starts school, the alternative school place will be withdrawn by the LA.

**Withdrawal of places**
The Governing Body will consider withdrawing the offer of a place at the school if;
- An address used to support an application is subsequently found to be fraudulent or misleading.
- A child has not started at the school within 21 school days of an agreed in-year admission start date.

**Children of UK Service Personnel**
The Admissions Authority endeavours to ensure that their admission arrangements support the Government’s commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, The admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.
For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

CONFIDENTIAL - APPLICATION FOR BOARDING

Please return this form to: Mrs S Brownlow, Admissions Registrar, Sexey’s School, Bruton, BA10 ODF

<table>
<thead>
<tr>
<th>Photographs</th>
<th>A. Please ensure that you have read the School Prospectus before completing this form.</th>
<th>B. All information will remain completely confidential.</th>
<th>C. Please complete all sections.</th>
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<tbody>
<tr>
<td>Attach here two passport size photographs with the full name of your child written clearly on the back please</td>
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</table>

Please return this form to: Mrs S Brownlow, Admissions Registrar, Sexey’s School, Bruton, BA10 ODF

<table>
<thead>
<tr>
<th>Pupil's Surname:</th>
<th>First Names:</th>
<th>Date of Birth:</th>
<th>Proposed Year Group:</th>
<th>Year of entry September:</th>
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</thead>
</table>

Is your son/daughter a British Citizen? **YES/NO**

Does he/she have his/her own British Passport? **YES/NO**

**IF YES PLEASE PROVIDE A COPY OF YOUR SON/DAUGHTER’S PASSPORT**

The Following information has been requested by the DfEE

“UPN” Unique Pupil Number:

Has your son/daughter ever been excluded from a previous school? **YES/NO**

If **YES** please provide further information

**Parents Details**

Name and address of mother:

Name and address of father:

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<th>Name and address of mother:</th>
<th>Name and address of father:</th>
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Please indicate the relationship to the child eg natural parents, mother & step-father, guardian etc

**Present School**

Type of School: **(please tick)**

<table>
<thead>
<tr>
<th>Type of School:</th>
<th>Name of Headteacher:</th>
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<tbody>
<tr>
<td>Primary/Junior</td>
<td>School Name:</td>
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<td>Address:</td>
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<td>Secondary</td>
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<td>Independent:</td>
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<td>Prep</td>
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<td>Senior</td>
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**Previous Schools attended**

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<th>Date attended:</th>
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<tr>
<td>Name:</td>
<td>Date attended:</td>
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<td>Name:</td>
<td>Date attended:</td>
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### General Information (please continue on a separate sheet if necessary)

<table>
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<tr>
<th>Question</th>
<th>Details</th>
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<tbody>
<tr>
<td>Why do you wish your child to attend boarding school? Please provide information that will assist in determining the child’s boarding need.</td>
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<tr>
<td>Why have you selected Sexey’s School?</td>
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<tr>
<td>How did you first learn of the boarding facilities at Sexey’s School?</td>
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<td>Previous experience of boarding/living away from home.</td>
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<tr>
<td>Please provide any details which you feel would be helpful in informing us about your child, particularly information that will assist us in assessing their suitability to board or boarding need.</td>
<td>Details:</td>
</tr>
<tr>
<td>Are there any areas where you feel Sexey’s could particularly help or support your child (previously parents have included information relating to special educational support, medical needs, personal development).</td>
<td>Details:</td>
</tr>
<tr>
<td>Any other details you wish to include.</td>
<td>Details:</td>
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<tr>
<td>Who will be responsible for paying fees? (please indicate if claiming fees from an employer or other organisation).</td>
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<tr>
<th>Brothers/sisters currently or previously at Sexey’s School</th>
<th>Name:</th>
<th>Year group:</th>
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<tbody>
<tr>
<td>Name and date of birth of any younger brothers/sisters.</td>
<td>Name:</td>
<td>Date of Birth:</td>
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</tbody>
</table>

Signed: .......................................................................................... Date: ...........................................

Print Name: .......................................................................................... **Note:** *Have you completed all sections?*
Candidate Reference for Boarding Place

Sexey's School
Cole Road
Bruton
Somerset
BA10 0DF
Telephone: 01749-813393
Fax: 01749-812870
E-mail: admissions@sexeys.somerset.sch.uk

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<tr>
<th>SURNAME:</th>
<th>FORENAMES:</th>
<th>SCHOOL:</th>
<th>UPN (Unique Pupil No.) If available</th>
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1. Evidence of the candidate’s resilience away from home

To your knowledge, has the candidate had experience of staying away from home without his/her parent/carer either as a boarder or on a school residential trip, camp or other activity?

Did the candidate appear to enjoy the experience? Did he/she show resilience in an unfamiliar setting without his/her parent/carer?

2. Evidence of the candidate’s adaptability to communal living and self reliance

How well does the candidate relate to other children including those who are older and younger than him/her?

How well does the candidate relate to adults?

Is the candidate able to amuse – occupy their own time constructively?

Will he/she play or work on his/her own or does he/she always seek the company of others?
<table>
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<tr>
<th>3. Evidence of the candidate's desire to board and having considered its implications</th>
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<tbody>
<tr>
<td>Has the candidate or his/her parent/carer discussed this application with you or anyone else at the school? Have you formed an impression as to whether or not the candidate themselves wishes to attend a boarding school?</td>
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<tr>
<th>4. Safeguarding children issues (Ref 1.84 of the Admissions Code)</th>
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<tr>
<td>Does the applicant have a record of significant misbehaviour, for example physical violence, inappropriate sexual behaviour, intimidation of other children, theft or damage to property, which may pose a danger to his/her self or to other pupils in a mainstream boarding context? Please state YES or NO. If YES, please provide details.</td>
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<tr>
<td>Has the applicant ever been bullied or been involved in any bullying?</td>
</tr>
<tr>
<td><strong>N.B. The application cannot proceed if this question is not answered</strong></td>
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<th>5. Medical/psychological issues (Ref 1.84 of the Admissions Code)</th>
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<tbody>
<tr>
<td>Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?</td>
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<tr>
<th>6. Boarding need (please see criteria below)</th>
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<tbody>
<tr>
<td>To your knowledge, does the candidate meet any one or more of the Governors’ criteria for Boarding Need? If so, please give details.</td>
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</table>
The Governing Body may consider that a candidate has boarding need if, he/she satisfies at least ONE of the following criteria in that:

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<td>a</td>
<td>His/her main parent/carer is, or will be at the date of admission, a member of HM Armed Forces liable for deployment overseas (whether or not eligible for receipt of the Continuing Education Allowance) or frequent changes of posting within the UK.</td>
</tr>
<tr>
<td>b</td>
<td>His/her main parent/carer is, or will be at the date of admission, serving with or for the Foreign and Commonwealth Office or other UK Government Department on terms which may include either deployment overseas or frequent changes of posting within the UK.</td>
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<tr>
<td>c</td>
<td>His/her main parent/carer is, or will be at the date of admission, serving with or for an institution of the European Union, United Nations or other international body of which the United Kingdom is a member.</td>
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<td>d</td>
<td>His/her main parent/carer is, or will be at the date of admission, employed by a UK based company which requires the parent to travel overseas or be resident overseas for a period of more than one month per year.</td>
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<td>e</td>
<td>He/she is the subject of a voluntary agreement between the Governing Body and a Local Authority or Charitable Trust to provide a boarding place for reasons of boarding need.</td>
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<tr>
<td>f</td>
<td>His/her home is in a remote rural location and appropriate education is not available within a reasonable daily travelling distance.</td>
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<tr>
<td>g</td>
<td>His/her home is in a remote rural location and he/she lacks social interaction with others of the same age.</td>
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<tr>
<td>h</td>
<td>His/her home is in a large urban area and the parent feels this is an unsafe environment and he/she could be at risk.</td>
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OR  he/she satisfies at least TWO of the following criteria in that:

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<tbody>
<tr>
<td>a</td>
<td>He/she is in the care of a grandparent or other person, whether or not a relative, other than his/her natural parent, step parent or adoptive parent.</td>
</tr>
<tr>
<td>b</td>
<td>His/her main or only carer has been diagnosed with a medical or psychological condition which is life threatening or which seriously impairs the carer’s ability to care for the candidate.</td>
</tr>
<tr>
<td>c</td>
<td>His/her main or only carer also has the main responsibility for the care of another member of the candidate’s close family or household who has been diagnosed with a serious medical or psychological condition and the care of whom seriously impairs the carer’s ability to care for the candidate.</td>
</tr>
<tr>
<td>d</td>
<td>His/her home circumstances prevent social interaction with others of the same age.</td>
</tr>
<tr>
<td>e</td>
<td>Has a brother or sister (sharing at least one parent) who is already a boarder at Sexey’s School.</td>
</tr>
<tr>
<td>f</td>
<td>His/her main or only carer is a lone parent/carer.</td>
</tr>
<tr>
<td>g</td>
<td>He/she or his/her main or only carer has been the victim of a serious crime or reasonably fears that he/she may become the victim of a serious crime.</td>
</tr>
</tbody>
</table>

5. Any other comments

Signed: ................................................................. Position: .................................................................

Date: ..............................................................................