




# The Duke of York's Royal Military School

## Admissions Policy

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**Approved By** Mrs Claire Pearsall  
**Role** Chairman of Trustees  
**Signed** 

<b>Last Reviewed</b>	February 2025
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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.

### **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) in which 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 applies to 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 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 in the form of 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:
  - 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.

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

- 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) 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)'s 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 Head of Admissions and confirmed by the Registrar.
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**.
  - b) The siblings of students who are already on roll and who will continue to be on roll when the child is admitted.

- 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**.
  - 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 on the website <http://www.doyrms.com>
2. Complete enquiry form on school website and attend Open Morning
3. Complete an Application Form and Parental Boarding Suitability Form.
4. Attend an interview to assess their child's boarding suitability.
5. 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: 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 application will need to be supported by a letter from the appropriate authority to demonstrate that the parent fulfils the criteria.

## **Admission Arrangements**

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

1. Applicants should be aged 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 if the applicant's current/previous school does not provide a reference, or if 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 boarding School and Sixth Form provision is also operated on a boarding basis. Applications from external candidates for boarding Sixth Form places will be considered, subject to them meeting the suitability for boarding assessment criteria and 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 is subject to applicants obtaining a Grade 5 in English and Mathematics and subject specific entry requirements. Subject entry requirements for A-Level and/or BTEC courses are published in the most recent Sixth Form Prospectus.

The admission number for Year 12 is 98.

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

Requests for admission outside of the normal age group should be made to the Head of Admissions 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 highlights support needed and/or 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 medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the School's ability to agree to deferral.

Deferred applications will be processed in the same way as all applications for the cohort in the subsequent 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 by considering whether a prospective student would present a serious health and safety hazard to other boarders and/or whether they would be able to cope with, and benefit from, a boarding environment.

The Boarding Suitability Interview will discuss points specified in the Parental Boarding Suitability Form and the applicant's current or previous school reference and will raise other questions designed to assess the child's suitability for boarding.

The process required when applying for Boarding Suitability is as follows:

1. Parents/Guardians to attend for Open Morning.
2. Parents submit the Parental Boarding Suitability Form to the School no later than **the second Friday in February**, although late applications will also be considered, subject to space and boarding suitability processes being completed.
3. The School requests a reference from applicant's current/previous school.
4. Subject to reference, the School invites applicants and parents for a boarding suitability interview.
5. The School notifies parents of the outcome of their child's Boarding Suitability as soon as possible after the process is complete.
6. Subject to space, formal offers will be issued by **National Offer Day**.

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, which are subject to annual review, will be charged each term. 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 the next term or a surcharge will be made.

There is no charge made for the education received by students; fees are 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 that applicants with an 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 Head of Admissions:

**Head of Admissions  
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 is the second Friday in February (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 of 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 appeal, if submitted.
4. An invitation to present the 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 applicant/s will be notified in writing and, 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 and/or safety risk to themselves or other students.

## Appeals

Under the Education Act, parents have the right to appeal against a decision not to offer their child a place to an Independent Appeal Panel. 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 and Application Form available:</b>  1. <a href="http://www.dojrms.com/admissions/enquiry">www.dojrms.com/admissions/enquiry</a>  2. Head of Admissions, The Duke of York's Royal Military School, Dover, Kent, CT15 5EQ. Tel: 01304 245073.
<b>September to February</b>	<b>Applications open.</b>  References requested, and interviews held to assess Boarding Suitability.
<b>Beginning of March - National Offer Day</b>	<b>Formal offer/decline</b> letters to parents by this date.
<b>Two weeks after National Offer Day</b>	<b>Deadline</b> for acceptance of places by parents.

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