



## ADMISSIONS POLICY 2019-20

<b>Date for renewal/updates/review</b>	January 2018 (7 year formal consultation)
<b>Named person responsible for monitoring</b>	Headteacher
<b>Agreed by Governing Body</b>	Draft December 2017

### Policy Statement

The main aim of admission to Sir William Ramsay School is to maintain the character of the Academy, providing for the needs of young persons within the 11 – 18 range who live in High Wycombe.

### Policy Scope

This policy applies to all employees and prospective students. The principles of the policy also apply to key stakeholders and their involvement in supporting the admissions process. This policy follows the DfE Schools Admissions Code.

### Key Principles

The Admissions Policy for Sir William Ramsay School follows The Coordinated Admission Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority, unless stated. This will be referred to as "The County Scheme". The County Scheme is available on the Buckinghamshire County Council website [www.buckscc.gov.uk](http://www.buckscc.gov.uk), in the Education section.

### Admission Numbers

The planned admissions numbers of students for each year group is as follows:

Years 7 to 11	195
Year 12 and 13	195

For entry into Year 12, in addition to students from the school's own Year 11 who have fulfilled the entry requirements, there will be places for a maximum of 30 external students who have fulfilled the entry requirements.

### Students with Education Health Care Plans

Students who qualify and who have an Education Health Care Plan that names the school will be admitted prior to the application of the admission rules for Year 6 into Year 7 transition.

### Admissions criteria

There is no guarantee of a place for children living in our priority admission area. The school will endeavour to provide places for students who live outside the priority area where their parents wish them to attend Sir William Ramsay School, provided that they can be accommodated within admission limits.

Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below.

### Over-subscription for all year groups

Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which potential student to admit:

1. Children who are "looked after" or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children living in the catchment area of the school. The catchment area map is on the school's website.
3. Children of staff (teaching and support) where the member of staff has been employed on a permanent contract for at least 24 calendar months at the time at which the application for admission to the school is made.
4. For the main point of admission: siblings of students in Years 7 to 10 and Year 12 who are on the roll of the academy at the time allocations are made. For casual admission after the normal point of entry: siblings of children who are in Years 7-13 at the time of admission.
5. Children who have exceptional medical or social needs which can only be met at this school supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
6. Proximity of the child's home to Sir William Ramsay School using a straight-line distance from the main entrance of the school on Rose Avenue to the main door of the residence, with those living nearest to the school being given priority. Apartments in the same block will be treated equally with measurement taken to the main entrance to the block.
7. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

Proof of residence will be required. The offer of a place may be withdrawn if proof of residence is not met or shown to be false.

### **Multiple Births**

In the event of only one place being available within the admission number but the next child on the list being one of twins, triplets or other multiple birth group then all of the siblings will be admitted even if this goes above the admissions number of the school.

### **Waiting lists**

If any vacancies arise between National Offer Day and the end of September of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire County Council through The County Scheme.

Otherwise, the school holds waiting lists for any oversubscribed year group. Applications for inclusion on the waiting list must be made on the school's appropriate form and they will be ranked according to our over-subscription criteria as above. The school will admit any student who is allocated to us according to the local Fair Access Protocol and any such students take precedence over the waiting list.

### **In-Year Admission**

The school operates its own in-year admissions which are dealt with in accordance with this policy. Admissions Application Forms are available from the school's reception.

### **Appeals**

Those not offered a place at the school will have the right to appeal to an independent panel. Details of how to appeal against an admissions decision will be included in the decline letter.

## **Sixth Form entry**

The entrance requirements for entry into Year 12 will be published in the Sixth Form prospectus in the November prior to the September entry. Details of the application process and deadline dates are in the Sixth Form prospectus. Entries for Years 12 and 13 will not be accepted after the October half term of Year 12. The school does not offer a three year Post-16 option but would consider it in exceptional circumstances (such as medical issues) but only for those students in the school's Sixth Form.

A student who has qualified for Year 12 entry will in most cases be able to study the subjects they wish subject to the choices fitting in with the published option blocks and the class is not full. Where a particular course is heavily oversubscribed, and we cannot run a parallel group, the places will be offered to those internal students who have the better grades at GCSE or subject specific requirements. We will offer alternative courses to any student affected by this criterion. For external students, the remaining places available on a particular course will be offered to those who have the better grades at GCSE or subject specific requirements.

The school reserves the right to withdraw planned courses in the September of Year 12 which are suddenly not viable due to changes in students' choices or unforeseen staffing issues.

## **Explanation of terms used in the admission rules**

These follow the County Scheme.

In addition, for admission purposes:

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- i. have one or both natural parents in common;
- ii. are related by a parent's marriage or Civil Partnership;
- iii. are adopted or fostered by a common parent

The normal home address is where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child. To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by:

1. confirmation of the registered address to which Child Benefit is currently being or would be paid
2. if (1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

The straight line distance definition: is 'the distance from the address point of the student's house, as set out by Ordnance Survey, to the nearest open school gate available for students to use'. As part of the computer system used for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gates to the home address.

The point measured to at the home address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®). The PAF contains postal address data for approximately 26 million delivery points. These delivery points include premises that are shown on Ordnance Survey large-scale mapping data, such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

## Provisional timetable for appeals for Year 7 entry 2019

DATE	EVENT
March 2019	Secondary Transfer Allocation Day
April 2019 (end of working day)	Deadline by which your Secondary Admission Appeals form must be received by the Appeals Team
May – June 2019 (excluding Bank Holiday and school half term)	Secondary Admission Appeals heard
At least 10 <b>school</b> days prior to hearing	Date and time of hearing confirmed
At least 10 working days prior to hearing	Deadline for Admission Authority to submit its case
At least 6 working days prior to hearing	Circulation of papers to panel and parents by clerk
At least 8 working days prior to hearing	Deadline for submitting additional information in support of your appeal
Within 5 school days of the appeal or, in the case of multiple appeals, within 5 school days of the last appeal for the school	Decision letter is sent to appellant and Admission Authority