



Inspiring Learners for their future

**ADMISSIONS
POLICY
FOR ADMISSIONS
2013 - 2014**

UPDATED JANUARY 2012

Consultation History

Governors/staff/parents/students	Date
Executive (Leadership Group)	
Teaching and Non-Teaching Staff	
Curriculum Committee	
Full Governing Body	January 2012
Next Review of Policy	

Admissions Policy

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The Ridgeway School & Sixth Form College
Admissions Policy for Admission 2013 - 2014

1. Linked Policies:

Equal Opportunities (Students); Disability Equality; Race Equality.

Policy

2. Admissions Procedures for Year 7 September 2013

Students are admitted at age 11 without reference to ability or aptitude. The proposed admission limit of children aged 11 for the academic years commencing on 2nd September 2013 will be 240. Swindon Local Authority (LA) must receive applications by the 31st October 2012.

All applications must be made through Swindon Local Authority's agreed admissions scheme; full details of this can be found on their website at: <http://www.swindon.gov.uk/educationandlearning.htm>. In brief, the scheme is outlined below:

- Parents will be able to make an online application or apply using a hard copy application form. On-line applications will be made directly to Swindon Borough Council. If an online application has been submitted, a written application is not necessary.
- There will be a standard form for written applications known as the Swindon Local Authority (LA) Common Application Form used for the admission of students into the first year of secondary education in the specified year.
- Swindon LA must receive **applications by 31st October 2012.**
- **Offers will be made** to parents living in Swindon by Swindon LA **by 1st March 2013.** This will be by letter sent on this day. If parents apply online they will receive an automatic email with the results of their application.
- Those children not offered places at higher preferences will be placed on a waiting list and informed of their right of appeal.

- Parents / carers must **accept or refuse** the offer of a place **by 15th March 2013**.
- Appeals will be logged 15 school days from the date of refusal and heard within 40 school days of the deadline for logging appeals.

3. At age 16 and over

After you apply, you will be invited to an informal interview to talk about your subject choices and why you want to join The Ridgeway Sixth Form.

Prior attainment requirements at GCSE or equivalent are required for entry to curriculum pathways. Our minimum entry requirements are at least 5 C grades at GCSE (or equivalent) in at least 5 different subjects. Certain subjects may only accept students who have achieved a GCSE grade B or above in their subject area.

We have a range of subjects at Level 2 (intermediate) and Level 3 (advanced) AS/A2 qualifications available for you to study here. It is necessary to study at least two level 3 courses at sixth form unless there are exceptional circumstances that the Head of Sixth Form would consider.

Sixth Form Pathways			
If you have...	You can start...	Course Level	This can lead to...
6+ A* or A grades at GCSE (or equivalent) in at least 3 different subjects	4/5 AS Levels (or equivalent) and an optional academic enrichment qualification	Level 3	Oxbridge and Russell Group universities
5+ A*- C grades at GCSE (or equivalent) with B grades in all subjects chosen for AS Level	3/4 AS Levels (or equivalent) and an optional academic enrichment qualification		University or employment
5+ A*- C grades at GCSE (or equivalent)	3 AS Levels (or equivalent)		University or employment
5 C grades at GCSE (or equivalent) in at least 5 different subjects	2 AS Levels (or equivalent) and a Level 2 course	Level 2 and Level 3	Employment or further education

Progression from Year 12 to Year 13

Students wishing to progress to Year 13 are expected to have gained at least two pass grades (minimum E) at AS level. Without at least two pass grades (minimum E) the student should not normally expect to transfer to Year 13. If a student has two graded subjects and one U grade, the U graded subject should usually be dropped. The ungraded subject may only be continued following a written request from the subject Team Leader (form available), outlining exceptional circumstances. There is then a probationary period until the end of the first term. It is possible for a student to restart Year 12 following disappointing AS results or other issues, e.g. illness. The decision to allow a student to restart Year 12 will be made at the discretion of the Head of Sixth Form following consultation with Subject Leaders. There is a probationary period until the end of the first term. Some Year 13 students may want to start an AS subject in Year 13. The student must consult with the Head of Sixth Form before transferring to an AS course and there must be space on the course to accept the student (maximum size of 23).

4. Over Subscription Criteria

When applications for admission exceed the number of places available in any year group the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:

A child who has a statement of special educational needs is required to be admitted to the school named on the child's statement.

1. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 function defined by Section 22 (1) of the Children Act 1989
2. Any child who has a sibling attending The Ridgeway School & Sixth Form College at the same time as he or she is due to be admitted.
3. Any child of a staff member employed at the school for at two or more years at the time at which the application for admission to the school is made.
4. Any child living within the school's catchment area; one of the maintained primary or junior schools in Bishopstone, Broad Hinton, Chiseldon, Wanborough, Wichelstowe or Wroughton.
5. Any child not living in the school's catchment area.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. To be classed as a sibling the child must be attending the same school at the same time as the sibling.

Looked After Child

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 function defined by Section 22 (1) of the Children Act 1989. This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided.

Children of Staff

Staff are defined as employees being on the permanent payroll of the school for two years.

Distance

Distance will be measured in a straight line from the centre point of the rooftop of the child's home address to the centre point of the rooftop of the school, using the Local Authority's computerised system, with those living closest to the school receiving higher priority. The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address that the Child Benefit is paid to will be taken as the child's home address. Evidence may be required in this instance.

If the direct distance measurement does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded. In the case of multiple births the school will admit all children.

Additional / Supplementary Forms

A Common Application Form must be completed by all parents applying for admission to Year 7 for 2013-14. All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. A supplementary form is available from the school and must be completed for children applying under category 3 of the admissions criteria.

A form is available from the school for employees applying under category 3.

Parents/ Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.

Waiting List

If an applicant is refused a place at the school they will automatically be placed on the waiting list. The School Admissions Code of Practice states that all admission authorities must maintain a waiting list for at least one term in the academic year of admission. – our list will be maintained until the end of Term 2 .

Placement on the waiting list will be determined by applying the published oversubscription criteria (see point 4 above). Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications. It is made clear to parents on a waiting list that the priority for admission is subject to the published oversubscription criteria, and not the dated position on the waiting list.

Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application.

Parents may only apply and appeal once per school per academic year. The Governors may wish to consider a fresh application if there is a significant and material change in circumstances of the parent, child or school since the original application was made. An example of this may be that the family have moved house.

5. Applications at other times of the year (In-Year Applications)

Applications to be admitted to The Ridgeway School outside the normal admissions rounds can be made through Swindon Borough Council_who will then forward the application form to the school, which allows the local authority to keep up to date figures on the availability of places in the area and to ensure it is aware of all children in the Borough, retaining existing safeguarding measures.. Once the LA has received the application form it will forward it to the school to consider against its oversubscription criteria.

The Governing Body considers all applications within a required timescale and informs the Local Authority and the parent of the decision by a decision letter. Parents/ carers applying for places in an oversubscribed year group who have been refused a place at the school will be informed of their right of appeal.

Parents applying for a sixth form place at the school must apply direct to the school.

Waiting Lists

Where a place at The Ridgeway School & Sixth Form College cannot be offered, parents/ carers will be placed on the waiting list for the school.

Where an application is received the child's name will be retained on the waiting list until the end of the academic year. If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the lists if

requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received.

6. Appeals Procedure

Parents have a right to appeal to an independent appeal panel against any decision made by the Governors regarding the admission of their child.

Information about the appeal procedure will be provided where a place at The Ridgeway School & Sixth Form College has been refused. Appellants should contact the Clerk to the Governors, The Ridgeway School & Sixth Form College, Inverary Road, Wroughton, Swindon, SN4 9DJ. Email: clerktogovernors@ridgewayschool.com

7. Admission to a cohort outside the normal age-group

The School considers carefully requests for admission outside a normal age group and makes a decision based on the circumstances of each individual case. The circumstances may for example involve the exceptionally high level of ability of a child, or personal or medical circumstances that have necessitated a student missing all or part of a year of education.

8. Children with a Hearing Impairment

Children from a wide local area who are in possession of statements for hearing impairment are admitted to the school's Specialist Resource Provision (SRP) for Hearing Impairment.

9. Compliance with Parental Preference

As an Admissions Authority the school is subject to the requirement to comply with parental preference except where:

- To admit the child would prejudice the provision of efficient education or the efficient use of resources.
- The child has been permanently excluded from two or more schools and the last of those exclusions was less than two years ago.

10. Appendix

Timetable for co-ordinated admission arrangements for entry to Year 7 in September 2013.

Closing date for applications.	31st October 2012
The Ridgeway School & Sixth Form College, as an Academy, sends lists of places allocated to Swindon LA and any other appropriate LA from where applications have been received.	18th January 2013
Offers made to parents by Swindon LA.	1st March 2013
Parents to accept or decline offer, or appeal the decision to Swindon LA.	15th March 2013