Admissions Policy

Contents

Admissions Policy for Admission 2020-2021 ........................................................................ 3
Linked Policies .................................................................................................................. 3
Policy ................................................................................................................................. 3
1. Admissions Procedures for Year 7 September 2020 .................................................. 3
2. At age 16 and over ........................................................................................................ 4
3. Progression from Year 12 to Year 13 ......................................................................... 5
4. Oversubscription criteria .......................................................................................... 5
5. Applications at other times of the year (In-Year Applications) ............................... 7
6. Waiting Lists .............................................................................................................. 8
7. Appeals Procedure .................................................................................................... 8
8. Admission to a Cohort Outside the Normal Age-Group ........................................ 8
9. Compliance with Parental Preference ................................................................. 9
Appendix 1 - Timetable for co-ordinated admission arrangements for entry to Year 7
in September 2020 ....................................................................................................... 10
Appendix 2 - Supplementary Information Form ....................................................... 11
Appendix 3 – Catchment area ...................................................................................... 12
The Ridgeway School & Sixth Form College

Admissions Policy for Admission 2020-2021

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

Policy

1. Admissions Procedures for Year 7 September 2020

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 1st September 2020 will be 270. Swindon Local Authority (LA) must receive applications by the 31st October 2019.

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 2019. For those living outside of Swindon, applications must be received by Swindon LA directly from the Local Authority in which they reside.

- Offers will be made to parents living in Swindon by Swindon LA by 2nd March 2020. 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 2020.
• Appeals will be logged 20 school days from the date of refusal and heard within 40 school days of the deadline for logging appeals.

2. 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. The Ridgeway Sixth Form currently has a total admission number of 300 students, comprising of 150 students in each of Y12 and 13.

Students are required to have at least grade 5 in 5 or more subjects at GCSE. Students should additionally achieve the required entry grade for each subject they wish to study. Entry grades are shared in the R6 prospectus for each subject. All entries to courses are at the discretion of the R6 leaders.

The table below explains how many grades are needed to take varying amounts of subjects. We recommend students choose 3 ‘A’ Levels or equivalent (or 4 if including Further Maths). This course of study may then be enhanced by either the Extended Project Qualification (EPQ) or Core Maths Qualification.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>To study</th>
<th>This can lead to</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+ Grades 5-9 at GCSE</td>
<td>3 A levels/BTEC equivalent at the end of Year 13 &amp; EPQ</td>
<td>University (including Oxbridge &amp; Russell Group) or employment</td>
</tr>
<tr>
<td>5+ Grades 5-9 at GCSE (or equivalent)</td>
<td>3 A levels/BTEC equivalent at the end of Year 13 &amp; EPQ or Core Maths</td>
<td>University, apprenticeship or employment</td>
</tr>
</tbody>
</table>
3. Progression from Year 12 to Year 13

All students are entitled to progress from Year 12 to 13. There are no external examinations until the end of Year 13. However, students who receive E grades or lower in the Year 13 entrance exams will be placed on a contract and will be closely monitored. In exceptional circumstances the decision for a student to drop a subject may be made in consultation with both home and school. Two subjects is the minimum amount allowed to be studied in R6, and in this case timetables will be supplemented with additional independent study sessions and work related learning to make a full-time education timetable. Students may be able to restart Year 12 if there are significant mitigating circumstances that are supported by relevant documentation from health professionals (in the event of 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 then a probationary period until the end of the first term.

4. Oversubscription 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 or Education, Health and Care Plan 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, child arrangements 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 if 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 by The White Horse Federation for two or more years at the time at which the application for admission to the school is made. (Appendix 2)

4. Any child attending a designated feeder school prioritised by
   a. Those living in the catchment area
   b. Those living outside of the catchment area

5. Children living within the Ridgeway catchment area not attending a designated feeder school.

6. Children attending a White Horse Federation Primary school at the point of application.

7. Children other than those falling into category 1-6 above.
Post 16 study in R6.

Admissions are assessed on an individual student basis. Students previously on roll at the Ridgeway School will have priority dependent on:

- Viability of courses being run.
- Student choice and availability of spaces.
- Entry interview and suitability of student.
- Achieving the grades to study their chosen courses.

**Decider**
Priority within each category above will be determined by distance from the school to the home address.

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.

**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.

**Catchment area**
A catchment area is a geographical area set around the school from which children are admitted. A map of this area is available for inspection by parents at the school and on the school website. It is also attached below as Appendix 3. Priority is given to those living in the catchment area closest to The Ridgeway School. This distance is measured as a straight line from the centre point of the school site to the centre point of the child’s home address. (If there is a joint address please see the Home Address section below to determine which address will be used.)

**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, child arrangements 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 White Horse Federation for two years. The completion of a supplementary form is required for consideration under this oversubscription criteria. (See Appendix 2).

**Feeder Schools**
We have strong curriculum and sporting links with the following local Primary Schools and give priority to applications from children who attend them:

Priority will be given in oversubscription criteria 4 to children who attend the following schools

- Bishopstone CE Primary School
- Chiseldon Primary School
- Lawn Primary School
- Wroughton Junior School
- Broad Hinton CE Primary School
- East Wichel Primary School
- Wanborough Primary School
- Croft Primary School

**White Horse Federation**
As part of the Federation, Ridgeway School and Sixth Form also gives priority to those children attending a White Horse Federation School at the point of application.

**Supplementary Information Schools**
A Common Application Form must be completed by all parents applying for admission to Year 7. 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. (See section 4 oversubscription criteria).

A form is available in Appendix 2 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.

**Home Address**
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.

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 they will follow the in-year admission process. Details of this process can be found at the following link:

https://www.swindon.gov.uk/info/20071/school_places_and_admissions/422/transfer_ring_to_a_swindon_school

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

6. Waiting Lists
If an applicant is refused a place at the school they will automatically be placed on the waiting list. The waiting list is held for one academic year and a child will be removed from the list at the end of an academic year and would be expected to reapply if they wished to rejoin the list.

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. Swindon Borough Council 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.

7. Appeals Procedure
Parents have a right to appeal to an independent appeal panel against any decision made by Swindon Borough Council 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. Applicants should contact School Admissions, Swindon Borough Council, Wat Tyler House, Beckhampton Street, Swindon, SN1 2GH. Email: schooladmissions@swindon.gov.uk

8. 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.
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.
## Appendix 1 - Timetable for co-ordinated admission arrangements for entry to Year 7 in September 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing date for applications.</td>
<td>31st October 2019</td>
</tr>
<tr>
<td>The Ridgeway School &amp; 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.</td>
<td>18th January 2020</td>
</tr>
<tr>
<td>Offers made to parents by Swindon LA.</td>
<td>1st March 2020</td>
</tr>
<tr>
<td>Parents to accept or decline offer, or appeal the decision to Swindon LA.</td>
<td>15th March 2020</td>
</tr>
</tbody>
</table>
Appendix 2 - Supplementary Information Form
Admission to Secondary School 2020-2021

This form should be completed if applying for consideration of a place in Year 7 for 2020-21 academic year and wish to be considered under the criteria 3 (Section 4)

Any child of a staff member employed by The White Horse Federation for two or more years at the time at which the application for admission to the school is made.

Please complete the following and return to Mrs L. Gardner, at the address above.

<table>
<thead>
<tr>
<th>Name of Child for which application is being made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Name of Parent employed at the school</td>
</tr>
<tr>
<td>Capacity in which employed</td>
</tr>
<tr>
<td>Date employment began</td>
</tr>
</tbody>
</table>

Signed …………………………………………………… Date ………………………………………

This form should be returned to the school by 31st October 2019.

This form should be completed in addition to the Local Authority application form which must be completed in order for the request to be valid.

Office use only

Date Received :
Criteria confirmed:
Appendix 3 – Catchment area