



ADMISSIONS POLICY 2018-19

Date for renewal/updates/review	January 2018
Named person responsible for monitoring	Headteacher
Agreed by Personnel Committee	February 2017
Agreed by Governing Body	

1.0 Policy Statement

1.1 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.

2.0 Policy Scope

2.1 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.

3.0 Key Principles

3.1 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 2012/2013, 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, in the Education section.

3.2 As required by the Regulations of 2005 the academy will give top priority to applications on behalf of children in public care (looked after children). Children with statements of Special Educational Needs naming the academy will also be admitted.

Protocols

1.0 Responsibilities

Year 7 Academic Leader/Pastoral Manager – Transition

Admissions Co-ordinator – Primary Liaison, Parental Contact, Information Integration

Student Information & SIMS Manager – Inputting, Accuracy Checking and Maintenance of Data & Information

Assistant Headteacher – Admission Appeals Hearings

Governors – Monitoring Admissions and Overseeing Policy

2.0 Overview

2.1 There is no guarantee of a place for children living in our priority admission area. The academy 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.

2.2 Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The admission number for September 2016 and subsequent years will be 195.

As required by the Regulations of 2005 the academy will give top priority to applications on behalf of children in public care (looked after children). Children with statements of Special Educational Needs naming the academy will also be admitted

3.0 Over-subscription

3.1 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 in care.
2. For the main point of admission: siblings of students in Years 7 to 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.
3. Children living in the priority area of the academy. See attached map and Buckinghamshire County Council website
4. Proximity of the child's home to Sir William Ramsay School using a straight-line distance from the main entrance of the academy on Rose Avenue to the main door of the residence, with those living nearest to the academy being given priority. Apartments in the same block will be treated equally with measurement taken to the main entrance to the block.
5. Where the academy 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.

3.2 Proof of residence will be required. The offer of a place may be withdrawn if proof of residence is not met.

4.0 Multiple Births

4.1 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 quadruplets all of the siblings will be admitted.

5.0 School Uniform

5.1 All pupils in Year 7 to 11 are expected to wear School Uniform. Details of the uniform are available from the academy and the majority of the items are widely available in high street shops and other retail outlets. Further details are available from the academy.

6.0 Waiting List

6.1 The academy intends to hold waiting lists for any oversubscribed year group after the 1st September. Applications for inclusion on the waiting list must be made on the academy's appropriate form and they will be ranked according to our over-subscription criteria as above. We have to admit any student who is the subject of a 'direction' by the LA or allocated to us according to the local Fair Access Protocol and any such students take precedence over the waiting list.

7.0 In Year Admission

7.1 Admissions for all other year groups will be dealt with in accordance with this policy.

8.0 Appeals

8.1 Those not offered a place at the academy will have the right to appeal to an independent panel. Appeal papers will normally be sent out with offer letters to all those parents who were offered a school or academy lower on their preference list than Sir William Ramsay School. These need to be headed with the academy name and address and returned to the Clerk to the Appeal

Panel at the academy. The closing date on the appeal application must be adhered to. If any doubt exists contact should be with the academy and appeal forms will be sent.

8.2 All appeals should be heard by the same panel and it is difficult to slot in late applications. Appeals will be held before 6th July or the first working day afterwards if the 6th is a weekend.

9.0 Sixth Form

9.1 We aim to offer a range of academic and vocational courses to our sixth form students and some of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed. For this reason we ask all applicants to attend a meeting with some of our sixth form staff to discuss the most suitable course of study. As part of the discussion they will be asked to demonstrate a particular skill, for example in performing arts, or to show a relevant portfolio of appropriate work, in the visual arts for example.

9.2 All students of year11 will be encouraged to apply for the sixth form. We also accept applications from students wishing to transfer from another school or academy. In all cases the same admission criteria will apply and we have a PAN of 5 for external admissions. This is the minimum we will admit.

10.0 Admission number in Year 12

10.1 We might exceed this number if the preferred courses of study are not oversubscribed and the external applicant has met the relevant entry requirements. Internal candidates should apply by the appropriate date stated in the current sixth form prospectus.

10.2 Applications from external candidates should if possible comply with the date given in the prospectus to enable us to plan courses effectively.

11.0 Academic requirements

11.1 For entry onto our AS courses we require 5 GCSE grade A* - C or equivalent, including English and Maths. Many of our vocational courses have specific entry requirements which can be found on our website and we will be pleased to discuss any individual concerns about meeting these.

11.2 Meeting the requirement of any course is no guarantee that the applicant will automatically be offered a place on his or her preferred choices.

For entry onto our A2 courses for external applicants; this will depend on the courses required, the availability of a place within that group and the applicant's results from any modules taken in year We require evidence that the applicant will go on to complete the courses successfully.

12.0 Oversubscription

12.1 Applicants from internal candidates who meet the academic requirements will be considered first. Where a particular course is heavily oversubscribed and we cannot run a parallel group the places will be offered to those internal candidates who have the better grades at GCSE or subject specific requirements. This will form a major part of the discussion referred to above to determine the most appropriate course for an individual. We will offer alternative courses to any student affected by this criterion.

12.2 For external applications the remaining places available on a particular course, will be offered to those who have the better grades at GCSE or subject specific requirements.

13.0 General

13.1 A map of the priority area is available from Buckinghamshire County Council.

Parents wishing to know their entitlement to free transport should contact the County Council.

14.0 Explanation of terms used in the admission rules

14.1 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; or
- ii. are related by a parent's marriage; or
- iii. are adopted or fostered by a common parent

14.2 Unrelated children living at the same address, whose parents are living as partners, are considered to be siblings. Children not adopted or fostered or related by parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are considered to be siblings.