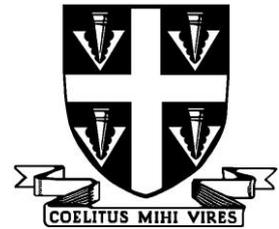


# Ranelagh Church of England School

## Admissions Policy

for admission from September 2018



This document sets out the core admissions policy for Ranelagh Church of England School. A separate annex sets out the timetable, arrangements and background information for a particular admission year. The ethos and values of Ranelagh School are included in our prospectus.

The Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on equal opportunities.

### Admissions Policy

Ranelagh is a Converter Academy School. Its admissions policy reflects its character and objectives as a Church of England school. The Academy continues primarily to serve the area specified in the Trust Deed of the Ranelagh Foundation which provides for children living in the ecclesiastical area now identified as the Deaneries of Bracknell and Sonning.

The school will determine a Published Admission Number (PAN) for each principal year of entry. The current PAN is given in the annex.

There are separate policies for initial admission to year 7 and Sixth form. Applications for places outside a normal age group (e.g. for gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health) will be considered carefully. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's best interest. In such cases, it is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### Admission to Year 7

The Governing Board of Ranelagh School is the Admissions Authority for the School and Bracknell Forest Council [BFC] co-ordinates admissions to all schools, including Ranelagh, within the borough of Bracknell Forest and also with neighbouring Local Authorities. Ranelagh operates the equal preference scheme detailed in the Bracknell Forest Council Co-ordinated Scheme for Secondary Admissions and complies with Bracknell Forest's timeline for admissions.

Parents must apply for admission of their child to Ranelagh School, for year 7, by naming Ranelagh as a preference on the Common Application Form (CAF) of the Local Authority in which they live at the time of application (the home Local Authority), which may not be BFC. BFC's form is issued through the primary schools or on line via the Council's website.

In addition, applicants to the school who wish their application to be considered against the following oversubscription criteria:

- Christian faith (categories A-D)
- 'Looked After Children'
- staff children
- medical, physical, psychological condition
- sibling connection

must complete and submit both the Common Application Form supplied by their home Local Authority, and also the Ranelagh School Supplementary Information Form (SIF).

The Ranelagh Supplementary Information Form may be obtained from Ranelagh School or via the School's website where these admission arrangements are also published. This form must be submitted directly to Ranelagh School. If Ranelagh has been named on a Local Authority Common Application Form and no Ranelagh School Supplementary Information Form submitted, the application will be placed in category E of the Oversubscription Criteria (see below).

The onus is on applicants to request and submit the verified Ranelagh School SUPPLEMENTARY INFORMATION FORM.

For year 7 entry Common Application Forms must be received by the home Local Authority by the national closing date (see annex for date). Ideally, the Ranelagh School Supplementary Information Form, where applicable, should be received by Ranelagh School by the national closing date. It cannot form part of the Admissions Panel's decision making process until it has been received by the school and validated by the Admissions Panel. Therefore, it is recommended that the Supplementary Information Form be returned to Ranelagh School by November 30 at the latest in order that it can form part of the Admissions Panel decision making process when they meet in January to consider all applications received. Receipt will be acknowledged by the school. In January the Admissions Panel, appointed by the Governing Board, will meet to consider all the valid and validated applications received. Places will be allocated according to the admission and oversubscription arrangements below. Parents will be informed of the decision of the Governing Board by their home Local Authority. Letters will be sent on national offer day for secondary school places. Offers of a place may be withdrawn where there is evidence of a fraudulent or intentionally misleading application.

For admission to year 7 where the number of applicants is equal to, or less than, the PAN all applicants will be admitted. Where the number of applicants exceeds the PAN (as normally happens) then successful applicants will be determined on the basis of the oversubscription criteria given below. However, children with a Statement of Special Educational Need or an Education, Health and Care Plan naming Ranelagh School will always be offered places.

Admission arrangements for other years are set out in subsequent sections.

## Oversubscription Criteria

All applications will be placed in one of the following categories in priority order LAC, SC, MPP then A to E (notes below define and explain these arrangements more fully).

LAC 'Looked After Children' and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption order, special arrangements order or special guardianship order (see below).

- SC Children of paid staff (as defined below), in either or both of the following circumstances:
- a) where the member of staff has been employed at the school for two or more years, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. at the time at which the application for admission to the school is made
- MPP Children (or parents) who have exceptional medical, physical or psychological needs that make it essential for the child to attend Ranelagh School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see below).
- A Children of applicants who have attended public worship in an Anglican Church or Church of another Christian denomination (as defined below) on average at least once a month in the twelve months preceding the date of this application and who will have a sibling attending the school at the time at which the application for admission to the school is made.
- B Children of applicants who are resident in the deaneries of Bracknell or Sonning, who are on the Electoral Roll of an Anglican Church and who have attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application.
- C Children of applicants who are resident in the deaneries of Bracknell or Sonning, who are not on the Electoral Roll of an Anglican Church, but who have attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application.
- D Children of applicants who are resident in the deaneries of Bracknell or Sonning, who have attended public worship in a church of another Christian denomination (as defined below) on average at least once a month in the twelve months preceding the date of this application.
- E Children of all other applicants.

### Tiebreakers

If the school reaches the point of oversubscription within any of the above categories the following tiebreak arrangements will apply:

- For Category B priority will be given to applicants with the greatest number of points reflecting the length of time they have been on their church Electoral Roll, where 1 point is given for each year, or part of a year, up to 6 points. If two or more applicants in category B achieve equality of points and for all other categories, the final tiebreaker will be radial distance from the school (as defined below).
- For categories A, C and D the tiebreaker will be radial distance from the school (as defined below).
- For category E priority will be given to applicants whose child will have a sibling (as defined below) attending the school when the application is made and the final tiebreaker will be radial distance from the school (as defined below).

## Operation of the oversubscription criteria

The first ranked children up to the number of the PAN minus the number of children admitted with a Statement of Special Need or an Education, Health and Care Plan naming the school will be offered a place. In the event of applications for children of multiple births in one family falling either side of this number, the Governors will admit all multiple birth children of that family. The Governors will submit a ranked list of all applications to BFC in January following the meeting of the Admissions Panel. A detailed explanation of how places were allocated will also be provided, which will be published on the Bracknell Forest website. Children of unsuccessful applicants will be placed on a waiting list in the ranked order as notified to BFC, which will be maintained until 31 December after the initial year 7 admissions. Parents should be aware that this initial ranking may change in the event of any late applications that are ranked higher according to the oversubscription criteria. Thereafter, names will only remain on the waiting list for the remainder of the academic year if parents make this request in writing to the school. Parents should inform the school of any material change of circumstance which may affect their application to the school, e.g. change of address. The waiting list applies to each academic year and a new application (including Common Application Form and Ranelagh Supplementary Information Form) must be made to apply for a place in each subsequent academic year. In accordance with Bracknell Forest's timeline for admissions, an application for the subsequent academic year can be made no earlier than the start of the final half term of the preceding academic year.

## In-year applications - admission to years 7-11 after the start of year 7

Application may be made at any time after the start of the year for admission to Ranelagh. The Common Application Form must be returned to Bracknell Forest and the In-Year Supplementary Information Form (if appropriate) to Ranelagh School. In appropriate cases the Governors will have full regard to the BFC Fair Access Protocol. Ranelagh complies with Bracknell Forest's timeline for admissions and therefore an application for the next academic year can be made no earlier than the date set out in Bracknell Forest's Guide to In-Year Applications.

The Governors will normally reject applications where the number of students in that year exceeds the number of published planned places (see annex). Where such an application is rejected the applicant can request that the student be put on a waiting list for the rest of the year. Where there are multiple in-year applications for any year group being considered at any one time the Governors will rank applications using the oversubscription criteria previously described. The Governors will not accept repeat applications for the same child in any one year (but applicants may ask Governors to reconsider an application if there has been a material change of circumstances). There is a right of appeal for rejected applicants.

## Explanations and definitions

*Parent:* This is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

It is the parent who is the applicant and only one parent's practising affiliation is considered when applying the Oversubscription Criteria.

*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. It is helpful if parents make clear where the sibling has a different family name.

*Looked After Children (LAC):* By a "looked after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Adoption orders come under the terms of the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002, (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, residence or special guardianship order).

*Staff Children:* The child's normal place of residence must be with the member of staff.

*Medical/Physical/Psychological (MPP):* When applying under this category you must include supporting evidence with your Supplementary Information Form from an independent professional person who is aware of the situation and supports your reasons for why it is essential that your child attends Ranelagh School. This supporting evidence must clearly demonstrate why the school is the only suitable school and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a qualified medical consultant, senior social worker, etc. who is aware of your child's or your own case. A letter from a GP, Primary School or member of the clergy alone will not suffice. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate professionals where necessary. The Admission Authority's decision is final.

*Affiliation: Affiliation for category B:* Affiliation will be determined by confirmation that the applicant's name is included on the ecclesiastical Electoral Roll of an Anglican Church. (The Ecclesiastical Parish Electoral Roll is distinct from the civil parish electoral register.) Evidence of practising affiliation must be provided on the Supplementary Information Form by obtaining verification from the parish priest that the applicant has been on the Electoral Roll for the relevant period and has attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application.

Affiliation will be ranked within the category by allocating points according to the number of continuous years (up to six) that the applicant's name has appeared on an Ecclesiastical Parish Electoral Roll, as declared on the Supplementary Information Form and verified as above. This Roll is published each year and adopted at the Annual Parish Meeting. It is the date of this meeting (usually towards the end of April each year) from which parents must measure the number of years on their Parish's Electoral Roll, rather than the date on which they actually applied to register on the Roll.

Any ordained clergy who apply will be deemed to have met the affiliation criteria for category B with six years of affiliation, as they are ineligible in law to be included on any Ecclesiastical Electoral Roll. In the case of applicants who attend The Royal Chapel, Windsor (Royal Peculiar) verified numbers of years of attendance will be accepted in lieu of Electoral Roll membership.

*Affiliation for categories A, C and D:* Affiliation for Anglicans can be provided by their parish priest. Affiliation for Christians of other denominations (that is members of churches affiliated to 'Churches Together in Britain and Ireland', the 'Evangelical Alliance' or any other Christian church that ascribes to the doctrine of the Holy Trinity) may be attested by an office holder of that church (and the applicant should indicate who the officer is and their position in the church). Verification should include attesting

that the applicant has attended public worship in the church on average at least once a month in the twelve months preceding the date of this application.

*Applications from those who have moved:* For applicants who have moved into the area, or who have worshipped elsewhere than in their parish for the relevant period preceding the date of the application, verification from the previous church (including churches abroad in communion with the Anglican Church) must be included with the application. Governors accept that when moving between parishes there may be a short break in continuous Ecclesiastical Electoral Roll membership and in this case gaps of no more than 1 year will be accepted as being continuous.

*Residence:* "Residence" means the home address used for the Local Authority Common Application Form and verified by the home Local Authority. As a general rule shared residence is based (for admissions purposes) on the number of school nights a child spends at the home. The Admissions Panel may take legal advice on these matters as they relate to a specific case. If the home address changes at any point between application and admission you must notify both the school and the home Local Authority.

*Ecclesiastical Deaneries:* The area of the deaneries of Bracknell and Sonning covers the following ecclesiastical Parishes:

**Bracknell**

Ascot Heath	Binfield
Bracknell	Easthampstead
Sunningdale	Sunninghill and South Ascot
Warfield	Winkfield with Cranbourne, including Chavey Down

**Sonning**

Arborfield with Barkham, including Christ Church Wokingham [at St Crispin's School]	Crowthorne
Finchampstead and California, including the Garrison Church of St Eligius	Owlsmoor
Ruscombe and Twyford, including Hurst	Sandhurst
Sonning, including Charvil	Wargrave with Knowl Hill
Winnersh, including Bearwood	Wokingham All Saints
Wokingham St Paul, including Woosehill	Wokingham St Sebastian

Detailed information and a map of this area can be inspected at, or obtained from, the school office.

*Radial Distance:* The distance used to determine proximity of the home to the school will be determined on behalf of Ranelagh by Bracknell Forest as detailed in their Co-ordinated Scheme for Secondary Admissions. In applying distance as a tiebreak those living nearer to the school will be given priority over those living further away.

*Military Personnel and Crown servants returning from overseas:* For military personnel or crown servants returning from overseas, an official letter declaring a relocation date and a Unit postal address or quartering area address will be used when considering the application against the oversubscription criteria. In such cases, where evidence has been provided that it has not been possible to join an Ecclesiastical Parish Electoral Roll, practising affiliation and number of years of attendance that can be confirmed by a military chaplain or other appropriate member of the clergy will be accepted in lieu of Electoral Roll membership.

## Right of Appeal

In accordance with the Schools Standard and Framework Act 1988, parents whose child has been refused a place have a right of appeal. These procedures will be made known to parents at the time of notification. The name and address of the person from whom more information can be obtained is:

The Admissions Officer  
Ranelagh School  
Ranelagh Drive  
Bracknell  
Berkshire  
RG12 9DA

## Admission to the Sixth form (Year 12)

The school welcomes students from outside Ranelagh as well as current Year 11 students to apply to join the sixth form. Students will be admitted into Year 12 on the understanding that they have a desire to benefit from the programmes available to them and a commitment to meet the appropriate study requirements. External applicants are expected to be aware of the Anglican Foundation and ethos of Ranelagh and to be able to work within it.

Applications may be made to more than one sixth form. Applicants for Ranelagh must fill in a Ranelagh sixth form application form which is available from the school office and on the school website. External applicants should provide verification of their predicted grades by returning the reference form, validated by their current school, at the same time as the application form. All applicants must state their chosen subjects.

To be eligible for entry to the sixth form, both internal and external students must meet the general prior attainment entry criteria for studying at level 3 which will be 5 or more GCSE grades 5-9 (or equivalent), all of which must be full GCSE courses.

To be considered for a particular course, students must meet the prior attainment requirements for this course (which can be found in the Ranelagh Post-16 Course Guide and will apply equally to all students seeking admission).

In exceptional circumstances (for example, interruptions to study during Key Stage 4 resulting from prolonged illness or due to relocation) the school will reserve the right to admit a student who is not able to demonstrate the normally required level of prior attainment.

Offers of a place may be withdrawn where there is evidence of a fraudulent or intentionally misleading application.

### Allocation of places

Places in the sixth form, or on a particular course of study, will be offered first to those who are studying at Ranelagh in Year 11 and then to external applicants. Applicants will be considered for entry into the sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces available. The number of places offered to external applicants will be that specified in the external sixth form PAN in the annex. The PAN is based on an estimate of the minimum number of external applicants likely to be admitted, although this may be exceeded if demand for available courses can be met.

The process for external admissions into the sixth form begins in the November prior to the year of admission. Application forms will be available from the date of the sixth form open evening which will be held in November and details will be available on request from the school and on the school website.

Applications must be received by the closing date for applications, as detailed in the annex. Applications received after this deadline will be treated as late applications. Late applications are those which are received after the closing date and so cannot be considered with the field of on-time applications.

External applicants who apply by the closing date will be invited to the school to attend a consultation meeting in the first half of the Spring term. The purpose of the meeting is to explain the options available in the sixth form and the entry requirements for the courses.

Provisional offers will be made by the end of the Spring term. Applicants are required to accept or decline the allocated place using the form sent with the offer letter: the form must be returned to the school within two weeks from the date of this letter and failure to respond may result in the offer of a place being withdrawn. Applicants are requested to advise the school at any stage if they make a subsequent decision not to accept the offer of a place.

## Oversubscription criteria

Oversubscription criteria will be applied if the number of applicants exceeds the available number of places. In the case of over-subscription, places will be offered first to all internal applicants and then to external applicants.

Offers will be made to applicants who have applied by the deadline if:

- There are spaces available on all of the applicant's chosen courses
- The applicant is predicted to meet the academic requirements for all of the courses for which they have applied, as well as the general entry criteria

If both of the above criteria are met, priority will be given first to:

- 'Looked After Children' and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption order, special arrangements order or special guardianship order (see definition above)
- Young people with a Statement of Special Needs or an Education, Health and Care Plan
- Children of staff in either or both of the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

If all of the above criteria are met, priority will be given first to applicants whose home address is nearest to the school.

Any offer of a place will indicate which courses are available to an applicant, and whilst the offer of a place will remain valid, students' options will be governed by availability in particular subjects. The school will do its best to accommodate external students on their preferred courses but courses may become full or not be viable, so an offer of a place cannot guarantee entry to a preferred course of study.

External students whose applications cannot be accommodated may be placed on a waiting list which will be used to fill any vacancies arising before Year 12 studies commence.

## Confirmation of places

All offers are conditional on the applicant meeting the entry requirements in general and for their chosen subjects in particular. External applicants must advise Ranelagh of their GCSE results as soon as they receive them, in order that their place can be confirmed.

## Applications after the start of Year 12

Applications to Year 12 or 13 made after the start of the year (together with those remaining on the waiting list) will be considered at the Governors' discretion and in the light of any available capacity for the study sought and the appropriateness of joining an existing course of study after its commencement.

Applications by students who wish to re-sit or re-take a full year will not be accepted as they are not generally eligible for funding. Exceptions to this may be considered if the student can demonstrate there are exceptional circumstances outside of the control of the student or the institution, such as a period of

long term sickness. In cases such as these, students will be admitted at the discretion of the Headteacher, and will be asked to provide evidence of the exceptional circumstances.

### Right of Appeal

In accordance with the Schools Standard and Framework Act 1988, applicants who have been refused a place have a right of appeal. Parents and children are able to appeal jointly or separately against any decision refusing a child admission and where they appeal separately for the same school, the appeals must be heard together. These procedures will be made known at the time of notification. The name and address of the person from whom more information can be obtained is:

The Admissions Officer  
Ranelagh School  
Ranelagh Drive  
Bracknell  
Berkshire  
RG12 9DA