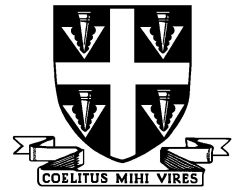


Ranelagh Church of England School
Admissions Policy
for admission from September 2019



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, validated by their current school. 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Offers of a place may be withdrawn where there is evidence of a fraudulent or intentionally misleading application.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