



## Vanguard Learning Trust

*As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through an ambitious curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can thrive and develop into responsible young adults ready to embrace their future.*

## Ruislip High School sixth form admissions policy for entry in September 2027

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## **Section 1: Introduction**

### **1.1 School ethos and status**

Ruislip High School ("the School") is a mainstream secondary School with a sixth form located in the London Borough of Hillingdon which is part of Vanguard Learning Trust, a multi-school trust ("the Trust"). This Admission Policy applies to admission to Years 12 to 13 (the sixth form) at the School. There is a separate Admission Policy for Years 7 to 11.

### **1.2 Admissions authority**

The Trust is the "admission authority" for the School and is therefore responsible for determining and implementing the admission arrangements for the School each year in accordance with the School Admissions Code 2021 ("the Code") and other legislation. The Trust delegates this responsibility to the Local Governing Body of the School.

### **1.3 Admissions Code 2021**

This policy is fully compliant with the Admissions Code 2021 ([click here](#)) which is the mandatory guidance that all schools must follow when establishing their admissions policy and procedures.

## **Section 2: Admissions arrangements**

### **2.1 Published Admissions Number**

The Local Governing Body sets its Published Admission Number ("PAN") for entry into Year 12 in September 2027. The PAN applies only to external students and the School's PAN is 5. The Local Governing Body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the School's PAN. This would supersede the need for a tie break as noted in Section 4.2. The capacity for Year 12 is 150 and therefore 145 places are being allocated for current Year 11 students of the School. If the number of students is below 145, there will be more places available for external candidates.

### **2.2 Students in Year 11 at Ruislip High School**

Current Year 11 students at the School achieving the minimum academic entry criteria set out below are able to transfer to Year 12 to study at advanced level, if they wish. Students should not simply arrive at the School in September to commence Year 12 if they have not submitted an internal transfer form and been notified that they have been accepted. Further details can be obtained from the sixth form section of the School's website, which is annually updated.

### **2.3 External candidates for Year 12**

The capacity for Year 12 is 150; the PAN is 5 as set out in Section 2.1. The School welcomes applications for admission to Year 12 from external candidates. This Admission Policy sets out the criteria that applies to applications for the admission of external students, including the minimum academic entry criteria, which is the same for internal and external students. Where there are fewer Year 11 pupils with the required entry requirements than places available, the School will admit additional external candidates up to the Year 12 Sixth Form capacity number of 150. External candidates will hereafter be referred to as "candidates" in this policy.

### **2.4 External candidates with an Education, Health and Care Plan**

The admission of candidates with an Education, Health and Care Plan ("EHCP") is dealt with through the local authority. Students must meet the minimum expected academic requirements for their chosen courses. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other students. Parents of candidates with an EHCP who wish to be admitted to Year 12 at the School should make their local authority aware of this at an early stage, so that the local authority can consider whether to propose to name the School in the candidate's EHCP. The local authority must confirm post-16 placements in EHCPs by 31 March each year.

## **2.5 Equality and inclusion**

The School fully complies with its responsibilities under the Equality Act 2010.

## **2.6 Applications for admission outside normal age group**

Candidates achieving the minimum academic entry criteria are normally admitted to Year 12 in the September following their sixteenth birthday, having completed Year 11 at their previous school. Candidates who are older or younger than this, for whom funding is still available for the duration of their course, must obtain the Local Governing Body's agreement before they can be admitted. Where this is the case, the reasons why the application for admission is being made at an earlier or later age than the normal age for entry into Year 12 must be clearly stated on a separate sheet and attached to the completed Sixth Form Application for Admission. The Local Governing Body will make its decision on the basis of the circumstances of each case, in the best interests of the candidate concerned and taking into account the views of the headteacher of the school concerned, in line with the Admissions Code. Parents have a statutory right of appeal as outlined in Section 3.4 against the refusal of a place at the School; however, this does not apply if they are offered a place at the School but it is not in their preferred age group.

## **Section 3: Procedures for a place in Year 12**

### **3.1 Sixth form courses**

Full details of the courses offered by the School are listed on the school website. After the application process, the School may decide it cannot offer a previously published course if there are an insufficient number of students who have selected that subject. In this situation, students who had selected the subject will have a meeting with a member of the sixth form team to discuss choosing an alternative subject.

### **3.2 Minimum academic entry criteria**

The minimum academy entry criteria for current Year 11 students and external candidates is stated on the School website. In addition, most subjects have extra compulsory admission requirements which are available on the School website. For the avoidance of doubt, once the minimum academic entry requirements set out have been met, all current Year 11 students who meet the academic entry requirements for their courses will be allocated a place, with application of the oversubscription criteria set out below applied to external candidates where a course is oversubscribed. The School is permitted to set minimum academic entry criteria for sixth form places, but is not otherwise permitted to select by prior attainment.

### **3.3 Application procedure for external candidates**

Applications for admission to Year 12 must be made by completing and submitting a Sixth Form Application for Admission. The candidate or their parent must complete, sign and date the application form. Where GCSE results are not yet known, the candidate or their parent must arrange for the candidate's current Head of Year, or equivalent member of staff, to complete their predicted grades, then sign and date that section of the form before it is submitted to the School. No information, other than predicted GCSE grades, will be sought from the candidate's current or previous school. The application deadline will be on the School's website annually. Applications will be accepted after this date, but will not be considered until after all applications received on or before the application deadline have been processed and conditional offers made. By the end of February, students will be informed if they are being invited to a meeting to discuss their suitability for their selected courses. The date that candidates will be notified of the provisional outcome of their application will be available on the School's website. All places are conditional on candidates meeting the academic criteria when they receive their GCSE results.

### **3.4 Admission appeals**

There is a statutory right of appeal against the refusal of a place which will be heard before an independent panel. Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be stated in the letter confirming that the application for admission has been unsuccessful. A

request for an admission appeal must be accompanied by the grounds for making the appeal (i.e. why it is believed that this Admission Policy does not comply with the School Admissions Code 2021 or other legislation, or was not correctly applied in relation to the application for admission). The reason for the refusal of a place should be considered before the grounds of appeal are set out.

### 3.5 Waiting lists

The names of all external candidates who achieve the minimum academic entry criteria who are unsuccessful in achieving a place in Year 12 will be automatically added to the waiting list for Year 12 for the duration of the first term until 31 December. After that date, all names will be removed. The candidate's position on a waiting list will be ranked solely in accordance with the order of priority set out in this policy, and not in accordance with the date that the candidate's name was added to the waiting list.

### 3.6 Withdrawal of place

The Local Governing Body and/or the Trust reserve the right to withdraw the offer of a place or, where the child is already attending the School, the place itself, where it is satisfied that the offer or the place was obtained by fraudulent or intentionally misleading information.

### 3.7 In-year applications

These will be considered in accordance with the usual in-year admission requirements set out in the School Admissions Code 2021.

## Section 4: Oversubscription criteria and tie break

This section only applies to external candidates and is relevant when two or more candidates have same/similar qualifications and therefore cannot be separated by the academic suitability for the sixth form, in particular the courses they have applied for. It is worth noting that 'children' is used in some cases rather than students and/or candidates in order to be consistent with the terms used in the Admissions Code 2021.

### 4.1 Oversubscription criteria

External candidates will be offered according to the following order of priority (the definitions for bold text is outlined in Section 5):

1. **Looked after** and **previously looked after** children. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted (refer to Section 5.1)
2. External candidates who have a **sibling** (refer to Section 5.2) at the School at the beginning of the term in which the applicant student is due to start full-time education at the School.
3. **Service children** (refer to section 5.4)
4. External candidates of School **staff** (refer to Section 5.5).
5. All other external candidates, based on the proximity of their home address to the School, with priority being given to those living closest to the School. Distance is measured in a straight line from the child's home address to the School (co-ordinates: 510184, 186161) using a Geographical Information System (GIS) which is based on ordnance survey data.

### 4.2 Tie break

Priority will be given to external candidates living closest to the School. Distances are calculated on the basis of a straight line as measured by the local authority's GIS from the main entrance to the external candidate's home (including the community entrance to a block of flats) to the main entrance of the School. In the event of distances being the same for two or more external candidates where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the School. All the names will be entered into a hat and the required number of names will be drawn out.

### 4.3 Child's home address

The external candidate's home address will be the address at which they live and sleep with their **parent** (refer to Section 7.3) for more than 50% of their time from Sunday night to Thursday night inclusive during term time at the application deadline as stated on the School website. If there is a disagreement about this due to shared custody arrangements, the address used will be where the external candidate is registered with their GP at the application deadline, subject to any court orders in place.

### 4.4 Children of UK Service Personnel and Crown Servants

The School will accept applications for the admission of external candidates of UK Armed Forces Personnel with a confirmed posting in the area of the School, or external candidates of Crown Servants returning from overseas to live in the area of the School, in advance of them arriving. These candidates do not have to be living at the stated home address at the application deadline, as all other applicants do. The application for admission must be supported by an official letter declaring the relocation date and a Unit postal address or quartering area address, which will be used as the external candidate's home address for the purpose of applying this admissions policy.

### 4.5 Distance measuring

The distance between the external candidate's home address (as defined by this policy) and the School will be measured in a straight line from the point set by Ordnance Survey at the candidate's home address to the main entrance of the School at Sidmouth Drive (co-ordinates: 510184, 186161) using the local authority's Impulse database and its Ordnance Survey mapping software. In the case of buildings containing a number of different dwellings (i.e. an apartment block), the distance will be measured from the same point in the building regardless of where within the building the external candidate's home address is actually located, with the tie breaker being applied as necessary.

## Section 5: Guidance on oversubscription criteria

### 5.1 Looked after child

A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the School. A **'previously looked after child'** is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Proof of such may be required.

### 5.2 Sibling

**'Sibling'** means:

- (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, step brothers or sisters and foster brothers or sisters, living at the same home address as the applicant; and
- (ii) the child (for whom a place is sought) of a parent/carer's partner where that child lives for at least 50% of the week in the same family unit at the same home address as the sibling.

Proof of a sibling relationship may be required.

### 5.3 Parent

A '**parent**' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child, in accordance with section 576 of the Education Act 1996.

### 5.3 Service children

'**Service children**' are from families of UK service personnel and crown servants with a confirmed posting, or crown servants returning from overseas.

### 5.4 Staff

School '**staff**' are defined by either or both of the following circumstances: a) where the member of staff has been employed at Ruislip High 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.

#### Version history

First issue/revision date	Approved by	Summary of changes if not first issue
October 2025	BoT	This is a new Trust-wide policy.