



# Sixth Form Admissions Policy

## October 2022

Approved by Local Governing Body

Chair of Governors: John Garner

Date: 17th October 2022

Review date: May 2023

## **RUISLIP HIGH SCHOOL SIXTH FORM ADMISSIONS POLICY**

### **INTRODUCTION**

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”). 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 2014 (“the Code”) and other legislation. The Trust delegates this responsibility to the Local Governing Body of the School (“the Governing Body”).

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.

### **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 complete and submit an internal transfer application form before the end of Year 11. Students should not simply arrive at the School in September to commence Year 12 if they have not completed and submitted an internal transfer form. Further details can be obtained from [office@ruisliphigh.org.uk](mailto:office@ruisliphigh.org.uk).

### **EXTERNAL CANDIDATES FOR YEAR 12**

The School welcomes applications for admission to Year 12 from external candidates. This Admission Policy sets out the criteria which will apply to applications for the admission of external students, including the minimum academic entry criteria, which is the same for internal students and external candidates. External candidates will hereafter be referred to as “candidates” in this policy.

### **EQUALITY AND INCLUSION**

The School is fully inclusive and welcomes applications for the admission of candidates of all abilities and needs, including those with special educational needs and disabilities. The School fully complies with its responsibilities under the Equality Act 2010.

### **CANDIDATES WITH AN EDUCATION, HEALTH AND CARE PLAN**

The admission of candidates with an Education, Health and Care Plan (“EHCP”)<sup>1</sup> is dealt with by a separate procedure. Candidates with an EHCP that names the school must be admitted. 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 in each year.

### **APPLICATIONS FOR ADMISSION OUTSIDE NORMAL AGE GROUP**

Candidates achieving the minimum academic entry criteria set out below 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 Governing Body’s agreement before they can be admitted. Where this is the case,

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<sup>1</sup> An EHCP is issued by their Local Authority under section 37 of the Children and Families Act 2014 and specifies the special educational provision required for that pupil.

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 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 (see below) 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.

## 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.

## MINIMUM ACADEMIC ENTRY CRITERIA

Current Year 11 students and external candidates must have five or more GCSE passes at grade 4 or above. In addition, most subjects have extra compulsory admission requirements as set out below.

The following table sets out the subject specific minimum academic entry criteria for each course.

<b>Subject:</b>	<b>At least 5 GCSE passes at grade 4 or above, plus:</b>
A Level Art/Art Textiles	Grade 6 in Art; Grade 5 may be considered if places are available on the course
A Level Biology/Chemistry/Physics	Grade 7/7 in Combined Science Grade 7 or above in Biology/Chemistry/Physics Grade 6 in Mathematics
BTEC National Certificate in Sport	Five GCSEs at grades 4-9, including a Grade 4 in English Language or Literature
BTEC Travel and Tourism	Five GCSEs at grades 4-9, including a Grade 4 in English Language or Literature
BTEC Health and Social Care	Five GCSEs at grades 4-9, including a Grade 4 in English Language or Literature
A Level Computer Science	Grade 6 in Computer Science
A Level Drama	Grade 5 in Drama and a Grade 5 in English Language or English Literature
A Level Economics	Grade 7 in Mathematics
A Level English Literature	Grade 6 in English Language and English Literature; Grade 5 may be considered if there are places on the course

A Level Further Mathematics	Grade 8 in Mathematics and must also be taking A Level Mathematics
A Level Geography	Grade 5 in Geography and a Grade 5 in English Language or English Literature
A Level History	Grade 5 in History and a Grade 5 in English Language or English Literature
A Level Law	Grade 5 in English Language or English Literature
A Level Mathematics	Grade 7 in Mathematics
A Level Media Studies	If Media Studies GCSE has been taken, a Grade 5 in this is required. If Media GCSE has not been taken, Grade 5 in either English Literature or Language is required
A Level Politics	Grade 5 in English Language or English Literature
A Level Psychology	Grade 5 in English, Grade 5 in Mathematics and a Grade 4/4 in either double or triple science
A Level Sociology	Grade 5 in English Language or English Literature

For BTECs and OCR National Courses the following applies:

- A Pass will be counted as the equivalent of a Grade 4 at GCSE
- A Merit will be counted as the equivalent of a Grade 5 at GCSE
- A Distinction will be counted as the equivalent of a Grade 7 at GCSE

Vocational qualifications can count as one of students' five 4-9 grades, which is the minimum required to progress to Level 3 provision.

For the avoidance of doubt, once the minimum academic entry requirements set out above have been met, all current Year 11 students and external candidates will be considered for a place on equal terms, with application of the oversubscription criteria set out below where a course is oversubscribed. This means that Year 11 students and external candidates achieving higher grades than the minimum required will not have any advantage over those achieving the minimum required. The School is permitted to set minimum academic entry criteria for sixth form places, but is not otherwise permitted to select by ability.

#### **PUBLISHED ADMISSION NUMBER ("PAN")**

The Year 12 capacity is 150. The published admission number ("PAN") for external candidates in Year 12 is 20.

This means that at least 20 places will be available for external candidates who meet the minimum academic entry requirements. If more applications are received from external candidates who meet the minimum academic entry requirements compared to the places available, the oversubscription criteria below will apply in order to allocate places. However, where current Year 11 students take up places elsewhere or do not meet the academic standard required for entry to the Sixth Form, additional places will be offered to external candidates up to the Year 12 capacity of 150 in accordance with the required general Sixth Form entry requirements and the oversubscription criteria.

## OVERSUBSCRIPTION CRITERIA

Where more applications are received from external candidates who meet the academic criteria than there are places available, the available places will be allocated in the following order of priority:

1. Looked After and Previously Looked After Candidates

Looked after and previously looked after candidates will be allocated places under this category by reference to the proximity of the candidate's home address (as defined by this policy) to the School, with those living nearer receiving higher priority.

"Looked after" has the same meaning as in section 22(1) of the Children Act 1989, and means any candidate 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. candidates with foster parents) at the time of making application to the school.

A "previously looked after" candidate is a candidate 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.

To be included in this category, the application must be supported by the relevant Local Authority's Children's Services Department. In the case of a previously looked after candidate, a copy of the child arrangements order, adoption or special guardianship order must also accompany the application for admission.

2. Siblings

Candidates who will have a sibling attending the School on the date of application. A sibling is defined as a child of the same parent either by birth, marriage or adoption, whose normal place of residence is at the same home address. The child of partners may be considered as a sibling when the partners live at the same address and have cohabited in a permanent exclusive relationship (as if they were partners by marriage or civil partners) for a minimum of two years.

3. Children of families posted to RAF Northolt

Children from families of UK Armed Forces service personnel with a confirmed posting to RAF Northolt, or crown servants returning from overseas, living within 2.5 km distance from the School as measured by a straight line from the candidate's home address (as defined by this policy).

4. Children of staff

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.

5. Candidates living nearest to the School

Candidates who do not fall into any of the categories above will be allocated places under this category by reference to the proximity of the candidate's home address (as defined by this policy) to the School, with those living nearer receiving higher priority.

## CANDIDATE'S HOME ADDRESS

The candidate's home address will be the address at which they live and sleep for more than 50% of their time from Sunday night to Thursday night inclusive during term time at the application deadline. It will usually be the address at which Child Benefit is claimed or, if ineligible, the address at which the candidate is registered with their G.P. No other address (including a business address) will be accepted.

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Where there is a disagreement or concern over whether the home address stated in the application for admission is the candidate's main home address as defined by this policy, parents or candidates may be required to provide documentary evidence to resolve the issue. This may include providing details of the times that the candidate has spent at the stated home address in the three month period immediately preceding the application deadline.

## **DISTANCE MEASURING**

The distance between the 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 candidate's home address is actually located, with the tie breaker being applied as necessary.

## **TIE BREAKER**

Where two applications cannot otherwise be separated because the distance from the candidate's home address (as defined by this policy) to the School is equal, the order in which places will be allocated will be determined by random lottery in the presence of a person who is independent of the School and the Local Authority.

## **CANDIDATES WITH PARENTS WHO ARE UK SERVICE PERSONNEL OR CROWN SERVANTS**

The School will accept applications for the admission of the candidates who are the children of UK Armed Forces Personnel with a confirmed posting in the area of the School, or the children of Crown Servants returning from overseas to live in the area of the School, in advance of them arriving. This means that these candidates do not have to be living at the stated home address at the application deadline, as all other candidates 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 candidate's home address for the purpose of applying this Admission Policy.

## **APPLICATION PROCEDURE**

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 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 is January 22; if this date falls on a weekend the application deadline will be the end of the next school day. 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. You are encouraged to ensure that your application is received on time.

Candidates will be notified of the provisional outcome of their application by March 31st. All places are conditional upon candidates meeting the academic criteria when they receive their GCSE results.

## **ADMISSION APPEALS**

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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 confirmed 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 2014 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.

### **WAITING LISTS**

The names of all 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.

### **FURTHER INFORMATION**

For further information about admission to the School, please contact the School's Admission Officer:

Name:	Debbie Keohane
Email Address:	office@ruisliphigh.org.uk
Contact Telephone Number:	01895 464064