

Appendix D



**Policy for admission to community schools  
sixth form  
For entry to schools in 2018-2019**

## **SIXTH FORM ADMISSIONS 2018/19**

- **Entitlement to sixth form education**

All Community secondary schools in Bracknell Forest have sixth forms and pupils in individual schools are entitled to be considered for entry into their school sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements.

Bracknell Forest Community secondary schools must first offer places for sixth form to year 11 students within the school and then to external applicants provided an appropriate course is available for a suitably qualified student.

School governing bodies must set an admission number for Year 12 for external applicants. An admission number for Year 12 must be set and submitted to the local authority before 1 July 2017 for implementation in the following academic year (14 months later), after inclusion in the annual consultation on the Local Authority's admissions arrangements, and to facilitate publication in the Local Authority's composite prospectus for that year of entry.

- **Roles and Responsibilities**

The responsibility for determining the admissions policy for community secondary school sixth forms is that of the Local Authority. Administration of sixth form admissions is delegated by the local authority to the community secondary schools.

There are currently two academy secondary schools in Bracknell Forest: Ranelagh and Brakenhale, which set and administer their own admissions arrangements for their sixth forms. A further academy, King's Academy, Binfield is planned to open in 2018.

- **Start dates**

All students are required to start on, or the first school day after, 1 September 2018.

- **Published Admission Number**

This is the number of places that the admission authority must offer in each relevant age group for a school for which it is the admission authority.

For Sixth Forms the Published Admission Number must relate only to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external applicants likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met. This Published Admission Number is separate from the main schools admission number and has no bearing on the capacity of the main school.

- **Applying for entry into sixth forms**

Applications should be made on the school's application form and forwarded to the school's Head of Sixth Form by 26 February 2018. The application form will also be submitted by the school to the Local Authority to ensure that it meets the requirements of the School Admissions Code.

It is unlawful for schools to interview students or their families to determine a place; although meetings may be arranged to provide advice on options and entry requirements for particular courses.

Entry to courses in the sixth form must not be dependent on attendance, behaviour record, or perceptions of attitude or motivation as this is unlawful.

To ensure transparency; schools will publicise what courses are available; the entry requirements for each; and provide statistics about the number of internal and external applicants accepted and refused on each course, plus the number of applications received for each course in the previous year.

Schools will provide this statistical information to the local authority in September each year in order that a report may be prepared for the Schools Admissions Forum.

Parents may apply by the deadline given in the school prospectus and pass the application form to the nominated person on the application form.

Places allocated will be offered in accordance with the published admissions criteria. Parents should ensure that they read the admissions policy and complete the standard application form for admission to the sixth form.

Offers of places to external students are subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate.

Applications will be considered by the Governing Body, or this may be delegated to the Headteacher or Head of Sixth Form plus at least one other member of staff nominated by the Governing Body.

Parents will be asked to declare that the address used will be their place of residence, the offer of a place may be withdrawn if false or misleading information is given.

- **Allocation of places (oversubscription criteria)**

In the case of oversubscription for a place on a particular course, places will be offered first to students within the school and then to external applicants.

The following criteria will be used to allocate the available places on those courses that receive more applications than can be accommodated:

Children with statements of special educational needs or an Education Health & Care Plan that name a school in the statement are required to be admitted to the school that is named and who meet the academic requirements for the course. The admissions authority does not have the right to refuse admission.

A      Looked After Children<sup>1</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so

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<sup>1</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

because they were adopted<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after.

- B Students who meet the academic requirements for the level of course applied for, as published in the school prospectus.

Available places are those places available after existing students in the school have indicated their preference against their entitlement.

#### Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and school.

Where the school is oversubscribed, further information will be required to verify the home address e.g. council tax or utility bill.

- **Waiting Lists**

A waiting list will not be held.

- **Late Applications**

If an application is received after the deadline and before the date parents are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

- **Applications received after the normal admissions round**

Applications received after the start of the school year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course.

- **Multiple births or children with birth dates in the same academic year**

Application for places is based on meeting the individual requirements of the course. No guarantee of a place is given to students with either the same birth dates or children born in the same academic year from the same family.

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<sup>2</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>3</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>4</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- **Accepting or declining the offer of a place**

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within two weeks from the date of the offer letter. Failure to respond may result in the place being withdrawn. Parents are requested to advise the school at any stage, if they are not accepting the place for any reason.

- **Appeals**

The student and/or the parents of students, internal or external, who are not offered a place, have the right to appeal against non-admission to an independent appeal panel.