



RICKMANSWORTH SCHOOL

Policy for Admission to the Sixth Form 2021

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OVERVIEW

Purpose

This policy sets out the principles and procedures which Rickmansworth School will apply to all those applications for places in Sixth Form and those which are received after the published deadlines.

A reference copy of this document is kept on the shared drive and it will be brought to the attention of all members of staff.

Review Process

This document will be reviewed in accordance with our policy review process on a yearly basis or on the introduction of new or amended relevant legislation.



Tony Walker
CHAIR OF GOVERNORS



Matthew Fletcher
HEADTEACHER

POLICY

1. Scope

- 1.1. This policy sets out the principles and procedures which Rickmansworth School will apply to all those applications for places in the Sixth Form.
- 1.2. Such admissions are termed Sixth Form Admissions.
- 1.3. The date of the Sixth Form Open Evening will be determined and set out on the School website and advertised in the local press.
- 1.4. A deadline for applications will be published after Sixth Form Open Evening.
- 1.5. All entrants are expected to meet the entry requirements as published annually in the Sixth Form Prospectus and on the School website.
- 1.6. Priority will always be given to Children Looked After or Previously Looked After, followed by Year 11 pupils at Rickmansworth School who wish to enter the Sixth Form, followed by external students.
- 1.7. The School's admission number for external applicants to the Sixth Form is not fixed, but is such that neither Class nor Sixth Form size is compromised.

2. Process of Application

- 2.1. An internal applicant must submit an on-line application form which will be made available after Sixth Form Open Evening via Groupcall.
- 2.2. An external applicant must submit an on-line application which is available on the School website after Sixth Form Open Evening.
- 2.3. If the external applicant's predicted GCSE grades meet the entry requirements, they may be invited to the School to meet a senior member of staff for a discussion.
- 2.4. On the basis that a place is available for the programme of study to be undertaken by the candidate, one may be offered.
- 2.5. External applicants will receive notification by email of the offer of a place and will be required to accept or decline the place by the date supplied.

- 2.6. Unsuccessful applicants will be notified by email and will be invited to contact the School upon receipt of their GCSE results, should they still wish to be considered for a place in Sixth Form..
- 2.7. Each applicant will be required to verify the required GCSE grades and acceptance of the place offered on GCSE results day.

3. Oversubscription Criteria

- 3.1. In the event that there are more qualified external applicants than places and/or that places for a particular combination of subjects are oversubscribed, priority will be given as in accordance with 1.6 above
- 3.2. The number of vacancies in specific subjects will then be determined and applicants on the waiting list (see 2.6 above) will be considered for those places.
- 3.3. In the event that two or more applicants are equally entitled to a place, then an offer will be made to the applicant whose permanent home address is closer to the School. Such applications will be assessed with respect to nearness of the applicant's permanent residence to the School. However, only those with a realistic possibility of being considered for a place under this criterion will be subject to a detailed 'straight line' distance measurement which is used in all home to school distance measurements for community and VC schools in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of the applicant's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.
- 3.4. Applicants who are not offered a place have the right of appeal if they have not already appealed for the same year group in a school year.

4. Process After Publication of Results

- 4.1. Children Looked After/Previously Looked After and Year 11 students from Rickmansworth School who have fully met the entry requirements will be given priority over external applicants.
- 4.2. External applicants who have accepted a place will then be admitted.
- 4.3. Applicants on the waiting list or who had previously applied to the School and whose GCSE results meet the relevant criteria may be considered at this stage for any remaining places.

- 4.4. Any further offers will then be made subject to the following provisions:
 - 4.4.1. the applicant has contacted the School with reference to qualifying grades and has completed an application form for the Sixth Form;
 - 4.4.2. the applicant has the requisite qualifying grades to meet the overall entrance requirement for a place in the Sixth Form and, specifically, for the preferred subjects as stated originally on the option sheet;
 - 4.4.3. a vacancy exists for the combination of subjects required.
- 4.5. In the event of oversubscription for a specific subject combination then the criteria outlined in 4.4 above will be applied.
- 4.6. If the applicant has neither visited nor applied to the School previously, they will be invited to the School to establish the suitability of the requested courses.
- 4.7. Former Rickmansworth School Year 11 students, having left the School and wishing to return, will be considered on the basis of their GCSE grades.
- 4.8. For external students who are given conditional offers of entry to our Sixth Form in Autumn 2021, the Governors of the school may withdraw an offer of a place if an applicant has failed to confirm their GCSE results and their uptake of a place by 11am on 30th August 2021. Similarly, the Governors will withdraw a place that has been offered on the basis of a fraudulent or intentionally misleading application from a parent or student.

5. Right of Appeal

- 5.1. If an application is refused, there is a statutory right of appeal. Further details of the appeal procedure will be provided with the letter explaining why the application has been refused. Appeals against non-admissions may be lodged by the parent/carer or the student
- 5.2. Unsuccessful appeals do not compromise an applicant's position on the waiting lists.