



RICKMANSWORTH SCHOOL

Policy for Admission to the Sixth Form 2022/2023

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OVERVIEW

Purpose

This policy sets out the principles and procedures which Rickmansworth School will apply to all those applications, both internal and external, for places in the Sixth Form. Such admissions are termed Sixth Form Admissions.

The governors' policy is a statement of principles which are enacted in accordance with the published arrangements. The execution of the policy is delegated to a senior member of staff with responsibility for admissions in conjunction with the Head of Sixth Form.

The determined admission arrangements complies with the statutory guidance 'Schools Admissions Code 2014'.

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

The admission arrangements will be consulted in accordance with statutory guidance. The document will be reviewed on a yearly basis or on the introduction of new or amended relevant legislation.



Tony Walker
CHAIR OF GOVERNORS



Matthew Fletcher
HEADTEACHER

POLICY

1. Admission to Sixth Form (Lower Sixth / Year 12)

- 1.1. A deadline for applications (internal and external) will be published after Sixth Form Open Evening on the School Website.
- 1.2. 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.
- 1.3. Minimum entry requirements: Candidates are required to achieve a minimum number 42 of points from the best eight GCSEs (or equivalent). This is the same for both internal and external candidates.

The point score is determined through the addition of the numerical grades awarded from the students' GCSEs.

All GCSE subjects are equally valid for inclusion in the calculation of the best eight GCSEs.

All entrants are expected to meet the entry requirements as published annually in the Sixth Form Prospectus and on the School website.

- 1.4. 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.

2. Application Process

- 2.1. Internal and external applicants must submit an on-line application form which will be made available after Sixth Form Open Evening.
- 2.2. If the applicant's predicted GCSE grades meet the entry requirements, they may be invited to the School to meet a senior member of staff to discuss the suitability of their subject choices.
- 2.3. All applicants will receive notification in writing of any conditional offer of a place, subject to final GCSE results and will be required to accept this place in writing by the date given on the letter.
- 2.4. 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 and placed on a waiting list.
- 2.5. Each applicant will be required to verify the required GCSE grades and acceptance of the place offered on GCSE results day.

3. Oversubscription Criteria

The school's published admission number for external students into the Sixth Form will be 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, the following oversubscription criteria will be applied in the order below:

3.1a. Looked after children and previously looked after children within England

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under criterion 1.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order¹ or a special guardianship order².

A "child looked after" 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 (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under criterion 1.³

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under criterion 1.

Children who were not "looked after" immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under criterion 1. Applications made for these children, with suitable supporting professional evidence, can be considered under criterion 2.

3.1b. Children previously looked after from outside England and subsequently adopted

¹ Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

² Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

³ This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

On 6 August 2018 the DfE wrote to all admission authorities requesting that “children previously looked after from outside England” be given the second highest priority in a school’s oversubscription criteria. Whilst this is not written currently in the School Admission Code (2014) it has been already implemented in the Children and Social Care Act (2017).

The number of vacancies in specific subjects will then be determined and applicants on the waiting list (see 2.4 above) will be considered for those places.

In the event that two or more external 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 provided by Hertfordshire County Council if required. Places will be offered using the oversubscription criteria until planned capacity in a given subject or course is reached and the school reserves the right to refuse access to subjects when planned classes are full.

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 discuss 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 2022, 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 2022. 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 student⁴
- 5.2. Unsuccessful appeals do not compromise an applicant's position on the waiting lists.

⁴ Applicant/Parent should log into www.hertfordshire.gov.uk/schoolappeals and click on the link "6th Form appeals" and follow the instructions.