

**POLICY OF THE LOCAL GOVERNING BODY OF RAINHAM SCHOOL FOR GIRLS (RSG), an academy as part of the Kemnal Academies Trust (TKAT)**

STATUS: Determined by LGB

LAST REVIEWED: February 2018

**ADMISSIONS POLICY**

**Rainham School for Girls is an Academy within the Kemnal Academies Trust.**

**Admission Numbers**

The published admission number for September 2019 will be:

Years 7 – 11: 270

Year 12: All year 11 students on roll at Rainham School for Girls, who apply by the published deadline and meet the entry criteria, will be eligible to progress into the sixth form. There are 30 places available for students being admitted to the school for the first time in year 12. The minimum entry requirements for level 3 courses are detailed below and in the sixth form prospectus for 2019. There are also subject specific requirements. Please see the year 12 section of this policy for further details.

**APPLICATION PROCEDURES**

**Transfer from Primary into year 7**

The arrangements for co-ordinated admissions in Medway is set out in detail in the Medway LA booklet for parents/carers 'Admission to Secondary School', a copy of which will be available from the Primary School Headteacher or from the Admissions Team at Medway Council, Gun Wharf. The secondary common application form (SCAF) must be completed and returned to the Primary School or direct to the Student Services Admissions Team. Alternatively an application can be made on-line at [www.medway.gov.uk/onlineadmissions](http://www.medway.gov.uk/onlineadmissions).

Offers of places will be posted to parents/carers by the LA, on behalf of the Governing Body. When parental preferences have been received, places will first be offered to children with statements of special educational needs where the school is named and agreed to be an appropriate placement.

**Casual Admissions**

Applications for year groups other than the normal point of entry, should be made directly to the school. Students in year 7 are considered as casual admissions after the first full term of year 7 (ie 31<sup>st</sup> December). For applications new to the area, a Casual Admissions form should be completed, available from the school office, and must be returned to the school office.

The Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. Should a student be considered to be hard to place under Medway's Fair Access Protocols, the admission request will be referred to Medway to be considered by the Fair Access panel, rather than follow the normal admissions process.

If more applications are received than there are places available, the oversubscription criteria shall apply. Please see the oversubscription section for more details. Parents/Carers whose application is turned down shall be entitled to appeal.

However, within the exceptional circumstances as set out in the Admissions Code of Practice, the Academy may refuse to admit a child with challenging behaviour (as defined in fair access protocols) where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources.

Children with statements of special educational needs where the school is named and agreed to be an appropriate placement, will be offered a place over PAN. The school must be in a position to meet the needs outlined in the statement. Each case will be considered on an individual basis.

Looked After Children, or those previously Looked After, will also be given priority.

## **Year 12**

The sixth form is mixed, and specialises in the education of students aged 16 to 19. All Year 11 students wishing to continue to Year 12 at the school are encouraged to apply provided that they meet the entry demands of the course they wish to study.

There will be 30 places available for external applicants, both girls and boys, applying the same entry criteria. More places may be released if there is overall capacity in the sixth form.

## ***Applications***

Students wishing to apply to the sixth form, should complete an application form. The current sixth form prospectus will outline the specific details of the process. Subject choice discussions will take place with students to confirm suitability of choices.

## ***Entry Requirements***

The minimum entry requirements for sixth form courses are published in the school sixth form prospectus. The entry requirements for level 3 courses is 5 GCSEs at grades 9-4 including English or Maths. All level 2 BTEC awards at pass and above will count as 1 GCSE equivalent regardless of the number of guided learning hours studied or the number of separate qualifications achieved. A total of two BTEC qualifications will be counted in the 5 GCSEs. There are also subject specific requirements which are published in the sixth form prospectus. Students failing to meet the specific entry criteria for their preferred course choice will be offered alternative courses if available.

Students achieving below a level 2 pass in either English or Maths will be eligible to choose from the full range of courses (assuming they meet the individual subject criteria) if they have 5 or more 9 - 4 equivalent grades in total, but will need to retake the relevant GCSE.

Borderline cases or students in exceptional circumstances will be offered a meeting with a senior member of staff and will be considered on an individual basis.

A reference will be requested from the previous school where applicable, to confirm the student could cope with the required A2 courses.

Students who have studied in another country will need to have obtained an equivalent qualification to meet the entry criteria. It is the applicant's responsibility to prove the equivalency of their qualifications before the application will be considered.

This may be amended to meet changes in government policy.

## ***Offers***

Offers of sixth form places are conditional on final GCSE results, and a satisfactory reference from the previous school. Applications made by the date publicised in the sixth form prospectus will be considered at the same time and conditional offers made to those who are eligible and are allocated a place. If there are more applications from students who meet the criteria than places available, the oversubscription criteria will be used for those students. Please see the oversubscription section for more details.

Late applications will be considered if they meet the entry criteria and if there is space in year 12 and on the chosen courses.

Admissions are subject to a vacancy existing on the course for which the student is applying. Students with conditional offers are expected to attend the Sixth Form Induction and any other relevant meetings. If a student fails to attend or otherwise make contact, the conditional offer may be withdrawn. Written notice will be given before any place is withdrawn.

Enrolment will take place in the last week of the summer holidays, and all applicants will be informed of the exact date in their conditional offer letter. Students are expected to attend enrolment to confirm that they have met the entry criteria and to secure course choices. If a student fails to attend or otherwise make contact, the conditional offer may be withdrawn. Written notice will be given before any place is withdrawn.

The governors may, in exceptional circumstances, refuse admission to any individual student if, in their view, to admit that student would prejudice the fulfilment of the school aims or seriously disrupt the provision of effective education of other students.

Throughout a student's time in Sixth form their academic progress will be regularly monitored in all subjects. If a student is struggling to access the rigorous nature of their current A-levels, mentoring meetings will be established with both the student, Sixth form leadership staff and where possible parents. These mentoring sessions will be used to discuss whether current academic pathways / course choices are appropriate and whether there are alternatives that will help support the student in accessing their future pathway.

### ***External applicants for Year 13***

Any applications to join Year 13 from another institution will be considered on an individual basis. Any offer will be subject to there being space in the year group and on the appropriate course, and if the syllabus previously studied are compatible.

### **OVERSUBSCRIPTION CRITERIA**

If the number of preferences for the school, in any year, is more than the number of places available, places will be allocated in the following priority order:

- a) children in public care, and those who have been in care and have been subsequently adopted or have been made subject of a residence order or special guardianship
- b) children who at the time of application have a sibling (including children living as siblings in the same family unit) on the roll of the school and who will be on roll at the time of the siblings admission, or were on roll in the preceding five years
- c) child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires the child to attend the preferred school.
- d) children of a member of staff working at this school for 2 or more years at time of application for admission, or appointed to a skill shortage subject
- e) Residence in an access area (please see appendix 1 or Medway Council's Admission to Secondary School booklet for details of our access area)
- f) Nearness of student's home. The distance calculated is the shortest available safe walking route between the child's home and the school using roads and footpaths known to the mapping layer used by Medway Council Student Services – Admissions within the Geographical Information Software (GIS). Please see Medway Council booklet for further details about how the distance is measured.

**Tiebreaker** – In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place

Parents/Carers who wish their applications to be considered under oversubscription criteria (a), (b), (c) or (d) may need to provide further information to support this. This can be done via the Supplementary Information Form (appendix 2). For casual admission applications, details can be added onto the application form in the spaces provided. In all cases, additional documentation should be provided to the school to support consideration under these oversubscription criteria, where appropriate. Please note that information provided will only be used if there are more applications than spaces available and it is necessary to apply our oversubscription criteria.

## **APPEALS PROCESS**

Any child not offered a place has the statutory right of appeal to an Independent Appeal Panel. The Independent Appeal Panel will be determined by the Governing Body on an annual basis and will, usually, consist of two lay members and one person from the community, independent of the School. The decision of the Independent Appeal Panel will be binding on the Governors and the parents. Full details of the Appeals process are available from the Clerk to the Independent Appeal Panel.

Parents wishing to make an appeal should contact the school to request a Registration and Appeal Form.

## **WAITING LIST**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant students on the waiting list will be contacted in accordance with the oversubscription criteria.

## **FAIR ACCESS**

Children directed via the Fair Access Protocol and agreed by the Headteacher, will take precedence over any child already on a waiting list, and this includes admitting children over the published admission number. See Medway's current Fair Access Protocol agreement for more details on this process.

## **ADMISSION OF STUDENTS WITH DISABILITIES**

As far as possible the school will ensure that students with disabilities have access to the same opportunities as other students. The school does not have specific facilities for students with disabilities.

All of the main teaching rooms have easy access on ground level and disabled toilets are situated in the main block, Learning Resources Centre, Lower School block and the Creative Arts Block. There is no lift access to the upper floors of the main block, lower school block or English Block. It is expected that all students will take a full part in the everyday activities of the school. The Special Educational Needs Co-ordinator will put into place additional adult supervision and support required to enable every student to have the opportunity to take advantage of outside visits and field trips, where possible. Timetabling adjustments can be arranged if necessary to ensure full access to the curriculum.

## **CHILDREN FROM OVERSEAS**

Children entering the country for the first time will need to provide proof of British Citizenship, EEA nationality or appropriate leave to remain in the UK. This will ideally need to be included with the application for admission.

## **APPLICATIONS FROM STUDENTS WISHING TO STUDY IN AN ALTERNATIVE YEAR GROUP**

Requests from applicants wishing to study in a year group outside of their normal cohort will be considered on an individual basis. The school will meet with the applicant to discuss the appropriateness of the request. The application will then be dealt with in the normal way, either in the requested year group, or within the normal cohort, as agreed at the meeting.

## **ARRANGEMENTS TO VISIT**

The school holds open sessions in the Autumn for Year 6 girls and their parents. There is a further Open Evening in November for Year 11 students and their parents who are choosing sixth form courses. Individual visits are by appointment only.

Students wanting to apply for other year groups are encouraged to contact the school to arrange a tour.

Agreed by:

Local Governing Body

Date: February 2018

TKAT

Date: \_\_\_\_\_

DATE FOR NEXT REVIEW

AUTUMN 2018

**ACCESS AREA**

The access area for Rainham School for Girls is as indicated by area D below, encircled in red.



*Picture taken from Medway Admission to Secondary School booklet for 2012.*



**SUPPLEMENTARY INFORMATION FORM**

**ADMISSIONS APPLICATION – September 2019**

Please complete this form if you wish to indicate that you are eligible for one of our oversubscription criteria as per our admissions policy.

**1. Child's details:**

If applying for more than one child, a separate Supplementary Information form will be needed for each child.

First name (s) _____	Legal Surname: _____
Known by surname (if different): _____	
Previous surname(s) (if applicable): _____	
Date of Birth: _____	Current Year Group: _____
Current School: _____	
Applying for a place from: _____ in Year: _____	

**2. Oversubscription Criteria:**

Please complete the relevant section for the oversubscription criteria you feel your child meets

b) children who at the time of application have a sibling (including children living as siblings in the same family unit) on the roll of the school and who will be on roll at the time of the siblings admission, or were on roll in the preceding five years

Name of sibling: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Relationship if not natural sibling: \_\_\_\_\_

Dates of Attendance: from: \_\_\_\_\_ to: \_\_\_\_\_

c) child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires the child to attend the preferred school.

Medical Condition: \_\_\_\_\_ *please attach medical evidence*

Reason why this school is most appropriate to meet the needs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d) children of a member of staff working at this school for 2 or more years at time of application for admission, or appointed to a skill shortage subject

Name of staff member: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_