



# RALPH ALLEN SCHOOL

## *Admissions Policy 2020-21*

### Years 7-11

Ralph Allen School is compliant with the School Admissions Code issued by the Department for Education (DfE) in December 2014, and with the law relating to admissions. As the school is an academy, the responsibility for admissions falls to the Academy Trust. The purpose of the Code is to ensure that all school places are allocated and offered in an open and fair way. In drawing up the admission arrangements, the school ensures that the practices and the criteria used to decide the allocation of school places are fair, clear and objective.

For further information please see the DfE School Admissions Code on the school website.

Students with an Education Health and Care Plan (EHCP) (or Statement of Special Educational Needs) which names the school will be admitted (which will reduce the number of available places under the school's published admission number). Students will be admitted to the school according to the following criteria, in order of priority.

#### **PRIORITY A**

Children in Public Care (looked after children<sup>1</sup> and previously looked after children. Previously looked after children are children who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order).

#### **PRIORITY B**

Children in receipt of the mobility component of the Disability Living Allowance<sup>2</sup> in respect of a physical disability and who live within the Greater Bath Consortium (GBC).

---

<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.

<sup>2</sup> To consider applications under Priority B of the admissions criteria documentary evidence confirming receipt of the mobility component of the Disability Living Allowance in respect of a physical disability must be sent to the school and the B&NES Admissions Dept by the closing date of 31 October 2019.

#### **PRIORITY C**

Children whose older sibling<sup>3</sup> will be attending the school on the admission date.<sup>4</sup>

#### **PRIORITY D**

Ralph Allen will admit up to 10 students per year group who have aptitude in sports. Evidence of aptitude must be provided by a letter from the providers of the specialised training programme based at the University of Bath or a similar high-level sports institution. These students must be registered on an elite athletes' training programme such as the Lawn Tennis Association Academy Programme; or a comparable programme relating to another sport<sup>5</sup>.

#### **PRIORITY E**

Children of staff at the school, in either or both of the following circumstances:

- a) where the member of staff has been employed at Ralph Allen 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.

#### **PRIORITY F**

**Children who are resident in the Greater Bath Consortium.**

#### **PRIORITY G**

Those children who live nearest to the school, as measured in a direct line between the home address and preferred school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

#### **NOTES**

**The majority of places are likely to be allocated through priorities F and G.**

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a student qualifies for more than one school they will be offered their highest preference as stated on their application form.

---

<sup>3</sup> A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step-brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address.

<sup>4</sup> If a child is living with two parents with different addresses and is spending time with each parent, one must be nominated as a main address.

<sup>5</sup> To be considered under this priority, documentary evidence should be forwarded to B&NES Admissions Dept and the Admissions Dept at Ralph Allen School for bulk Year 7 admissions, and to the Admissions Dept at Ralph Allen School for in-year admissions. For Year 7 entry this letter must be sent to B&NES and the school by 31 October 2019 before any application can be considered for Priority D. The University of Bath and Ralph Allen School have a formal agreement with well-established links and working practices. Ralph Allen School has developed the ability to meet the needs of these students academically through coordinated programmes. We assess the appropriate number of courses for these students to study, based on academic capacity and their training schedules.

## **Distance from the school**

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children living nearest to the school as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the local authority's Geographic Information System (GIS) computerised mapping system with those living closer to the school receiving higher priority.

For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases overseen by a person independent of the school and the Palladian Academy Trust.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the governors will breach the admission number to allow these children to be offered places.

If there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants, the B&NES random allocation procedure will be followed.

## **GENERAL INFORMATION**

### **Notes**

#### **Education, Health and Care Plan (EHC Plan)**

Children with an EHC Plan are supported through the 2014 SEN & D Code and their placement is determined through the statutory assessment process or an annual review. All schools are consulted before being named on a student's Education, Health and Care Plan (EHC Plan) and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on an EHC Plan this will take priority over the admissions criteria, although, wherever possible, the place will be offered within the admission number for the school.

#### **Published Admissions Number (PAN)**

The school has a Published Admissions Number of 180 for each of Years 7-11. All applications for the new Year 7 intake must be submitted to the child's home Local Authority (LA) by the closing date of 31 October 2019. Parents can either use their LA's online application facility or can complete their LA's common application form. After the closing date the Academy Trust will be provided with details of all applications received.

#### **Waiting lists and appeals**

Under the Bath & North East Somerset LA's secondary coordinated scheme, any parents refused a place for the new Year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of Term 2. During that time, they would be re-considered by the Academy Trust under the admissions criteria for any places that

became available within the admission number and alongside any parents who have lodged an appeal or any later applications received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Each added child requires the list to be ranked again in line with the published oversubscription criteria. Priority is **not** given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on a waiting list.

Parents have a right to appeal if their child is refused a place at the school. The school will communicate why admission was refused, information about the right to appeal, the deadline for lodging an appeal and contact details for making an appeal. Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

### **Late applicants**

Any late applicants should complete their home LA's common application form as soon as possible. The Academy Trust will be informed of any late applications received. Any supporting evidence as detailed in the above policy relating to Priority B, D or E applicants should be sent to B&NES Admissions Dept and the Admissions Dept at Ralph Allen School.

### **Admission of children outside their normal age group**

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Ralph Allen School will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, the Academy Trust will:

- a) allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the oversubscription criteria. This will include accepting a Unit postal address or quartering area address for a service child. The school will not refuse a service child a place because the family does not currently live in the area; nor reserve blocks of places for these children;
- b) ensure that arrangements in their area support the government's commitment to removing disadvantage for service children. Arrangements will be appropriate for the area and as described in the local authority's composite prospectus.

### **In-year applications**

Applicants should apply to the school on the application form available on the school and B&NES websites. Any parent can apply to any school for a place for their child outside the normal admissions round. A detailed procedure is listed on the website with details of how to appeal should an application be unsuccessful.

# *Sixth Form Arrangements 2020/21*

## **General entry policy (external applications)**

Entry to Ralph Allen School Sixth Form is by application to the Head of Sixth Form. Applications from external candidates are very welcome.

Students applying to Ralph Allen School Sixth Form from other schools are invited to meet the Head of Sixth Form or a member of the leadership team to discuss their option choices. In considering applications, our aim is to accept students onto courses on which they can be expected to have a good chance of success.

Students are asked to make provisional course choices. This is not a final commitment and they will be able to reconsider their options after GCSE results are published and in light of the school timetable. We encourage students to apply by the end of Term 2 (Christmas). The deadline for all applications for September 2020 is 1 February 2020, although late applications will be considered where possible. From February 2020, subjects will be placed in timetable blocks. Prospective students can choose one subject from each block. Students who apply before the February deadline and gain the necessary grades will be given priority if a class becomes oversubscribed.

As with all applications, the school has to consider the likely class sizes before enrolling a student in September. Applying early gives the school an opportunity to plan a manageable curriculum to best meet students' needs. Students who have found the GCSE course difficult, and who consequently achieve less than they had hoped to achieve, do find studying for a Level 3 qualification in a large class difficult. The school takes this into consideration when enrolling students in September. We believe our students are successful because we consider these issues and we discuss their options post-16 with them.

We plan to run as many courses as possible. However, the school will inform students if we are unable to run any course due to low student uptake.

Please check our website for updates to our provision for September 2020.

The school currently caters for students between the ages of 16 to 19 studying for the GCE A level and vocational programme advertised. We enrol full-time students. The capacity for Year 12 in Ralph Allen Sixth Form is 125 students. The number of external applicants admitted to the sixth form will be a minimum of 15, provided they meet the minimum academic criteria (which applies to internal and external applicants). Equivalent qualifications will be assessed at the school's discretion.

## **Specified entry requirements**

Specific subject entry requirements and further information are available on the school website and in the sixth form curriculum booklet.

Progression to Year 13 is assessed on the basis of the successful completion of Year 12 and is explained in the sixth form planner. Year 13 students, like Year 12 students, are full-time

students. They also attend tutor registrations and meetings, assembly and PSHE.

### **Elite athletes**

Ralph Allen will admit up to 10 students into Year 12 who have aptitude in sports. These students will still need to meet the academic entry requirements for Ralph Allen School Sixth Form (as listed on the school website and in the sixth form curriculum booklet).

Evidence of aptitude must be provided by a letter from the providers of the specialised training programme based at the University of Bath or a similar high-level sports institution. These students must be registered on an elite athletes' training programme such as the Lawn Tennis Association Academy Programme; or a comparable programme relating to another sport. (Elite athletes also study at Ralph Allen School in Key Stages 3 and 4.)

The University of Bath and Ralph Allen School have a formal agreement with well-established links and working practices. Ralph Allen School has developed the ability to meet the needs of these students academically through coordinated programmes. We assess the appropriate number of courses for these students to study, based on academic capacity and their training schedules.

### **UK citizenship**

Students from overseas may be asked to produce evidence of their entitlement to funding. This will affect only a few students who do not have full UK citizenship. The vast majority of sixth form students are entitled to free (state-funded) post-16 education and do not need to apply for this funding. We are already aware of the status of current Ralph Allen School students.

### **Over-subscription (external candidates)**

In all the cases listed below the general entry policy and specific subject academic entry grades needed for each course would still apply. In extreme cases of large class size and the school's inability to provide another class, potential sixth form students are ranked according to date of application when being considered for an oversubscribed class. If the sixth form is over-subscribed priority would be given as follows:

- A. Children in Public Care (looked after children<sup>6</sup> and previously looked after children. Previously looked after children are children who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order). It would be expected they would have the required qualifications for the courses they wish to study.
- B. Children in receipt of the Personal Independence Payment<sup>7</sup>.
- C. Elite athletes (with local sports training provision at the appropriate level in place, as well as the required academic entry grades).
- D. Those children who have siblings currently attending Ralph Allen School.
- E. Children of staff at Ralph Allen School, 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.
- F. Those children who live nearest to the school, as measured in a direct line between the home address and preferred school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

In the event of a place not being offered at Ralph Allen Sixth Form, both the candidate and the candidate's parents have the right of appeal to an independent appeal panel. Details of how to appeal are on the school website.

### **General information**

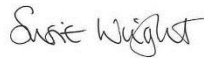
The Headteacher's regular reports to governors will include a summary of the current admissions position.

Date: 1 November 2018

Signed:



Andy Greenhough  
Headteacher



Susie Wright  
Chair of Governors

---

<sup>6</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.

<sup>7</sup> To consider applications under Priority B of the admissions criteria documentary evidence confirming receipt of the Personal Independence Payment in respect of a physical disability must be sent to the school by the closing date of 1 February 2020.