



Admissions Policy 2023/24

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Admissions Policy Contents

Admissions Policy for Admission 2023/24

Policy

1. Admissions Procedures for Year 7 September 2023	3
2. At age 16 and over	4
3. Progression from Year 12 to Year 13	4
4. Oversubscription criteria	5
5. Definitions and Details	6
6. Applications at other times of the year (In-Year Applications)	8
7. Waiting Lists	8
8. Appeals Procedure	9
9. Admission to a Cohort Outside the Normal Age-Group	9
10. Compliance with Parental Preference	9

Appendix 1 - Timetable for co-ordinated admission arrangements for entry to Year 7 in September 2023	10
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Appendix 2 - Supplementary Information Form	11
--	-----------

Appendix 3 – Catchment area	12
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The Ridgeway School & Sixth Form College Admissions Policy for Admission 2023-2024

The Ridgeway School & Sixth Form College is committed to inspiring learners for their future through outstanding academic progress and creating well-rounded individuals. We provide a vibrant, innovative and supportive environment in which students develop resilience, accept responsibility and are encouraged to take risks. Achievement in examinations is high and we offer an extensive range of leadership and extra-curricular opportunities that are second to none. Our students are wonderful ambassadors for the school and take pride in the wider community. We equip our students to lead purposeful and fulfilling lives as members of both the local and global community.

1. Admissions Procedures for Year 7 – September 2023

Students are admitted at age 11 without reference to ability or aptitude. The proposed admission limit of children aged 11 for the academic years commencing on 1st September 2023 will be 270 students. Swindon Borough Council (SBC) must receive applications by the **31st October 2022**.

All applications must be made through SBC agreed admissions scheme; full details of this can be found on their website at:

www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/5

In brief, the scheme is outlined below:

- Parents will be able to make an online application or apply using a hard copy application form. On-line applications will be made directly to SBC. If an online application has been submitted, a written application is not necessary.
- There will be a standard form for written applications known as the SBC Common Application form used for the admissions of students into the first year of secondary education in the specified year.
- SBC must receive applications by **31st October 2022**. For those living outside of Swindon, applications must be received by SBC directly from the Local Authority in which they reside.
- Offers will be made to parents living in Swindon by SBC on the **1st March 2023**. Parents will receive an automatic email with the results of their application.
- Those children not offered places at higher preferences will be placed on a waiting list and informed of their right of appeal.
- Parents / carers must **accept or refuse** the offer of place by **15th March 2023**.
- Appeals will be logged 20 days from the date of refusal and heard within 40 school days of the deadline for logging appeals.

2. At Age 16 and over

After you apply, you will be invited to an informal interview to talk about your subject choices and why you want to join The Ridgeway Sixth Form. The Ridgeway Sixth Form currently has a total admission number of 300 students, comprising of 150 students in each of Year 12 and Year 13.

Students are required to have at least grade 5 in 5 or more subjects at GCSE. Students should additionally achieve the required entry grade for each subject they wish to study. Entry grades are shared in the R6 prospectus for each subject. All entries to courses are at the discretion of the R6 leaders.

The table below explains how many grades are needed to take varying amounts of subjects. We recommend students choose 3 "A" Levels or equivalent (or 4 if including Further Maths). This course of study may then be enhanced by either the Extended Project Qualification (EPQ) or Core Maths Qualification.

Requirements	To Study	This can lead to
6 + Grades 5-9 at GCSE	3 A levels/BTEC equivalent at the end of Year 13 and EPQ	University (including Oxbridge & Russell Group) or employment
4 + Grades 5-9 at GCSE (or equivalent)	3 A levels/BTEC and EPQ or Core Maths	University or Apprenticeship

3. Progression from Year 12 to Year 13

All students are entitled to progress from Year 12 to Year 13. There are no examinations until the end of Year 13. However, students who receive E grades or lower in the Year 13 entrance exams will be placed on contract and will be closely monitored. In exceptional circumstances the decision for a student to drop a subject may be made in consultation with both home and school.

Two subjects is the minimum amount allowed to be studied in R6 and in this case timetables will be supplemented with additional independent study sessions and work-related learning to make a full-time education timetable.

Students may be able to restart Year 12 if there are significant mitigating circumstances that are supported by relevant documentation from health professionals (in the event of illness). The decision to allow a student to restart Year 12 will be made at the discretion of the Head of Sixth Form following consultation with subject leaders. There is then a probationary period until the end of the first term.

4. Oversubscription criteria

When applications for admission exceed the number of places available in any year group the following oversubscription criteria will be applied in the order set out below:

The oversubscription criteria are as follows:

A child who has a statement of special educational need or an Education Health and Care Plan is required to be admitted to the school names on the child's statement.

Priority 1

A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 function (see the definition in Section 22(1) of the Children Act 1989)

Priority 2

Any child who has a sibling attending The Ridgeway School & Sixth Form College at the same time as he or she is due to be admitted.

Priority 3

Any child of a member of staff employed by The White Horse Federation (TWHF) for two or more years at the time of application for admission to school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. The family unit must live within the Local Authority area for the school being applied for. This includes step children, foster children and children of co-habiting partners. (Please complete Appendix 2 – supplementary information form)

Priority 4

Any child attending a designated feeder school prioritised by:

- a. Those living in the catchment area
- b. Those living outside of the catchment area

See Page 7 for listing of feeder schools.

Priority 5

Children living within Ridgeway catchment area not attending a designated feeder school.

Priority 6

Children attending a White Horse Federation Primary School within Swindon at the point of application. Please see below table on page 7 for further details.

Priority 7

Children other than those falling into category 1-6 above

90 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders) A "child arrangements order" is an order settling the arrangements as to the person with whom the child is to live with under Section 8 of the Children Act 1989 as amended in by Section 14 of the Children and Families Act 2014. Section 14a of the Children Act 1989 defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians)

Post 16 study in R6

Admissions are assessed on an individual student basis. Students previously on roll at the Ridgeway School will have priority dependent on:

- Viability of courses being run.
- Student choice and availability of spaces
- Entry interview and suitability of student
- Achieving the grades to study their chosen courses

Decider

Priority within each category above will be determined by distance from the school to the home address.

Distance is measured as a straight line between the Local Land and Property Gazetteer point of the applicant's home address and the school, and using SBC's computerised system. The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address that the Child Benefit is paid to will be taken as the child's home address. Evidence may be required in this instance.

If the direct distance measurement does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded. In the case of multiple births, the school will admit all children.

5. Definitions and Details

Students with Education, Health and Care Plan

Pupils with an Education, Health and Care Plan (EHCP) at the time of allocation are required to be admitted to the school named on their plan. Once an EHCP reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Special Education Needs Assessment Team (SENAT) at which point this policy no longer applies.

Looked After Child

A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 function (see definition in Section 22(1) of the Children Act 1989)

Siblings

Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. To be classed as a sibling the child must be attending the same school at the same time as the sibling.

Catchment Area

A catchment area is a geographical area set around the school from which children are admitted. A map of this area is available for inspection by parents at the school and on the school website. It is also attached below as Appendix 3. Priority is given to those living in the catchment area closed to The Ridgeway School. This distance is measured as a straight line from the centre point of the school site to the centre point of the child's home address. (If there is a joint address, please see the home address section below to determine which address will be used).

Children of Staff

Children of staff are defined as employees being on the permanent payroll of The White Horse Federation as a place of work for at least two years prior to the date of application and/or having been recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff includes step children, foster children and children of co-habiting partners living as a family unit. The completion of a supplementary form is required for consideration under this oversubscription criteria (see Appendix 2)

Feeder Schools

We have strong curriculum and sporting links with the following local Primary Schools and give priority to applications from children who attend them:

Priority will be given in oversubscription criteria 4 to children who attend the following schools:

Bishopstone CE Primary School	Broad Hinton CE Priority School
Chiseldon Primary Schools	East Wichel Primary School
Lawn Primary School	Wanborough Primary School
Wroughton Junior School	The Croft Primary School

The White Horse Federation (TWHF)

As part of the Federation, Ridgeway School and Sixth Form also gives priority to those children attending a White Horse Federation Primary School within Swindon at the point of application as per oversubscription criteria 6.

Drove Primary School	Corse Hill Primary School	Grange Junior School
Haydon Wick Primary School	Moredon Primary School	Mountford Manor Primary School
Rodbourne Cheney Primary School	Tregoze Primary School	The Croft Primary School

Supplementary Information Form

A Common Application Form (CAF) must be completed by all parents applying for admission to Year 7. All parents who list their preferred schools on the Local Authority's CAF are regarded as having made a valid application. A Supplementary Information Form (SIF) is available and must be completed for children applying under category 3 of the admissions criteria (see priority 3 of the oversubscription criteria)

Please find the SIF attached to this policy – Appendix 2

Parents / Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.

Home Address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address that the Child Benefit is paid to will be taken as the child's home address. Evidence may be required in this instance.

6. Application at other times of the year (In Year Applications)

For the academic year 2023/24 TWHF has delegated the consideration of In Year Applications to Swindon Borough Council (SBC). Applications to be admitted to a WHF School outside the normal admissions round can be made directly to SBC via this link:

www.swindon.gov.uk/info/20071/school_places_and_admissions/422/transferring_to_a_swindon_school

A paper copy of this application is available from SBC for parents without access to the internet. Please contact the school admissions team to request a copy.

For further information please refer to the In Year Co-ordinated Admissions Scheme via this link:

www.swindon.gov.uk/downloads/file/7777/in_year_co-ordinated_scheme_2023-24

7. Waiting Lists

If an applicant is refused a place at the school, they will automatically be placed on the waiting list. The waiting list is held for one academic year and a child will be removed from the list at the end of an academic year and would be expected to reapply if they wished to re-join the list.

Placement on the waiting list will be determined by applying the published oversubscription criteria (see point 4 above). Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on the waiting lists may change due to new applications. It is made clear to parents on a waiting list that the priority for admission is subject to the published oversubscription criteria, and not the dated position on the waiting list. Placing a child's name on a waiting list does not affect the parent's right to appeal against an unsuccessful application. Parents may only apply and appeal once per school per academic year. SBC may wish to consider a fresh application if there is a significant and material change in circumstances of the parent, child or school since the original application was made. An example of this may be that the family have moved house.

8. Appeals Procedure

Parents have a right to an independent appeal panel against any decision made by Swindon Borough Council regarding the admission of their child.

Information about the appeal procedure will be provided where a place The Ridgeway School & Sixth Form College has been refused. Applicants should contact School Admissions, Swindon Borough Council, Wat Tyler House, Beckhampton Street, Swindon, SN1 2GH. Email: schooladmissions@swindon.gov.uk

9. Admission to a co-hort outside the Normal Age-Group

The School considers carefully requests for admission outside a normal age group and makes a decision based on the circumstances of each individual case. The circumstances may for example involve the exceptionally high level of ability of a child, or personal or medical circumstance that have necessitated a student missing all or part of a year of education.

For further information, please follow the link to SBC's policy for Delayed and Deferred Admissions:

www.swindon.gov.uk/downloads/file/6451/delayed_and_deferred_admissions_policy_2021-22

10. Compliance with Parental Preference

As an Admissions Authority the school is subject to the requirement to comply with parental preference except where:

- To admit the child would prejudice the provision of efficient education or the efficient use of resources.
- The child has been permanently excluded from two or more schools and the last of those exclusions was less than two years ago.

Appendix 1 – Timetable for co-ordinated admission arrangement for entry to Year 7 – September 2023

Applications open online for Secondary Schools	1 st September 2022
Closing Date for Applications	31 st October 2022
Offers made to parents by SBC Admissions	1 st March 2023
Parents to accept or decline offer, or appeal the decision to SBC	15 th March 2023

Appendix 2 – Supplementary Information Form

Ridgeway School & 6th Form College, Inverary Road, Wroughton, Swindon, Wiltshire, SN4 9DJ

Tel: 01793 815065

Email: admin@ridgeway.swindon.sch.uk

Admission to Secondary School 2023-24

This form should be completed if applying for consideration of a place in Year 7 for the 2023-24 academic year and wish to be considered under priority 4.

Any child of a staff member employed by The White Horse Federation for two or more years at the time of which the application for admission to the school is made.

Please complete the following and send to the above email address.

Name of child for which application is being made for:	
Date of Birth:	
Address:	
Name of Parent employed at the school:	
Capacity in which employed:	
Date employment began:	

Signed **Date**

This form should be returned to the school at the above address or by email by 31st October 2022.

This form should be completed in addition to the LA's application form which must be completed in order for the request to be valid.

Office use only	
Date Received :	
Criteria confirmed:	

Appendix 3 – Catchment Area Map

