



## **Ribston Hall High School**

### **Admissions Policy for entry in 2017-18**

Date of Policy:	November 2015
Person(s) responsible:	Headteacher
Date of next review:	November 2016

Ribston Hall High School is a girls only grammar school (from 11-16) with a mixed Sixth Form provision.

Ribston Hall High School is an Academy and as such, the Governing Body of the school is the admissions authority responsible for all admissions, whilst operating in line with Gloucestershire County Council's co-ordinated scheme for school admissions and the Government's Code of Practice on Admissions.

### **Year 7 Entry for September 2017**

#### **Number of places available**

A maximum of 120 places will be available for girls who achieve the highest qualifying standard for Year 7 entry in September 2017.

#### **Grammar School Admissions Test**

Ribston Hall High School is a selective school, and to gain entry into Year 7, students must sit the Admissions Test organised by the school. The test is held at Ribston Hall High School, although children may sit the test at another approved venue provided that they have notified the school of their intention to sit the test elsewhere.

#### **Registration for the Test**

For 2017 entry the test will be held on **Saturday, 10<sup>th</sup> September 2016**. Parents/carers who wish their child to sit the test at Ribston Hall High School must complete the **Gloucestershire Grammar Test Registration Form by noon on Friday, July 1<sup>st</sup> 2016**. Registration forms are available on the school's website ([www.ribstonhall.gloucs.sch.uk](http://www.ribstonhall.gloucs.sch.uk)). It is preferable that registration is online so that all communication can then be sent by email. However, paper registration forms are available from school. Registration for 2017 entry will open from **Wednesday 1<sup>st</sup>, June 2016** and close at **4pm on Friday, 1<sup>st</sup> July**.

In order to safeguard the credibility of the test, where a student (whether or not registered in two or more authorities including Gloucestershire) undertakes the same test on more than one occasion, then the first sitting shall be taken as the test score and any place offered in accordance with the admission arrangements shall be on the basis of that score. For the avoidance of doubt where a place is offered on the basis of a fraudulent or misleading application the school may withdraw that offer.

Late registrations will only be considered in exceptional circumstances at the discretion of the School and after consideration by the School's Admissions Review Group.

In accepting children for registration for the test, the school seeks to abide by the Disability Rights Commission Code of Practice and will provide facilities, where required, if prior notification is given when parents/carers register their child for the test.

For admission into Year 7, parents/carers must also submit the **Common Application Form** stating their preferred schools to the Access to Education Team (0-16) in the Local Authority **no later than 31<sup>st</sup> October, 2016**.

### **Test results and offers of places**

Information about a child's performance in the Admissions Test will be provided to parents as soon as possible after the test. This is NOT an offer of a place at Ribston Hall High School and parents/carers must ensure that if they wish to apply for a place, they must complete the Common Application Form and register with the Local Authority (LA).

By law, the School is not permitted to make offers of places. These will be made by the Local Authority on March 1<sup>st</sup> in the year of entry. Under the co-ordinated admissions scheme operated by the Local Authority, each child will be offered one school place only on March 1<sup>st</sup>. If a child qualifies for more than one school, the Local Authority will offer a place at the school of highest preference as ranked by her parents.

### **Children unable to sit the Test on the appointed day**

Late Tests:

*Due to illness, accident, or sudden bereavement:* where exceptional circumstances mean a child cannot take the test on the appointed day, the school may organise a similar replacement test (a "Late Test") but normally no later than the end of September. In such cases, parents/carers must contact the School's Admissions Officer to discuss the situation prior to the appointed day when the normal test takes place.

The school will require proof of illness or other evidence and may decline to permit a child to take a Late Test in the absence of such evidence.

*Due to moving into the area after registration:* in cases where families move into the area after the date for registration for the test but wish their child to be considered for entry into Ribston Hall High School, a Late Test may be organised at the School's discretion. If entry is sought for Year 7, an application for the child, naming Ribston Hall High School as one of the school preferences, must also have been made to the Local Authority.

### **Oversubscription criteria**

During the normal admissions round, where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which girls to admit:

1. "Looked After Children/Previously Looked After Children" who have met the qualifying standard. (*see Appendix*)
2. Other girls who reach the qualifying standard.
3. If the school is oversubscribed, priority will be given to girls scoring highest in the qualifying standard.

In the event of a tie between two or more girls when applying criterion 3 (i.e. girls obtaining the same result) and where there are insufficient places available to offer all girls a place at the school, a process of random allocation will be followed by the admissions authority.

### **Age qualification**

A child may apply to take the test for admission into Year 7, whether in the normal way or as a Late Test, on one occasion only. Normally the test is taken when a child is in Year 6 of primary education, during the academic year when the child reaches her 11<sup>th</sup> birthday.

### **Underage Application**

Underage applications to sit the test will be considered by the School's Admissions Review Group. The following must apply if an applicant is considered to be underage:

- Their date of birth places them in the cohort below their chronological age and they are following the curriculum for the eligible cohort for testing.
- There is a letter of support of the application from the Primary School and it is confirmed that the candidate is studying the same curriculum as the eligible cohort for testing.

### **In Year Admissions**

Any applications for a school place made outside the normal year of entry to the school must be made directly to the school.

Places will be offered to suitable applicants provided:

- (i) there is a space available in that year group;
  - (ii) that the applicant has achieved an appropriate level using the Cognitive Ability Tests (CAT) indicators i.e. a minimum mean score of 110;
- or that she has achieved equivalent results in a Year 6 Examination used for entry into a Grammar School in another area of the country;
- or if the student took the Cognitive Ability Tests in Year 5, she should have achieved an equivalent score to those girls already attending Ribston Hall.

### **Right of Appeal**

If a place is refused, the Notification of this fact will advise of the right of appeal. The Governors' Admission Policy Procedure details the arrangements for appeals, which equally apply to In Year Applications. In these cases, the same policy will apply to repeat applications.

### **Admission to Year 9**

From September 2017 it may be possible for up to 30 additional girls to join Year 9 for their GCSE Courses.

Applicants will undertake an internal entrance test in January 2017 and places will be offered by March 2017 for students to join the school in September 2017.

### **Sixth Form Admissions**

The prospectus and application forms are published in the Autumn Term of the year preceding entry and are available to all through the Sixth Form Office and the School website.

They are specifically issued to all members of Year 11 at Ribston Hall High School, visitors who attend the Sixth Form Information Evening in December, and on request.

Information, advice and guidance is available for prospective Sixth Formers with their parents to provide expert professional support at a critical time of decision.

### **Applications from students who are not members of Ribston Hall High School**

Each year a large number of students join Ribston Hall High School's Sixth Form from other schools. Applications are welcomed from such students who wish to continue their studies at Ribston Hall High School. The academic entry requirements for courses are identical for external applications as they are for internal.

The School's admission number for external applications is 40. Where oversubscribed, the School will give priority to applicants in the order that follows:

1. 'Looked After Children/Previously Looked After Children' (*see appendix*);
2. Siblings (*see appendix*) of students on the roll of the school on 1<sup>st</sup> September of the year of entry;
3. All other applicants.

Admission number 130 (Maximum 150).

### **Entry Requirements**

#### ***Advanced Subsidiary Level Courses:***

Six GCSE passes at Grades A\* – C including English, English Language or English Literature, Mathematics and Science (Core or Additional or at least one Single Science). In addition there are specific requirements for entry onto some Advanced Level Courses.

### **Right of Appeal**

If a place is refused, the Notification of this fact will advise of the right of appeal.

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held for entry into each year group. The waiting list will be prioritised in rank order of ability. Fair Access Protocols: The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list with the same score.

### **Transport**

Parents are responsible for organising transport to and from Ribston Hall High School.

## **Appendix**

*A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ) .*

*(1) 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. In Gloucestershire, such children are referred to as Children in Care.*

*(2) This includes children who were adopted 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).*

*(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*

*(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

*'Sibling' refers 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, as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.*