



# **WOKINGHAM BOROUGH COUNCIL**

## **SIXTH FORM ADMISSIONS ARRANGEMENTS FOR COMMUNITY SECONDARY SCHOOLS 2023/2024**

### **MODEL POLICY**

## Entitlement to sixth form education

Most secondary schools in the Wokingham Borough have sixth forms and pupils in individual schools are entitled to be considered for entry into their school sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements.

Wokingham Borough secondary schools must first offer places for sixth form to year 11 students within the school and then to external applicants provided an appropriate course is available for a suitably qualified student.

School governing bodies must set an admission number for Year 12 for external applicants.

## Roles and Responsibilities

The responsibility for determining the admissions policy for community sixth forms in secondary schools is that of the local authority. Administration of sixth form admissions is delegated by the local authority to the community secondary schools. The Bulmershe School is the only community secondary school in the Wokingham Borough.

The academy secondary schools within the Wokingham Borough set and administer their own admissions arrangements for sixth form. Therefore, **this policy does not apply** to St Crispins, The Forest, The Holt, Maiden Erlegh, The Emmbrook, The Piggott School or Waingels College as their admission arrangements are determined by each school's Academy Trust Board.

## Admission Numbers

The following admission numbers for external candidates only were determined in March 2019 for **Wokingham Borough community secondary schools** and will apply to external admissions in 2023/2024. Places will be offered first to year 11 students within the school and then to external candidates provided an appropriate course is available for a suitably qualified student.

School	Admission number
The Bulmershe	20

## Applying for entry into sixth forms

External applications should be made on the school's application form and forwarded to the school's Head of Sixth Form by the required deadline. The application form to be used must be submitted to the local authority by 1<sup>st</sup> October each year to ensure that it meets the requirements of the School Admissions Code. The form must allow for applications from both parents and prospective students themselves. The form must allow applicants to give reasons for applying.

Internal students do not have to apply formally for a place in the sixth form, although they or their parents are entitled to apply for entry to the sixth form at another school.

Interviews with student or their families must not be held to determine a place; although meetings may be arranged to provide advice on options and entry requirements for particular courses.

Entry to courses in the sixth form will not be dependent on attendance, behaviour record, or perceptions of attitude or motivation.

To ensure transparency; schools will publicise what courses are available; the entry requirements for each; any maximum places or minimum numbers to run a particular course and provide statistics about the number of internal and external candidates accepted and refused on each course, plus the number of applications received for each course in the previous year. The course entry requirements for external candidates must be the same as those applied to internal pupils transferring to the sixth form.

Schools will provide this statistical information to the local authority in September each year in order that a report may be prepared for the Schools Admissions Forum.

## Consultation

The policy and guidance will be reviewed on an annual basis and included in any future consultation on admissions arrangements for community schools.

Once the admission arrangements are determined by the Council's Executive, all community secondary schools are required to adopt the agreed model policy.

## Start dates

All students are required to start on, or the first school day after, 1 September 2023.

## **Use of personal data**

All personal information is covered by the Data Protection Act 1998 and will be held by the school and used for the purposes of admissions. The information will be kept secure and strictly confidential and will not be used for any other purpose.

The school and local authority reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date.

Please note the information will not be disclosed to any other organisation without parental consent other than other local authorities or government agencies, e.g. Learning Skills Council. If you require further information about how this data will be used, please contact the school.

Any place offered may be withdrawn if information provided is later proved to be false or misleading.

## **Decisions and appeals**

Whenever a decision is made not to offer a place in the sixth form, whether the candidate is internal or external, an explanation of the decision must be provided in writing, together with advice on their right to appeal and how to do so. Please note that both the parent and the individual student have separate and joint rights of appeal. Such appeals will be heard at the same time. It is the school's responsibility to present its case at appeal and to ensure that any paperwork is provided in time to the clerk to the appeal panel.

## ***Glossary***

<b>Published Admission Number</b>	The number of places to that the admission authority must offer in each relevant age group for a school for which it is admission authority. The published admission number must relate only to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.
<b>Oversubscription</b>	Where a school has a higher number of applicants than the schools' published admission number each year
<b>Designated Area</b>	A geographical area, from which students may be given priority for admission to a setting
<b>Application Deadline</b>	Date by which applications must be received for initial consideration for a place
<b>Late Application</b>	Application received between the application deadline and the date agreed for communication of offer of places
<b>In-year Application</b>	Application received after the date agreed for communication of offer of places
<b>Parent</b>	A parent is defined in law (Education Act 1996) as including any person who has parental responsibility (as defined in the Children Act 1989) for a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
<b>Applicant</b>	In this document, can mean either a parent or a child, as both have rights to apply and to appeal under these admissions arrangements.
<b>Home Address</b>	Where the student spends the majority of the school week (Sunday 1800hrs to Friday 0900hrs) including nights.

<p><b><i>Looked after and previously looked after children</i></b></p>	<p><b><i>Looked after and previously looked after children are considered to be;</i></b></p> <ul style="list-style-type: none"> <li>➤ Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g., fostered or living in a children's home, at the time an application for a school is made; and</li> <li>➤ Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).</li> <li>➤ Children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted</li> </ul>
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## General

Most secondary schools in the Wokingham Borough have sixth forms and students in their schools are entitled to be considered for entry into their school sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements.

The responsibility for determining the admissions policy for sixth forms in community secondary schools is the responsibility of the local authority.

Administration of sixth form admissions at community schools is delegated by the local authority to secondary schools.

The Forest, The Holt, Maiden Erlegh St Crispins, The Piggott School and Waingels College admissions policies are determined by the schools' governing body or Academy Trust Board.

Interviews with student or their families must not be held to determine a place; although meetings may be arranged to provide advice on options and entry requirements for particular courses.

Entry to courses in the sixth form will not be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Course entry criteria for external applicants will be the same as that applied to internal students.

Under the Education & Skills Act 2008, where an application is rejected on the grounds that the student does not meet the course entry criteria, the school may offer an alternative course of study. The student also has a legal duty to remain in learning and/or training until their 18<sup>th</sup> birthday.

## Admission Number

The following admission numbers for external candidates only are determined for Wokingham Borough community secondary schools. Places will be offered first to year 11 students within the school and then to external candidates provided an appropriate course is available for a suitably qualified student.

School	Admission number
The Bulmershe	20

## Applications

Both parents and prospective students themselves have separate rights to apply for place at a school sixth form. They must apply by the deadline given in the school prospectus and the application form to the nominated person on the application form. (The term 'applicant' is used in the rest of this policy, to mean either parents or prospective students). Places allocated will be offered in accordance with the published admissions criteria. Applicants should ensure that they read the admissions policy and complete the standard application form for admission to the sixth form.

Offers of places to external students are subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate. Students must have the legal right of residence in the United Kingdom at the start of their study programme. Failure to provide evidence or providing evidence which shows the information provided at application to be incorrect, may lead to the offer being withdrawn.

Applications will be considered by a committee of the Governing Body, or this may be delegated to the Headteacher or Head of Sixth Form plus at least one other member of staff nominated by the Governing Body.

**Applicants will be asked to declare that the address used will be expected to be their place of residence beyond the date of the student starting at the school. The offer of a place may be withdrawn if false or misleading information is given.**

### *Allocation of places (oversubscription criteria)*

In the case of oversubscription for a place on a particular course, places will be offered first to students within the school and then to external applicants, using, where applicable, the same course entry minimum qualification requirements.

Young people with a statement of special educational needs or an Education, Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named and who meet the academic requirements for the course. The admissions authority does not have the right to refuse admission.

The following oversubscription criteria will be used to allocate the available places (see note one) on those courses that receive more applications meeting the course entry qualifications than can be accommodated, in descending order of priority:

#### ***Looked after and previously looked after children***

- A)** External students who meet the academic requirements for the level of course applied for, as published in the school prospectus.



### Note 1

External admission numbers for the sixth form for each community school is shown on page 6. All pupils attending the school at the end of Year 11 will be offered places in the Sixth Form provided that they meet the minimum requirements for the relevant course. Applications from those not attending the school will also be considered. All those offered places will be offered places on the courses they wish to follow subject to their meeting the specified academic requirements for those courses and there being places available. When students are offered a place at the school but a course, they wish to pursue is full, they will be offered an alternative course.

### Note 2

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 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care because 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 functions (see the definition in Section 22(1) of the Children Act 1989).

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 to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended 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).

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g., the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

## **Tie Breaker**

Priority will be given within criterion **C** (linked infant and junior schools) to children living within the designated area, then siblings, before applying the tie breaker below (For tie breaker purposes within criterion C, designated area and siblings are defined as in criteria E and F).

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Home to school distances (for school place allocation purposes) are measured along a straight line between a child's address and the relevant school or academy.

Wokingham Borough Council uses geographical references (i.e., eastings and northings) provided by the National Land and Property Gazetteer (NLPG) database to determine the start point for your address. For most homes, the eastings and northings are not located at the front door, but they usually fall within the footprint of your building. If you live in a block of flats the easting and northing point for the block will be used. The distance created is given in miles to three decimal points.

The measuring point used to determine the schools' main entrance may not be the gate or entrance currently used by children and staff entering the school. Academy, Foundation or Voluntary Aided Schools (own admission authority schools) may measure distance using other methods and you should check the admissions arrangements for each school you are applying to. Admission Authorities in other Local Authorities may use a different method for calculating the distance from the school.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Wokingham Borough Council staff members.

## **Waiting Lists**

Waiting lists will not be held for sixth form admissions.

## **Late Applications**

If an application is received after the deadline and before the date applicants are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

### Applications received after the normal admissions round

Applications received after the notification date will be considered as an 'in-year' application. Places will only be offered if places on requested courses are available, and the student meets academic requirements of the course.

### Multiple births or children with birth dates in the same academic year

Allocation of places is based on individual students meeting the requirements of their chosen course. No guarantee of a place is given to other siblings applying to the school from the same family.

### Accepting or declining the offer of a place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Applicants are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to the school **within two weeks** from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn.

**Applicants are requested to advise the school at any stage, if you are not accepting the place for any reason.**

### Appeals

Where it is decided that an internal or external student is not offered a place because they do not meet the requirements of a particular course, the school will offer an alternative course of study.

Applications may be rejected because the applicant does not meet minimum entry standards published for entry to the sixth form, or – in the case of external applicants – because the sixth form is full. In all cases, the school will provide a letter of explanation to the applicant of the decision to reject their application together with an explanation of how to appeal.

The student and their parent; may appeal separately or jointly appeal against non-admission to an independent panel. This will be explained in the school's decision letter. Appeals should be made to:

Clerk to the Appeals Panel  
Wokingham Borough Council

Democratic Services  
Shute End  
Wokingham  
RG40 1WQ

Tel No: 0118 974 6053

Information on appeals is also available at:

<http://www.wokingham.gov.uk/schools/schoolappeals/>