



**WOKINGHAM  
BOROUGH COUNCIL**

**PROPOSED SIXTH  
FORM ADMISSIONS  
POLICY  
FOR COMMUNITY  
SECONDARY SCHOOLS  
2013/2014**

Proposed as part of the admission  
arrangements for entry to community  
schools in 2013/2014, subject to  
consultation

## GUIDANCE ON SIXTH FORM ADMISSION POLICY AT COMMUNITY SECONDARY SCHOOLS IN THE WOKINGHAM BOROUGH

### **1. Entitlement to sixth form education**

All 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.

No separate admission number has been set for Wokingham Borough secondary schools as 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 governing bodies should give annual consideration to the setting of admissions numbers for Year 12 if the school set out to admit external candidates to its sixth form, rather than just to deal with ad-hoc applications. Recommendations for the introduction of an admission number for Year 12 must be made to the local authority before 1 October for implementation 11 months later, after inclusion in the annual consultation on the authority's admissions arrangements, and publication in the authority's composite prospectus for that year of entry.

### **2. Inclusion**

Wokingham Borough Council has an inclusive education policy and children will not be discriminated against as laid down by the Human Rights Act 1998, Equality Act 2010 and School Standards & Framework Act 1998.

This model policy should ensure equity and fair access ensuring that all parents are able to understand the process and how oversubscription criteria will be applied.

### **3. Background**

The responsibility for determining the admissions arrangements for sixth forms in community secondary schools is the responsibility of the local authority. Administration of sixth form admissions is delegated by the local authority to secondary schools, based on the adoption of this model policy.

This policy does not apply to The Holt, The Piggott or Maiden Erlegh Schools as their admission arrangements are determined by the schools' governing body.

#### **4. 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 proposed application form must be submitted to the local authority by 1 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.

#### **5. 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.

#### **6. Start dates**

All students are required to start on, or the first school day after, 1 September 2013.

## **7. 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.

## **8. 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**

Published Admission Number	The number of places 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.
Oversubscription	Where a school has a higher number of applicants than the schools' published admission number each year
Designated Area	A geographical area, from which students may be given priority for admission to a setting
Application Deadline	Date by which applications must be received for initial consideration for a place
Late Application	Application received between the application deadline and the date agreed for communication of offer of places
In-year Application	Application received after the date agreed for communication of offer of places
Waiting List	A list of students held and maintained by the admission authority when the school has allocated all its places, on which students are ranked in priority order against the published oversubscription criteria
Parent	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.
Applicant	In this document, can mean either a parent or a child, as both have rights to apply and to appeal under these admissions arrangements.
Home Address	Where the student spends the majority of the school week (Sunday 1800hrs to Friday 0900hrs) including nights.
Looked after child or previous looked after child	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 definition in section 22(1) of the Children Act 1989). Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## SIXTH FORM ADMISSION POLICY AT WOKINGHAM BOROUGH COMMUNITY SECONDARY SCHOOLS

### ***General***

All 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 Holt, The Piggott and Maiden Erlegh Schools admissions policies are determined by the schools' governing body.

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.

Where an application is rejected on the grounds that the student does not meet the course entry criteria, an offer of an alternative course of study will be made.

### ***Admission Number***

No separate admission number has been set for any Wokingham Borough secondary school as 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.

### ***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. 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 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.

The following criteria will be used to allocate the available places<sup>1</sup> on those courses that receive more applications meeting the course entry qualifications than can be accommodated, in descending order of priority:

Children with statements of special educational needs that name a school in the statement 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.

A Priority will be given to 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children).<sup>2</sup>

B Students who meet the academic requirements for the level of course applied for, as published in the school prospectus.

<sup>1</sup> Available places are those places available after existing students have indicated their preference against their entitlement

<sup>2</sup> 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 following orders:
  - (i) adoption order
  - (ii) residence order
  - (iii) special guardianship order

### ***Tie Breaker***

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. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point.

These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then divide by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

Where the school is oversubscribed, further information will be required to verify the home address e.g. council tax or utility bill. Applicants may also be required to provide other supporting evidence such as benefit payment arrangements or medical card.

When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts.

Where a family claims to be resident at more than one address, applicants will be required to provide justification and evidence of a family's circumstances (e.g. legal separation). If a student spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Sunday 1800hrs to Friday 0900hrs), including adjacent nights) with a parent.

### ***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 6059

Information on appeals is also available at:  
[www.wokingham.gov.uk/admissionappeals](http://www.wokingham.gov.uk/admissionappeals).