



## Richmond School & Sixth Form College

### ADMISSIONS POLICY FOR TRANSFER FROM YEAR 11 AND YEAR 12 ENTRY FOR THE ACADEMIC YEAR 2011/12

#### Transfer from Year 11

Existing year 11 pupils at Richmond School wishing to remain at school beyond year 11 into the sixth form will be able to do so providing they meet the minimum entry qualifications as set out below:

- **AS/A level courses**  
5 GCSE A\*-C (N.B. Some subjects ask for a particular grade in their subject at GCSE. The school prospectus gives more details)
- **BTEC National** Certificate or Diploma  
5 GCSE A\* - C
- **BTEC first**  
At least 2 Grade Ds at GCSE

It is important to note that the above is only a guide and we do consider every candidate individually.

#### Year 12 entry

Pupils attending other schools in Year 11 are able to apply for places in Year 12 at Richmond Sixth Form. All applicants wishing to join the school for the first time in year 12 are subject to the same entry qualifications as those set out above for existing pupils.

The Governing Body of the school will, under section 324 of the Education Act 1996, admit to the school a young person with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued and which has taken account of the year 12 entry requirements.

**If, following the admission of young people where the school is named in the statement of special educational needs (SEN), the number of applications to join the school for the first time exceeds the published admission number and further places cannot be provided, then the following oversubscription criteria will apply:**

<b>ORDER OF PRIORITY:</b>	<b>Notes:</b>
<b>Priority Group 1:</b> Young people in Public Care for whom an application has been submitted.	<i>This applies to all looked-after young people, including those who are in the care of another local authority.</i>

<p><b>Priority Group 2 :</b> Young people who will have a sibling on the school roll in September 2011.</p>	<p><i>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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</i></p>
<p><b>Priority Group 3 :</b> All other young people.</p>	

*Young people in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups.*

*Tie break:*

*If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest to the school.*

*Distance measurements are based on the nearest walked route from the applicant's home address to school. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using an electronic mapping system.*

*For 2011-12, the published minimum number of places to 'external' students for Richmond Sixth Form is 80*

### **Admission process**

Course information will be made available in a printed prospectus and on the school's website early in the autumn term. Assemblies and visits to other school will advertise the prospectus and application process. An Open Evening will be held in the second half of the autumn term for prospective students to gain further information. Application forms will be available from the prospectus and the school website, which ideally should be completed and returned to the school after mock results are known. Hopefully this will be early in the Spring Term. Prospective applicants will be invited to a progression discussion either at Richmond School or in the applicants own school in the Spring Term. Offers of a place will be confirmed at this stage, subject to entry requirements being met. Option choices will be considered and any changes to the advertised block structure will be made available to individuals concerned, along with any further advice. The website will also be updated.

Students will be invited to an Introductory Day in the summer term and will be issued with details for the enrolment process at the start of the new term. It is expected that students will confirm their offer at enrolment and any student not intending to take up an offer should let Richmond Sixth Form know as soon as possible after GCSE results.

Entry **will not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Any applicant refused a place in year 12 is entitled to make an appeal to an independent appeal panel, whether the child is already attending the school or is an external candidate.

If a waiting list has been drawn up because of a limit being placed on overall numbers, students on the list will be informed. Applications will then be considered in date of application first and then against the 3 Priorities already mentioned above.