



## **Ribston Hall High School**

### **Admissions Policy for Entry in 2021-2022**

### **COVID-19 Variation**

Date of Policy:	August 2020
Person(s) responsible:	Headteacher
Date of next review:	November 2020

Ribston Hall High School is a single sex girls' grammar school (ages 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. The Governing Body operates in line with Gloucestershire County Council's coordinated scheme for school admissions and School Admissions Code.

#### **Year 7 Entry for September 2021**

##### **Eligibility**

Girls who will be 12 years of age during the Academic Year, Year 7; 1st September to 31<sup>st</sup> August will be eligible to apply. Girls who are also older and younger than 12 can apply to enter year 7 if the school has already agreed that this would be in the child's best interest (see section below).

Only students who achieve the qualifying standard, as a result of the testing process will be eligible for entry.

##### **Admission Number**

A maximum of 150 places will be available for girls who achieve the qualifying standard for Year 7 entry in September 2021.

##### **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. Your test centre will be notified to you at the beginning of September along with the test day procedures.

## **Registration for the Test**

Further to Government guidance published in July 2020 ([Coronavirus \(COVID-19\): Assessment Process for selective school admissions](#)), to join Year 7 in September 2021 the test is scheduled to be held on 17<sup>th</sup> October 2020. Parents/Carers who wish their child to sit the test at Ribston Hall High School must have already completed the Gloucestershire Grammar Test Registration Form.

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. Any place offered in accordance with the admission arrangements shall be based on that score. For the avoidance of doubt where a place is offered because 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 31st October 2020.

Your daughter 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.

## **Underage and Overage Applications**

Out of age applications will be considered prior to the closing date by the School's Admissions Review Group. Ribston Hall High School will consider each application in the light of the circumstances and in the best interests of the child concerned.

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.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

## **Test Performance**

Information about your daughter'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. 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.

## **Offer of Places**

By law, the School is not permitted to make offers of places for Year 7 before the start of the school year. These will be made by the Local Authority on March 1st in the year of entry. Under the coordinated admissions scheme operated by the Local Authority, a student will be offered one school place only on March 1st. If she qualifies for more than one school, the Local Authority will offer a place at the school of highest preference as ranked by her parents.

## **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 students to admit:

1. “Looked after Children/Previously Looked after Children” including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted\* who have met the qualifying standard. (See Appendix 1)
2. 30 places will be allocated to students who qualify for Pupil Premium who have met the qualifying standard. Place allocation for Pupil Premium students who live in Gloucester City (defined by electoral maps produced by LGBCE) will be prioritised over Pupil Premium students from other areas of the country (See Appendix 2)
3. Students who are not eligible for pupil premium but ranked highest in the qualifying standard. If the student has achieved the qualifying standard then admission is simply by rank order of scores.

## **Tie Breaker**

In the event that two, or more, girls have an equal result, the higher ranking will be given to the girl who lives closest to the School, measured as a straight line from their main place of residence to Ribston Hall High School, using the Local Authority’s computerised measuring system. (The distance is measured from the Ordnance Survey Address Point of the permanent residence, including flats – to the Ordnance Survey Address Point of the School.)

In the very unlikely event that two applicants for the final available place who meet the qualifying standard live exactly the same distance from the main reception of the school, random allocation (overseen by someone unconnected with the school) will determine which child is admitted.’

## **Children with a Statement of Special Educational Needs (SEN) or Educational Health Care (EHC) Plan naming Ribston Hall High School**

Children who have a Statement of Special Educational Needs (SEN) or Educational Health Care plans (EHC) are placed in schools according to the arrangements set out in the SEN Code of Practice and not through any admission criteria. Children will have to be assessed as having sufficient academic ability by the LA in consultation with Ribston Hall High School.

## **Waiting List**

Ribston Hall High School will retain a Waiting List (according to our oversubscription criteria) until December of the Year of Entry (i.e. December 31st 2021). Thereafter please refer to the Ribston Hall High School 'In Year Admissions' Policy.

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

Due to illness, COVID-19 quarantine restrictions, 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") normally 2 weeks after the initial test. 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 daughter to be considered for entry into Ribston Hall High School, a Late Test will be organised during the month of March. 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.

### **In Year Admissions**

Any applications for Year 7 after the start of the school year and any applications for other year groups at any time must be made directly to the school. The LA will make Year 7 offers up until the start of the school year.

If the school is oversubscribed, a waiting list will be held for entry into each year group. If there is a space available in a year group, places will be offered to children on our waiting list, in accordance with the order of our oversubscription criteria (please see paragraph above titled 'Oversubscription Criteria').

To gain a place on the Waiting List for a given Year Group:

Following the Entrance Test, Ribston Hall High School will retain a Waiting List (based on oversubscription criteria) until December of the Year of Entry.

From 1st January of Year 7, students must meet the qualifying standard using Cognitive Ability Test indicators of a Minimum Mean Score of 110.

Students in Year 8, 9, 10 and 11 must also meet the qualifying standard using Cognitive Ability Test indicators of a Minimum Mean Score of 110.

In addition, students may be placed on the Waiting List where they have achieved equivalent results in a Year 6 Examination used for entry into a Grammar School in another area of the country.

## **Fair Access Protocols**

Ribston Hall High School has signed up to the In-Year Fair Access Protocols held by Gloucestershire County Council. Should a suitably qualified vulnerable student within these protocols require a place at the school they will take precedence over any student on the waiting list.

Ribston Hall High School is committed to equal opportunity and follows the Equality Act 2010 and adheres to the requirements of the School Admissions Code 2014.

## **Right of Appeal**

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

The “Information about School Admission Appeals” booklet details the arrangements for appeals, which equally apply to In Year Applications. In these cases, the same policy will apply to repeat applications.

## **Sixth Form Admissions**

### **Year 12 Admissions**

Ribston Hall High School admits males and females into the Sixth Form.

Applications for Year 12 should be completed by the published deadline on the application form. Please refer to the school’s website [www.ribstonhall.gloucs.sch.uk](http://www.ribstonhall.gloucs.sch.uk) for a copy of the application form. Places will be confirmed after the GCSE results day in August each year. New students must submit their GCSE results within one week of GCSE results day.

All Year 11 students at Ribston Hall High School who meet the published academic entry requirements are eligible for a place in the Sixth Form.

Applications are welcomed from new students who wish to continue their studies at Ribston Hall High School.

Following submission of an application form, all applicants will be invited to an advisory discussion with a member of the Ribston Hall High School Sixth Form Team. Information, advice and guidance is available for prospective Sixth Formers with their parents to provide expert professional support at a critical time of decision.

## **Capacity**

The capacity for the Year 12 cohort is 200.

## **Admission Number**

The number of external applicants to be admitted to Year 12 is 50.

## **Academic Entry Requirements**

Students will need to meet the following requirements for entry into Ribston Hall High School Sixth Form or to progress from the school's own year 11 to year 12:

- Five full course GCSE at Grade 6, in separate subjects at Grade 6 or higher (Core and Additional Science count as separate subjects. Short course GCSEs do not count towards the full course GCSE requirements).
- Students should have a minimum of Grade 5 in both English Language and Mathematics.
- Students should meet individual subject requirements as described in the prospectus in their chosen subjects if previously taken at GCSE level, or a relevant subject as specified in the Sixth Form Information Booklet.

## **Admissions Review Group**

Internal and new students who have missed the entry criteria may request consideration for a place by the School's Admissions Review Group who may accept or reject applications.

The School's Admissions Review Group will also consider the case for all applicants who have previously been in receipt of Pupil Premium but have not met the published admission criteria. The School's Admissions Review Group will consist of the Headteacher, the Assistant Headteacher in charge of Pastoral Care, the Head of Sixth Form and a representative from the Board of Governors.

## **Oversubscription Criteria**

If more applicants meet the academic standard for entry than can be offered places, the following additional criteria will be applied in this order:

1. 'Looked After Children/Previously Looked After Children' including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted\* (see Appendix 1) who meet the entry criteria.
2. A student that was previously eligible for the Pupil Premium (See Appendix 2) during Year 11 and has met the entry criteria. The school reserves the right to disqualify a student where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the student if an offer has been made on that basis.
3. Students from other schools.

## **Right of Appeal**

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

## **Transport**

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

## **Appendix 1**

(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.

\*A child is regarded as having been in state care outside of England if they were in care or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(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's Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.12 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)

## **Appendix 2**

Children attracting Pupil Premium are those who have been registered for free school meals at any point in the six years prior to the closing date for registration for the Test.

Ribston Hall High School will seek confirmation of Pupil Premium entitlement from Gloucestershire County Council (or the relevant Local Authority).

The school will verify the Pupil Premium student address to discern whether it sits within the boundary of Gloucester City by utilising the GCC Schools Mapping Tool. This can be found at <https://www.gloucestershire.gov.uk/education-and-learning/find-a-school/>