



## **Ribston Hall High School**

### **Admissions Policy for Entry in 2023-2024**

Date of Policy: November 2022

Person(s) responsible: Headteacher

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 2023**

##### **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 2023.

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

Ribston Hall High School is a selective school, and to enter 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**

The Admissions Test is scheduled to take place in the autumn term. The precise date will be notified on the school's website. If a change to the Entrance Test date is required due to exceptional circumstances, an alternative date will be arranged. Registered students will be notified of a such change as soon as possible. Results will be issued after the Admissions test date and in advance of the Local Authority's Common Application Form deadline where possible.

Parents/carers who wish their child to sit the test at Ribston Hall High School must complete the Gloucestershire Grammar Test Registration Form. Check the school website for details for which month the registration process will open. Please note, registration is open for one month only.

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

In accepting children for registration for the test, the school seeks to abide by the Equality Act 2010 and will provide facilities, where required, if prior notification is given when parents/carers register their child for the test.

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.

### **Admission**

Under the School Admissions Code, the Local Authority is responsible for allocations of secondary school places.

For admission into Year 7, parents/carers must submit the Common Application Form (CAF) stating Ribston Hall High School as one of your choices to the Access to Education Team (0-16) in the Local Authority by the published deadline (normally 31st October).

**Only** candidates who meet the **qualifying standard** in the Entrance Test will be eligible to be considered for admission to the school. The qualifying standard is not a pre-defined pass mark but is set after the test is taken and the results are known.

Prior to the closing date for the Local Authority Common Application Form, confirmation will be sent to parents/carers confirming the qualifying standard and whether their child has met the required standard. However, please note that this confirmation is for information only and does not constitute an offer of a place. Places at Ribston Hall High School will be offered by the Local Authority (normally 1st March).

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.

### **Place Allocation and Oversubscription criteria**

During the normal admissions round, where applications from candidates **who have met the qualifying standard** 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 will be offered priority by rank order of score. (See Appendix 1)
2. 30 places will be allocated to students who qualify for Pupil Premium (See Appendix 2) who have met the qualifying standard. Places will be allocated in the following order of priority:
  - a. Pupil Premium students who live in Gloucester City by rank order of score.
  - b. Pupil Premium students who live outside of Gloucester City by rank order of score.
3. Students by rank order in the qualifying standard.

## **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.)

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

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 school, random allocation (overseen by someone unconnected with the school) will determine which child is admitted.

## **Children with an Education, Health and Care (EHC) Plan naming Ribston Hall High School**

Children who have an Education, Health and 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. Any child with an Education, Health and Care Plan that names the academy will be admitted.

## **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.

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

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 daughter to be considered for entry into Ribston Hall High School, a Late Test will be organised by the school. The date of the test will be available on the schools' website once this has been agreed. 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.

## **Waiting List**

If the School is oversubscribed, a waiting list will be held for entry into Year 7 for candidates **who have met the qualifying standard** in accordance with our oversubscription criteria (please see paragraph above titled 'Place Allocation and Oversubscription Criteria'). Each added child will require the list to be ranked again in line with the published oversubscription criteria.

This will be held until December 31<sup>st</sup> of Year 7. After December, parents of the candidates on the waiting list will be expected to contact the school to request transfer on to the 'In-Year Admissions File.'

## **In Year Admissions**

The In-Year Admissions File will be held if there are no places available in the relevant year group until the end of the academic year.

When a place becomes available, the Admissions Officer will send a letter to all parents on file who have made an application to the school. They will then be invited to sit a Cognitive Ability Test. Students are not tested at the point of application, as the Cognitive Ability Test is only valid for an academic year.

Places will be offered to children in accordance with our oversubscription criteria (please see paragraph above titled 'Place Allocation and Oversubscription Criteria').

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.

## **Right of Appeal**

If a place is refused, the notification of this fact will advise of the right of appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.

## **Sixth Form Admissions**

### **Year 12 Admissions**

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

Applications from external candidates 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.

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 125.

## **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**

Students who have missed the entry criteria may request consideration for a place by the School's Admissions Review Group. The Group will have discretion to grant a place where there were exceptional circumstances justifying the reason for falling short of the academic entry requirement. This may, for example, include circumstances where the student suffered a bereavement or ill health at the time of taking their GCSEs.

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 external applicants meet the academic standard for entry than can be offered places, the following criteria will be applied to decide which students to admit:

1. 'Looked After Children/Previously Looked After Children' (see Appendix 1) will be offered priority by rank order of GCSE point score.
2. A student that was previously eligible for the Pupil Premium (See Appendix 2) during Year 11 will be offered priority by rank order of GCSE point score.
3. All other students will be offered priority by rank order of GCSE point score.

## **Tie Break**

In the event that two, or more, students have an equal point score, the higher ranking will be given to the student 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.)

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

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 school, random allocation (overseen by someone unconnected with the school) will determine which child is admitted.

### **Right of Appeal**

If a place is refused, the Notification of this fact will advise of the right of appeal. The decision of the independent appeal panel is binding on all parties.

### **Transport**

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

### **Fraudulent or Misleading Applications**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

### **Appendix 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order).

\*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.

### **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/>