



# **SIR THOMAS RICH'S**

## **Admissions Policy Years 7-11 for 2026/27 entry**

**Approval Date:** 24 February 2025

**Status:** Statutory

This policy has been drawn up in accordance with the School Admissions Regulations 2012 and School Admissions Code 2021.

**Responsibility:** Sir Thomas Rich's ("School") became an Academy on 1<sup>st</sup> October 2010 and at that point the Governing Body of the Academy became the admission authority for the School. The Full Governing Body (Trustees) reviews the policy annually after public consultations through the Local Authority.

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### **1. Admission Number**

Under the Local Authority Co-Ordinated Admissions Scheme for Gloucestershire 150 places (also referred to as the Published Admissions Number (PAN)) are offered to candidates who have achieved the qualifying score in the test, according to the criteria set out below in section 5. Note that achieving a qualifying score does **not** guarantee admission to the School.

### **2. Testing Arrangements**

The School makes use of testing to ensure applicants are capable of coping in the academic environment of the School. Those wishing to register for the Grammar School Tests must complete the Grammar Test Online Application Form (available on the School website during the registration period) before registration closes. The registration period runs for 6 weeks from mid-May to end of June. Paper copies of the form are available on request and must be returned to the School by the published date.

The testing will take place on the published date in mid-September. Parents must provide details of any Special Educational Needs or Disabilities on the Test Registration Form in order for the School to consider appropriate access arrangements. The test consists of two papers containing multiple choice style questions on verbal ability (e.g. comprehension, vocabulary and verbal reasoning), numerical reasoning and non-verbal reasoning. The marks for each paper are age standardised, to be fair to all candidates, then combined to give a total score for each applicant. The total score is used to place applicants in a rank order by which places are allocated. This is not a pre-defined pass mark. The qualifying standards are determined by the Trustees Admission Committee, with reference to the relevant cohort, approximately one week before the results are sent out to parents. The qualifying standard for boys who are PP / LAC / PLAC (see notes below) will be lower than that of children who are not PP/LAC / PLAC.

The child's position in the rank order of standardised scores reflects his score in the Admissions Test.

Any student registering in two authorities (including Gloucestershire) that share the same test, and attempting to sit a late test in Gloucestershire, will have the first sitting taken as their test score.

For admission into Year 7 parents must also submit their Local Authority's Common Application Form (by the deadline of 31<sup>st</sup> October 2025) which is available on-line via the Local Authority website. A paper version is also available.

### **3. Re-sits**

There will be no opportunity to re-sit the Entrance Tests.

### **4. Admission**

The Local Authority will allocate places based on the School's admissions criteria to those children who meet the qualifying standard whose parents express a preference for the School in their Common Application Form (CAF). Places will be allocated to qualifying children in the order set out below.

Where a child has an Education Health and Care Plan (EHCP) the process for admission is under a different statutory regime. You should contact your Local Authority. Please note that the School will expect any child who is to be offered a place at the School to be of the relevant academic standard which is determined for Year 7 entry to be the qualifying standard.

### **5. How places are allocated**

During the normal round of admissions, the Local Authority will allocate places based on the School's admissions criteria to those children **who meet the qualifying standard** and whose parents express a preference for the School in their Common Application Form (CAF), according to the criteria set out below:

- a. A 'looked after child' (**see Note 1**)
- b. Boys registered for Pupil Premium (**see Note 2**)
- c. Other qualifying boys in test rank order

#### **Note 1**

*A 'looked after child' (LAC) [ 1 ] or a child who was previously looked after (PLAC) but immediately after being looked after became subject to an adoption [ 2 ] child arrangements order (residency order) [ 3 ] or special guardianship order ( 4 ), or an 'internationally adopted previously looked after child' (IAPLAC) [ 5 ].*

*[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.*

*[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 Act 2002 (see section 46 adoption orders).*

*[3] Under the provisions of section 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).*

*[5] This also includes children who appear to the School to have been in state care outside England and ceased to be in state care as a result of being adopted.*

## **Note 2**

*Children attracting Pupil Premium (PP) are those who have been registered for income related free school meals at any point in the six years prior to the closing date for registration for the Test. The School will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority. The School will make such enquiries as are necessary of GCC (or the relevant Local Authority) as to the entitlement of any children who have qualified when notifying GCC of the Test results.*

## **6. Tie Breaker**

In the event that two, or more, boys have an equal result, the higher ranking will be given to the boy who lives closest to the School, measured as a straight line from their place of residence to 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 event that it is not possible to distinguish a higher ranking on this basis, a process of random allocation will be followed by the School, which will be supervised by a person independent of the School.

## **7. Waiting Lists**

If the School is oversubscribed, a waiting list will be held for entry into Year 7. The waiting list will be prioritised in accordance with the oversubscription criteria at paragraph 5, irrespective of the date of application, The tie breaker procedure will apply as in 6 above if necessary. The waiting list will be held until 31 December 2026.

Waiting lists for entry to the School in any other year group will be held until the end of the academic year. Priority will be given according to our admission criteria.

## **8. Out of Normal Age Range Applications**

Parents may seek a place for their child at the School outside of their normal age group (cohort) for example if a child is gifted or has experienced problems such as ill health. In either case, whether underage or overage, evidence for why the child is out of cohort must be submitted.

The Trustees' Admissions Committee will make its decision on whether to permit the child to apply for admission on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated outside of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents who wish to make an out of normal range application will need to write to the Headteacher, giving reasons for requesting an 'out of normal age range' application.

Further information on underage or overage applications is set out below.

### **(i) Underage Application**

The following may also be taken into account when considering whether applying for admission is in the best interests of the child:

- 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.

- There is a letter of support of the application (for example from the child's Primary School if applicable) and it is confirmed that the candidate is studying the same curriculum as the eligible cohort for testing.

Any decision will be made in the best interest of the child concerned and must have regard to the views of the Headteacher.

### **(ii) Overage Application**

It will not be possible for an overage child to sit the Grammar School Admission Test or be admitted unless there are exceptional circumstances. Lifestyle or educational choices made by the parents will not normally be considered an exceptional circumstance.

The Trustees' Admissions Committee will consider each application in the light of the circumstances and in the best interests of the child concerned. Any decision must have regard to the views of the Headteacher of the School.

## **9. (i) Late Tests**

Due to illness, accident or sudden bereavement: where exceptional circumstances mean a child cannot take the test on the appointed day (for which they are registered) the School will organise a replacement test later, usually approximately 10 days after the original test date. In such cases, parents must contact the Admissions Officer at Sir Thomas Rich's School 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 other circumstances: If a parent names the School on their Local Authority Common Application Form, but the child has not yet sat the Grammar Test, the School will make arrangements for the child to sit Admission Tests usually during the Spring Term. If the child is eligible for entry, his name will be placed on the waiting list at the rank determined by the late test result. An application for the child, naming Sir Thomas Rich's as one of the school preferences, must also have been made to the Local Authority.

As already detailed in **Section 2. Testing Arrangements** above, any student registering in two authorities (including Gloucestershire) that share the same test, and attempting to sit a late test in Gloucestershire, will have the first sitting taken as their test score.

### **(ii) Late Registration**

Where due to exceptional circumstances a child is not registered for the test by the closing date (for example due to illness of the parent / carer, or because the family only recently moved into the area) and the parent/carer still wishes to apply for a place for their child, then parents may still complete the registration form. It will be treated as a late registration, but where it is possible for the School to arrange for the child to sit the test in the main admission round it will do so, whether with the main test cohort or alternatively in accordance with the 'late test' provisions at section 9(i) of these arrangements.

## **10. In Year Admissions**

In the case of In Year admissions only (to gain admission into the School in Year 7, after the normal September admission, and Years 8-11) the parent should apply directly to the School in the first instance.

Where a parent applies after the start of the academic year for a place in Year 7, the student will be required to sit an admission test to establish if they are of the required academic standard. Where the School is at PAN then admission to Year 7, above the PAN, will only be as a result of a successful In-Year admission appeal. Please note that a child who applied unsuccessfully for a place in Year 7 in the normal admissions round will not be permitted to apply for in year admission until Year 8 unless in exceptional circumstances, and due to a significant and material change in circumstances, the School has accepted a second application for admission to Year 7.

The School will not automatically admit qualifying candidates in any year group. In Years 8, 9, 10 and 11, the School will only permit a qualifying in-year candidate to be admitted where such admission will not prejudice the efficient education of others or efficient use of resources.

In Years 8-11, in order to determine whether the student qualifies (is of the required ability for selective education) they will be asked to sit in-year admission tests.

## **11. Appeals**

Parents whose child is not offered a place may lodge an appeal. This applies to applications in the normal admissions round and to in-year admissions. The appeals process follows the School Admission Appeals Code. Parents requesting an appeal should contact the Admissions Officer at the School for the relevant paperwork and return it to the Clerk to the Appeals Panel c/o the School by the published date in the year following the Entrance Tests. For appeals during the normal round of admissions (Year 7 in September), the deadline for appeals will be published on the School website by 28 February. Appeals for other year groups will be heard within 30 school days. The School will appoint a Clerk to the Appeal Panel (independent of the School) who will appoint an Independent Appeals Panel to hear the appeal. The Independent Appeals Panel will decide whether to uphold or dismiss the appeal. Where the Panel upholds the appeal, the School is required to admit the child. Guidance on making an appeal can be found on the School website in the "Admissions" section. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the School has accepted a second application from the parents because of a significant and material change in the circumstances of the parent, child or school, but has still been refused admission

## **12. Complaints**

If a parent considers the appeal was not carried out in compliance with the DfE School Admissions Code and School Appeals Code, an objection can be made to the Department for Education. Details can be found on the Gov.uk website under School Admission Appeals.

## **13. Transport**

Where children are not entitled to free transport provided by the Local Authority (as identified in the Gloucestershire County Council School/Academy *Admissions Guidance Booklet*) it is the parents' responsibility to ensure that their son can attend the School.

## **14. Fraudulent, Misleading or Incorrect Applications**

The School reserves the right to withdraw an offer of a place to a child made in error (for example on the basis of incorrect information) or where it is established that the offer was obtained through fraudulent or intentionally misleading information.



# **SIR THOMAS RICH'S**

## **Admissions Policy for Sixth Form Entry 2026/27**

This Policy was drawn up in accordance with the Department for Education School Admissions Code, September 2021. It will be reviewed annually.

**Approval Date:** 24 February 2025  
**Status:** Statutory

This policy has been drawn up in accordance with the School Admissions Regulations 2012 and School Admissions Code 2021.

**Responsibility:** Sir Thomas Rich's ("School") became an Academy on 1 October 2010 and at that point the Governing Body of the Academy became the admission authority for the School. The Full Governing Body (Trustees) reviews the policy annually after public consultations through the Local Authority.

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## **1. Application Process**

The School normally holds a Sixth Form Open Evening each January/February. The date is published on the School website, is advertised in the local press, and is also available from the School office. There is an online Sixth Form application process accessed through the School website with details provided at the Open Evening. Paper forms may also be obtained from the School office. The closing date for applications is stated on the application form. It is normally two weeks after the Open Evening.

Applicants are required to achieve the necessary GCSE grades (see *Admission Criteria*) and conditional offers are made subject to there being capacity in each subject (see *Over-Subscription*). An acknowledgement letter containing the conditional offer is sent as soon as possible after receiving the application.

To confirm their Sixth Form place applicants should provide the School with **their GCSE results** (external applicants only) and **Confirmation of Entry Form** no later than **17:00 on GCSE Results Day** (the method for this submission will be confirmed to all applicants in advance of GCSE results day).

On-time applicants who have met the entry requirements for their stated subject choices, and where there is capacity in each subject, will be offered a place and an email or letter will be sent in confirmation. Applicants who provide their results after the deadline above will be treated as Late Applicants (See 5.) Applicants who do not

submit their results will be deemed to have withdrawn their application. If the applicant has failed to meet the School Sixth Form Entry requirements a rejection letter or email will be sent by the end of August. However, should the applicant meet the Sixth Form School Entry Requirements but not the subject minimum entry requirement he/she will be offered the reserve choices on their application (subject to entry requirements and capacity in each subject).

## 2. Admission Number

In addition to students from our own Year 11, we admit a further 90 students from other schools to our Year 12. In school admissions terms, this number for external students is referred to as the published admissions number (PAN). We are allowed to exceed this number, but we will only do so for a student who achieves our admission criteria and if there are places in the subjects the student wishes to study. (see *Over-Subscription*).

## 3. Allocation of places

Immediately after the closing date for applications we calculate the number of students who have applied for each subject. The number of sets for each of these subjects is then determined, to ensure reasonable set sizes. We are constrained by our teaching capacity and by the availability of specialist rooming in each subject. The maximum set size is normally 25 students. This may vary according to Health and Safety and curriculum considerations. However, if a subject area is full but places still exist in the Sixth Form overall, prospective students will be offered suitable alternative courses if they meet the entry requirements of those subject areas. For the avoidance of doubt, allocation of a place in the Sixth Form is not a guarantee of a particular course of study.

## 4. Over-Subscription

Over-subscription can occur where more students apply for admission to the Sixth Form particular subject than we have capacity to accommodate i.e. we cannot reasonably provide sufficient sets because we do not have the teaching capacity and/or specialist rooming for that subject.

If more than 90 **external** students wish to take up places in our Sixth Form we shall accommodate them provided there is capacity in the subject teaching sets. In the event of over-subscription, after the admission of qualifying pupils with a Statement of Special Educational Needs or an Education Health and Care Plan where Sir Thomas Rich's School is the named school on the statement or plan (reducing the number of available places accordingly), we shall make places available in order of priority to:

- a. **qualifying pupils who are a 'looked after child' (LAC) [ 1 ] or a child who was previously looked after (PLAC)** but immediately after being looked after became subject to an adoption [ 2 ] child arrangements order (residency order) [ 3 ] or special guardianship order [ 4 ], or an 'internationally adopted previously looked after child' (IAPLAC) [ 5 ].
  - [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.
  - [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 Act 2002 (see section 46 adoption orders).
  - [3] Under the provisions of section 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).
  - [5] This also includes children who appear to the School to have been in state care outside England and ceased to be in state care as a result of being adopted.
- b. **qualifying Pupil Premium pupils;** Students attracting Pupil Premium are those who have been registered for free school meals at any point in the six years to 1 September 2024. The School will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as

a local authority. The School will make such enquiries as are necessary of GCC (or the relevant Local Authority) as to the entitlement of any student who has qualified.

- c. All other **qualifying** pupils ranked in order of priority according to their total GCSE points with the highest scoring pupil ranked top of this subgroup. . We do not include "GCSE Equivalent" qualifications.

For the avoidance of doubt, the above oversubscription process applies to external students only.

Our protocol in the event of oversubscription is as follows:

- We will offer places to qualifying internal candidates and then to 90 external, on time, applications in the order as set out in 4 a. b. and c. above. ~~based on the points total of their best 8 GCSEs.~~
- Places on individual courses will be subject to maximum class sizes with oversubscription criteria based on giving preference to those students who opted for the subject prior to the results day, and then ordered by the grade in a related subject, and the points total of the best 8 GCSEs; this part of the process limiting subject spaces applies to all applicants.
- For qualifying external candidates not initially offered a place, the School may be able to offer a place if there is space on the selected courses, or if a modified course offer (including reserve choices or a reduced number of options) is possible; this option remains at the School's discretion.

## **5. Late applications**

The School will endeavour to accommodate qualifying late applicants.

## **6. Underage and Overage applications**

Those pupils who apply underage and meet the School Entry requirements will be offered a place. They may if they wish defer entry until they are 16 years of age although they must ensure that they remain in full time education during the intervening period. Applications must be lodged in accordance with the process set out above. Overage applicants will be determined by the Governors Admissions Committee on a case-by-case basis.

## **7. Appeals Procedure**

If an applicant is not offered a place, he or she (and/or their parent / carer) has a right to appeal to an independent appeals panel against the School's decision. To do so they should contact the Admissions Officer at the School who will provide the necessary information and guidance. Any appeal should be made within three weeks from the date of the letter sent by the School informing the student of the outcome of their application.

Appeals will be heard within 30 school days of confirmation of results.

For the avoidance of doubt, a successful appeal is not a guarantee of a place on a particular course of study, and a subject offer will be based on subject entry requirements being met and capacity in each subject.

## **8. Complaints**

If an applicant has a complaint about the way in which an appeal hearing is conducted, he/she should contact the Department for Education.

## **9. Admission Criteria**

We admit students for the Sixth Form where academic demands are significantly higher than for GCSE. It is our experience that students who do not meet the criteria below will find the courses difficult and they are likely to

struggle to make satisfactory progress. In order to be eligible for entry to the School's Sixth Form students should have the following qualifications:

- A minimum points score of 52 across a student's best 8 GCSEs results. The points value for each of the 8 grades is derived from the numerical results of the GCSE. (For example 9=9, 8=8, 7=7, etc). (A short course GCSE in Religious Studies, taken in Year 10, at grade 7 or above would count as a full GCSE). Other short course GCSEs do not count towards the full GCSE requirements.) iGCSEs will be treated as equivalent to GCSEs.
- Mathematics and English Language GCSE each at grade 5 or above.

Pupils who were in receipt of Pupil Premium (Ever 6) in Year 11 who have failed to meet the general Sixth Form entry criteria will have their applications considered by an admissions panel. This panel will be made up of at least three members of senior staff. If they have met the minimum entry requirements for their chosen subjects (listed below) a place will be offered.

For applicants who have met the above criteria, there are minimum entry requirements specified for each A Level course, which are set out in the Sixth Form Prospectus. The Prospectus is available at our Open Evening, from the School Office and also published on the School website. The same course requirements apply to both internal and external applicants.

## **10. Fraudulent Applications**

A place will be withdrawn if it is offered in error or if it is established that the offer was obtained through a fraudulent or intentionally misleading application.