



HOLYPORT  
COLLEGE

## ADMISSIONS POLICY 2015/16

The admissions policy for Holyport College will operate in accordance with the Schools' Admissions Code, the School Admissions Appeals Code and education law. The school's admissions policy will seek to be fair and transparent. In line with other maintained schools, the Governing Body will be the Admissions Authority for Holyport College. Admission arrangements will follow the same timescale as the Local Authority and information about Holyport College will be available through the website and through the Prospectus. Prospective parents will be invited to visit the school to attend an open evening or by appointment.

Holyport College offers day places without reference to the gender of the applicant and this is also the case, as far as is possible, for boarding places. However, the school is not obliged to admit any student as a boarder if accommodation appropriate to his/her gender is not available.

Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, Holyport College will not admit any child as a boarder unless he/she has satisfied the school that he/she is suitable to board.

### ADMISSION NUMBER AND AGE OF ADMISSION

The published admission number (PAN) for the school in 2015/16 will be 40 students entering Year 7, and 80 entering in Year 9<sup>1</sup>

Entry in 2015/16	Year 7 40	Year 9 80
Day	22	44
Boarding	18	36

Students entering the school at Year 7 or Year 9 will comprise day and boarding students and admission will be entirely separate for each type of place. It will be permissible for separate applications to be made for a student for a boarding and a day place in the same admissions round, but this will involve two separate simultaneous applications and preference for a day or boarding place must be stated. Parents should not apply for a boarding place for their son/daughter unless they are prepared to take up and pay for a boarding place if offered. It should be noted that the allocation of a boarding place at Holyport College will mean that no other place can be offered at any state school as part of the co-ordinated admissions arrangements.

It is not the school's intention to split twins and other multiple-birth children. As such any twins or multiple birth children will be considered together when applying oversubscription criteria but counted individually for the PAN.

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<sup>1</sup>From 2016/17, there will be a total of 40 students entering at Year 9

## **ALLOCATION OF DAY PLACES IN YEAR 7 AND YEAR 9**

In accordance with the law, children with statements of Special Educational Need will be admitted to the school where the local authority has specifically named Holyport College as the most appropriate placement.

In the event of there being greater demand than there are places available to the school, places will be offered using the following criteria in order of priority:

1. Children in care or who are looked after or previously looked after children<sup>2</sup>
2. Children with exceptional medical or social needs, where a letter from a qualified medical practitioner or social worker supports the case in terms of a relevant medical condition supported by medical evidence or equivalent written evidence from a social worker. This category shall be determined by reference to the RBWM Guidance on how exceptional medical or social needs are to be identified.
3. Children whose parents are founders of Holyport College and who have been granted this provision by the Secretary of State for Education
4. Children with a sibling who is also a day pupil at the school at the time of admission. The term 'sibling' includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the local authority. These children will only be able to take up a sibling priority place in the same school year of entry (Year 7 or Year 9) as per their sibling
5. Children eligible for the Pupil Premium<sup>3</sup> such that up to 20% of children admitted within each year group are in receipt of the Pupil Premium (including children eligible for the Pupil Premium through the first four priority criteria above). The distance tie break<sup>3</sup> will be used when the number of pupils in each year who are eligible for the Pupil Premium exceeds 20%
6. Children of staff at the school in either of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

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<sup>2</sup> Looked after and previously looked after children will be considered to be: i) children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), eg fostered or living in a children's home, at the time an application for a school is made; and ii) children who have left care through adoption immediately following having been looked after (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

<sup>3</sup> 20% is an admissions goal for children attracting the Pupil Premium although this percentage could be exceeded through admissions under criteria 6 – 8. The following pupils attract the Pupil Premium: children registered as eligible for free school meals or who have been registered as eligible for free school meals at any point in the last six years; or children who have been looked after by a local authority continuously for more than six months. In addition, the following pupils attract the Service Premium and are also eligible for admission under the Pupil Premium admission priority: children whose parent(s) are serving in the UK armed forces or who are serving in the armed forces of another nation and are stationed in England.

7. For entry to Year 9, after day places have been allocated through criteria 1 to 6, priority will be given to applications from pupils attending Windsor Middle Schools<sup>4</sup>. For 2015/16 only, while the school builds up to capacity, priority will be given up to a maximum of half the remaining places to pupils attending Windsor Middle Schools. Where these places are oversubscribed by children from Windsor Middle Schools, the distance tie break will be used<sup>5</sup>
8. Proximity to the school. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school<sup>5</sup>

## **ALLOCATION OF BOARDING PLACES IN YEAR 7 AND YEAR 9**

All students applying for a boarding place in Years 7 and 9 will be invited for an interview with the school solely to assess their suitability for a boarding school education. These interviews will take place after the closing date for applications to RBWM and prior to the offer day. Candidates for boarding places will be assessed to determine their suitability for boarding prior to application of the oversubscription criteria. References from the candidate's current school will be taken up to help us to determine whether the candidate would be able to cope with and benefit from a boarding place. References also help the College to determine if the admission of any candidate would be detrimental to the wellbeing of other boarders. The College may also seek supporting documentation from other agencies, such as the Local Authority, where appropriate. This assessment will include scrutiny of reports as above together with the outcomes from an interview which will only consider suitability for boarding and which will include an opportunity for discussion with the child in the absence of their parents or carers.

Holyport College will inform parents and RBWM whether or not their son/daughter is considered suitable for boarding as soon as possible after the interview process has been completed. Candidates who are considered suitable for boarding will then be allocated places according to the published oversubscription criteria.

In the event of there being greater demand than there are places available to the school, places will be offered using the following criteria in order of priority:

1. Children in care or who are looked after, and previously looked after children<sup>2</sup>
2. Children of members in the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees
3. Children with a 'boarding need'. This includes children with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; children of other key workers and Crown Servants whose work dictates that they spend much of the year overseas. Determination of 'boarding need' is at the discretion of the Governing Body, which may require corroborating evidence to be provided by a person appropriately qualified to supply such evidence. In each case, it is the responsibility of the parents/carers to provide the information required to enable the Governing Body to make a determination

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<sup>2</sup> Windsor Middle Schools are: Dedworth Middle School, St Edwards Royal Middle Free School, St Peter's C of E Middle School and Trevelyan Middle School

<sup>3</sup> Distance from home to school is measured in a straight line from a single fixed point in the centre of the home address to the main entrance of the school on the Ascot Road. If more than one applicant lives in a multi- occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically

4. Children who are at risk of being taken into care as determined by virtue of this description being applied by and communicated in writing by a social worker with the Royal Borough of Windsor and Maidenhead (RBWM)
5. Children transferring from a day place to a boarding place at Holyport College.
6. Children who meet the criteria for and have been offered a Holyport College bursary (See Appendix 1)
7. Children whose parents are founders of Holyport College and who have been granted this provision by the Secretary of State for Education
8. Children with a sibling at the school who also boards and who will still be a pupil of Holyport College when the candidate takes up his/her place
9. Children who are eligible for the Pupil Premium<sup>3</sup>
10. Proximity to the school. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school<sup>5</sup>.

## **SIXTH-FORM ENTRY (FROM ACADEMIC YEAR 2017/18)**

The anticipated capacity for Year 12 and Year 13 is 180 (90 in each year group).

Students on roll at Holyport College are required to apply for a place in the Sixth Form as are students from other schools. The Sixth Form Entry Requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at Holyport College and external applicants. Students will need a minimum of five GCSEs at grades A\* - C to enter the sixth form. Entry requirements for particular courses will vary and students will need to meet these – details will be set out in the school's prospectus and on the website. This will normally be a minimum grade B at GCSE in the chosen Advanced Level courses, although the school will also consider the whole academic profile of the student and additional reports from the relevant department, when making final decisions. Sixth Form Entry Requirements will be determined by the Head Master and Director of Sixth Form and ratified by the school's Teaching and Learning Committee.

External pupils who meet the minimum GCSE entry criterion will be accepted until capacity is reached. Internal candidates will be required to notify the school during Year 11 of their wish to stay on to follow courses in the Sixth Form through completion of the application form which will be published on the school website.

Places for external candidates will be considered following an application from the student or their parents/carers. In the case of oversubscription for a place on a particular course, places will be offered first to students within the school if they meet the minimum entry requirement, and then to qualifying external candidates. The following criteria will be used to allocate places to external applicants for available places on courses that receive more applications than available places:

Children with statements of special educational need that name a school in the statement are required to be admitted to the school provided they meet the academic requirements for the entry to Holyport College.

Remaining places will be allocated in the following order:

1. Looked after children or previously looked after children<sup>2</sup> who meet the minimum entry requirements for the sixth form or
2. Children who are at risk of being taken into care and who meet the minimum entry requirements for the sixth form
3. Students with siblings at the school, who meet the minimum entry requirements for the sixth form
4. All other applicants who meet the academic requirements for the sixth form

## **TIE BREAK FOR DAY AND BOARDING STUDENTS**

In the event of students meeting identical criteria in the selection process, the students to be admitted will be determined by the drawing of lots.

## **BURSARIES**

Each year Holyport College hopes to offer a minimum of four full boarding bursaries across Year 7 and Year 9. Of the four, one bursary will be targeted at a child from any military family and three at children from low-income families who would be expected to thrive in a boarding environment. Decisions on allocation of these places will be made by the Governing Body, and will include close consultation with and reports from the child's current school in an assessment of capacity to benefit from boarding provision at Holyport College. We will work closely with students, parents and staff to ensure that all boarding admissions represent the right decision for all parties. The cost of these bursaries will be funded by Holyport College and external sources. See Appendix 1 for the bursary criteria.

## **WAITING LIST**

Waiting lists will be held for each year group and will be kept up to date by the Admissions Committee of the Governing Body. The waiting list will be held in accordance with the stated admissions oversubscription criteria. Late applications may be added to the waiting list dependent on the criteria they fulfil. This means that positions on the list may change over time. Waiting lists will be held for one term following the start of the academic year. Parents may specifically request that their child's name remains on the list for his/ her year group.

## **IN-YEAR ADMISSIONS**

Where applications are made to year groups outside the year of entry (Years 7 and 9), places will be offered dependent on available vacancies. In the event of there being more applications than places available, the criteria outlined above will be applied.

## **ADMISSION OVER OR UNDER AGE**

The College will not normally admit a student other than into his/her chronological year group. However, in exceptional circumstances where there is a compelling educational, developmental or social reason why a student should be educated out of his/her chronological year group, the Head Master may use his discretion to permit an application for admission on behalf of a candidate who is over or under the normal age for his/her year group. The support of the candidate's present school is normally required in order to establish that the candidate is "due to transfer" under the School Admissions Code

## **APPEALS PROCESS**

Parents whose applications for places are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. All appeals should be lodged within one month of receiving notification that an application has been unsuccessful.

The Appeal Panel will be independent of Holyport College. The determination of the Appeal Panel will be binding on all parties. The school shall prepare guidance for the parents about how the appeals process will work and with a named contact who would be able to answer any queries parents may have about the process. The school may, if it chooses, enter into an agreement with the Local Authority or any other organisation for it to recruit, train and appoint Appeal Panel members and to arrange for the process to be independently administered and clerked. Full details of the procedure will be available from the school's website.

## **TIMETABLE**

The timetable for admissions will be governed by the normal procedures and timing for other schools in RBWM. The closing date for applications is 31 October and offer letters are posted on the offer day, 1 March. The timetable can be found on the website of RBWM, for which the school is not responsible.

Holyport College  
March 2014

## **APPENDIX 1**

### **Guidance on the criteria for the allocation of bursary boarding places**

- i. Holyport College will consider applicants for a Year 7 or Year 9 bursary boarding place who are eligible for Free School Meals (FSM) or who have been so at any point during the past 6 years (Ever6)*
- ii. Once FSM/Ever6 eligibility has been verified through the applicant's current school or local authority, applicants will be assessed on their suitability to boarding according to the process for all boarding applicants; this assessment comprises a reference from the current school and an interview with the Head Master*
- iii. Where the number of candidates assessed as suitable to board exceeds the number of bursary places available, additional criteria will be used to make final decisions on the allocation of bursary places. These criteria include: housing, living in a dangerous area, parental health and resilience, sibling health and resilience. The final decision on the allocation of places will be made by the Head Master and Governing Body of Holyport College*

## **APPENDIX 2**

### **RBWM Guidance on applying for a priority day place based on medical/social need**

- i. *The authority will consider an application in this category only where the child, or his or her parent or guardian, can demonstrate a wholly exceptional medical or social requirement for attendance at the preferred school. It is expected that places will be given under this category in no more than a small number of instances in a year, if at all.*
- ii. *To apply under this criterion, the parent or guardian must send a covering letter to support the application. It must explain the reasons for requiring a place under this criterion, why the preferred school is significantly more suitable than any other school for their child, and the difficulties likely to be caused by not attending it. Such difficulties must be so exceptional as to be extremely rare in the population. The reasons may be associated with the child or with the family.*
- iii. *Supporting evidence must be included from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist or a senior social worker. Evidence from members of the family, friends or a child minder will not normally be acceptable. All evidence must be on headed writing paper. Any evidence must be provided at the expense of the parent. The parent must give permission to the local authority to make such enquiries as it thinks necessary to investigate the matter further.*
- iv. *All schools are able to work with special educational needs and are expected to accommodate severe medical needs. The authority is unlikely to accept that one school is more suitable than another on these grounds. Such difficulties as child care arrangements or the need to drop off/collect children at more than one school are unlikely to be acceptable without accompanying exceptional medical or social reasons.*
- v. *Applications lacking external objective evidence will be rejected under this category. Any rejected application will then be considered under the next highest appropriate category to the child. Applicants are strongly advised to name other schools within the permitted number of preferences.*
- vi. *Applicants seeking to rely on these grounds must provide the necessary evidence by the closing date for applications. This will allow time for the authority to obtain additional evidence if necessary. It may not be possible to consider applications under this criterion after the closing date, even where a family has subsequently moved into the area.*
- vii. *The strength of applications will be considered by two or more officers individually and then together, referring to another officer where disagreement exists. Those officers assessing the strength of an application should have knowledge of the admissions process and the School Admissions Code. The papers they consider must have the name of the child and his or her family redacted. Those officers must consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion. Applicants are advised that because of the possible subjectivity of applications and decisions, the evidence that is presented must be as full and objective as possible, and that the threshold of acceptance will be exceptionally high.*
- viii. *There will be no right of appeal to officers against refusal of a decision in this category, but all parents will have the usual right of appeal to an independent appeal panel after allocations of places have been published.*