



**HOLYPORT  
COLLEGE**

## **MAIN SCHOOL ADMISSIONS POLICY 2020/21 FOR ENTRY IN YEARS 7–11**

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 academies, the Governing Board 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 have the opportunity to visit the school prior to the applications deadline.

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 2019/20 will be 44 students entering Year 7, and 44 entering in Year 9

<b>Entry in 2019/20</b>	<b>Year 7 44</b>	<b>Year 9 44</b>
Day	26	26
Boarding	18	18

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.

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

The distance tie-break<sup>4</sup> will be used where any of our admissions priority categories are oversubscribed.

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

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. Looked after or previously looked after children<sup>1</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. This guidance is available on the RBWM website.
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 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. The Governors may admit above the PAN in order to secure the best candidates for hard to recruit or residential staff, however any children admitted in these circumstances would not be prioritised over any children on the waiting list who are eligible for a higher admissions priority criterion.
5. Children eligible for the Pupil Premium<sup>2</sup> such that up to 20% of children admitted within each year group are in receipt of the Pupil Premium<sup>2</sup> (including children eligible for the Pupil Premium through the first four priority criteria above). The distance tie break will be used when the number of pupils in each year who are eligible for the Pupil Premium<sup>2</sup> exceeds 20%.
6. Children who live in the 'designated area' of the school with a sibling<sup>3</sup> who is also a day pupil at the school at the time of admission. Please see Appendix 2 of this Admissions Policy for clarification of the Designated Area. These children will only be able to take up a sibling priority place if their sibling was admitted to the College in Years 7 or 8. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority in the same year of entry as a day pupil. There is no transfer from boarding pupil to day pupil.
7. Children who live in the 'designated area' of the school. Please see Appendix 2 of this Admissions Policy for clarification of the Designated Area.
8. Children with a sibling<sup>3</sup> who is also a day pupil at the school at the time of admission. These children will only be able to take up a sibling priority place if their sibling was admitted to the College in Years 7 or 8. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority in the same year of entry as a day pupil. There is no transfer from boarding pupil to day pupil.
9. Proximity to the school for those applicants whose permanent residence is in the UK. 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>4</sup>.

## ALLOCATION OF DAY PLACES IN YEAR 9

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. Looked after or previously looked after children<sup>1</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. This guidance is available on the RBWM website.
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 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. The Governors may admit above the PAN in order to secure the best candidates for hard to recruit or residential staff, however any children admitted in these circumstances would not be prioritised over any children on the waiting list who are eligible for a higher admissions priority criterion.
5. Children eligible for the Pupil Premium<sup>2</sup> such that up to 20% of children admitted within each year group are in receipt of the Pupil Premium<sup>2</sup> (including children eligible for the Pupil Premium through the first four priority criteria above). The distance tie break will be used when the number of pupils in each year who are eligible for the Pupil Premium<sup>2</sup> exceeds 20%.
6. Children with a sibling<sup>3</sup> who is also a day pupil at the school at the time of admission. These children will only be able to take up a sibling priority place if their sibling was admitted to the College in Years 9 or 10. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority in the same year of entry as a day pupil. There is no transfer from boarding pupil to day pupil.
7. After places have been allocated through criteria 1-8, priority for any remaining places will be given to applications from pupils attending Windsor Middle Schools<sup>5</sup> until a maximum of 22 places have been allocated through criteria 1-9. Where these places are oversubscribed by children from Windsor Middle Schools<sup>4</sup>, a random allocation system will be used. This will be administered by the local authority, RBWM. The Windsor Middle Schools<sup>5</sup> priority will only apply to the initial allocation of places, made on the 1st March. Any places allocated from the waiting list after the 1st March will be allocated through criteria 1 to 6 first and then by criterion 8 (proximity to the school).
8. Proximity to the school for those applicants whose permanent residence is in the UK. 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>4</sup>

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

The supplementary information form for boarding applications is available on our website. All students applying for a boarding place will be invited for an interview with the school solely to assess their suitability for a boarding school education. 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. Looked after or previously looked after children<sup>1</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
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<sup>3</sup> 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>2</sup> and who have funding for boarding secured by an external charitable foundation. This must be in place by 20 January in the proposed year of entry.
10. Proximity to the school for those applicants whose permanent residence is in the UK. 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>4</sup>. Remaining boarding places will be allocated on the basis of a random lottery conducted by the College under the supervision of an independent person.

## **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.

## **SIXTH FORM ADMISSIONS**

For admission arrangements to Holyport College's Sixth Form please see our Sixth Form Admissions Policy

## **HOLYPORT COLLEGE BURSARIES**

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)

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. 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 but are not limited to: housing, living in a dangerous area, parental health and resilience, sibling health and resilience and proximity to the College. The final decision on the allocation of places will be made by the Head Master and Governing Board of Holyport College.

## **WAITING LIST**

Waiting lists will be held for each year group and will be kept up to date by the Governing Board. 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 oversubscription 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 appeals process is independently administered and clerked by RBWM. Full details of the procedure will be available from RBWM Democratic Services.

## **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  
October 2018

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## **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); or who have been deemed as suitable for and in receipt of financial support from an external awarding body (including but not limited to the Buttle Trust and the Royal National Children's Foundation: recognition is granted at the sole discretion of the College);*
- ii. *Once eligibility noted above has been verified through the applicant's current school or local authority, applicants will be assessed on their suitability to board 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, through the auspices of the Bursaries Committee;*
- iv. *Bursaries will generally only be awarded to pupils at point of entry into the College in Year 7 or Year 9. In extenuating circumstances, the Bursaries Committee may consider rare exceptions to this;*
- v. *Bursaries are awarded for a time-limited period, usually up until completion of Year 11. 6th Form bursaries, where granted will always require a separate review. As a general rule, 6th Form bursaries will only be awarded to pupils who have completed Key Stage 4 at the College.*

## APPENDIX 2

### Designated Area For Admissions

The designated area follows the boundary of Bray Parish and is shown on the map below. If the Bray Parish boundary is reviewed, the boundary as at 31<sup>st</sup> October 2018 will be used for the purposes of this admissions policy.





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<sup>1</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>2</sup> 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 for one day or more. 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.

<sup>3</sup> 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. The sibling must be a pupil in the main school at the time of admission – sibling priority does not apply to siblings of children in the Sixth Form.

<sup>4</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

<sup>5</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