



Rosebery School

DRAFT Admissions Policy: Sixth Form

2023-2024

This document sets out the admission arrangements for the Sixth Form at Rosebery School, which is part of the GLF Schools Trust.

1. Published Admission Number

- 1.1. The Published Admission Number for entry into Year 12 by external students in September 2023 is 30. The number of Sixth Form places for external students may increase subject to the take-up of internal applicants.

2. Admissions Authority

- 2.1. The GLF Schools Trust is the admissions authority for all schools in the Trust including Rosebery School.

3. Definitions

- 3.1. Reference to a parent in this policy means a parent, carer or other individual with parental responsibility for a child for whom an admissions application is being made.

4. Internal Students

- 4.1. Rosebery School welcomes applications for Sixth Form entry from internal students who will have attended Year 11 during the 2022-2023 academic year.

5. External Students

- 5.1. Rosebery School also welcomes applications for Sixth Form entry from female external students who have not attended Year 11 at Rosebery School during the 2022-2023 academic year.

6. Entry requirements for both internal and external students

- 6.1. Entry to the Sixth Form is subject to a student having passed at least 6 GCSEs at grade 4 or above in addition to the specific published entry requirements for the programme of subjects/courses they wish to pursue, whether academic or vocational. Students will only be admitted into the Sixth Form if, in the judgement of the Sixth Form Leadership Team, a suitable course is available for them that is appropriate and meets their individual needs. Individual subjects may be limited in the number of students they are able to accommodate. The school reserves the right to withdraw a course if there are insufficient numbers of students wishing to study it. Any student admitted to Rosebery Sixth Form who has not achieved a Grade 4 in either GCSE English Language or Literature or in GCSE Mathematics will be required to study that GCSE and re-sit the GCSE qualification as part of their Post 16 Programme of Study. Please note that students are only eligible to study at Rosebery School if they are on a full-time programme of study. A full-time programme of study comprises a minimum of three Advanced Level courses (either academic, applied or vocational).

7. The application process

- 7.1. All completed application forms for internal and external applicants should be received by the end of the Autumn term 2022. By the end of January 2023, applicants will be contacted inviting them to a meeting to discuss the courses and options available to them should they join Rosebery Sixth Form. Final confirmation of offers, which are subject to meeting the entry requirements below, will be issued by the end of March 2023. Admission will be confirmed at Enrolment Day in August 2023.

8. How to apply

- 8.1. All applications to the Sixth Form at Rosebery School are managed internally. Completed applications from internal and external applicants should be received by the published deadline. The online application forms will be published via our [Sixth Form Admissions page](#).
- 8.2. Applicants will be contacted in January 2023 inviting them to a meeting to discuss the courses and options available to them, this is optional and will not affect any offers made. Offers of places will be made the week of National Offers day, Wednesday 1 March.
- 8.3. All offers are subject to meeting the entry requirements as detailed. Admission will be confirmed at Sixth Form Enrolment Day in August 2023.

9. Children with an education, health and care plan (EHCP)

- 9.1. Children with an education, health and care plan (EHCP) that names Rosebery School will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named Rosebery School.

10. Oversubscription Criteria

- 10.1. Where applications from suitably qualified external students exceed the number of places available, the following oversubscription will be applied to rank the applications received.
- 10.2. Children will be ranked under each oversubscription criterion in order of the nearness of their home address to Rosebery School and will be allocated a place with the nearest having the highest priority. Nearness to the school is measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. See Section 14 for information on the definition of home address:

10.2.1. **First criterion: Looked after and previously looked after children**

See **Section 11** for information relating to looked after and previously looked after children.

10.2.2. **Second criterion: Children who will have a sibling at the school**

See **Section 12** for information relating to siblings.

10.2.3. **Third criterion: Children of staff**

See **Section 13** for information related to children of staff. A supplementary information form (Appendix 1) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

10.2.4. **Fourth criterion: Any other children**

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. See **Section 14** for information on the definition of home address. See **Section 15** for information on tie breakers.

11. Looked after and previously looked after children

11.1. Looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

11.1.1. children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made;

11.1.2. children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and

11.1.3. children who have been in state care outside of England and ceased to be in care as a result of being adopted.

11.2. Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

12. Siblings

12.1. A sibling will be considered to be a sister (that is, another child of the same parents, whether living at the same address or not), a half-sister or a step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.

12.2. A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

13. Children of staff

13.1. Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances:

- 13.1.1. 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; and/or
 - 13.1.2. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 13.2. For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

14. Home address

- 14.1. The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes a relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.
- 14.2. We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured in metres using [Surrey Schools Map](#), or where the address is outside Surrey we will use [Freemaptools](#) (or similar), to determine the distance from the child's home to school. The distance is measured in a straight line from the address point of the child's house, as set by Ordnance Survey, to the main school entrance on Whitehorse Drive. Applicants who live in the same block of flats may share the same address point; these applicants will be considered to be living equidistant from the school. Where two children live equidistant from the school, Rosebery School will draw lots to determine which child should be given priority.
- 14.3. The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons for the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date.
- 14.4. Applicants have a responsibility to notify the Sixth Form Administrator at Rosebery School of any change of address. Proof of residence may also be requested by the school.

15. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

- 15.1. Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate/s for pupils to use. This is calculated using the Geographical Information System.

- 15.2. Where two or more children share priority for a place, eg. where two children live equidistant from a school, random allocation will be used to determine which child should be given priority.
- 15.3. In the case of multiple births, where children have equal priority for a place, random allocation will be used to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

16. Waiting lists

- 16.1. Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria without regard to the date the application was received or when a child's name was added to the waiting list. Any change in the applicant's circumstances which they wish to be taken into consideration as part of their application process should be notified to the Sixth Form Admissions Officer at Rosebery School.
- 16.2. Students who have met the entry requirements whose applications are placed on the waiting list will be informed if a place becomes available in Year 12 at Enrolment Day in August 2023.
- 16.3. The Y12 waiting list will be maintained until 31 December when it will be cancelled.

17. In-year admissions

- 17.1. All applications received after 1 September 2023 will be treated as in-year admissions during 2023-2024.
- 17.2. Where there are more applications than places available, each application will be ranked in accordance with the oversubscription criteria in **Section 5**.

18. The admission of children outside of their chronological year group

- 18.1. Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.
- 18.2. Applicants who are applying for their child to have a decelerated entry to school, ie. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. The School Standard Boards will determine the application taking into consideration the view of the Headteacher or their deputy. If it is agreed for the child to have a decelerated entry the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- 18.3. Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. The School Standards Board will determine the application taking into consideration the view of the Headteacher or their deputy. If it is agreed for the child to have an accelerated entry the application will be processed. If it is not agreed for the child to have an accelerated entry to Rosebery School, the applicant will be invited to apply again in the following year for the correct cohort.
- 18.4. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

19. Providing false or misleading information

- 19.1. If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, Rosebery School reserves the right to withdraw any offer of a place, even if the child has already started at the school.

20. Age limit

- 20.1. Students can only begin a course at Rosebery School if they are aged under 18 years on the first day of term for the ensuing academic year (1 September 2024).
- 20.2. Admission is prohibited for external students who have completed two years of Sixth Form Education at another institution.

21. Eligibility criteria

- 21.1. Entrance into the Sixth Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school Sixth Forms that apply at the time.
- 21.2. Students who are classified as 'Overseas Learners' or who have 'Student Visas' cannot be admitted to the Sixth Form for funding reasons.
- 21.3. Rosebery School Sixth Form is unable to accept students on a fee-paying basis.
- 21.4. Rosebery School follows the Government guidance for applications from overseas children. It is the responsibility of parents to check that they hold the appropriate visas, and that the eligibility of the student is established at the start of their course. If a student is unable to start Year 12 on the first day of the 2023-2024 academic year due to a delay in the issuing of the appropriate visa, affecting the date of the applicant entering the country, this must be brought to the attention of the Admissions Department at the earliest opportunity. This may affect the place offered at Rosebery School. The Head of Sixth Form and the Executive Headteacher and/or Head of School will review individual cases.

22. Progression from Year 12 to Year 13

- 22.1. The content for Key Stage 5 courses is progressive and Year 13 is significantly more demanding than Year 12. In recognition of this, we believe that it would not be appropriate for students that do not achieve a minimum level of attainment at the end of their Year 12, to continue on these courses through to Year 13 given this likelihood of failing to achieve a grade. The Year 12 thresholds that we believe maintain a realistic prospect of passing a course overall are a D grade in end of Year 12 internal examinations, and a 'pass' in the first year of a BTEC course.
- 22.2. Students achieving a U or E grade internal end of Year 12 internal examinations, will be met by a member of the Sixth Form Leadership Team, who will assess their suitability for, and likelihood of, success at for the full two year course. In exceptional circumstances, students who achieve less than this progression threshold may continue on their original courses, at the school's discretion. These 'exceptional circumstances' are likely to include situations in which students achieve significantly less than their predicted grades, or in Year 12 internal examinations, for reasons that were out of their control. In the absence of such an extenuating context, the school will work with the student to establish the most appropriate way forward, additionally taking into consideration the students' historic attendance and commitment to their own learning. In such cases, students may be offered the opportunity to re-sit their end of Year 12 internal examinations to meet the required threshold. However, in most cases this will likely result in students switching to different courses but may also include the decision to repeat the Year 12 programme.

- 22.3. The expectation is that students will take three A Level courses, or equivalent to completion in Year 13. In all cases where the threshold for automatic progression has not been met, students will be expected to engage with a learning contract which will set out the minimum expectations regarding commitment to their own learning, and the supportive measures agreed by the school. The requirement for students in Year 13 to be on a full-time course applies in the same way as for Year 12 courses.
- 22.4. Students transferring into the Sixth Form from other institutions will be subject to the usual criteria for 'external' students. They will also need to discuss with the Sixth Form Leadership Team whether the specification and the structure of their previous course have prepared them appropriately for A Level study at Rosebery School.

Appendix 1

Supplementary Information Form - For applicants applying under the criterion of Children of Staff

Applicants who wish to be considered for priority admission for Rosebery School under the criterion of Children of Staff must complete this form and email it to the Sixth Form Administrator in addition to completing the online application process.

Applications for Year 11 in September must be submitted by **31 October**

Guidance

A member of staff will qualify as being employed at the school, or being in post at the school, if they satisfy all of the following:

1. They have a contract of employment with GLF Schools and;
2. For school-based staff, either:
 - 2.1 they are based permanently in the school; or
 - 2.2 they work regularly within the school as part of their work across a cluster of schools.
3. For central team staff:
 - 3.1 the school is their named base within their employment contract; and
 - 3.2 they work on the school site for a majority of their working time.

Please complete all boxes in CAPITAL LETTERS

1. Child's details

Question	Answer
Surname	
Forename	
Date of Birth (dd/mm/yyyy)	

2. Parent/guardian's details

Question	Answer
Surname	
Forename	
Relationship to child	
Name of school where employed	
Date employment commenced	
Address	
Postcode	
Telephone (home)	
Telephone (mobile)	
Email	

Supplementary Information Form - Children of Staff

Declaration

I am a permanent member of staff in accordance with the admissions policy of Rosebery School.

Delete as appropriate:

- I have been employed at the school for two or more years (at the time at which the application for admission to the school is made)
- I have been recruited to a post at the school for which there is a demonstrable skills shortage

Question	Answer
Signature of parent/guardian:	
Date:	

Your declaration should be confirmed by your line manager:

Question	Answer
Name of line manager:	
Confirm that the declaration is correct:	
Signature of line manager:	
Date:	

[This form is available via Surrey County Council admissions application page.](#)

Surrey County Council Admissions: <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

Email: schooladmissions@surreycc.gov.uk

Telephone: 0300 200 1004

Postal address: School Admissions Team, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ

Please also email a copy of this form to: admissions@rosebery.surrey.sch.uk