



# Admission Arrangements Policy for 2023/2024

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# 1. Introduction

The admissions policy for Princes Risborough School follows The Coordinated Admissions Scheme for Secondary Schools in the Area of Buckinghamshire Council Local Authority (the County Scheme) unless stated. The County Scheme is available on the Buckinghamshire Council website:

(<https://www.buckscc.gov.uk/services/education/school-admissions/admissions-policies-consultations-and-statistics/admissions-policies/>). Due to the elevations within the school site and the age and construction of some buildings, not all areas are fully accessible to students with physical difficulties. This policy covers admissions to the school between 1 September 2023 and 31 August 2024.

Once children with EHCPs have been allocated places are offered according to the following criteria, in order of priority:

1. Looked after children and previously looked after children. (see Note 1)
2. Children living within the catchment area of the school  
<https://services.buckscc.gov.uk/school-admissions/schools?urn=137372&view=map> (Proof of address maybe required).
3. Siblings of children in Years 7-10 who are on the roll of the school at the time the allocations are made, and are expected to be on the school roll at the time of proposed admission.
4. Children who have exceptional social or medical needs, supported by written evidence from a doctor, social worker, Education Welfare Officer or other appropriate person.
5. Once the above rules have been applied, any further places will be offered in distance order, using the distance between the family's Normal Home Address and the school's nearest entrance gate, offering the closest first. A straight line distance is used. (Proof of address maybe required)

Admissions for all other year groups and in year admissions will be dealt with in accordance with this policy.

Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The admission number for September 2021 will be 180. The academy intends to hold waiting lists for any oversubscribed year group after the 1st September. Applications for inclusion on the waiting list must be made on the academy's appropriate form and they will be ranked according to our over-subscription criteria as above. We have to admit any student who is the subject of a 'direction' by the LA or allocated to us according to the local Fair Access Protocol and any such students take precedence over the waiting list.

Where some, but not all, of the children who qualify under one of these rules, can be taken priority will be given to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

If it still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website.

## **Note 1: Definition of Looked After Children and Previously Looked After Children.**

For admissions purposes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

## 2. Statutory and Non-Statutory Admissions

When applying for a school place at Princes Risborough School under the Sibling Rule, it is important to note that the sibling attending Princes Risborough School must be in a year group that statutorily follows on to education the following year. These years are years 7,8,9,10. In practice this means that the Sibling Rule cannot be applied if a sibling is in years 11 or 13 at the time that the application is made.

Students finishing GCSEs at Princes Risborough School are encouraged to stay on at the school to complete further studies that prepare them for University, Training (apprenticeships) or the world of work. However, transfer to the Sixth Form is not automatic and year 11's entitled to a place at Princes Risborough Sixth Form, both internal and external students, must apply for a place in the spring term and will be interviewed and offered a provisional place. Final offers for places at the Sixth Form are based on academic performance at GCSE examination.

## 3. Published Admission Numbers

**Year 7:** Having previously consulted the LA and other local admission authorities in accordance with legal requirements, the IAT Board and PRS Local Governing Body has set its planned admission number at 180 for Year 7 for the school year commencing September 2023. The planned admission number for Years 8 – 11 is also 180.

**Sixth Form:** Having previously consulted the LA and other local admission authorities in accordance with legal requirements, the IAT Board and PRS Local Governing Body is satisfied to maintain its planned admission number in each Sixth Form year group of 100 students in year 12 and 100 students in year 13 for the school commencing September 2023.

## 4. Additional Information – Year 7 September Entry

**Year 7:** Parents wishing to apply for a place for their child in Year 7 in September 2023 must complete the Local Authority Common Application Form (CAF) either on-line or on paper.

In all cases the CAF should be completed and sent to the Buckinghamshire Admissions Team, County Hall, Walton Street Aylesbury HP20 1UZ.

## 5. Additional Information - Admissions to the Sixth Form

Students currently studying at Princes Risborough School are entitled to a place in the Sixth Form on the courses available, subject to achieving the grade entry criteria for the relevant pathway and the required GCSE grades for the specific subjects and course(s) to be studied as listed in the Sixth Form Prospectus. Courses offered may change year on year.

### 5.1 External applications to the Sixth Form

External applications to the Sixth Form will be considered in line with the oversubscription criteria for Year 7 to Year 11 (see section 6). Applicants must meet the required grades for admission to Sixth Form courses as stated above.

Overseas students must have the equivalent level of qualifications as UK based students for the specific courses they wish to study and may be requested to complete subject specific assessments in order to assess their suitability.

### 5.2 Advanced Level Course Minimum Entry Requirements

General admissions policy: All students are normally required to have passed at least five GCSEs or equivalent at 9 – 4 grade or equivalent including English Language and Mathematics unless there are exceptional circumstances. No students may be admitted who are without a minimum

grade 4 pass in both GCSE English and GCSE Mathematics unless there are exceptional circumstances in which that student has transferred from a school in a country where English academic qualifications are not normally offered.

Students must be able to start the Advanced Level course, unless there are significant extenuating circumstances, no later than three weeks after the commencement of the autumn term at the start of Year 12. Students would not normally be allowed to join the Sixth Form after the third week in September.

Individual Advanced Level subjects may insist on an additional minimum entry requirement. These additional entry requirements will be detailed in the Sixth Form Prospectus and, once again, will be subject to extenuating circumstances but normally a student would not be admitted onto specific courses if those course specific entry requirements had not been met. Failure to meet individual subject entry requirements will not preclude acceptance into the Sixth Form for other courses if the general entry requirements are met. In such cases, students will be advised of the courses they have sufficient requirements to study immediately following GCSE results. The individual entry requirements published in the Sixth Form Prospectus for the appropriate year of entry will be considered to apply as individual entry requirements may change from year to year.

### **5.3 Application**

Application will be through the Sixth Form Application Form, which will be issued to all Princes Risborough School students in the Autumn term of Year 11. External applicants will receive this form on request or can download it from the school website. All students from Princes Risborough School who meet the entry requirements will be entitled to a place.

No student may be selected on the basis of interview alone although all applicants will be invited to take part in an informal discussion about course suitability and Sixth Form Induction.

### **5.4 Right of Appeal**

Any applicants turned down for Sixth Form places must be notified of their right to appeal against the decision to an independent body. Parents should contact the Buckinghamshire Admissions Team, County Hall, Walton Street, Aylesbury HP20 1UZ.

### **5.5 Source of Students**

All Princes Risborough School Year 11 students, will be encouraged to complete an application form for the Sixth Form as part of our Independent Advice and Careers Guidance. Students who meet the minimum entry requirements have the right to a Princes Risborough School Sixth Form place. We will consider other Princes Risborough students who do not meet the entry criteria but who demonstrate exceptional circumstances.

### **5.6 Continuation into Year 13**

Our aim is to enable all students to remain in the Sixth Form and to attain meaningful qualifications. There is a clear expectation that students who enroll in the Sixth Form will remain for two years. Students who are demonstrating difficulties with a particular course will, as far as possible, be encouraged to transfer onto a course more suited to their needs or where the chances of a positive outcome are considered to be greater.

Advanced Level: Students will take a mock examination in January of Year 12. Successful students would be expected to attain an E grade or above. A second Year 12 examination will take place in June/July of Year 12. Successful students would again be expected to attain at least a D grade or 50% pass. Students who do not attain a D grade will be given the opportunity to retake this exam before the end of the summer term or at the beginning of the autumn one.

BTEC National: BTEC National students are expected to complete all year 12 units to a pass standard. Progression onto the second year of BTEC is unlikely to be successful unless all the first year units have been completed to pass standard.

Students experiencing difficulties with specific Year 13 courses will be encouraged to change courses taking more appropriate subjects. Any existing students who are given the facility to progress onto Year 14 in exceptional circumstances would have the same expectations in terms of completion of the previous year's work as Year 12 students progressing onto Year 13.

## 6. Oversubscription Criteria – Year 7 to 11

Should there be more applications than places available; applicants will be admitted in the following category order once any children with a Statement of Special Educational Needs or an Educational Health Care Plan have been admitted:

1. Looked after children or those who were previously looked after as described by the Local Authority in their common application process.
2. *For the main point of admission:* Children who currently have a sibling (as defined in Appendix B) in years 7-10 at Princes Risborough School.

*For immediate casual admission after the normal point of entry:* Children who currently have a sibling (as defined in Appendix B) in years 7-11 at Princes Risborough School.

3. Children of Insignis Academy Trust staff who have been employed at the school for two or more years at the time of the application for admission to the school has been made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children within the catchment area of the school as demonstrated in Section 7 of this policy. In the event of being oversubscribed, admission will apply to homes that are the shortest distance from the school, as measured according to the Buckinghamshire Council's Geographical Information System as set out in the LA scheme.
5. In the event that more than one child lives at the same distance from the school, the decision will be made by a lottery which will be overseen by an independent observer.
6. In cases where there is one remaining place available and the next child is one of a twin, triplet or other multiple birth group, both or all siblings will be admitted even if this goes above the admission number of the school.

## 7. Catchment area for Princes Risborough School 2023

The attached pdf document outlines the catchment area for Princes Risborough School. We have decided to slightly expand the catchment area of the school so that the area of Downley. This is because, traditionally a significant number of students attend Princes Risborough School from this area of the High Wycombe conurbation.



Princes Risborough  
School Catchment S

## 8. Admissions Mid-Year

Applicants for places mid-year will be considered provided it would not mean exceeding the published admission number; applications would be subject to the Oversubscription Criteria in Section 6. Parents can apply directly to the school using the Buckinghamshire Schools In-year Application Form. Please see Appendix A for further information on how to apply for an in-year place.

## 9. Appeals

Any student refused the offer of a place has the right of appeal to an Independent Appeal Panel. Parents should contact the Buckinghamshire Schools Admissions Team, County Hall, Walton Street, Aylesbury HP20 1UZ.

## 10. Version Control

Date	Circulation	Amendments to previous version
November 2021	LGB for determination	CLA and previously CLA definition amended to include those outside of England in line with the 2021 Admissions Code.
25 <sup>th</sup> Nov 2021	LGB for determination	6.3 Oversubscription Criteria



## Appendix A – In-Year Transfer Instructions

# APPLYING FOR A PLACE AT PRINCES RISBOROUGH SCHOOL, AS AN IN-YEAR TRANSFER

Princes Risborough School is responsible for arranging its own admissions when the request is for an in-year transfer from another school. Sixth Form entry is dealt with separately.

The published Whole School Admissions Policy applies to any requests for a place at Princes Risborough School.

If your child is already **in school in Buckinghamshire**, please ensure you:

- Fill in the In Year Application Form for a Buckinghamshire school place (available from your child's current school).
- This form needs to be signed by the Headteacher or relevant senior member of staff at your child's current school.
- Once the form has been signed, send a copy of the form to Buckinghamshire Council (the address is on the form) and a copy to Princes Risborough School
- If you are applying for a place from outside Buckinghamshire, please fill the In-Year Transfer form, return it to Princes Risborough School with any relevant documentation.

If we have waiting lists for places in any years; once we receive your application, we will determine where you are on the waiting list in line with the published admissions criteria.

Our admissions criteria does mean that your place on the waiting list may change (up or down) if we receive an application for a place for a child who is ranked higher based on our admissions policy.



## **Appendix B - Definition of terms used in the Policy**

### ***Looked after child***

A looked after child is a child who is:

- a) in the care of a local authority
- 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).

This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings. This includes children who were previously looked after and immediately after being looked after became the subject of an adoption, residence or special guardianship order as set out below.

Other definitions:

- adoption order: 'under Section 46 of the Adoption and Children Act 2002'
- residence order: is an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the children's Act 1989
- special guardianship order: ' an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989

### ***Parent***

The natural parent providing they have parental responsibility for the child, or any person who, although not the natural parent, has parental responsibility for the child or young person or has care of the child or young person.

### ***Sibling***

A brother or sister who, for admission purposes means brother or sister of whole or half blood, or any other child (including an adopted child) who permanently resides at the same address or for whom the parent also has parental responsibility.

A student at Princes Risborough School will only provide a priority to a sibling if he or she will be attending compulsory education at the time of admission of the sibling.

### ***Address***

A child's home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility or with whom the child usually lives. Where a child spends time with parents at more than one address, the address used will be the one at which the child is ordinarily resident and where the child spends the majority of the school week including nights. If there is any query about the home address this will be checked against official documentation.