



ROYAL LATIN SCHOOL

“High Expectations For All”

Admissions Policy September 2019 Entry

Date reviewed by the Executive Committee on behalf of the Governing Body	18th September 2018
Date to be reviewed	September 2018
Governors’ Committee accountable for the review	Executive
Senior Leadership Team member accountable for review	Headteacher
Date approved by Executive Committee (Governors agreed that this policy would be approved at Executive Committee following Consultation. FGB in March is too late).	29th January 2018

Signed:.....(**Name:**.....)
Chair of the Governors

Date

Policy Title	Admissions Policy September 2019 Entry
Date of Issue	29 th January 2018

Expected Outcomes
Additional Comments (e.g. Risks identified / Alternatives considered / Costs involved / 'Do nothing' option?)

Date for review	September 2019

Outcomes (with evidence)
Additional Comments (include any recommendations)

ROYAL LATIN SCHOOL

Admissions Policy

September 2019

The admissions policy for the Royal Latin School follows The Coordinated Admissions Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority (the County Scheme) unless stated. The County Scheme is available on the Buckinghamshire County Council website. This policy covers admissions to the school between 1st September 2019 and 31st August 2020.

1. Admission Numbers

The planned admissions number of pupils for each year group is as follows:

Year 7-11 174

For entry into Year 12, in addition to pupils from the school's own Year 11 who have fulfilled the entry requirement, there will be places for around 40 external students who have fulfilled the entry requirement.

2. 11+ Admission for Year 7 in 2019

Children are eligible to be considered for admission to The Royal Latin School in Year 7 if they meet the required qualifying score of 121 in the admission tests or have been deemed qualified by a Selection Review Panel or, in exceptional circumstances, a subsequent Admissions Appeal. Two papers, each of approximately 45 minutes duration, are taken in the September of the year prior to proposed admission. The tests comprise elements of verbal, numerical and non-verbal ability. Each child's scores in the different elements of the tests are age standardised and added together, thus setting all children on an equal footing regardless of when their birthday falls in the year.

Registration for the test is automatic for children who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire, an application for testing should be made to the Testing Administrator. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31st October 2018.

Note:

The Testing Administrator is currently Buckinghamshire County Council. Grammar Schools, including The Royal Latin School are continuing to work in partnership with Buckinghamshire County Council with BCC administering the test on our behalf.

Parents of any child who does not achieve the qualifying score may apply for a Selection Review if they believe that their child would have met the qualifying score but for particular circumstances regarding their participation in the 11+ selection testing process. The Selection Review will be a "desk exercise" carried out by a panel which will consist of serving secondary and primary Headteachers supported by a Local Authority Officer (as clerk). The Panel will consider each written application received and, where appropriate, will obtain advice from an Educational Psychologist, where appropriate, prior to making a decision. The Selection Review process will take place before places are allocated and children who are deemed qualified by the panel will be eligible for admission for any of the 13 Buckinghamshire grammar schools.

After places have been allocated, parents will be entitled to make representations to an Independent Appeal Panel if their child has been refused admission because the school is full. An Independent Appeal Panel hearing will not ordinarily carry out a full review of a pupil's capacity to pass the selection test as that process should take place at the Selection Review.

3. 12+ Admissions to Year 8

Admission to this year group will be subject to availability and dependent on grammar school ability demonstrated by achieving the required standard in the Late Transfer Selection Tests, designed to select students with the aptitude and ability for a grammar school education. Students currently at a selective school will not be considered as qualified purely because they are at a selective school. Applications should be made to Buckinghamshire County Council, who will test candidates on behalf of the school. Parents of candidates who qualify will need to fill in an Induction Form which the County Council will provide, and return this directly to the school. On receipt of the form the school will decide whether it can offer a place, and the County Council will then inform the parents.

4. Admissions to Years 9, 10 and 11

Because of the nature of our 3 year GCSE course, only in exceptional cases will any place be offered in Years 9 and 10, or at any time in Year 11, even when the year group is below 174 in number.

Admission to these year groups will be subject to availability and dependent on grammar school ability. Applications should be made in writing direct to the school. The academic suitability of candidates seeking admission under the school's Late Transfer Procedure will be assessed through curriculum based tests in English, Mathematics, Science and Modern Foreign Language. Candidates will be required to achieve a minimum standard in each of the four tests in order to qualify for admission.

5. Children with Education, Health and Care Plans (EHCP)

Children who qualify and who have **EHCPs** that name the school will be admitted prior to the application of the admission rules.

6. Over-subscription

Where eligible applications for admission exceed the number of places available, the following **criteria will** be applied in the order set **out** below to decide which student to admit:

1. Children in care: looked after and previously looked after children¹
2. Children living in the catchment area of the school must have been resident at their home address continuously since 31 October in the offer year (the academic year in which offers for places are made).
3. For the main point of admission: siblings of children in Years 7 to 12 who are on the roll and will be on the roll of the school at the time of the proposed admission. For casual admission after the normal point of entry: siblings of children who are in Years 7-13 at the time of admission.
4. Children who have exceptional medical or social needs (e.g. registered young carers), which can be met only at this school, supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
5. Students who qualify for Pupil Premium Grant² (on census day of the academic year in which offers for places were made).
6. Once **the** above rules have been applied, then any further places will be offered in distance order, using the straight-line distance between the family's normal home address, from their front door, and the school's nearest entrance gate, offering the closest first. For "distance", we use the definition adopted in the County Scheme.
7. Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

¹ Looked after and previously looked after children will be considered to be:

- Children who are registered as being in the care of 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; and
- children who have left care through adoption at any time, a child arrangements order (in accordance with the Children and Families Act, 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989)

² This includes both children eligible for the pupil premium and also children eligible for the service premium.

7. Arrangements for a Tie-breaker

Random allocation will be used as a tie-break in criteria 6 to decide who has highest priority for admission if the distance between two students' homes and the school is the same. This process will be independently verified. With multiple qualifiers from the same address (e.g. twins), where, for example, one or more sibling would take the school above its admission number, all such qualifiers will be admitted to school.

8. Waiting List

If any vacancies arise in Year 7 between National Offer Day (1 March) and 31 December of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire County Council through the County Scheme. From 1 January, a waiting list will be maintained until 31 August for admissions into Year 7 during the academic year. If places become available during that period, or for the beginning of the following academic year, admissions will be handled in accordance with the Late Transfer Procedure outlined in paragraphs 3 and 4. The waiting list will be ranked in accordance with the school's over-subscription rules as detailed above.

If a student qualifies but cannot be allocated a place, qualification ends at the end of the academic year after the test and the student must be tested again under the Late Transfer Procedure.

9. Year 12

Applications from external students should be made direct to the school via the school website. Entry requirements are the same for internal and external students, namely that a student will:

- have achieved a minimum of 46 points from the best 8 full-course GCSEs (or equivalent) including at least grade 6 in English and Maths. Entry to A-Level courses depends on the achievement of at least the minimum GCSE grade requirements for each of the subjects to be studied, as detailed in the 6th Form Prospectus.
- be recommended for A level study by his/her present school, including a judgement of an average of at least 'good' for engagement and homework across all subjects in Year 11.

10. Notes for admission to Years 12-13

Exceptional cases (e.g. students with an EHCP, a medical condition that is supported by medical evidence or other extenuating circumstances) where applicants do not meet the entry criteria listed above will be considered by a panel drawn from the senior leadership team of the school and chaired by the Headteacher. Parents are entitled to appeal against the panel's decision by submitting a written appeal to the Chair of Governors. An Appeal Hearing would then take place and the decision of this Hearing is final.

A student who has qualified for entry to Year 12 or Year 13 will in most cases be able to study the subjects for which he/she is qualified, but this will be dependent on there being sufficient places in the classes provided for each subject. The school reserves the right to refuse access to subjects when planned classes are full. Only in exceptional cases will any place be offered in Year 12 starting after September, or at any time in Year 13, because of the nature of the A level course.

11. Over-subscription for external entry to Year 12

Where eligible applications for admission exceed the number of places available, the student with the highest overall points score will be offered a place, subject to sufficient places being available on the chosen courses.

12. Process for Requesting Admission Out of Normal Age Group

When a request is received for admission out of the normal age group, Royal Latin School will make decisions in the best interests of the child, taking into account the views of the Headteacher. Any decision letter will make the reason for the decision clear. If a child applies for an out of year place then their admission will be

managed on the basis of the determined admissions arrangements only and the school will not give the applicant a lower priority because they are out of their normal year group.

13. General

- This Admissions Policy is subject to annual review.
- Buckinghamshire County Council will establish arrangements for appeals against non-admission in years 7-11.
- A map of the catchment area is on the school website ([Catchment area map for RLS](#)) and is also available on the Buckinghamshire County Council website.
- Parents wishing to know their entitlement to free transport should contact the County Council.

14. Explanation of terms used in the admission rules

Terms used **follow** the **County Scheme**.