

**Rugby High School Admissions Policy 2020**  
**\*indicates a term listed in the glossary at the end of this policy**

**This policy has been amended in keeping with an Office of the Schools Adjudicator adjudication: ADA3502. The amendments are shown in red.**

Rugby High School is a grammar school for girls aged 11-18, with academy status and a coeducational Sixth Form. Admissions are based on a process of selection having regard to students' academic ability. In Rugby there are two other academically selective schools: a boys' grammar school also **with a coeducational Sixth Form** (Lawrence Sheriff School) and a mixed bilateral academy (Ashlawn School).

Rugby High School's Published Admission Number (PAN) for Year 7 is 120. The Sixth Form PAN is 90 for students joining the school in Year 12: the total number of places in the Sixth Form is 360 (180 in each year group). The school site is in East Warwickshire.

The governing body participates in Warwickshire County Council's co-ordinated admissions scheme for maintained secondary schools, and Warwickshire County Council's Admissions Service (Warwickshire Admissions) is contracted to administer the Year 7 Admissions Policy on the school's behalf.

### **Eligibility and Priority for Entry in Year 7**

Eligibility for admission is based on a student's home address. A map, setting out the respective admission areas is downloadable from the school's website and from the Warwickshire County Council's Admissions Department. Rugby High School is a single sex girls' school; eligibility for entry will be based on the child's gender being female.

### **Priority Areas**

The overall priority area for Rugby High School is based on a circle with a radius of 10.004 miles drawn from the Rugby Water Tower. In drawing a priority area in this manner, the grammar schools are able to comply with their duty to follow the Greenwich Judgement (1989).

However, this circle is then split further with a smaller area contained within, which includes the town of Rugby and its surrounding villages. This smaller area is defined as Priority Area 1 ("Area 1"), or 'East Warwickshire'.<sup>1</sup> The whole circle is then defined as Priority Area 2 ("Area 2"), or the 'Eastern Priority Circle'. The smaller area, which is known as 'Area 1' (East Warwickshire), is contained within the circle. Therefore, children who reside within East Warwickshire (Area 1) are also classed as residents of 'Area 2' – the 'Eastern Priority Circle'. A map of the priority areas can be seen on the school's website.

Evidence will be requested to prove that the child is resident within the priority areas by the deadline of 11.59pm on Monday 30th December 2019 (see the appendix for further details).

### **Registration for the 11+ Test**

The applicant must have been registered for the 11+ test by the deadline of 4pm on Friday 28<sup>th</sup> June 2019 and completed that test; and the parent/carer must have named the School on the Common Application Form, which must have been submitted on time to the home authority.

Late 11+ registrations and late secondary school applications **will not** be considered in the first round of offers.

### **Oversubscription criteria**

**Children with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan naming the school who meet the required standard for entry (Automatic Qualifying Score) must be admitted and this could reduce the number of places available.** There is no guarantee of a place being available, but places up to the Published Admission Number (PAN) during the normal round of admissions (i.e. the first round of offers published on 2<sup>nd</sup> March 2020) will be allocated in the following order, where **children** meet the necessary academic and eligibility entry requirements, assuming that an offer from a higher preference has not been made.

**Categories 1 - 6 below relate to children whose 11+ registrations and secondary school applications have been received on time.**

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<sup>1</sup> East Warwickshire is Rugby plus the parishes of: Dunchurch, Cawston, Thurlaston, Leamington Hastings, Birdingbury, Grandborough, Wolfhamcote, Willoughby, Binley Woods, Brinklow, Brandon and Bretford, Ryton-on-Dunsmore, Bubbenhall, Wolston, Church Lawford, Long Lawford, Stretton-on-Dunsmore, Princethorpe, Frankton, Marton, Bourton and Draycote, Churchover, Clifton-on-Dunsmore, Combe Fields, Cosford, Easenhall, Harborough Magna, Kings Newnham, Little Lawford, Monks Kirby, Newton and Biggin, Pailton, Stretton-under-Fosse, Wibtoft, Willey, Withybrook.

### Category 1

Looked-After and all previously Looked-After Children<sup>2</sup> who achieve the automatic qualifying score for this school for this particular year of entry or a mark above it, or a mark up to 15 marks below it.

### Category 2

Children who live in the priority areas, who qualify for the Pupil Premium via eligibility for Free School Meals<sup>3</sup>, who achieve the automatic qualifying score for this school for this particular year of entry or a mark above it, or a mark up to 15 marks below it. Up to 20 places will be offered in this category (including any re-offers which are made from the waiting list from this category after 1<sup>st</sup> March 2020).

Warwickshire Admissions will require, on behalf of the School, evidence of Pupil Premium eligibility and the School reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

### Category 3

Children who live in Area 1 – East Warwickshire, who achieve the automatic qualifying score or above for this school, for this particular year of entry. Up to 50 places will be offered in this category.

### Category 4

Children who live in Area 2 – Eastern Priority Circle, who achieve the automatic qualifying score or above for this school, for this particular year of entry. [The phrase 'Up to 50 places will be offered in this category.' has been deleted.]

### Category 5

Children living inside or outside of the priority areas who achieve the automatic qualifying score or above for this school, for this particular year of entry.

### Category 6

Children living inside or outside of the priority areas who score below the automatic qualifying score, but above the minimum score for the waiting list for this school, for this particular year of entry.

Within all criteria first priority is given to those achieving the highest score in the entrance test. In the case of a tied score priority will be given to children who were in receipt of the Pupil Premium at the date of registering to sit the entrance test. Where there is a further need to split any category or group of children, places will be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the address point coordinate of the applicant's home address (as set by Ordinance Survey) to the centre point ("centroid") of the school (located at the centre of the doorway to the Headmaster's Office). (All distances are subject to changes which may occur with updates of mapping data). This applies equally to those living inside and outside the County's boundary. Where there is a further need to split any category places will be offered by random allocation, i.e. allocated using a computerised random number generator. This process will be carried out by Warwickshire Admissions on behalf of the school, in the presence of a witness from Legal Services who is independent of the school and the admissions process.

## The Entrance Test

### Introduction

Admission to this school will be determined by the school's oversubscription criteria and a child's performance in the Entrance Test (sometimes referred to as 'the 11+' or the 'selection test').

### Consortium of Grammar Schools

This school is part of a consortium of schools using a common admissions test on 7th September 2019 for entry to Year 7 in September 2020. The consortium includes this school, the five other Grammar Schools in Warwickshire (including Ashlawn which as a bilateral school offers selective and non-selective places), and the eight Grammar

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<sup>2</sup> A Looked-After Child is one who is in the care of the Local Authority, as defined by section 22(1) of the Children Act 1989. A Previously Looked-After Child is a child who immediately after being looked-after became subject to an adoption, child arrangements or special guardianship order. This includes children who were adopted under the Adoptions Act 1976 (Section 12) and those adopted under the Adoption and Children Act 2002 (Section 46). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Special guardianship orders are defined in Section 14A of the Children Act 1989.

<sup>3</sup> Children attracting the Pupil Premium via Free School Meals are those who have been registered for free school meals at any point in the six years prior to the closing date for test registration (08 July 2016). See Admissions Code (2014) section 1.39A.

Schools in Birmingham (these are individual schools but for the purposes of the entrance test are collectively known as 'The Grammar Schools in Birmingham').

Warwickshire County Council's Admissions Service (Warwickshire Admissions) operates the Entrance Test along with The Grammar Schools in Birmingham.

Some parents may be considering listing Grammar Schools in Warwickshire and Birmingham on their Common Application Form (CAF). As admission to these schools will be determined by the same test, on the same day, it is not possible for students to sit the test more than once. **If it is discovered a student has sat the test more than once, the score from the earliest test will be used. Parents should be aware that in such situations the application may be considered fraudulent or intentionally misleading and where a place has been offered it may be withdrawn.**

Parents whose children sit the test in Warwickshire may request that their raw score is shared with The Grammar Schools in Birmingham. This can be done as part of the registration process. **Parents should only request this if they are considering applying for a place in a Birmingham Grammar School.**

Parents whose children sit the test in Birmingham may request that their raw score is shared with Warwickshire Admissions. This can be done as part of the registration process. **Parents should only request this if they are considering applying for a place in a Warwickshire Grammar School (including a selective place at Ashlawn School).**

In either of these cases parents will receive two sets of results. One set of results will be received from Warwickshire Admissions. A further set of results will be received from The Grammar Schools in Birmingham.

Where a parent indicates after the registration closing date of 11.59pm on Friday 28<sup>th</sup> June 2019 that they wish their child's test score to be shared with either Warwickshire Admissions or The Grammar Schools of Birmingham, their registration will be considered late for the region that they wish their results to be shared with.

### **Registering for the test**

Parents living in Warwickshire **must** register for the test with Warwickshire Admissions. Parents living in Birmingham **must** register for the test with The Grammar Schools in Birmingham. Parents living in other authorities should register for the test in the region in which they would most like their child to attend a school e.g. if you live in Northamptonshire and want your child to attend a grammar school in Warwickshire, you should register your child with Warwickshire to sit the test in Warwickshire.

Parents will be able to register for the test from **7<sup>th</sup> May 2019**. It is recommended that parents do this on-line. Paper copies of the registration form will also be available from Warwickshire Admissions or The Grammar Schools in Birmingham. If you are posting a registration form you are strongly advised to take steps to ensure your form is received prior to the deadline, such as recorded delivery. Please ensure that any recorded delivery receipt has the postcode printed electronically on it.

**Parents should be aware that registering for the 11+ test is not the same as applying for a school place- see the section 'Applications for a School Place'. Parents must submit an application for a place to their home local authority by 31st October 2019. Failure to do so will mean your application is considered late, even if your 11+ registration was submitted on time.**

The closing date for registrations is **11.59pm on Friday 28<sup>th</sup> June 2019**. All registrations will be acknowledged. If you do not receive an acknowledgement by post within 14 working days you should contact either Warwickshire Admissions or The Grammar Schools in Birmingham (depending to whom you originally submitted your registration form).

Details of test venue will be sent to parents by Warwickshire Admissions by Monday 19<sup>th</sup> August 2019 onwards. This will include a "fit and well" sheet which must be brought to the test session with a photograph of the child sitting the test. This photograph must be signed and dated by the Headteacher of your child's school or, if your child is home educated, by a responsible person drawn from the range of professions acceptable for passport identification purposes. Warwickshire Admissions reserves the right to contact your child's school (or the person who has verified your child's identity) and to share the photograph with them for the purpose of establishing proof of identity as part of the entrance test process.

If your form is received prior to the closing date but is not fully completed it will be considered as late. If your registration form is received after the closing date it will be considered as late. If your child is sitting a test in a Warwickshire venue and you arrive at the venue without a photograph of your child which is signed and dated by the headteacher of your child's school they will not be able to sit the test on that day and your registration will be

considered as late. If you indicate after the registration closing date that you wish for your child's test score to be shared with either Warwickshire Admissions or the Grammar Schools of Birmingham, your registration will be considered as late for the region you wish your child's results to be shared with.

Late registrants are treated the same as those submitting a late application for a school place and will not be considered in the first round of offers. If your form is received after the closing date of 4pm on Friday 28<sup>th</sup> June 2019 it will only be treated as on time for this school if you can provide evidence of a move of address into the priority area by 11.59pm on **30th December 2019**.

### **Eligibility**

If your daughter was born between 1st September 2008 and 31<sup>st</sup> August 2009 you may apply for her to sit the test for entry in September 2020. Children not born between these dates will only be able to sit the test if they are being educated out of year group (they are being taught in Year 6 for the 2019/20 academic year). Decisions as to whether or not the test results for such students can be used for admission purposes to this school will be taken by the Academy Trust as the Admission Authority.

### **The Test**

The main test session will be on the morning of 7<sup>th</sup> September 2019.

There will be two papers, each of approximately 50 minutes. The papers will be divided into smaller, individually timed sections, which test verbal ability, numerical ability, and non verbal ability.

For each paper the children will be given a question booklet which contains the test questions and a separate answer sheet to mark their answers. The answer sheets will be processed electronically and scanned to make a record of each child's answers.

A familiarisation booklet, containing information about the format of the test and some example questions, will be sent upon receipt of a completed registration form. This will allow children to become familiar with the type of questions likely to be asked and the format of the test booklet and answer sheet, and information about how to write their answers on the answer sheet.

### **Special Arrangements**

Parents whose children have a disability and / or require special resources to sit the test must request this in writing by completing a form describing the child's disability and / or extra resources required to sit the test and must also supply detailed medical evidence. Forms are available from, and must be returned to, either Warwickshire Admissions or The Grammar Schools in Birmingham (depending with whom you are registering for the entrance test) by 11.59pm on **12th June 2019**.

***Please note that this date is earlier than the test registration deadline and that any information provided after this date may not be considered.***

Parents making such a request will be notified by the end of July 2018 whether or not their request has been agreed.

Parents whose child is not able to sit the test on Saturdays for religious reasons must indicate this when registering for the test and supply a supporting letter from their religious leader. These children are likely to be tested on **Sunday 8<sup>th</sup> September 2019**.

### **Illness**

If your child is ill on the test day and is unable to sit the test, you must notify either Warwickshire Admissions or The Grammar Schools in Birmingham (depending with whom you have registered for the entrance test) by 11.59pm on Monday 9<sup>th</sup> September 2019. A medical note (scanned copy, faxed or hand delivered) **must** be submitted by noon on Wednesday 11<sup>th</sup> September 2019 for an alternative date to be arranged.

### **Additional Test Sessions**

These will be held in late November/early December 2019 and late January/early February 2020, primarily to accommodate families moving into the area. Sessions will also be arranged for parents registering for the test after offer day. The same principles for registration apply (for example Warwickshire residents should register with Warwickshire Admissions and can ask that their child's test result is shared with the Grammar Schools in Birmingham).

### **Results**

Data from all students sitting the test will be used to produce standardised scores.

Weightings will be applied to the scores achieved in Verbal Reasoning, Non-Verbal Reasoning and Numeracy. Warwickshire's grammar schools and the Grammar Schools in Birmingham may choose to use different weightings. This means that if your child receives two results letters that their total scores could be different.

By Monday 14<sup>th</sup> October 2019 you will be notified by post of your child's score in the Entrance Test. Parents who have either registered with Warwickshire Admissions (or have asked that their child's score be shared with Warwickshire Admissions) will receive the following information from Warwickshire Admissions:

- 1) Your child's total standardised score broken down by performance in Verbal Reasoning, Numeracy, and Non-Verbal Reasoning.
- 2) A provisional ranking of where the score places the child out of all children who have sat the test, and within each relevant area (east, south or both).
- 3) The automatic qualifying scores and waiting list scores for each Warwickshire Grammar school for previous years where the same weightings have been applied for the three sections. These can be used for comparison purposes but there can be no guarantee that any child, including those scoring above the required score for previous years, will be offered a grammar school place.

Parents who have either registered with the Grammar Schools of Birmingham (or have asked that their child's score be shared with the Grammar Schools of Birmingham) will receive an additional letter showing their child's test score and the minimum score required for entry in the previous three years, together with the qualifying score for those schools who have set such a score.

### **Applications for a school place**

Once parents have received their child's test result they must apply for a school place via their home local authority (this is the local authority to whom you pay your Council Tax). Warwickshire residents can name up to six schools (preferences) on their application form. All local authorities operate an equal preference system and your child will be offered a place at the highest preference possible. What this means is that if you list a grammar school as your first preference but your child does not do well in the entrance test, it will not affect the likelihood of your child being offered a place at any other school you have listed.

### **Providing information to Parents**

During the summer term of 2019 parents of all the children in Year 5 in primary schools in Warwickshire will be issued with a leaflet about the process of selection as will the parents of children attending independent schools if the schools request it. Parents with children not attending these schools can contact the Admissions Service to request that information. Parents will be asked to register if they want their child to be tested.

### **Committee of Reference**

#### **The Role of the Committee of Reference**

The Eastern Area Committee of Reference sets the Automatic Qualifying Score taking account of the applications for the individual schools and the number of places available. The Committee of Reference is a panel of Headteachers and teachers appointed according to terms of reference which are available from Warwickshire Admissions. The Heads of the selective schools in East Warwickshire or their representatives will be members of the Committee. The Committee also reviews the arrangements for any children with disabilities or Special Educational Needs.

#### **Setting the Automatic Qualifying Score**

The Committee of Reference has an overriding discretion to set the Automatic Qualifying Score and the minimum score for the waiting list as it considers appropriate to ensure that those offered places, and those on the waiting list, have the level of ability required to cope with the academic environment of the school.

The Committee will consider the descending score order and the number of children applying for each school (living within the priority areas and who registered before the closing date) and set the Automatic Qualifying Score using the score obtained by the fiftieth candidate (in score order) in Category 3 as a benchmark. The Automatic Qualifying Score will be set at a level which allows fewer than 50 applicants to be given priority under Category 4.

The Committee of Reference will also consider the scores of students just below the automatic qualifying score and determine for each school the minimum score for the waiting list for that year.

### **For entry to Year 7 in September 2020**

Admission at an automatic level will be determined by comparing the children's performances in two tests commissioned by Warwickshire Local Authority from the University of Durham CEM Unit.

### **Allocation of Places**

The available places will be offered in accordance with the oversubscription criteria.

### **Waiting lists**

After the initial round of offers, made on Monday 2<sup>nd</sup> March 2020, further places may become available – if, for example, parents/carers take up places for their child at another school. These places will be offered from the waiting list, up to the Published Admission Number (PAN) of the School. The waiting list order will follow the same criteria as outlined in Categories 1 – 6 above, but will also include any applicant who registered late for the 11+ test, or who submitted a late secondary school application.

Any child who is made an offer for a school which was listed lower on their secondary school application than Rugby High School will automatically be added to the waiting list, provided that the child achieved the minimum waiting list score or above for this school, for this particular year of entry, in the 11+ test.

Once a child reaches the age of 12, the CEM Centre 11+ test can no longer be administered due to the calculations used during standardisation. If a child turns 12 prior to the waiting list being dissolved in December 2020 then the situation could therefore arise where children tested in this way have to be compared with children on the waiting list who were tested using the CEM Centre 11+. Children seeking a place in Year 7 between September 2020 and 31<sup>st</sup> December 2020 who are under the age of 12 will be required to take the CEM tests and their score in these tests will be used to determine their position within the relevant oversubscription criterion on the waiting list. Children seeking a place in Year 7 between September 2020 and 31<sup>st</sup> December 2020 who are over the age of 12 will be required to take tests in English, Mathematics and Science arranged by the school. Their results in these tests will be compared to the results of the Year 7 cohort. If their result in each of the three tests is equal to or better than that of the lowest performing student in the cohort, they will be deemed to be of the same standard as the cohort and eligible for a place. Their mark in all three tests will be averaged and then matched against the average marks of children within the cohort to place them in the relevant quartile of the year group and allow (by looking at those children's CEM test scores) a hypothetical CEM mark to be awarded. Thus enabling all students (including those who are too old to sit CEM tests) to be ranked within the relevant oversubscription criteria on the waiting list.

In accordance with the Admissions Code (2014), waiting lists will be held for one term until 31<sup>st</sup> December 2020. Waiting lists will only be held for entry into Years 7 and 12.

Provided that the school has been named (and a higher preference has not been offered already) offers after the first round will be made to children on the waiting list.

### **Offers made on National Offer Day 2nd March 2020**

Offers are made by the child's home authority as per the co-ordinated secondary school scheme with neighbouring authorities. Subject to the arrangements of the home authority, parents will be expected to accept the offer within 2 weeks of the offer being made. A further letter reminding parents will be sent before the child is withdrawn from the offer lists.

On the offer date letters will be sent to parents indicating the children's scores. Offers will be sent by email to Warwickshire parents who applied online and requested that their offer be emailed.

### **In Year Fair Access Protocol (IYFAP)**

Warwickshire County Council has developed an IYFAP and agreed it with a majority of schools. Rugby High School, as admissions authority, will participate in the operation of the IYFAP.

### **Late Entry**

Applications for all year groups other than Years 12 and 13 will be made through the local authority. Vacancies will be offered to applicants who are deemed suitable for entry subject to a place being available.

### **Years 7 to 11**

Children moving into East Warwickshire (or those already resident who have not previously been tested) who are applying for a place and who are tested after 31<sup>st</sup> August 2020 will be required to take tests in English, Mathematics and Science arranged by the school.

The only exception to this is children seeking a place in Year 7 between September 2020 and 31<sup>st</sup> December 2020 who are under the age of 12 who will sit the CEM tests. Their results in these tests will be compared to the results obtained by the students already at the school in their cohort. If their result in each of the three tests is equal to or better than that of the lowest performing student in the cohort, they will be deemed to be of the same standard as the cohort and eligible for a place. Their mark in all three tests will be averaged and then matched against the average

mark of children within the cohort to place them in the relevant quartile of the year group and allow (by looking at those children's CEM test scores) a hypothetical CEM mark to be awarded.

In the event of there being a vacancy in the relevant year group and there being multiple applicants, the following oversubscription criteria will be used:

- i. children\* and all previously looked after children\*, children who were looked after but have ceased to be so because they were adopted\* (or became subject to a child arrangements order\* or a special guardianship order\*) who are judged to have met the standard for the cohort.
- ii. children who qualify for Pupil Premium who are judged to have met the standard for the cohort
- iii. children who are judged to have met the standard for the cohort with the highest hypothetical or real CEM score who live in priority area.

In the event of a tied score for a place distance from the school will be used to determine who is offered the place with the place being awarded to the student who lives nearest. In the event that that still does not split the candidates, the place will be randomly allocated by an independent party.

In the event of a vacancy becoming available after an appeal has been initiated but before it has been heard, the place will be awarded using the oversubscription criteria above applied to candidates who were tested for a place in that cohort at any point in the same half term as the appellant regardless of whether they have been refused a place or not.

The governors reserve the right to admit above PAN where a student is exceptionally well qualified and where there is space to accommodate her.

### **Transfer from a non-selective school**

Children who are seeking entry to Years 7-11 who have already been tested and refused entry as non-qualifiers will be tested in English, Maths and Science provided that they are over the age of 12 and they were refused entry more than a year previously. Their results in these tests will be compared to the results obtained by the students already at the school in their cohort. If their result in each of the three tests is equal to or better than that of the lowest performing student in the cohort, they will be deemed to be of the same standard as the cohort and eligible for a place. Their mark in all three tests will be averaged and then matched against the average mark of children within the cohort to place them in the relevant quartile of the year group and allow (by looking at those children's CEM test scores) a hypothetical CEM mark to be awarded.

No waiting list is kept for year groups other than the incoming Year 7 and Year 12.

Any place offered must be taken up within six school weeks of the offer having been made. In the event of this not happening, the offer will be withdrawn.

### **Appeals**

The parents of all children refused places will be notified that they have a right of appeal through an independent appeal panel. For children not qualifying for places the appeal will take account of the compatibility of the child's position in the process. If there are insufficient applicants reaching the appropriate level, the school does not have to fill all the places. Therefore, the case for prejudice to the efficient education or the efficient use of resources will only be considered once the school is full in the appropriate year group.

### **Admission arrangements for Year 12**

**Rugby High School has a co-educational sixth form and therefore welcomes applications from both male and female applicants.**

Entry into Year 12 is on the basis of academic ability demonstrated by achievement at GCSE. Confirmed places in Year 12 can therefore only be allocated following GCSE results day in August. The entry requirement for the Sixth Form is normally a minimum of 6 grade 6s (grade Bs) in full course GCSEs taken from the list of subjects published in the Sixth Form Prospectus. In addition there are specific GCSE requirements for individual subjects detailed in the Sixth Form Prospectus.

All applicants for the Sixth Form are required to complete an application form. The closing date for receipt of applications for a place is 11.59pm on Friday 20<sup>th</sup> December 2019. Application forms received after this date will be treated as late and applicants will be placed on a waiting list. Places will only be offered to waiting list candidates after the applications of all applicants who applied on time have been considered.

On receipt of a completed application, a guidance discussion will be arranged (normally in the Spring Term preceding entry). The discussion is intended to ensure that all students make informed choices. Provisional offers of places are made subject to the entry requirements being met, and to there being places in the subjects of the student's choice.

## Oversubscription Criteria

In the event of oversubscription candidates' performance in their best 8 GCSE examinations and, where relevant, in the subjects that they wish to study at A level will be used to determine confirmed offers with priority being given to:

Students with an Education, Health and Care Plan (a statement of special educational need) naming the school who meet the required standard for entry a minimum of 6 grade 6s (grade Bs) in full course GCSEs taken from the list of subjects published in the Sixth Form Prospectus must be admitted and this could therefore reduce the number of places available. There is no guarantee of a place being available, but places up to the planned admission number will be allocated in the following order:

I. Priority will be given to all looked after children\* and all previously looked after children\*, children who were looked after but have ceased to be so because they were adopted (or became subject to a child arrangements order\* or a special guardianship order\*) who achieve the required standard for entry or above.

II. Up to 20 children attracting the Pupil Premium via Free School Meals Pupil Premium who meet the general entry and subject specific criteria for Sixth Form.

III Other children requesting a place at the school

Where there is a need to split any category places will then be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by the Ordnance Survey) to the centre point ('centroid') of the school. All distances are subject to changes which may occur with updates of mapping data. This applies equally to those living inside and outside the county's boundary.

In the event of two or more children having the same oversubscription priority, the same GCSE score and living the same distance from the school, the place will be allocated by using a computerised random number generator. This process will be carried out by Warwickshire Admissions on behalf of the School, in the presence of a witness from Legal Services who is independent of the school and the admissions process.

## Appendix

### Residency Requirements for Entry Into Year 7

The child's home address is where they are living on the date an application for a school place is made.

Where the home address changes after the start of the autumn term of Year 7, consideration will be given as to the reason why. Where it is considered that the reason for the change of address constitutes the application being fraudulent or intentionally misleading, the place may be withdrawn

Where parental responsibilities are equally shared, the home address will be considered to be the place where the child normally sleeps from Monday to Friday during term time. Proof of such arrangements may be requested.

The home address will be used to apply the School's oversubscription criteria such as distance from home to school.

### Evidence required

Warwickshire Admissions Service will request on behalf of the school evidence in support of the application. The service will write out at the beginning of December to all parents who have listed the school as a preference, requesting copies of two documents to confirm the home address. Parents will have fifteen working days to provide proof of the home address. The application will be considered as late if appropriate proof is not provided within fifteen working days. The evidence required is as follows:

- Council Tax letter or statement for the current financial year - this must be supplied if you are the council taxpayer; **or**
- Current Housing Benefit letter; **or**
- Utility bill, bank statement, **or** car insurance documents dated within the last six months.

### Plus one of the following:

- Child Benefit letter for the current financial year;
- Child's National Health registration card;



- Child Tax Credit Award Notice for the current financial year.

Please note that these documents will be retained and not returned. The local authority will match each address with the one they have on their database.

The local authority reserves the right to carry out random checks at any time and this may include an unannounced home visit.

### **Moving to a new address**

If the home address changes between applying for a school place and 11.59pm on 30<sup>th</sup> December 2019, the Local Authority must be provided with proof of the new address as detailed above. The child must be living at the new address by 11.59pm on 30<sup>th</sup> December 2019.

Applicants will also need to produce evidence that the previous home is no longer used by the family – for example proof that the property has been sold or that a rental agreement has ended. This is to show that the new address is not a temporary arrangement purely to secure a school place.

If the home address changes after 30<sup>th</sup> December 2019 the new address can only be taken into account after National Offer Day on 2<sup>nd</sup> March 2020.

The school will also check the child's home address at the time of admission. If it is different from the application address then further checks will be carried out. This will include consideration as to whether or not the address used to make an application was temporary and purely to secure a school place.

If a school place is offered based on fraudulent or intentionally misleading information, the offer may be withdrawn, even if the child has started at the school.

Those who submit fraudulent or deliberately misleading applications may also be subject to legal proceedings.

If we find out that the home address is not in Warwickshire we will withdraw the application altogether and the family will then have to apply to their own local authority.

## **Glossary**

### **Adopted**

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 orders).

### **Automatic Qualifying Score**

This is the mark at which or above which a child will automatically qualify for entry to the school provided that there are sufficient places available once the oversubscription criteria have been applied. Achieving the automatic qualifying score does not guarantee a child a place at the school.

### **Child Arrangements Order**

Child arrangements orders are defined in s8 of the Children Act 1989, as amended by s12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### **Committee of Reference**

A panel of headteachers and teachers appointed according to the terms of reference for East Warwickshire. The Heads of the area's selective schools or their representatives are members of the committee.

### **Eastern Area of Warwickshire**

The Eastern Area of Warwickshire is Rugby plus the parishes of: Dunchurch, Cawston, Thurlaston, Leamington Hastings, Birdingbury, Grandborough, Wolfhamcote, Willoughby, Binley Woods, Brinklow, Brandon and Bretford, Ryton-on- Dunsmore, Bubbenhall, Wolston, Church Lawford, Long Lawford, Stretton-on-Dunsmore, Princethorpe, Frankton, Marton, Bourton and Draycote, Churchover, Clifton-on-Dunsmore, Combe Fields, Cosford, Easenhall, Harborough Magna, Kings Newnham, Little Lawford, Monks Kirby, Newton and Biggin, Pailton, Stretton-under-Fosse, Wibtoft, Willey, Witherbrook.

**Looked After Children**

A 'looked after child' is a child who is (a) in the care of the 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) at the time of making the application to a school.

**Oversubscription Criteria****Priority Circle**

The priority circle is a circle with a 10.004 mile radius centred on Rugby Water Tower. It includes the whole of the Eastern Area of Warwickshire. A child living in Eastern Warwickshire may therefore be allocated a place using over subscription criteria III(i) or III(ii).

**Pupil Premium**

Pupil Premium is a payment made to schools to enable them to give additional help and support to students from deprived backgrounds to help close the attainment gap between them and their peers. For the purposes of this policy pupil premium students are defined as those who have been registered for free school meals at any point in the 6 years prior to the closing date for test registration (28<sup>th</sup> June 2019) by reason of their parents' income and not as a result of universal entitlement. The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

**Standardised Score**

A child's standardised score is her score once adjustments have been made to eliminate the advantage that some children have by virtue of their age.

**Weighting**

This is the value ascribed to a particular section of the paper relative to other sections. Weightings are used to eliminate gender bias.

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**APPLICATION FOR A PLACE IN RHS SIXTH FORM FROM SEPTEMBER 2020**

**Please return this form to us by 11.59pm on Friday 20<sup>th</sup> December 2019.** We will contact your son or daughter in January 2018 to invite him/her to an individual guidance meeting to discuss his/her option choices. The discussion is intended to ensure that all students make informed choices.

Provisional offers of places are made subject to the entry requirements being met. In the event of oversubscription candidates' performance in their best 8 GCSE examinations and, where relevant, in the subjects that they wish to study at A level will be used to determine confirmed offers. Confirmed places in Year 12 will be allocated following GCSE results day in August. The entry requirement for the Sixth Form is normally a minimum of 6 grade 6s (grade Bs)

in full course GCSEs taken from the list of subjects published in the Sixth Form Prospectus. In addition there are specific GCSE requirements for individual subjects detailed in the Sixth Form Prospectus.

**Student's SURNAME** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Parent/Guardian/Carer's Email Address \_\_\_\_\_

Name of Parent/Guardian/Carer \_\_\_\_\_ Title \_\_\_\_\_

### Admissions Priorities

Our admissions policy gives priority to young people to looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Please indicate below if this applies to your son/daughter by deleting whichever statement is not true.

- The applicant is a looked after or previously looked after child.
- The applicant is not a looked after or previously looked after child.

Our admissions policy also gives a priority to up to twenty children who attract pupil premium because they currently receive free school meals or have done so in the last six years. Please indicate below whether or not this applies to your daughter by crossing out the statement that is not true.

- The applicant attracts pupil premium because he/she has received Free School Meals within the last six years.
- The applicant does not attract pupil premium because he/she has not received Free School Meals within the last six years.

### For Admin Use Only

Admissions Priority	Yes	No	Reason	Verification Obtained

Longrood Road, Rugby, CV22 7RE – Telephone: (01788) 810518 – Fax: (01788) 811794 – [www.rugbyhighschool.co.uk](http://www.rugbyhighschool.co.uk)