

ADMISSIONS POLICY
for admission from September 2024

Ranelagh School

Date of last full consultation	October 2022
Date next full consultation is due	October 2029
Date reviewed by LGB	23 January 2023
Date determined by Board of Trustees	7 February 2023

Ranelagh Church of England School
Admissions Policy
for admission from September 2024

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1. Introduction

1. This document sets out the admission arrangements of Ranelagh School.
2. For the purposes of this policy, the Bonitas Multi-Academy Trust is the admission authority.
3. The Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on equal opportunities.
4. Whilst having regard for the Diocesan guidelines, Ranelagh continues to use faith-based admissions criteria in accordance with the School Admissions Code.
5. Ranelagh operates the equal preference scheme detailed in the Bracknell Forest Council Co-ordinated Scheme for Secondary Admissions and complies with Bracknell Forest's timeline for admissions.
6. We will not normally investigate anonymous complaints. However, the Headteacher or Chair of Governors, if appropriate, will determine whether the complaint warrants an investigation.

2. Ethos statement

1. Our school vision and values are based on 2 Timothy 1.7: 'For the Spirit that God has given us does not make us timid; instead, his Spirit fills us with power, love, and self-control'. At the heart of our distinctive culture is our commitment to being a dynamic learning community, rooted in Christianity, where people matter. In this we seek wisdom and pursue excellence.
2. Ranelagh School has a distinctive Christian ethos which is at the centre of school life.
3. As a church school, we welcome applications from Christian families, and those of other faiths and worldviews.

3. Process for applying for admission to Year 7 in September 2024

1. Ranelagh School has a published admission number [PAN] of 174 pupils for entry into Year 7.
2. Parents [see note 1] should apply for admission to the school using the Common Application Form provided by their home Local Authority, the one in which the child lives at the time of the application, by the national closing date of 31st October 2023.
3. Applications made after this date to the home Local Authority will normally be considered after those received on or before 31st October 2023.
4. If Ranelagh has been named on the Common Application Form, applicants should also complete and submit the Ranelagh School Supplementary Information Form by 30th November 2023 otherwise the application will be placed in Category 7 of the oversubscription criteria.
5. The onus is on applicants to complete and submit the verified Supplementary Information Form, which may be obtained from Ranelagh School or via the School's website. Receipt will be acknowledged by the school.
6. For faith-based applications, only one parent's or carer's attendance at public worship will be considered in accordance with the Diocese of Oxford recommendation, in order to avoid discrimination against single parent families.
7. The Local Authority will inform parents of the offer of a place on behalf of the Governors on the national offer date 1st March 2024 or next working day.

8. Should 174 or fewer applications be received all applicants will be admitted.
9. If there is greater demand for admission than there are places available, the oversubscription criteria will be applied in the order set out below.
10. The school will admit any pupils whose Education, Health and Care Plan [EHCP] names Ranelagh.

4. Oversubscription Criteria

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted [see note 2].
2. Children who can demonstrate a significant social and medical need which can only be met by attending Ranelagh School rather than any other school due to their own, or a family member's, exceptional circumstances [see note 3].
3. Children of staff [see note 4]
 - a) where the member of teaching or non-teaching staff has held a permanent contract of employment for a minimum of 15 hours per week, for at least 2 consecutive years
 - b) or where the member of teaching or non-teaching staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children of applicants who have attended public worship [see note 5] in the twenty-four months prior to the date of the application at a Church of England Church or other Christian Church [see note 6] AND who have a sibling [see note 7] attending Ranelagh at the time of application.
5. Children of applicants who have attended public worship [see note 5] in the twenty-four months prior to the date of the application at a Bracknell and Sonning Deanery Church of England Church.
6. Children of applicants who have attended public worship [see note 5] in the twenty-four months prior to the date of the application at any other Christian Church which ascribes to the doctrine of the Holy Trinity [see note 6].
7. All other children.

Note 1

"Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

Note 2

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function.

Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46).

A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14).

A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).

Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Relevant evidential documentation to support your application must be provided with the Supplementary Information Form.

Note 3

Relevant evidential documentation to support your application must be provided with the Supplementary Information Form in the form of a letter from a doctor or social worker or other relevant qualified, independent professional.

The supporting evidence must clearly demonstrate why Ranelagh School is the only school suitable and must illustrate the difficulties that would be caused if your child had to attend another school.

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate professionals where necessary. The Admission Authority's decision is final.

Note 4

The staff member's normal base of work should have been continuously at Ranelagh School. Bonitas Central services staff based at Ranelagh School would not (normally) be included under this definition.

The child's normal place of residence must be with the member of staff.

Please provide a confirmation letter from HR with the Supplementary Information Form.

Note 5

To accommodate difficult patterns of work and family relationships, account should also be taken of weekday public worship.

It is the applicant's 'normal' pattern of worship which should be taken into consideration.

Applicants wishing to apply against faith-based criterion should complete a Supplementary Information Form.

It is the parent or carer who is the applicant and only one parent's or carer's attendance is considered when applying the oversubscription criteria. Whilst the child's attendance at Church is not a requirement, they could be encouraged to attend.

Attendance will be established by information provided on the Supplementary Information Form[s] verified by a Parish Priest or other designated Church Leader.

Online worship and private prayers in the Church building do not meet the attendance requirement.

Applicants are advised to check with their place of worship as to how attendance at services is recorded, as every place of worship does this differently.

Number of times the applicant has attended public worship prior to the date of the application	Total Points
Two or more times per month [for at least 20 of the preceding 24 months]	5 points
Once a month [for at least 20 of the preceding 24 months]	4 points
Two or more times per month [for at least 10 of the preceding 12 months]	3 points
Once a month [for at least 10 of the preceding 12 months]	2 points
Once every 2 months [for at least 10 of the preceding 12 months]	1 point

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Note 6

For the purposes of these admission arrangements 'other Christian Church' means a church which ascribes to the doctrine of the Holy Trinity.

Note 7

Sibling is defined in these arrangements as children who live as brother or sister in the same family unit at the same address, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

It is helpful if parents make it clear on the Supplementary Information Form where the sibling has a different family name.

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins [and all the children in the case of other multiple births] even if this meant exceeding the PAN or the agreed admission number for the relevant year group.

Home address

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child.

The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. An official letter declaring a relocation date and a Unit postal address or quartering area address or proof of intended address will be used when considering the application against the oversubscription criteria.

Distance

The distance used to determine proximity of the home to the school will be determined on behalf of Ranelagh by Bracknell Forest as detailed in their Co-ordinated Scheme for Secondary Admissions*.

In applying distance as a tiebreak those living nearer to the school will be given priority over those living further away. In the event that two distance measurements are identical, (two or more children live at the same distance from the school as can happen with families living in blocks of flats) the school will use random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

**Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.*

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621318 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

5. Admission of children outside their normal age group

1. Parents may request that their child is admitted to a year group outside their normal age range, for instance where a child has suffered from particular social or medical issues impacting on their schooling.
2. Parents should submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher, etc.
3. The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests.
4. If a request is refused, the child will still be considered for admission to their normal age group.
5. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.
6. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

6. Waiting Lists

1. Where the school receives more applications for Year 7 than there are places available, a waiting list will operate until 31st December 2024.
2. Children of unsuccessful applicants will be automatically placed on the waiting list in the ranked order according to the oversubscription criteria.
3. The order of priority on the waiting list is the same as the list for over subscription criteria and does not depend on the date on which the application is received. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.
4. After 31st December 2024, names will only remain on the waiting list for the remainder of the academic year if parents make this request in writing to the school.
5. The waiting list applies to each academic year and a new application (including Common Application Form and Ranelagh Supplementary Information Form) must be made to apply for a place in each subsequent academic year, in accordance with the in-year application process.

7. Fair Access

Ranelagh School participates in Bracknell Forest's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

8. Appeal procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Admissions Officer at Ranelagh School, Ranelagh Drive, Bracknell, RG12 9DA within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://ranelagh.bonitas.org.uk/admissions/>

9. In-year admissions or admission at the beginning of school years 8 – 11

1. Admission to the school during the school year depends on whether or not there are places available.
2. Each year group can accommodate 174 students.
3. Application for admission at the beginning of school years 8 – 11 must be made in accordance with Bracknell Forest's timeline for admissions.
4. In-year applications may be made at any time for admission to Ranelagh. The Common Application Form must be returned to Bracknell Forest and the Supplementary Information Form [if appropriate] to Ranelagh School.
5. There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, the application will be considered against the oversubscription criteria even though there is not an intended address or the family is not yet living in the area.
6. Where the year group is full, children will be automatically placed on the waiting list for the remainder of the academic year in the ranked order according to the oversubscription criteria.
7. The order of priority on the waiting list is the same as the list for over subscription criteria and does not depend on the date on which the application is received. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.
8. A new application (including Common Application Form and Ranelagh Supplementary Information Form) must be made to apply for a place in each subsequent academic year.
9. The Governors will not accept repeat applications for the same child in any one year [but applicants may ask Governors to reconsider an application if there has been a material change of circumstances].
10. In appropriate cases the Governors will have full regard to the Bracknell Forest's Fair Access Protocol.
11. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Admissions Officer at Ranelagh School, Ranelagh Drive, Bracknell, RG12 9DA within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal.

Admission to the Sixth Form [Year 12]

1. Introduction

1. The school welcomes students from outside Ranelagh [external students], as well as current Year 11 students attending Ranelagh at the time of application [internal applicants] to apply to join the sixth form. This document sets out the admission arrangements of Ranelagh School.
2. Students will be admitted into Year 12 on the understanding that they have a desire to benefit from the programmes available to them and a commitment to meet the appropriate study requirements.
3. External applicants are expected to be aware of the Anglican Foundation and ethos of Ranelagh and to be able to work within it.

2. Applications

1. Internal applicants must complete a Ranelagh sixth form application which is available internally on the school system.
2. External applicants must complete a Ranelagh sixth form application which is available from the school office or on the school website.
3. External applicants should provide verification of their predicted grades, validated by their current school. All applicants must state their chosen subjects.

3. Entry Criteria

1. To determine eligibility for admission into the sixth form, Ranelagh Sixth Form has specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or equivalent or other measures of prior attainment. For studying at level 3 which will be 5 or more GCSE grades 5 - 9 (or equivalent), all of which must be full GCSE courses or equivalent.
2. Ranelagh also has academic entry requirements for each particular course available based upon GCSE grades or other measures of prior attainment.
3. These criteria will be the same for internal and external students and will be published in the Sixth Form course guide.
4. Young people who do not meet the grades for their preferred course option will be offered alternative courses in line with their preferences where available.
5. In exceptional circumstances (for example, interruptions to study during Key Stage 4 resulting from prolonged illness or due to relocation) the school will reserve the right to admit a student who is not able to demonstrate the normally required level of prior attainment.
6. The school will admit any young people whose Education, Health and Care Plan [EHCP] names Ranelagh provided they meet the general sixth form entry criteria.

4. Oversubscription Criteria

1. Oversubscription criteria will be applied if the number of external applicants exceeds the available number of places.
2. Offers will be made to applicants who have applied by the deadline, 1st December 2023, if:
 - There are spaces available on all of the applicant's chosen courses
 - The applicant is predicted to meet the academic requirements for all of the courses for which they have applied, as well as the general entry criteria.

3. If both of the above criteria are met, priority will be given according to the order below:
 - 1) Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted [see note 2].
 - 2) Children of staff [see note 4]
 - a) where the member of teaching or non-teaching staff has held a permanent contract of employment for a minimum of 15 hours per week, for at least 2 consecutive years
 - b) or where the member of teaching or non-teaching staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - 3) Applicants whose home address is nearest to the school.
4. Any offer of a place will indicate which courses are available to an applicant, and whilst the offer of a place will remain valid, students' options will be governed by availability in particular subjects.
5. The school will do its best to accommodate external students on their preferred courses but courses may become full or not be viable, so an offer of a place cannot guarantee entry to a preferred course of study.
6. External students whose applications cannot be accommodated may be placed on a waiting list which will be used to fill any vacancies arising before Year 12 studies commence.

5. The SB Group Sports Academy in Sport and Physical Activity [Sports Coaching Pathway Level 3]

1. To study the SB Group Sports Academy Sport Extended Diploma (equivalent to 3 A Levels) applicants must fill in an application form for the SB Group Academy, in partnership with Ranelagh School, which is available from the school office and on the school website.
2. A student wishing to take the sports coaching pathway must achieve a best 8 score* at GCSE of 40 points or more.
3. The minimum GCSE grade for English and Mathematics is a 3 grade. Students will continue to study GCSE English Language and/or Mathematics until they achieve GCSE 4 grade or better in both of these subjects.
4. Each student must demonstrate an aptitude for a specific sport as established through a trial process.
5. In exceptional circumstances (for example, interruptions to study during Key Stage 4 resulting from prolonged illness or due to relocation) the school will reserve the right to admit a student who is not able to demonstrate the normally required level of prior attainment.

*a best 8 score is calculated by adding up the points achieved by a student in their best eight subjects at GCSE including English and Mathematics. Please note that the scores for the student's GCSE Mathematics and their best GCSE English result will be doubled.

6. Allocation Process

1. Places in Year 12, or on a particular course of study, will be offered first to those who are studying at Ranelagh in Year 11 and then to external applicants.

2. The number of places offered to external applicants [PAN] will be 15. The PAN is based on an estimate of the minimum number of external applicants likely to be admitted, although this may be exceeded if demand for available courses can be met.

7. Application process

1. Application forms will be available from the date of the sixth form open evening which will be held in the Autumn Term prior to the year of admission and details will be available on request from the school and on the school website.
2. Applications must be received by the closing date for applications, as detailed on the application form.
3. Applications received after this deadline will be treated as late applications. Late applications are those which are received after the closing date and so cannot be considered with the field of on-time applications.
4. External applicants who apply by the closing date will be invited to the school to attend a consultation meeting in the Spring Term. The purpose of the meeting is to explain the options available in the sixth form and the entry requirements for the courses. It does not form part of the admissions decision.
5. Provisional offers will be made by the end of the Spring Term.
6. Applicants are required to accept or decline the allocated place using the form sent with the offer letter; the form must be returned to the school within two weeks from the date of this letter and failure to respond may result in the offer of a place being withdrawn.
7. Applicants should advise the school at any stage if they make a subsequent decision not to accept the offer of a place.

8. Confirmation of places

1. All internal and external places are conditional on the student meeting the entry requirements in general and for their chosen subjects in particular.
2. External applicants must advise Ranelagh of their GCSE results as soon as they receive them, in order that their place can be confirmed.
3. Offers of a place may be withdrawn where there is evidence of a fraudulent or intentionally misleading application.

9. Applications after the start of Year 12

1. Applications to Year 12 or 13 made after the start of the year (together with those remaining on the waiting list) will be considered at the Governors' discretion and in the light of any available capacity for the study sought and the appropriateness of joining an existing course of study after its commencement.
2. Applications by students who wish to re-sit or re-take a full year will not be accepted. Exceptions to this may be considered if the student can demonstrate there are exceptional circumstances outside of the control of the student or the institution, such as a period of long-term sickness. In cases such as these, students will be admitted at the discretion of the Headteacher, and will be asked to provide evidence of the exceptional circumstances.

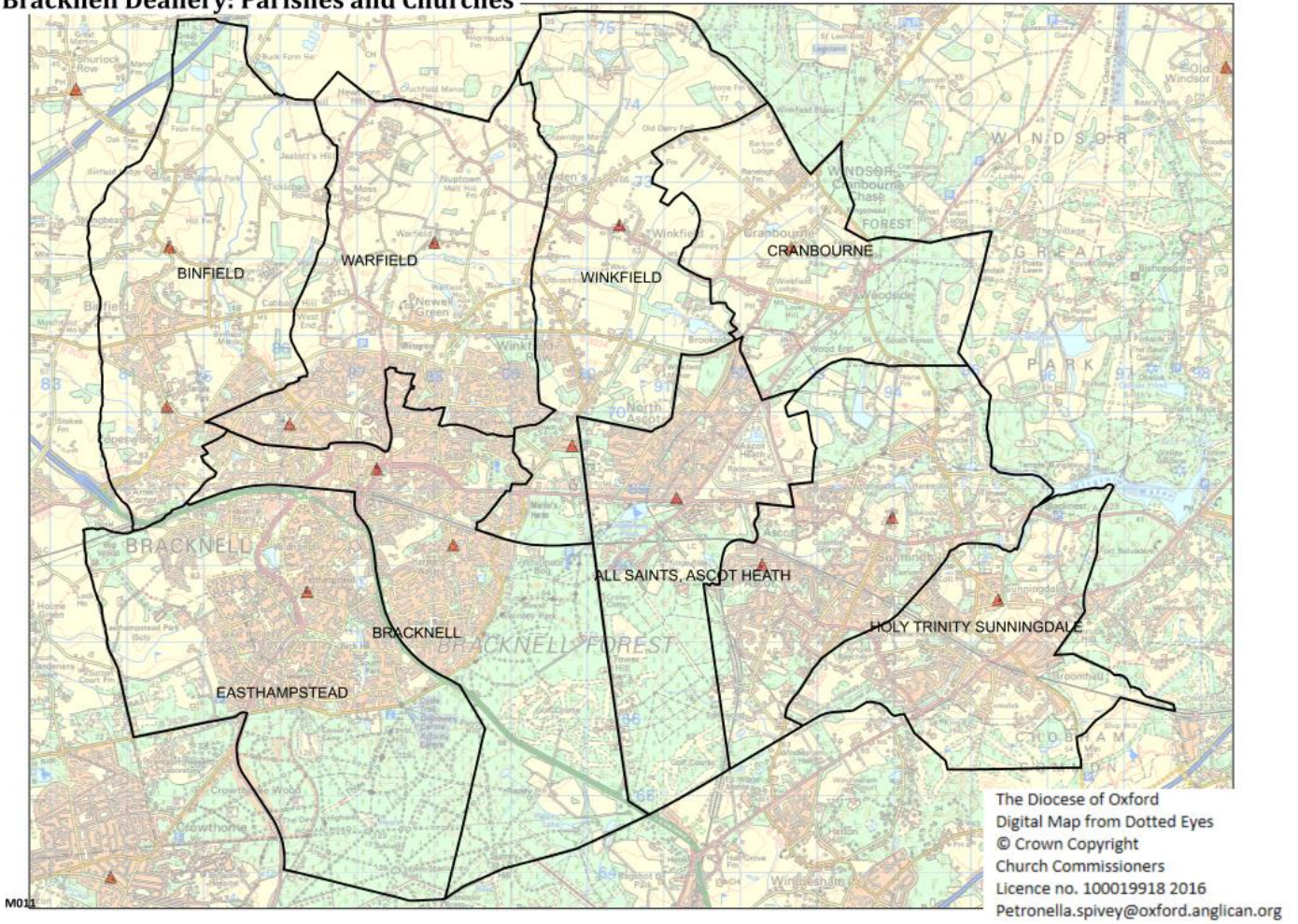
10. Right of Appeal

In accordance with the Schools Standard and Framework Act 1988, applicants who have been refused a place have a right of appeal. Parents and children are able to appeal jointly or separately against any decision refusing a child admission and where they appeal separately for the same school, the appeals must be heard together. These procedures will be made known at the time of notification.

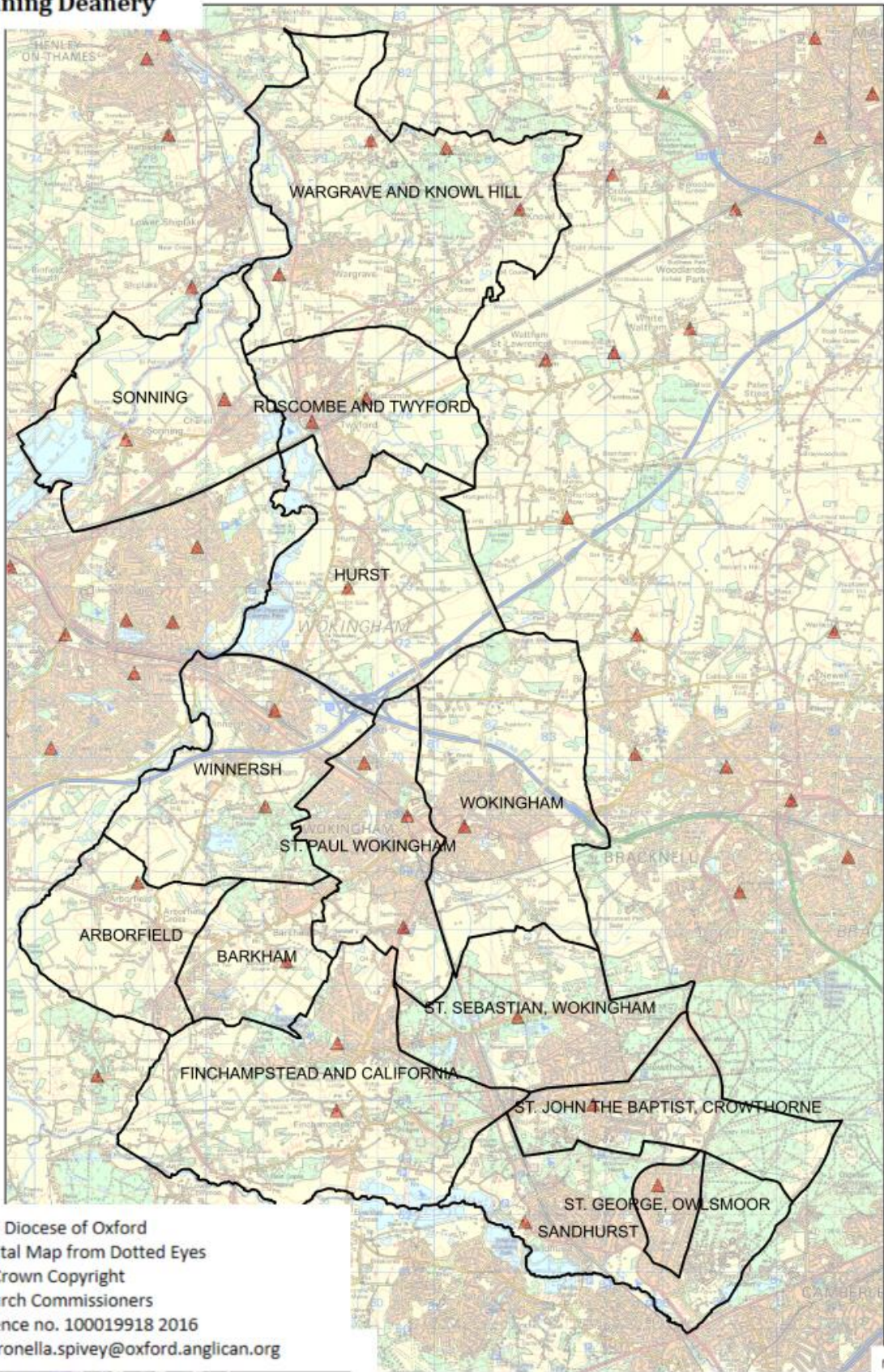
The name and address of the person from whom more information can be obtained is:

The Admissions Officer, Ranelagh School, Ranelagh Drive, Bracknell, RG12 9DA

Bracknell Deanery: Parishes and Churches



Sonning Deanery



The Diocese of Oxford
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Analysis of admissions 2023

Ranelagh is a very popular school and has been oversubscribed for a number of years.

This information will be available in September 2023.

Category	Number of places applied for by the National Closing date	Number of applicants following re-categorisation by Governors	Number of places initially allocated by Governors	Number of students admitted at the start of the school year
EHCP				
LAC				
SC				
MPP				
A				
B6				
B5				
B4				
B3				
B2				
B1				
<i>Sub total B6-B1</i>				
C				
D				
E				
Multiple categories				
No category				
TOTAL				
PAN				

<i>Number of places appealed</i>		<i>Number of successful appeals</i>	
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Oversubscription Criteria

Whilst having regard for the Diocesan guidelines, Ranelagh continues to use faith-based admissions criteria in accordance with the School Admissions Code. All applications will be placed in one of the following categories in priority order LAC, SC, MPP then A to E (notes below define and explain these arrangements more fully).

- LAC 'Looked After Children' and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted (see below).
- SC Children of paid staff (as defined below), in either or both of the following circumstances:
- a) where the member of staff has been employed at the school for two or more years, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the time at which the application for admission to the school is made.
- MPP Children [or parents] who have exceptional medical, physical or psychological needs that make it essential for the child to attend Ranelagh School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see below).
- A Children of applicants who have attended public worship in an Anglican Church or Church of another Christian denomination (as defined below) on average at least once a month in the twelve months preceding the date of this application. *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship **and*** who will have a sibling attending the school at the time at which the application for admission to the school is made.
- B Children of applicants who are resident in the deaneries of Bracknell or Sonning, who are on the Electoral Roll of an Anglican Church and who have attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application. *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*
- C Children of applicants who are resident in the deaneries of Bracknell or Sonning, who are not on the Electoral Roll of an Anglican Church, but who have attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application. *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*
- D Children of applicants who are resident in the deaneries of Bracknell or Sonning, who have attended public worship in a church of another Christian denomination (as defined below) on average at least once a month in the twelve months preceding the date of this application. *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*
- E Children of all other applicants.