Appendix A

Merton Community & Voluntary Controlled Schools

Admission Arrangements for Entry in 2023/2024

This document sets out the admission arrangements for the community and voluntary controlled primary and secondary schools in Merton for entry in 2023/2024.

1. General Arrangements

1.1 Entry to Nursery

All of the primary schools named in 3.1 have nursery provision on the same site. However, attendance in the nursery does not give priority for a place in the reception class of that school.

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

1.2 Entry to Reception in Community Primary Schools

Merton primary schools will offer full time education to children from the September before their fifth birthday. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Where the child is attending the school nursery or co-located children's centre, a separate application must be made for entry into Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the school nursery or co-located children's centre.

1.3 Admission of Children Outside Their Normal Age Group (primary and secondary school admission)

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than year 1. The School Admissions Code requires admission authorities to determine if such requests are agreed.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school(s) they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all pupils and how the needs of these pupils will continue to be met as they move through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Views of the preference school(s) and head teachers will also be taken into account.

Parents requesting admission to an age group below their normal age group should submit an application for the child's actual age group before the relevant closing date. This applies for all points of admission including transfer to secondary school where the child is already being educated below their normal age group in primary school. The request for admission below the normal age group should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority. Parents will be informed of the outcome of their request prior to offer day.

Parents requesting admission to an age group above their normal age group should initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the head teacher, the authority agrees for the child to be admitted into an age group above their normal age group, the application will be processed. If it is not agreed for the child to join an age group above their normal age group, the parent will be invited to apply again in the following year for the correct cohort.

2. Applications

2.1 Nursery

Applications for nursery places in Merton community primary schools should be made to the London Borough of Merton.

2.2 Primary (Reception) / Secondary (Year 7)

Merton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary and Secondary School. Please see Merton's Pan-London Scheme for further details regarding the application process.

2.3 In-Year

Applications for Merton schools outside the normal points of entry to Reception and Secondary School should be made to the London Borough of Merton.

2.4 Post-16 Admissions to RR6 and Raynes Park High School

Applications should be made directly to the school.

3 Admission Numbers for Community Schools

The admission numbers below relate to the year group of normal entry to school (Reception) and Secondary School (Year 7).

Please note children with an Education, Health & Care Plan naming a particular school will be admitted before all other applicants. Admission numbers in section 3 will be adjusted to take this into account before the remaining places are offered to other applicants.

3.1 Community Primary Schools

Primary Schools	Places in reception	Primary Schools	Places in reception
Abbotsbury	60	Malmesbury	60
Bond	30	Merton Abbey	30
Cranmer	60	Merton Park	30
Dundonald	60	Morden	30
Garfield	60	Pelham	60
Gorringe Park	60	Poplar	90
Haslemere	60	St Mark's	30
Hatfeild	60	The Sherwood	60
Hillcross	60	Singlegate	90
Hollymount	60	West Wimbledon	30
Joseph Hood	60	William Morris	60
Liberty	60	Wimbledon Chase	90
Links	60	Wimbledon Park	90
Lonesome	60		

3.2 Community & Voluntary Controlled Secondary Schools

Secondary Schools	Places in year 7
Raynes Park	240
Ricards Lodge	240
Rutlish (Voluntary Controlled)	240

4 Admissions and Oversubscription Criteria for Community and Voluntary Controlled Schools

4.1 Nursery

Nursery offers for autumn 2023 will be made in May 2023. Any remaining vacancies for summer term entry will be offered at a later date.

When a community school nursery is over-subscribed, applications for admission will be ranked against the following factors:

a) Looked after children or previously looked after children (see notes at 4.5.1)

b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery (see notes at 4.5.2).

c) Children of permanent teaching staff (see notes at 4.5.3)

d) *(With the exception of Dundonald and Wimbledon Chase Primary Schools)* Where a sibling is already in the main school at the time of admission (see notes at 4.5.4)

e) *(With the exception of Dundonald, Wimbledon Chase and Wimbledon Park Primary Schools)* Straight line distance between the child's home address and the main school (see notes at 4.5.5)

For Wimbledon Chase and Dundonald Primary Schools only:

d) Where a sibling is already in the main school at the time of admission, and lives within the admissions priority area (see notes at 4.5.4). This includes protected families with siblings, or linked siblings, offered a place or attending the school prior to 1 September 2016.*

e) Children living inside the admissions priority area in order of nearness of home to the school by straight line distance.*

f) Where a sibling is already in the main school at the time of admission, and lives outside the admissions priority area (see notes at 4.5.4)

g) Children living outside of the priority area in order of nearness of home to the school by straight line distance.

For Wimbledon Park Primary School only:

e) Children living inside the admissions priority area in order of nearness of home to the school by straight line distance.*

f) *Children living outside of the priority area in order of nearness of home to the school by straight line distance.*

Where oversubscription occurs in categories (a)-(d) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (e)-(g), and home to school distance is equal, rank order will be randomly generated by the Local Admissions System.

Some nurseries may offer places to 2 year olds, or offer 30 free hours nursery provision where capacity exists. Should demand for such places be oversubscribed, the same criteria above will be used to determine the order of offers.

4.2 Primary (Reception year)

With the exception of Dundonald, Wimbledon Chase and Wimbledon Park Primary Schools, when a Community primary or secondary school is over-subscribed for any year group (excluding sixth form), applications for entry will be ranked against the following factors:

i) Looked after children or previously looked after children (see notes at 4.5.1)

ii) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see notes at 4.5.2).

iii) Children of permanent teaching staff (see notes at 4.5.3)

iv) Where a sibling is already in the main school at the time of admission (see notes at 4.5.4)

v) Straight line distance between the child's home address and the main school (see notes at 4.5.5)

For Wimbledon Chase and Dundonald Primary Schools only:

i) Looked after children or previously looked after children (see notes at 4.5.1)

ii) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see notes at 4.5.2).

iii) Children of permanent teaching staff (see notes at 4.5.3)

iv) Where a sibling is already in the main school at the time of admission, and lives within the admissions priority area* (see notes at 4.5.4). This includes protected families with siblings, or linked siblings, offered a place or attending the school prior to 1 September 2016.

v) Children living inside the admissions priority area* in order of nearness of home to the school by straight line distance.

vi) Where a sibling is already in the main school at the time of admission, and lives outside the admissions priority area (see notes at 4.5.4)

vii) Children living outside of the priority area in order of nearness of home to the school by straight line distance.

For Wimbledon Park Primary School only:

i) Looked after children or previously looked after children (see notes at 4.5.1)

ii) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see notes at 4.5.2)

iii) Children of permanent teaching staff (see notes at 4.5.3)

iv) Where a sibling is already in the main school at the time of admission (see notes at 4.5.4)

v) Children living inside the priority area* in order of nearness of home to the school by straight line distance

vi) Children living outside of the priority area in order of nearness of home to the school by straight line distance.

* Details of admission priority areas can be found at:

Where oversubscription occurs in categories (i)-(iv) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (v)-(vii), and home to school distance is equal, rank order will be randomly generated by the Local Admissions System. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

4.3 Secondary School (Excluding Sixth Form)

i) Looked after children or previously looked after children (see notes at 4.5.1)

ii) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see notes at 4.5.2)

iii) Where a sibling is already attending the school in Year 7 to Year 12 at the time of application (see notes at 4.5.4)

iv) Children of permanent staff employed in the main 11-16 school, 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 at the time at which the application for admission to the school is made, and/or
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

v) Straight line distance between the child's home address and the main school (see notes at 4.5.5)

Where oversubscription occurs in categories (i)-(iv) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (v), and home to school distance is equal, rank order will be randomly generated by the Local Admissions System. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

4.4 Post-16 Admissions to RR6 and Raynes Park High School

Please see Annex 1 for RR6, and Annex 2 for Raynes Park High School.

4.5 Notes

4.5.1 Looked After Children or Previously Looked After Children

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).

A previously looked after child is a child who, immediately following being looked after, was subject to an adoption or subject to a child arrangements, or special guardianship

order including those who appear to Merton as the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

4.5.2 Professionally Supported Medical Reasons or Exceptional Social Reasons

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the School Admissions Team will consider if the evidence provided demonstrates that the child must attend a particular school and cannot reasonably attend an alternative school.

Applicants will not be individually advised if their application has been prioritised under this criterion.

4.5.3 Children of Permanent Teaching Staff

Children of permanent teaching staff will be prioritised in the admission arrangements 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 at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4.5.4 Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

Ricards Lodge and Rutlish School have a cross-sibling policy; qualifying siblings attending either school will be considered under priority (iii).

For Wimbledon Chase and Dundonald Primary Schools, where the older sibling was offered a place prior to 1 September 2016, they will be considered under priority (D) for nursery and (iv) for Reception. This also applies to any linked sibling i.e. where a sibling has qualified on this basis, future siblings will also receive the same priority providing the parent/carer specifies this at the time of application

The following will not qualify under the sibling criterion:

- Siblings in Year 6 at the time of an application to start Reception in September 2023
- Siblings in Year 13 at the time of an application to start secondary school (Year 7) in September 2023
- Siblings in a school nursery

4.5.5 Straight Line Distance

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. All distances will be measured by the computerised Geographical Information System maintained by Merton Admissions team. It should be noted that the computerised system measures from a start point plotted within the property at which the applicant lives to the main school reception entrance and calculates this measurement.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. In some cases, where distance is a relevant factor in admission decisions, a different address may be used if a family unit owns or has access to another property.

The address to be used for the initial allocation of places to Reception, Infants (Reception), and Secondary School (Year 7) will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for in-year admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority of any change of address.

Please note:

- Applicants may not use the address of a relative, friend, childminder or business
- Applicants in short term rented accommodation may be asked to provide evidence of their current and former housing arrangements.
- Where an applicant has ownership of a property, that should be used for the purposes of school admission, and the applicant must provide evidence and reasons for the use of any other address.
- Where an applicant rents a property and has ownership of an alternative property, the rented property should only be used for admission purposes if the child has been resident away from the owned property for a period of 3 years or more at the closing date for applications unless evidence to explain the exceptional circumstance can be provided. Any evidence provided to explain the use of the rented property for admissions purposes will be considered.
- Any applicant who moves from a rented or temporary address in advance of their child taking up their school place may have their place withdrawn if it is found the family have returned to an address already in their ownership.
- The authority will investigate whether the place should be withdrawn if the pupil is not resident at the application address at the time of the September entry point.
- The authority will always investigate a case where the application address has previously been used to gain a school place fraudulently.

- Where it is found an address has been used for the purposes of admission where the child is not ordinarily resident, the application and any place offered will be withdrawn.
- An offer found to have been gained fraudulently will be withdrawn. This may also be the case where the child has started the school.
- In some cases, places may not be withdrawn once a child has been attending the school for a term or more. In these circumstances future sibling applications will not be given sibling priority for places and will be considered under the next appropriate criterion.

5 Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with Education, Health & Care Plans will take priority over children on a waiting list.

Waiting lists for entry to Reception and Secondary school will be maintained strictly in accordance with the admissions criteria for the school until 31 December. Parents wishing to remain on the waiting list after this date must write to Merton Local Authority by 31 December, stating their wish and providing their child's name, date of birth and the name of their current school.

New applications for Year 7 from 1 September and for other year groups will be considered through the in-year admission process. For in-year applications, children with an Education, Health & Care Plan, those to be admitted through the borough's Fair Access Protocol, looked after children and previously looked after children (see notes at 4.5.1) will take priority over children on a waiting list. Waiting lists are then held according to the remaining admissions criteria for the school.

All waiting lists will be reviewed termly. Parents wishing to remain on the waiting list after must write to Merton Local Authority by the end of the relevant term, stating their wish and providing their child's name, date of birth and the name of their current school.

Children applying for nursery who are not offered a place will be automatically added to that school's waiting list. Nursery waiting lists will be reviewed before being carried forward to the following academic year, to confirm which autumn and spring born children wish to be considered for a place in the next academic year.

6 Appeals

Applicants who are not offered their first preference school will be given a right of appeal for all schools of a higher preference than the school offered. Outcome letters will give details of how to lodge an appeal.

There is no right of appeal against a decision not to offer a nursery place.

Annex 1

Ricards Lodge & Rutlish Joint Sixth Form Admissions Policy for September 2023 Entry

1 Ethos Statement

1.1 RR6 is the joint sixth form offered by Ricards Lodge High School and Rutlish School, where students benefit from a commitment to first class teaching, a supportive pastoral framework and high quality facilities.

1.2 In return, applicants for the Sixth Form will be expected to:

- have a true commitment to their continuing education and completion of the full course of study
- attend punctually and regularly
- behave appropriately both on and off the school sites
- be respectful to staff, other pupils, the buildings and school property
- abide by school policies

2 Admission Number

2.1 There will be a minimum of four places for external applicants for September 2023 entry into Year 12. The anticipated capacity of the sixth form across all courses and both sites will be 200. All remaining places will be filled by internal candidates.

2.2 Pupils in Year 11 at either Ricards Lodge or Rutlish will be considered as internal applicants, regardless of the location of their chosen course of study. All other students will be deemed as external applicants and considered for the four places available. Separate waiting lists will be held for internal and external candidates as outlined in 4.2.

2.3 If there are insufficient internal applicants who meet the entry requirements, additional places may be available for external applicants.

2.4 If there are insufficient external applicants who meet the entry requirements, additional places may be available for internal applicants.

3 Admission Entry Requirements

3.1 The general entry requirements are the same for internal candidates as for external candidates as set out below. Please note that individual courses have individual entry requirements which can be found on each school's website.

3.2 Pathway 1 – Where students have achieved 8 or more GCSEs at Grades 9-7 or equivalent BTEC Level 2 courses at Distinction+ level, including English and Mathematics, students will be eligible to take **up to** 4 full A Levels or level 3 BTEC courses.

3.3 Pathway 2 – (followed by the majority of RR6 students): Where students have achieved 7 or more GCSEs at Grades 9-6 or equivalent BTEC L2 courses at Merit or higher level including English and Mathematics, students will be eligible to take 3 full A Levels or level 3 BTEC courses, plus an additional one-year level 3 course, the Extended Project Qualification known as the EPQ.

3.4 Pathway 3 - Where students have achieved 5 or more GCSEs at Grades 9-4 or equivalent BTEC Level 2 courses at Merit or higher level, including English and Mathematics, students will be eligible to take 3 full A Levels or level 3 BTEC courses. Students on this pathway will also complete supported study to support them in achieving the highest grades possible.

3.5 Pathway 4- Where students have achieved 5 or more GCSEs at 9-5 plus a minimum of 4's in English and mathematics, students will be eligible to take 1 T-Level.

3.6 In exceptional circumstances, students with Distinction / Distinction+ grades in performing arts subjects, but grade 3 in GCSE English and/or Mathematics may be considered for progression on to Pathway 3 in the relevant performing arts subjects only. They will then re-take the GCSE Maths and English courses and re-take the exams during RR6.

3.7 For all four pathways, applicants must meet the minimum entry requirements for each subject.

3.8 Specific courses may have additional or alternative entry requirements, such as a GCSE OR EQUIVALENT grade in that subject or in Maths and/or English. The prospectus will specify the requirements for individual courses.

3.9 Preference will be given to students who meet the entry requirements above. However, in exceptional circumstances applicants who do not meet the entry requirements may still be offered places if their preferred course is undersubscribed or an alternative course can be offered, and the admission committee believes the applicant is able to meet the academic demands of the course.

3.10 Applications will initially be considered on predicted GCSE OR EQUIVALENT grades.

3.11 Where students underperform in the their chosen course(s) at the end of Year 12 by achieving an E or U grade, conversations will be held with the pastoral team to give appropriate careers guidance and advice about the most suitable next steps / progression route.

4 Course Oversubscription

4.1 If courses are oversubscribed, the following oversubscription criteria will apply:

i. Looked After Children and former Looked After Children
ii. Children with professionally supported medical or social needs
iii. In rank order by the best 8 average point score for GCSE or equivalent (where BTEC counts as equivalent to one GCSE)
iv. Male / female siblings as stated in the main school policy
v. Children of full time members of staff

4.2 Waiting Lists

In the event of any course being oversubscribed there will be two waiting lists held, one for internal applicants and one for external applicants. The above criteria will be applied to each list. Where a vacancy arises due to an internal candidate leaving a course, this will be filled from the internal waiting list. Any external leaver would be filled from the external waiting list. If there are insufficient candidates on either an internal or an external waiting list for a course to fill a vacancy, the place may then be offered to a candidate from the other waiting list.

5 Confirmation of place

All offers of places at RR6 are conditional on;

5.1 The Admissions Entry Requirements being met at the time of enrolment

5.2 Successful completion of the 'Induction Period'. Students entering RR6 are not considered to be on-roll until they have completed an induction period of four weeks starting the first day of the first term. This is to ensure that students are on suitable courses and that their approach suggests that they will be successful.

5.3 Availability of places on appropriate courses at the time that a student enrols.

Course availability – the Senior Leadership Team reserves the right to withdraw a course in the light of resource implications (for example, if only one or two students choose a particular option subject it is unlikely that the course will run).

6 Application Process

6.1 All applicants should complete an application form which is available on the school website.

6.2 Applications for internal applicants should be returned directly to the school by the published date in the Spring Term.

6.3 Applications for external applicants should be returned to the sixth form administrators of Ricards Lodge or Rutlish Schools by the published date in the Spring Term.

6.4 Applications can be completed either by the parent, carer or student. However, we would encourage only one application to be made. Where more than one application is completed this will, at the very least, delay the application.

6.5 Where an application indicates a course which may be inappropriate for the student, the schools may hold an options meeting with the student to ensure they are aware of more appropriate courses of education, and to offer further careers advice.

6.6 Further information about the application process and timetable will be available on the school website.

6.7 Late applications will be accommodated where possible. If an application is submitted too late to be considered in the initial offers of places, a waiting list will be held according to course entry requirements and the oversubscription criteria, and a right of appeal offered.

7 Appeals

7.1 Unsuccessful applicants will be offered a right of appeal.

7.2 Where separate unsuccessful applications have been completed by the parent and student, each will receive a right of appeal. If they appeal separately, the appeals will be heard together.

8 Eligibility criteria

Entrance into RR6 is subject to the regulations regarding nationality, residency status and eligibility for study in UK school Sixth Forms that apply at the time. Please note, following the UK's withdrawal from the EU on the 31st January 2021, funding regulations have changed and students who are nationals of the EU or EEA countries who enter the UK after 31st December 2020 do not automatically meet eligibility criteria.

Currently, students can be admitted into the Sixth Form if they are a British or Irish Citizen or have either indefinite leave to enter or remain (ILE/ILR) or have the right to abode in the UK as outlined in the Appendix.

The following students are also considered eligible (including those who may not have lived in the UK for the last 3 years):

- Students with refugee status (RS) or humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR)

- Students with recently settled status

In addition to the groups above, further eligibility criteria are also outlined in the Appendix.

In determining eligibility, we must also be satisfied that there is a reasonable likelihood that students will be able to complete their programme of study.

Students who are classified as ‘Overseas Learners’ or who have ‘Student Visas’ cannot be admitted to the Sixth Form for funding reasons.

Ricards Lodge & Rutlish Joint Sixth Form is unable to accept students on a fee-paying basis.

Annex 2

RAYNES
PARK HIGH SCHOOL

Sixth Form Admissions Policy

(1) FOR A PLACE IN THE SIXTH FORM

The Governing Body of Raynes Park High School Sixth Form operates an Open Sixth Form, accepting both its own student (Internal) and those from other secondary schools (External).

The Sixth Form is a place of learning and a place of personal development. Students are provided with a first class experience as they develop into young adults and prepare for Higher Education or the world of work. With greater flexibility and greater responsibility, students are expected to act as positive role models for younger students in the school so that they, in turn, also aspire to become part of the Sixth Form.

Students who wish to apply for a place available each year will need to fulfil the **General Conditions of Entry** together with the **Minimum Academic Requirements** shown below. All Year 11 students who wish to stay at Raynes Park will be able to continue into the Sixth Form, subject to meeting the entry criteria and their course requirements. We will offer advice, guidance and support to all of our students to ensure that they are able to make informed choices about their post 16 education.

A minimum of 20 places will be allocated to external applicants. If there are insufficient internal applicants who meet the entry requirements, additional places may be available for external applicants.

In addition, up to 25 places in Year 12 and 25 places in Year 13 will be allocated to students applying through the Fulham Football Club Education Programme, of which up to 20 will be allocated to external applicants. These students will need to be accepted by Fulham Football Club via football trials as well as fulfilling the school's own requirements.

Students with an Education, Health and Care Plan requesting a place at Raynes Park High School Sixth Form will need to apply through their home borough's consultation process. Applications will be reviewed by the Governing Body and Headteacher who will decide whether we are able to meet the student's needs as outlined in the EHCP. In the case that we are able to meet the needs of the individual, students will be admitted to the Sixth Form providing they meet our entry requirements for study programmes. These students will be included within the admission number of the Sixth Form.

In the event of **oversubscription** to the Sixth Form, priority will be given in the following order to:

- Looked After Children
- Students with a professionally supported medical or social need to attend this school
- Students with a sibling in the school on the date of enrolment
- Students living nearest the school measured by a straight line distance

A **waiting list** will be established in the event of oversubscription. The oversubscription procedures above will also apply to the waiting list. It is the responsibility of students on the waiting list to ensure they are aware of, and available for, key dates including enrolment and the start of the school year. Raynes Park Sixth Form will inform, by letter, the status of applications on the waiting list.

(2) GENERAL CONDITIONS OF ENTRY

Up to 240 places for Year 12 will be offered providing the following general conditions are met:

- Raynes Park High School is able to provide a suitable course. Suitability for a course will be judged by the Senior Leadership Team of Raynes Park High School.
- The applicant meets the **Minimum Academic Requirements** (which are the same for internal and external applicants).
- The applicant is eligible for a full time course**.** A full time course consists of;
    - 3 or 4 A Levels/BTEC/Cambridge Nationals with additional learning (EPQ)
    - A minimum of 2 GCSE courses and 1 A Level/BTEC/Cambridge National level with additional learning
- The student has not previously been Permanently Excluded from Raynes Park High School
- Admission is subject to receipt of a suitable character reference (where students are applying externally) followed by a successful admissions interview conducted by the Sixth Form team (this applies to both internal and external applicants)

(3) MINIMUM ACADEMIC REQUIREMENTS

The number and combination of Level 3 academic and vocational qualifications which a student will take will depend upon their GCSE results and their individual strengths and future aspirations.

Level 3 Advanced Courses:

- A minimum of 5 GCSEs at grade 9-5 or above in different subjects, including English and Maths, are required for a student to study A Level and Level 3 Vocational qualifications. A grade 6 or above is desirable for some subjects. Students will also have the option of studying the EPQ and a variety of enrichment activities along with a comprehensive programme of Careers Education, Information and Training

Level 2 Courses:

- A minimum of 4 GCSEs (or equivalent) at grade 3 or above, including a grade 3 in English and Maths, are required for a student to study GCSE/Level 2 BTEC qualifications if these are being offered

(4) PROGRESSION

The **General Conditions of Entry** continue to apply.

In exceptional circumstances the Senior Leadership Team may admit external applicants from other Sixth Forms but this is highly irregular. The decision to admit a Year 12 from another Sixth Form will take into

account the specification and the structure of their previous course as being appropriate and transferable to A2/BTEC/Cambridge Nationals study at Raynes Park School Sixth Form.

Advanced level:

- A minimum of a D grade or Merit at AS/BTEC Level 3 this will be assessed through school based internal assessments. The school however reserves the right to withdraw progression to A2 if students have not met the requirements laid out in the Sixth Form Student Agreement.
- A full time course as laid out in the **General Conditions of Entry** may include a combination of A Level/BTEC/Cambridge National courses.

Level 2 to Level 3:

- The entry criteria for Advanced level courses as set out in the **Minimum Academic Requirements**
- To achieve at least a **Merit** in any Level 2 courses taken

The Senior Leadership Team reserves the right to allow a student to progress at any level in **exceptional circumstances**. These **'exceptional circumstances'** are likely to include situations in which students achieve significantly less than their predicted grades at A Level/BTEC for reasons that were out of their control.

(5) AGE LIMITS

- Students can only begin a course if they are under 19 years of age on the first day of term for the ensuing academic year. This means that students may start either Year 12 or 13 but may not continue the course or start a subsequent year if they will then be 19 years of age at the start of the next year
- Raynes Park High School Sixth Form is unable to admit external students into the Sixth Form if they have completed two years of Sixth Form education at another institution.

(6) ELIGIBILITY CRITERIA

Entrance into the Sixth Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school Sixth Forms that apply at the time. Please note, following the UK's withdrawal from the EU on the 31st January 2021, funding regulations have changed and students who are nationals of the EU or EEA countries who enter the UK after 31st December 2020 do not automatically meet eligibility criteria.

Currently, students can be admitted into the Sixth Form if they are a British or Irish Citizen or have either indefinite leave to enter or remain (ILE/ILR) or have the right to abode in the UK as outlined in the Appendix.

The following students are also considered eligible (including those who may not have lived in the UK for the last 3 years):

- Students with refugee status (RS) or humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR)
- Students with recently settled status

In addition to the groups above, further eligibility criteria are also outlined in the Appendix.

In determining eligibility, we must also be satisfied that there is a reasonable likelihood that students will be able to complete their programme of study.

Students who are classified as 'Overseas Learners' or who have 'Student Visas' cannot be admitted to the Sixth Form for funding reasons.

Raynes Park High School Sixth Form is unable to accept students on a fee-paying basis.

(7) CONFIRMATION OF PLACE

All offers of places at Raynes Park High School Sixth Form are conditional on:

- All **General Conditions of Entry** and **Minimum Entry Criteria** (achieved GCSE/BTEC results) are met at the time of enrolment
- Successful completion of the 'induction period'. Students entering the Sixth Form are not considered to be on-roll until they have completed an induction period of 4 weeks starting the first day of the first term. This is to ensure that students are on suitable courses and that their approach suggests that they will be successful
- Availability of places on appropriate courses at the time that a student enrols

In the case of **oversubscription** to a course priority will be given in the following order to:

- Internal applicants
- Applications received before the applications deadline
- Students completing A Levels/Level 3 qualifications
- Students with Education, Health and Care Plans or recognised additional learning needs
- Students with the highest course entry criteria
- Course availability – the Senior Leadership Team reserves the right to withdraw a course in the light of resource implications (for example, if only one or two students choose a particular option subject it is unlikely that the course will run)

(8) THE APPLICATION PROCESS

All prospective students are welcome to attend the Raynes Park High School Open Evening in the Autumn Term, where they will be able to meet staff and collect specific subject details.

Prospective students are then invited to make an application indicating their initial selection of courses, they will then be asked for interview.

All prospective students are treated equally and are offered an interview, on receipt of a suitable character reference, to ensure that they are matched to the courses that will most likely lead to their future success. The interview will be an opportunity for a prospective student to discuss suitable courses and engage with the concept of Post-16 education at Raynes Park High School Sixth Form. This is an opportunity for the prospective student to express his or her preference and discuss the potential advantages and disadvantages of specific combinations of subjects.

Provided the applicant meets the General Conditions of Entry and the Minimum Academic Requirements (teacher predicted grades), a provisional offer will be made which lays down the conditions of entry.

Once GCSE results are known, those applicants who have met the minimum academic requirements will have their provisional offer confirmed. Acceptance of the offer must be confirmed by the date specified in the offer letter or during the formal enrolment process otherwise the place will be withdrawn.

Additional information concerning the applications process including a dates timeline is available.

(9) APPEALS

Unsuccessful applicants will be offered a right of appeal.

Stage One: The applicant will have the right to appeal to the Headteacher within 5 working days of receipt of the correspondence informing them of the decision not to offer them a place. The Headteacher will investigate the application and inform the student of the result of the appeal within 10 working days of receipt of the appeal letter.

Stage Two: A second appeal may be made to the Governing body within 5 working days of receipt of the letter confirming the result of the initial appeal. The Governing body, overseen by the Chair of Governors, will investigate the application and inform the student of the result of the appeal within 10 working days of receipt of the appeal letter.

Stage Three: A third appeal may be lodged with the Local Authority of Merton.

Appendix (for both Ricards Lodge & Rutlish Joint Sixth Form and Raynes Park High School Sixth Form)

In accordance with the 'Funding guidance for young people 2021 – 2022, British citizens and certain other people have the right of abode in the UK as follows:

- British nationals
- Irish nationals
- Nationals of EU or EEA countries and Swiss workers (resident in the UK before 1st January 2021 with settled or pre-settled status
- Students who are children of Turkish workers where the Turkish worker has been lawfully employed in the UK before 1st January 2021
- British Dependent Territory Citizens
- Those whose passports have been endorsed to show they have right of abode in the UK
- Those who have a certificate of naturalisation or registration as a British Citizen
- Those with Hong Kong British National (Overseas) visa who have been given Home Office permission to reside in the UK

Students within the following groups are also eligible, aged up to and including the age of 18:

- Those who are accompanying or joining parents who have the right of abode or leave to enter or remain in the UK (or those accompanying or joining relevant family members, usually parents who are UK or Irish nationals), or those who are children of diplomats
- Those who are dependants of teachers coming to the UK on a teacher exchange scheme
- Those who are dependants of adults residing legally in the UK who have been given immigration rights as workers to reside in the UK
- Those who are dependants of foreign students where the accompanying parent or legal guardian has a student visas
- Asylum seekers
- Those having been granted leave under section 67 of the Immigration Act 2016
- Those having been granted Calais leave to remain
- Those who are (including unaccompanied asylum seekers) placed in the care of social services or those in receipt of Section 4 support