



The Royal School

Wolverhampton

The Royal School Wolverhampton - Admissions Policy for 2019 Entry

“Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens”

The Royal School Wolverhampton is an independent Free School, serving the local and wider community. As an all-through, co-educational, non-denominational day and boarding school, it will admit pupils from across the city, aged 4-19, and build on its high aspirations and track record of providing outstanding, non-selective education for children with a wide range of needs.

The Royal School will offer a broad and balanced, knowledge-rich, strongly academic, whilst personalised curriculum across the Primary and Secondary phases, structured to meet pupils’ differing educational needs. We will ensure high levels of literacy and numeracy, with an emphasis on those subjects seen to provide the most successful foundation for entry to the top universities and future careers, including science, technology, engineering and mathematics (STEM).

Key to our success, is developing the whole person through a rich and varied programme of activity both within and outside the classroom, which raises aspiration, builds leadership skills, confidence and resilience, and improves both academic and personal outcomes for all pupils.

All pupils will be educated to the highest standards, enabling them to make successful and confident transitions to university, further education and the work place, and to lead fulfilling lives in a rapidly changing and multi lingual world.

1. General information

The Governing body of The Royal School will be responsible for the admissions arrangements which include the overall procedure and administration of the oversubscription criteria. Parents living both within and beyond the Wolverhampton Local Authority can apply to the School through their own Local Authority indicating a preference for The Royal School on the CAF1. Applications for **Day** places in Primary and Secondary at The Royal School for the academic year **2019/2020** will be part of Wolverhampton’s coordinated admissions arrangements.

Families living within the Wolverhampton LA must complete the CAF, indicating The Royal School in a ranked preference and return the form to the LA. Applicants must include The Royal School on the CAF to enable the school to consider your application.

Families living outside the Wolverhampton LA, must complete the appropriate CAF issued by your ‘Home’ LA and return it to them accordingly, indicating a ranked preference for The Royal School. Applicants must include The Royal on the Home LA CAF to be considered.

After completing the LA CAF, families must complete The Royal School Supplementary form which must be downloaded from the LA website. The supplementary form must then be sent directly to the Registrar at The Royal School.

Applications for **Boarding** places in Years 7 and 9, must be made directly to the School for **2019/2020** entry. They should be made on The Royal School Secondary Application Form and The Royal School Boarding Form, available on the School website, with completed applications sent to The Registrar, The Royal School Wolverhampton, Penn Road, Wolverhampton West Midlands, WV3 0EG.

Applications for the Sixth Form (Year 12), for both day and boarding places, will also be made directly to the School for **2019/2020**. They should be made on The Royal School Application Forms, available from the School website, with completed applications sent to The Registrar, The Royal School Wolverhampton, Penn Road,

Wolverhampton West Midlands, WV3 0EG.

Boarding places will only be available from Year 7 onwards, with boarding applicants needing to be assessed for boarding suitability prior to offers being made (see Annex 1 for further details). Boarding covers both full year and annual weekday boarding. Information on boarding fees is available on the school's website.

Boarding places cannot be altered to day places upon entry.

Applicants will be required to produce proof (Council Tax or utility bill) of the stated home address (permanent residence) used on the admissions form at the time of application, and must notify the School of any subsequent change of address.

The child's permanent residence is where they live normally, including weekends and during school holidays, as well as, during the week, and should be used for the application. The permanent address of a child who spends part of their week with one parent and part with the other, at different addresses, will be the address at which the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the School which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

The distance between a pupil's home and The Royal School will be determined by a straight line measurement from the child's designated home address to a central point within The Royal School, using co-ordinates taken from the Local Land and Property Gazetteer, as calculated through Wolverhampton Council's Geographical Information System (GIS).

A further list of definitions of terms used in the oversubscription criteria (i.e. where there are more applications than places available) is provided at the end of this document.

2. Summary of key dates for 2019 entry

<p>Day places:</p> <p>Reception – Local Authority Application window open from 7 November, 2018 to 15 January, 2019, with offers made on 16 April, 2019.</p>
<p>Year 7 – Local Authority Application window open from September, 2018 to 31 October, 2018, with offers made on 1 March, 2019.</p>
<p>Year 12 - Applications to arrive by 30 January, 2019. (Late applications will be considered for admission where places are still available, although subject choices may be limited where courses are full), with offers made on 1 March, 2019.</p> <p>Offers (based on indicative grades) will be conditional upon entry requirements being achieved and confirmed once GCSE grades are known in August.</p>
<p>Infill Years Applications (for <u>all</u> years <u>other</u> than Reception, Year 7 and Year 12):</p> <p>Local Authority Applications for both primary and secondary years, other than the key points of entry, should be received by 30 January, 2019, with conditional offers made for primary places on the 16 April, 2019 and offers made for secondary on 1 March, 2019.</p> <p>Applications will be considered after this date subject to the availability of places.</p> <p>(See also Section 7 of the Admissions Policy)</p>
<p>Boarding applications*:</p> <ul style="list-style-type: none">• Year 7 to arrive at the school by 30 September, 2018, to enable the School to assess for suitability to board and inform parents of the outcome before the closing date for day pupil Year 7 applications.• Years 9 and 12 to arrive at the school by 30 December, 2018, to enable RSW to assess for suitability to board and inform parents by day pupil closing date. <p>*For any late boarding only applications, please see Section 8</p>

3. Multi –phase admissions arrangements which apply to the normal points of entry

For 2019/20, The Royal School will have the following admission numbers for **external applicants**:

Day Places

Reception – 90

Year 7 - 33

Year 12 – 60

Boarding places

Year 7 – 4

Year 9 – 6

Year 12 – 25

4. Admissions arrangements for day places for 2019-20

If undersubscribed, The Royal School will admit all applicants for day places, subject to those entering Year 12 meeting the minimum academic entry requirements.

Across key points of entry, where fewer than the expected number of pupils within the school progress automatically to the next year of their education, additional external pupils will be admitted until the respective year groups reach their capacity (108 in Year 7, excluding boarders, and 125 in Year 12)

For specific arrangements for the Sixth Form and the Sixth Form PAN, please see Sections 5 and 5.1

If oversubscribed, the following criteria for the different phases of entry will apply in order

4.1 Oversubscription criteria and procedures, for entry for day places

The Royal School will admit any pupils with an Education, Health and Care plan naming the School.

Priority will then be given to those children who meet the criteria set out below, in descending order until all places are filled:

- 1 Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order (see definition ¹).
- 2.1 50% of all places (rounded up to the next whole child) will be allocated to those children whose permanent address (see definition ³) is within a 2 or 3 mile radius of the school, depending on their age (i.e. 2 miles for applicants under the age of 8, and 3 miles for those aged between 8 and 16, as illustrated in the LA's map, attached as Annex 2).
- 2.2 Within the above, priority will be given to up to 20% of children (rounded up to the next whole child) who meet any of the following criteria:
 - a) Children eligible for free school meals and children who have been registered as eligible for free school meals (see definition ²) at any point in the past six years;
 - b) Children whose parent is serving in the regular UK armed forces or was serving in the past three years;
 - c) Children who are in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS) because their parent(s) died on active service with the UK armed forces;
3. Children who have a brother or sister (see definition ⁴), including children living as siblings in the same family unit, already on the school roll and who will still be on roll at the time of the admission;
4. Pupils who have a parent who is employed by The Royal School Wolverhampton (see definition ⁵) and who has been recruited to fill a post for which there is a demonstrable skill shortage;
5. The remaining places will be allocated to children whose permanent address (definition ³) is outside

the two or three mile radius of the school, using an independently verified random draw, if the number of applications exceeds the number of available places.

6. Other children.

NB Neither of the distance related criteria (categories 2.1 or 5) will apply to applicants to the Sixth Form.

4.2 Tie breaks

If two or more children are tied for a final place in category 2, priority will be given to children who live closest to the school on the two or three mile rule, using the distance approach set out under Section 1 (general notes).

An independently verified random draw will also be used as a further tie-break in Category 2 to decide who has the highest priority for admission if the distance between a child's home and RSW is equidistant in any individual case.

Twins/multiple births

If twins or children from multiple births are tied for the final place, they will all be admitted and the School will operate over PAN

5. Academic entry and progression procedures for Year 12 (All places)

In 2019/20, The Royal School will operate a Year 12 of up to 125 students (the Year 12 'capacity'), including day and boarding places.

As an all-through school, all pupils on roll in Year 11 who wish to continue in Year 12 may do so without further application, provided they meet the academic entry requirements set out below.

While the PAN for day pupils is 60, and for boarders is 25, if fewer than 40 of the school's own Year 11 pupils transfer into Year 12, additional external day students will be admitted until Year 12 meets its capacity of 125.

Both internal and external students wishing to enter the Sixth Form in 2019/20 will be expected to have met the same minimum academic entry requirements. These are that:

- Students must have achieved at least six grade 5 grades at GCSE, including English and mathematics.

In addition to the Sixth Form's minimum academic entry requirements, students will need to satisfy minimum entrance requirements to the courses for which they are applying.

Students will normally be expected to have achieved grade 6 or above in those subjects to be studied at A Level in Year 12. If students meet the academic entry criteria for Year 12 but have not achieved the specified grades in their chosen subjects, they will be offered alternative courses, if available, for which they have met the standard.

Course requirements may vary from year to year and will be published annually in the Sixth Form prospectus and on the School's website.

Parents and prospective students for Year 12 will be encouraged to visit the school and meet senior staff to discuss the implications of options they are considering and to ensure they are clear about the entrance requirement for courses. **This visit will not form any part of the decision-making process and admissions procedure.**

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress.

5.1 Oversubscription criteria for day places in Year 12

When there are more external applicants who satisfy the minimum academic entry requirements than places, priority will be given in accordance with the oversubscription criteria, as set out under Section 4.1 (**excluding categories 2.1 and 5**), and on Tie – breaks as in Section 4.2

5.2 Procedures for existing boarders and over subscription criteria for external boarding places in Year 12

Boarding pupils from the EEA who are already in Year 11 and who wish to continue to board may do so without further application, subject to meeting the minimum entry requirements as set out above (Section 5).

Any non EEA boarders who were on the roll in Year 12, additionally, will need to ascertain that their visas permit them to study in Year 13. Failure to check could invalidate their right to remain in the UK.

Where there are more **external** applicants that satisfy the minimum academic entry requirements than places, pupils assessed as suitable to board (Section 6.2) will be eligible to be considered for admission.

Places for those suitable to board who have met the minimum academic entry requirements will be considered for admission in accordance with the oversubscription criteria applied to all boarding places (Section 6.3) as set out below.

6. Boarding

6.1 Admission and progression arrangements for entry into Years 7, 9 and 12 (and for in year admissions across Years 7 to 13).

Boarding pupils who are already on roll and will continue to board may do so without further application.

6.2 Boarding suitability assessment for external candidates

- Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, The Royal School will assess all pupils for boarding suitability. A child must be deemed 'suitable for boarding' before he or she is admitted. Detail on the assessment for suitability process can be found in Annex 1 to this policy
- For a boarding place in Years 7 to 11, The Royal School Boarding Supplementary Information Form must be submitted with The Royal School Secondary Application Form and returned to The Admissions Officer at The Royal School.
- For a boarding place in Years 12 to 13, The Royal School Boarding Supplementary Information Form must be submitted with The Royal School Sixth Form Application Form and returned to The Admissions Officer at The Royal School.
- Students who are accepted to board cannot later change to become a day student.

Dates for external applications are as set out in the Key Dates section of the policy. See also the section on late applications (Section 8).

6.3 Oversubscription criteria

All pupils with an Education, Health and Care plan naming the school will be admitted.

Where the school is undersubscribed by applicants deemed suitable for boarding, The Royal School will admit all suitable applicants.

Where the number of applications for admission is greater than the published admission number, applications deemed suitable for boarding will be considered against the criteria set out below, in order:

- (1) Looked after children and previously looked after children (see definition 1).
 - (2) Children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
 - (3) Children with a boarding need. The School will consider that a candidate has a boarding need as
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below:

- a. Children identified by their local authority as being at risk or with an unstable home environment
- b. Children of former members of the UK Armed Forces who have died while serving or who have been discharged as a result of attributable injury;
- c. Children of serving members of the UK Armed Forces
- d. Children of parents with whom they normally reside in the UK but whose work dictates that they spend much of the year overseas or working away from home

- (4) Children who have a brother or sister (see definition ⁴), including children living as siblings in the same family unit, already on the school roll and who will still be on roll at the time of the admission.
- (5) Pupils who have a parent who is employed by The Royal School Wolverhampton (see definition ⁵) and who has been recruited to fill a post for which there is a demonstrable skill shortage
- (6) Other children

NB evidence required to establish eligibility under categories 2 and 3 above, will be clarified on the boarding application form.

6.4 Tie breaks for boarding places

If two or more children are tied for the last place within any of the criteria priority will be given to those applicants with a UK home address where that address is **furthest** from the school. For those without a UK home address, including those UK citizens with a permanent overseas address applying for a place, priority will be given again for those furthest from the school.

An independently verified random draw will be used as a further tie-break as needed.

If twins or children from multiple births are tied for the final place, they will all be admitted and the school will operate over PAN.

7. Infill and In Year Applications across all year groups

Infill and in year applications to year groups **outside** the normal year of entry (years of entry are: day places in Reception, Years 7 and 12; boarding places in Y7, 9 and 12) **must be made to the Local Authority**.

Places will be offered dependent on available vacancies up to DfE published admissions number for each individual school year. In the event of there being more applications than places available at the application dates specified within Section 2 of this policy, the relevant age-related oversubscription criteria outlined above will be applied.

In year applications across all year groups will be considered beyond these dates, where places are still available, and must be made in writing to the school.

8. Late applications

All applications received by the Local Authority and The Royal School after the deadline will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

9. Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, The Royal School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head and any supporting evidence provided by the parent/guardian/carer.

All requests for such an admission should be submitted to the Local Authority by the relevant application closing date and must include recent professional evidence of the child's circumstances which make education outside the age group necessary.

10. Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age⁶. However, places cannot be deferred until the next academic year.

11. Waiting lists

The Royal School will operate a separate waiting list for day and boarding places for each year group.

- Where in any year more applications for places are received than there are places available, a waiting list will operate until at least 31 December of each school year of admission.
- This will be maintained by The Royal School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the relevant oversubscription criteria.
- The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

12. Appeals

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 Wolverhampton City Council's, Office of the Chief Executive, Democratic Support Unit at the Civic Centre for information on how to appeal.
- Information on the timetable for the appeals process is as set out below under Section 12.2, and will also be provided on The Royal School website.

Acceptance and Appeals timetable

12.1 Acceptance of a conditional offer

Primary admissions- normal admissions round

16 April 2019 (national offer day)	Offers and refusals will be issued to parents
Within 10 school days	Parents are required to accept a conditional offer

Secondary admissions- normal admission round

1 March 2019 (national offer day)	Offers and refusals will be issued to parents
Within 10 school days	Parents are required to accept a conditional offer

12.2 Appeals timeline

Appeals with respect to both **primary and secondary admissions** must be submitted within 20 school days of a confirmed rejection. The appeal will be held within 40 school days of that letter, but in any case before the start of the school year.

Post 16 appeals will be heard during September, 2019, and within 30 school days of confirmation of the examination results.

Appeals for an **in year place** will be heard within 30 school days of the appeal being received.

13. Definitions

(¹) A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

(²) **Free School Meal (FSM)**

Entitlement to FSM funding and admissions priority is **not** the same as being in receipt of the Universal Infant Free School Meal (UIFSM), which is provided to **all** Reception, Year 1 and Year 2 pupils.

It is an **individual pupil benefit** for which the parent or guardian must apply, and is awarded in respect of children under the age of 19 where the parent or guardian is in receipt of one of the benefits shown below:

- Income Support;
- Income Based Jobseekers Allowance (IB JSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit
- The Guaranteed Element of State Pension Credit.
- Employment and Support Allowance
- Working Tax Credit (only during the 4 week period immediately after their employment finishes).

NB: Children in receipt of Income Support and Income Based Jobseekers Allowance (IBJSA) in their own right are also entitled to free school meals.

(³) The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of a child who spends part of their week with one parent and part with the other, at different addresses, will be the address at which the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the School which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

(⁴) 'Sibling' refers to the children, including adopted and fostered children, of parents who are married or cohabiting, where the parents and children are living permanently at the same address as one family.

(⁵) Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step- parent.

(⁶) Children become of compulsory school age on the first prescribed day following their 5th birthday: 31st August, 31st December or 31st March (or on that day if any of the dates are the child's birthday)

Annex 1- The Boarding suitability test

- The boarding suitability assessment includes the following:
 - An interview;
 - A reference from the applicant's present school and/or a previous school where the applicant is not currently at school or has recently changed school to confirm whether the student is suitable to board or would present a danger to him/herself or others were they to board;
 - Consideration of any other information about the child's suitability to board that the parent/carer of the applicant may wish to provide or which may be provided at the request of the parent/carer by another person;
 - Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant.
- In determining whether or not an applicant is suitable to board, the School has regard to the following questions in the interview:
 - Does the applicant wish to board?
 - Does the applicant have experience of staying away from his/her parents/carers whether or not he/she is currently a boarder?

- Does the applicant show evidence of self-reliance and independence?
- Does the applicant show evidence of understanding and relishing the challenges of a communal life?
- Does the applicant show understanding of the responsibilities of being a member of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

NB Where a pupil wishing to board is the subject of an Education, Health and Care Plan, arrangements to confirm suitability to board will be managed in discussion with the Local Authority during the process of drawing up the statement

Annex 2

The map provided by the LA at Annex 2 is attached for illustrative purposes only, and gives applicants an indicative picture of the likely 2 and 3 mile, age related, radius from RSW as set out under category 2 of the Oversubscription Criteria.

It does not guarantee a place

Exact distance will be calculated in accordance with the process set out under Section 1 of the Admissions Policy, with all places offered in accordance with the Oversubscription Criteria as set out in Section 4.1 of the same.