



Section 1 – General Principles

Ridgeway Academy is a mixed comprehensive school in Welwyn Garden City for children aged 11 – 18. Students will be admitted at the age of 11+ without reference to ability of aptitude using the criteria below. The main principle of admission to Ridgeway Academy is to maintain the character of the school as a mixed comprehensive, providing for the needs of young persons who live in Welwyn Garden City and the surrounding area. The school will endeavor to allocate places to students whose parents wish them to attend Ridgeway Academy, provided they can be accommodated within the school's admission limits on student numbers. There can be no guarantee that such a place will be available.

The published admission number (PAN) for Year 7 for September 2020 will be **180**.

If the school receives more applications than it has places available, places will be allocated under the oversubscription criteria rules in section 2. These will be applied in the order in which they are printed below. A panel from the Governors' Admissions Committee may be formed to determine whether evidence provided meets the relevant criteria.

Children with an Education, Health and Care (EHC) Plan that names the school must be admitted and will count towards the admission numbers.

Section 2 – Oversubscription criteria (see section 3 for explanatory notes)

Rule 1: Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

Rule 2: Medical or Social

- a) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
- b) Children adopted but previously looked after abroad (see under Definitions)

Rule 3: Sibling

Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school (ie Year 13).

Rule 4: Children of staff

Rule 5: Children living **in the priority area** for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective.

Rule 6: Children living **in the priority area** who live nearest to the school.

Rule 7: Children living **outside the priority area** on the basis of distance, with those living nearest to the school given priority.

These rules are applied in the order they are printed above.

Note In the event that two different addresses are the same distance from the school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be closest to the ground and therefore closer.

In the case of two applicants with exactly the same priority under the admissions rules, but only one place being available, the Governing Body will offer places to both families.

If there are two identical addresses of separate applicants, the tiebreak will be random allocation.

If more children qualify under a particular rule than there are places available, a tiebreak process will be used.

Tie break process

Stage 1 By applying the next rule above to the tied applicants.

Stage 2 Random allocation. Every child entered onto the HCC admissions database has an individual random number assigned between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

Section 3 – Explanatory notes and Definitions

Rule 1: Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order¹ or a special guardianship order²)

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A “child looked after” 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 (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.³

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

All applications are considered individually but a successful application should include the following:

- a) For medical cases - a recent letter from a medical professional giving a clear explanation of why the child’s severity of illness or disability makes attendance at Ridgeway Academy essential.
- b) If Ridgeway Academy is not the nearest school, the supporting professional evidence should give clear reasons why the nearest school is not appropriate.

¹ Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child

is to live.

² Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

³ This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs.

However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under rule 2 are agreed.

Applications for children adopted but previously looked after abroad will be considered under this rule and accepted if the child's previously looked after status and adoption is confirmed. Hertfordshire's "Virtual Schools" will be asked to verify all such applications.

All applications are considered individually but a successful application should include the following:

- a) Evidence that the child was previously cared for by the state abroad because he or she would not otherwise have been cared for adequately and has been subsequently adopted
- b) Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- c) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- d) If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- e) For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate.

Applications under rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously "looked after" but not meeting the specific criteria outlined in rule 1, may be made under this rule.

Further details on the rule 2 process can be found in the "Rule 2 protocol"
<https://www.hertfordshire.gov.uk/media-library/documents/schools-and-education/rule-2-protocol-2018.pdf>

Rule 3: Definition of sibling

For applications to schools using Hertfordshire County Council's admission criteria, a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using **fraudulent information**, there will be no sibling connection available to subsequent children from that family.

¹ Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

² A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

Twins and Multiple Births

If you have more than one child going through the secondary transfer process at the same time, you must make a separate application for each of them. If one of your children is offered the last place available at the school and you have applied for the same school for the other child(ren), the Local Governing Body will offer a place to the other child(ren) taking the number of offers over the PAN. No children will be displaced through this process, further offers would not be made from the continuing interest list under the number of students allocated drops below the PAN.

Rule 4: Children of staff

The school will admit a child of a member of staff provided that:

- a) the member of staff (defined below) 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, or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a member of the full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable, or a member of the full-time support staff (on a 38 week and above contract), or of the part-time support staff who work 50% and above as determined by their role (on a 38 week and above contract) whose role and activities can be demonstrated to provide a significant impact on student achievement at the school. A panel from the Governors' Admissions Committee will determine whether the member of staff meets the requirements for this rule.

Children of staff must live at the same address as the member of staff on a permanent basis. This definition does not include contract staff. Where a service such as catering has been 'in house' and is subsequently 'contracted out', children of staff will not be eligible for admission under this criterion. This definition does not include peripatetic staff employed by HCC.

Rule 5 – Definition

The definition for rule 5 is "the nearest Hertfordshire maintained school or academy that is

non-faith, co-educational, and non-partially selective.

Note – non-partially selective means that the school does not offer any places based on academic ability.

Coeducational schools/academies which select partially on ability are:

- Dame Alice Owen's School
- Parmiter's School
- Queens' School
- Rickmansworth School
- St Clement Danes School

Rules 5 to 7 – Priority Area

The coeducational priority areas in the admission rules are based on the following towns, parishes/unparished areas. Academies and foundation schools (agreed or proposed) that will be retaining the County Council's priority areas as part of their admission arrangements for 2020/21 have been included for information but are marked with an asterisk*

Priority area	Towns/Parishes/Unparished areas	Schools
Welwyn Garden City, Hatfield, Potters Bar and Brookmans Park	Ayot St Peter, Codicote, Essendon, Hatfield, North Mymms, Potters Bar, South Mymms, Welwyn Garden City, Welwyn, Woolmer Green	Monks Walk*, Onslow St Audreys*, Ridgeway Academy*, Stanborough*

Home address

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

Fraudulent applications

We will do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. We will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - Council tax information shows a different residence at the time of application.
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residence

Applications for children* from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the secondary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases Hertfordshire County Council will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Hertfordshire County Council Unit postal address or quartering area address, for consideration of the application against oversubscription criteria

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative "work" address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

We will also consider accepting applications from children* whose family can evidence

intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (4 December 2019 for secondary transfer process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

* Children who

- a) hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or
 - b) have a UK passport describing them as a British citizen or British subject with the right of abode, or
 - c) are European Economic Area nationals
- normally have unrestricted entry to the UK.

Children Out of Year Group

Our policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that “in general, children should be educated in their normal age group”.

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”.

In liaison with Hertfordshire County Council the school will decide whether the application will be accepted on the basis of the information submitted. The decisions will be based upon the circumstances of each case including the view of parents, the Headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

The governing body of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are ultimately responsible for making this decision for applications made to their school.

Section 4 – Continuing Interest, In Year Admissions and Appeals

Continuing Interest

After places have been offered, Hertfordshire County Council on behalf of the Governors of the School will maintain a continuing interest (waiting) (CI) list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child.

Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of allocation). To retain a CI application after this time, parents must make an In year application.

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Children admitted under the protocol will be prioritised above those on the CI list and can be admitted over PAN.

In Year Admissions

The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via www.hertfordshire.gov.uk/admissions. A new In Year application must be made at the end of the academic year to ensure the parent is on the Continuing Interest list. The county council will write to the parent/carer with the outcome of their application and if they have been unsuccessful will include details to enable them to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Appeals

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link "register an appeal". If the application was not made using Hertfordshire's online application system parents should contact the Customer Service Centre (0300 123 4043) to request an appeal pack.

Fair Access

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Children admitted under the protocol will be prioritised above those on the CI list and can be admitted over PAN.

Section 5 – How to apply

All applicants must complete the Hertfordshire County Council's COMMON APPLICATION FORM (CAF) indicating your preferred schools, including Ridgeway Academy, in rank order of preference. The completed CAF should be returned online to Hertfordshire County Council at www.hertfordshire.gov.uk/admissions or by post to HCC, Admissions and Transport (Central Admissions), Postal Point CHR 102, County Hall, Pegs Lane, Hertfordshire SG13 8DF by 31st October 2019.

Families wishing to use either rule 2 (medical or social) or rule 4 (children of staff) will also need to complete a SCHOOL INFORMATION FORM (SIF) which is available either on the school website at www.ridgeway.herts.sch.uk/join-us/admissions or on Hertfordshire County Council's website at www.hertfordshire.gov.uk/admissions or from the school on the Open Evening or via Helen Smith, Admissions Officer, who can be contacted on 01707 351350 or via the admissions e-mail – admissions@ridgeway.herts.sch.uk The completed SIF should

be returned directly to Ridgeway Academy by 31st October 2019 marking the envelope "ADMISSIONS".

Section 6 – Sixth form oversubscription

PAN for Sixth Form **150**.

Students wishing to apply for a place in the Welwyn and Hatfield Sixth Form Consortium will need to complete the application form inside the Prospectus folder. This form must be forwarded to the Head of Sixth Form of their chosen site by the deadline date indicated on the form.

Our entry requirements are as follows:

- To complete 4 A Levels they will need to have an APS of 5.5 or above, GCSE 5, or above, in English Language or English Literature, GCSE 5, or above, in Maths and they need to meet the individual subject based criteria.
- To complete 3 A Levels they will need to have an APS of 4, or above, GCSE 4, or above, in English Language or English Literature, GCSE 4, or above, in Maths and they need to meet the individual subject based criteria.
- To complete 2 A Levels and 1 Level 3 vocational course, they will need to have an APS of 4, or above, GCSE 4, or above, in English Language or English Literature and they need to meet the individual subject based criteria.
- To complete 1 A Level and 2 Level 3 vocational courses, they will need to have an APS of 3.7, or above, GCSE 4, or above, in English Language or English Literature and they need to meet the individual subject based criteria.
- To complete 3 Level 3 vocational courses they will need to have an APS of 2.7, or above, GCSE 4, or above, in English Language or English Literature and they need to meet the individual subject based criteria.
- Students who do not achieve GCSE 4, or above, in English and/or Maths, will be required to attend retake lessons and re-sit the exam(s)

Details of the subject based criteria can be found in the Prospectus folder.

Oversubscription

In the case of oversubscription, highest priority will be given to those students who meet the 'Child Looked After/Previously Looked After' criteria, and those students who achieve the APS entry requirements. Should there be a 'tie break' situation, then we will offer places to those students who meet the 'Child Looked After/Previously Looked After' criteria followed by those students who live the closest to the school.