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Admission Arrangements 2028-2029

Determined by:	
Date:	
Adopted by school:	**Ranelagh School**
Date:	

Ranelagh School

Ranelagh Drive, Bracknell, RG12 9DA

www.ranelagh.org.uk

Though we are many, we are one body.

Admission Arrangements 2028-2029 for Years 12-13

School Name ('the School'):	Ranelagh School	
Local Authority ('the LA'):	Bracknell Forest	
Voluntary arrangements with LA:	Admissions	no
	In-year Admissions	no
	Appeals	no
Published admission number (PAN)	15	
Last consultation date:	November 2026	
Admission to:	Years 12 and 13	
Contact details:	Kelly Spearing Admissions Officer Ranelagh School Ranelagh Drive Bracknell RG12 9DA 01344421233 Admissions@ranelagh.org.uk Sfexternaladmissions@ranelagh.org.uk	

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Introduction

ODST (Oxford Diocesan Schools Trust) and the Local Governing Body (LGB) have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all lawful requirements, including those set out in the Acts, Codes, policies and relevant case law listed in the Appendix.

This policy covers admissions to Years 12 and 13 for the 2028-2029 academic year.

The school welcomes students from outside Ranelagh (external applicants), as well as current Year 11 students attending Ranelagh at the time of application (internal applicants), to apply to join the sixth form.

Students will be admitted into Year 12 on the understanding that they have the desired benefit from the programs available to them under a commitment to meet the appropriate study requirements. External applicants are expected to be aware of the Anglican foundation and ethos of Ranelagh School and to be able to work within it.

Our Vision and Values

Our school vision and values are based on: 'Though we are many, we are one body' [Eucharistic Prayer, Common Worship]. Following the ministry of Jesus, we empower all to use their gifts in faithful service. We inspire and encourage each individual to develop and nurture unique skills, interests and talents, in order that they can flourish. Our school is a unifying heartbeat, enabling everyone to feel welcomed and valued as members of our community.

Ranelagh School has a distinctive Christian ethos which is at the centre of school life. As a church school, we welcome applications from Christian families, and those of other faiths and worldviews.

Admission to Year 12

Application Process

Internal applicants must complete a Ranelagh Sixth Form application form which is available internally on the school system.

External applicants must complete a Ranelagh Sixth Form application form which is available on the school website. External applicants should provide verification of their predicted grades, validated by their current school.

Application forms will be available from the date of the sixth form open evening which will be held in the autumn term prior to the year of admission and details will be available on request from the school and on the school website.

Applications should be received by the closing date for applications as detailed on the application form. Applications received after this deadline will be treated as late applications. Late applications are those which are received after the closing date and so cannot be considered with the field of on time applications. Late applications will be considered following the consideration of on time applications.

All applicants must state their chosen subjects.

External applicants who apply by the closing date will be invited, in the Spring Term, to an informal chat with the sixth form team about their chosen subjects and aspirations. The purpose of this meeting is to explain the options available in the sixth form and the entry requirements for the courses. It does not form part of the admissions decision.

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Entry Criteria

Ranelagh Sixth Form has specific minimum entrance criteria based on GCSE grades or equivalent or other measures of prior attainment to determine eligibility for admission into the sixth form. For studying at Level three, this will be five or more GCSE grade 5 to 9 or equivalent, all of which must be full GCSE courses, as well as GCSE grade 4s in Maths and English.

Ranelagh Sixth Form also has academic requirements for each particular course available based on GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external students and will be published in the sixth form course guide.

Young people who do not meet the grades for their preferred course option will be offered alternative courses in line with their preferences where available. In exceptional circumstances (for example, interruptions to study during Key Stage 4 resulting from prolonged illness or due to relocation) the school will reserve the right to admit a student who is not able to demonstrate the normally required level of prior attainment.

Young people with an Education, Health and Care Plan (EHCP) naming Ranelagh School will be offered a place in accordance with the school's statutory duties; however, admission to the school does not guarantee access to a particular sixth-form course. The school will consider individual circumstances and fulfil its obligations under the Equality Act 2010, however having an EHCP does not provide automatic exemption from the published entry criteria. Where the school is unable to offer a suitable programme of study to meet the young person's needs and aspirations, this will be discussed with the young person, their family and the Local Authority.

Offer Process

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

All internal applicants will be offered a conditional place in Ranelagh's Sixth Form.

The minimum number of places offered to external applicants will be 15 [PAN]. This number may be exceeded if demand for available courses can be met.

Offers will be made to applicants who applied by the deadline, 1st December 2027, if:

- There are spaces available on all of the applicants' chosen courses
- The applicant is predicted to meet the academic requirements for all of the courses for which they have applied, as well as the general entry criteria.

If both the above criteria are met, priority will be given according to the over subscription criteria set out below.

The school will do its best to accommodate external students on their preferred courses, however an offer of a place does not guarantee entry to preferred course of study. Availability of places on courses will depend on availability of resources. Any offer of a place will indicate which courses are available to an applicant, and whilst the offer of a place will remain valid, students' options will be governed by availability in each subject.

Provisional offers will be made by the end of the Spring Term.

Applicants are required to accept or decline the offered place, by emailing the school (sfexternaladmissions@ranelagh.org.uk) within two weeks from the date of the offer letter and failure to do so may result in the offer of a place being withdrawn.

Applicants should advise the school at any stage if they make a subsequent decision not to accept the offer of a place.

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Oversubscription Criteria

1) Looked after children and children who were previously looked after, including those children who appeared to have been in state Care outside England, but seems to be so as a result of being adopted.
2) Children of Ranelagh School staff
    a. Where the member of teaching or non-teaching staff has held a permanent contract of employment for a minimum of 15 hours per week for at least two consecutive years
    b. Where the member of teaching or non-teaching staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
3) Applicants whose home address is nearest to the school.

Random Allocation

Proximity of the young person's home, as measured by the straight-line distance between the home and Ranelagh School, will serve to differentiate between children in the over-subscription criteria should the need arise. Those living nearer the school will be accorded the higher priority. In the event that two distance measurements are identical, the LGB admissions panel will use random allocation to decide which child should be offered the place. This process will take place in the presence of an independent adjudicator.

Confirmation of places

All internal and external offers of places are conditional on the student meeting entry requirements in general and for their chosen subjects in particular. External applicants must advise Ranelagh of their GCSE results as soon as they receive them, in order that places can be confirmed. Places and subjects for external applicants will be confirmed once GCSE results are published and enrolment for internal students is completed.

In-year Admission

Applications to Year 12 or Year 13 made after the start of the year, together with those remaining on the waiting list, will be considered at the LGB's admissions panel's discretion and in the light of any available capacity for the study sought and the appropriateness of joining an existing course of study after its commencement.

Applications by students who wish to resit or retake a full year will not be accepted. Exceptions to this may be considered if the student can demonstrate there are exceptional circumstances outside of control of the student or the institution, such as a period of long-term sickness. In cases such as these, students will be admitted at the discretion of the headteacher and will be asked to provide evidence of the exceptional circumstances.

Notes

Looked after children

A 'looked after child' is a child who is either:

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 at the time of making an application to a school.

Previously looked after children

The School Admissions Code 2021 introduced a requirement for all admission authorities to broaden the existing priority for 'looked after' children or children in care (defined in Section 22(1) of the Children Act 1989) to also include 'previously looked after' children. Children who were 'previously looked after' were defined for admissions purposes as those who, immediately after being in care, became subject to an adoption[1], residence, or special guardianship order[2].

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A revised School Admissions Code came into force on 19 December 2014, and this stated that 'previously looked after' children include those who were adopted under the Adoption Act 1976

[1] An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) or an order under the Adoption and Children Act 2002 (see Section 46 adoption orders).
[2] Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/s. (see Section 12 - Adoption Orders) and not simply those children who were adopted under the Adoption and Children Act 2002 (see Section 46 - Adoption Orders). In addition, residence orders have now been replaced by child arrangements orders. Those who previously received a residence order are now deemed to have a child arrangement order

If applying on behalf of a "previously looked after" child, who was previously in state care in England, the parent will need to provide the following evidence:

- an Adoption Order under Section 46 of the Adoption and Children Act 2002; or
- an Adoption Order under the Adoption Act 1976; or
- a Child Arrangements Order; or
- a Residence Order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989; or
- a Special Guardianship Order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

Children who appear to have been in state care outside England and ceased to be in state care after being adopted ("internationally adopted previously looked after children") (IAPLAC)

A further revised School Admissions Code was agreed in July 2021, and this came into force on 1 September 2021. The new Code further broadens the existing priority for 'looked after' children and 'previously looked after' children to include those children who appear to an Admission Authority to have been in state care outside England and ceased to be in state care as a result of being adopted. In the School Admissions Code 2021 they are referred to as "internationally adopted previously looked after children" (IAPLAC).

The Code regards a child as having been in state care outside England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Responsibility for determining whether a child is eligible to be considered as an IAPLAC rests with the Admission Authority. If there is doubt about the acceptability of evidence provided by the parent, advice will be sought from the relevant Virtual School. This Admission Authority will take a pragmatic approach to the decision-making process where evidence is lacking.

Staff

This category applies to members of Ranelagh School staff. A confirmation letter from HR must be submitted with the application form. The child's normal place of residence must be with the member of staff.

Home Address

The home address is where the young person lives at the time of application. This is the address at which the young person spends the majority of term-time school nights.

Children of Service Personnel

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the home address when applying the over-subscription criteria will be the address at which the young person will live, as long as some evidence of their intended address can be provided, or a Unit or quartering address, where this is requested.

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Measuring Distances from Home to School

Bracknell Forest will calculate home to school distances using a straight-line distance provided by the LA's Geographic Information System.

Waiting Lists

External students whose applications cannot be accommodated may be placed on a waiting list which will be used to fill any vacancies arising.

Appeals

Applicants who have been refused a place have a right of appeal. Parents and children are able to appeal jointly or separately against any decision refusing admission. Where they appeal separately for the same school, the appeals must be heard together. Details of the appeals arrangements are available from Ranelagh School, including the date by which an appeal must be submitted.

Fraudulent Applications

If a place has been obtained on the basis of a fraudulent or intentionally misleading application, the Admission Authority may withdraw the offer of the place. This follows the guidance in paragraphs 2.13 and 2.14 of the School Admissions Code 2021 published by the Department for Education.

Key Terms

Determined

Paragraph 1.49 of the 2021 School Admissions Code requires Admission Authorities (and/or the Local Authority) to determine Admission Arrangements by 28 February each year regardless of whether a consultation has taken place.

Paragraph 1.53 of the 2021 School Admissions Code sets out how objections can be made to the Schools Adjudicator by 15 May in the determination year:
How to object to admission arrangements and how admission authorities can apply for an in-year variation or appeal against a direction to admit a child | GOV.UK

Admission Authority

The body responsible for setting and applying admission rules for a school or schools. As a multi-academy trust the Oxford Diocesan Schools Trust (ODST) is the Admission Authority for all its schools. ODST is legally responsible for determining admission arrangements, in accordance with the School Admissions Code 2021 and other relevant legislation (see Appendix). Implementation of the admission arrangements is delegated to the School's leaders and the Local Governing Body (LGB). ODST and schools work closely with the relevant LA for processing applications.

Published Admission Number (PAN)

This is the number of places Ranelagh School will offer to start in the relevant year group at the Year of Entry in the allocation year subject to receiving enough applications for places. A school cannot refuse to admit a child if the PAN has not been reached. A school can choose to (or be required to) admit children above the PAN.

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Appendix

Legal Framework

These arrangements and over-subscription criteria meet all lawful requirements including those set out in the following Acts, Codes, policies and relevant case law:

Adoption Act 1976
www.legislation.gov.uk/ukpga/1976/36/contents

Children Act 1989
www.legislation.gov.uk/ukpga/1989/41/contents

Education Act 1996
www.legislation.gov.uk/ukpga/1996/56/contents

School Standards and Framework Act 1998
www.legislation.gov.uk/ukpga/1998/31/contents

Adoption and Children Act 2002
www.legislation.gov.uk/ukpga/2002/38/contents

Education Act 2002
www.legislation.gov.uk/ukpga/2002/32/contents

Equality Act 2010
www.legislation.gov.uk/ukpga/2010/15/contents

School Admissions Appeals Code 2012
www.gov.uk/government/publications/school-admissions-appeals-code

Children and Families Act 2014
www.legislation.gov.uk/ukpga/2014/6/contents

School Admissions Code 2021
www.gov.uk/government/publications/school-admissions-code--2

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