Oxford Diocesan Schools Trust
St Mary's Convent
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Oxford, OX12 9AU
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www.odst.org.uk

Admission Arrangements 2028-2029

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

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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 Arrangements 2028-2029 for Years 7-11

Ranelagh is an academy within Oxford Diocesan Schools Trust (ODST).

ODST is the admissions authority and has delegated decisions for admissions to the local governing body (LGB) at Ranelagh School.

ODST and the LGB work closely with the Local Authority and use them as their agent for processing applications for places.

To apply for a school place, click here: https://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions/starting-secondary-school

School Name ('the School'):	Ranelagh School
Local Authority ('the LA'):	Bracknell Forest
Voluntary arrangements with LA:	Admissions yes In-year Admissions yes
Published admission number (PAN)	180
Last consultation date:	November 2026
Year of Entry:	Year 7
In year Admissions:	Year 7-11
Contact details:	Kelly Spearing Admissions Officer Ranelagh School Ranelagh Drive Bracknell RG12 9DA 01344 421233 Admissions@ranelagh.org.uk

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Introduction

Oxford Diocesan Schools Trust (ODST) and Ranelagh School's 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. While having regard for the diocesan guidelines, Ranelagh continues to use faith-based admissions criteria in accordance with the School Admissions Code.

Ranelagh operates the equal preference scheme detailed in the Bracknell Forest Council Co-ordinated Scheme for Secondary Admissions and complies with Bracknell Forest's timeline for admissions, as detailed in their guide to secondary education https://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions/starting-secondary-school

This policy covers admissions to Year 7 as the Year of Entry for the admissions round for the 2028-2029 academic year, and Years 7-11 for in-year admission transfers.

Admission to Year 7

Parents [see Key Terms] wishing to apply for admission to Year 7 in 2028 must complete the Common Application Form provided by their home Local Authority, the one in which the child lives at the time of the application. The form must be returned to the LA by the national closing date of 31st October 2027. Applications made after this date to the home Local Authority will normally be considered after those received on or before 31st October 2027. The Local Authority will inform parents of the offer of a place on behalf of the local governing body (LGB) on the national offer date 1st March 2028 or next working day.

If Ranelagh has been named on the Common Application Form, applicants should also complete and submit the Ranelagh School Supplementary Information Form by 30th November 2027 otherwise the application will be placed in Category 7 of the oversubscription criteria.

The onus is on applicants to complete and submit the verified Supplementary Information Form, which may be obtained from Ranelagh School or via the School's website. Receipt will be acknowledged by the school.

For faith-based applications, only one parent's or carer's attendance at public worship will be considered in accordance with the Diocese of Oxford recommendation, in order to avoid discrimination against single parent families.

If there are fewer applications for places than places available, all applicants will be offered a place. If there is greater demand for admission than there are places available, the oversubscription criteria will be applied in the order set out below. Children with an Education, Health and Care Plan (EHCP) naming the Ranelagh School will always be offered a place.

In-year Admission

Admission to the School during the school year depends on whether or not there are places available. Applications may be made at any time. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria above), a place will be offered.

In-year admissions, or admissions at the beginning of school years other than the Year 7, may be made at any time. However, the LGB will only consider applications up to half a term (using the three-term year) in advance of the desired date for entry.

Applications should be made using the LA in-year application form
https://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions/year-school-application/make-year-school-application

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Applicants should also complete the Ranelagh School Supplementary Information Form (SIF) which can be found on the school's website or obtained from the school. The SIF should be returned directly to the school, either in person or by email to admissions@ranelagh.org.uk. The onus is on applicants to complete and submit the verified Supplementary Information Form. Receipt will be acknowledged by the school. If no SIF is received, the application will be placed in Category 7 of the oversubscription criteria.

Oversubscription criteria

1) Looked after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.

2) Children who can demonstrate a significant social and medical need which can only be met by attending Ranelagh School rather than any other school due to their own, or a family member's, exceptional circumstances.

3) Children of 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 2 consecutive years

   b) or where the member of teaching or non-teaching staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.

4) Children of applicants who have attended public worship in the twenty-four months prior to the date of the application at a Church of England Church or other Christian Church AND who have a sibling attending Ranelagh at the time of application or when an offer is made. Priority will be given to applicants with the greatest number of points reflecting the number of times the applicant has attended public worship prior to the date of the application (see notes below).

5) Children of applicants who have attended public worship in the twenty-four months prior to the date of the application at a Bracknell and Sonning Deanery Church of England Church. Priority will be given to applicants with the greatest number of points reflecting the number of times the applicant has attended public worship prior to the date of the application (see notes below).

6) Children of applicants who have attended public worship in the twenty-four months prior to the date of the application at any other Christian Church which ascribes to the doctrine of the Holy Trinity. Priority will be given to applicants with the greatest number of points reflecting the number of times the applicant has attended public worship prior to the date of the application (see notes below).

7) All other children. Priority will be given to applicants whose child will have a sibling attending the school at the time of application or when an offer is made.

Tie breaker and Random Allocation

Proximity of the child's home, as measured by the straight-line distance between the home and Ranelagh School, will serve to differentiate between children in each oversubscription 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.

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Parents

Section 576 of the Education Act 1996 defines 'parent' as:

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person;
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through:

- being granted a residence order;
- being appointed a guardian;
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare);
- adopting a child (in the case of stepparents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.

Where a child's parents are not married to each other, the child's father can gain parental responsibility by:

- registering the child's birth jointly with the mother;
- through a 'parental responsibility agreement' between him and the child's mother;
- as the result of a court order.

In addition, a LA can acquire parental responsibility if it is named in the care order for a child.

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 2012 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].

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 rest 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.

Exceptional Medical or Social Needs

Applications under criterion 2 must provide written evidence. This should come from an independent professional aware of the case relating to the child, parent or other children living at the same address (eg doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs).

This evidence must:

- be specific to Ranelagh School
- show why the Ranelagh School is the most suitable school
- demonstrate what facilities will benefit the child
- explain why no other school can offer the same support

The admissions panel reserves the right to ask for further evidence or clarification where necessary. Their decision is final. This does not affect the right to appeal.

Staff

This category applies to members of Ranelagh School staff only. A confirmation letter from HR must be submitted with the Supplementary Information Form. The child's normal place of residence must be with the member of staff. The headteacher will advise the LGB's admissions panel if part b applies.

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Public Worship

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

It is the parent or carer who is the applicant and only one parent's or carer's attendance is considered when applying the oversubscription criteria. Whilst the child's attendance at Church is not a requirement, they should be encouraged to attend. Attendance will be established by information provided on the Supplementary Information Form[s] verified by a Parish Priest or other designated Church Leader. If an applicant attends more than one church during the relevant period, a SIF may be completed for each church and the admissions panel will determine the highest applicable points score.

To accommodate difficult patterns of work and family relationships, account should also be taken of weekday public worship. Online worship and private prayers in the Church building do not meet the attendance requirement.

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

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

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

Other Christian Churches

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

Siblings

For admissions purposes, a brother or sister is defined as one of the following:

- A brother or sister (both parents the same) living at the same home address; or
- A half-brother or half-sister (one parent the same) living at the same home address; or
- A stepbrother or stepsister (sharing a parent who is married or in a civil partnership) living at the same home address; or
- An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address; or
- A child of the parent's or carer's partner who is living in the same family unit at the same address.

Sibling priority will only apply to those with a brother or sister attending Ranelagh School when the application to join Ranelagh School is made or if a sibling subsequently joins Ranelagh School before an offer is made.

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Multiple Births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., both twins (and all the children in the case of other multiple births) would be admitted even if this meant exceeding the published admission number.

Home Address

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

If parents are moving house, evidence of the move will be requested when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required.

An address of a second home with the main home being elsewhere will not be accepted. If there are two or more homes, or where a family is returning from elsewhere, evidence will be required of the main home. An allocation of a place based on an address which might be considered only temporary or where the address given is a second home will not be made.

An address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement will not be accepted.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

Multiple Addresses

Where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which the child spends the majority of the school week as determined by the LA.

Children of Service Personnel

For families of service personnel with a confirmed posting, or crown servants returning from overseas, a school place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.

The home address when applying the oversubscription criteria will be the address at which the child will live, as long as the parent provides some evidence of their intended address, or a Unit or quartering address, where a parent requests this.

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.

Fair Access

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

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Admission Outside Normal Age Group

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. [Paragraph 2.18 of the School Admissions Code 2021] Guidance is available here: Making a request for admission out of the normal age group - GOV.UK

Parents should use the LA process and deadlines to complete any application for a place outside of normal age group, including the provision of supplementary information.
https://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions/admission-out-normal-year-group

Admission outside normal age group will be decided by the Local Governing Body (LGB) admissions panel who will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. [Paragraph 2.19 of the School Admissions Code 2021] 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
- They will also take into account the views of the headteacher.

Where a parent's request for a child to be admitted outside of their normal age group has been agreed and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to Ranelagh School) the application will be:

- Processed as part of the main admissions round, unless the parental request is made too late for this to be possible; and
- Considered against the determined admission arrangements only, including the application of over-subscription criteria where applicable. The LGB admissions panel will not give a lower priority on the basis that the child is not of the correct age.

If a place in the requested age group is refused, but one in the normal age group is offered, then there is no statutory right of appeal.

Waiting Lists

The LA maintains waiting lists for those children who are not offered a place. For those applying through the normal admissions round for entry, the waiting list will be maintained from shortly following initial allocation in the year preceding the start of the academic year in September until the end of the academic year in their Year of Entry.

The list will be re-ranked in accordance with the published over-subscription criteria each time that a name is added to or removed from the list.

The waiting list applies to each academic year, and a new application (including SIF) must be made to apply for a place in subsequent years.

Appeals

Any parent not offered a place for their child at their preferred school has the right of appeal to an independent appeals panel. Details of appeals arrangements are available from the Ranelagh School, including the date by which an appeal should be submitted. In the event of an unsuccessful appeal against non-admission to the School, the School will not consider any further application for a child in the same school year (1 September–31 August) unless there has been a material change in circumstances.

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Fraudulent Applications

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim of address) and this results in the denial of a place to a child with a stronger claim, 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.

2.13 An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused. 24

2.14 A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

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 Schools 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.

Equal Preference

The equal preference scheme means each school you name on your application is considered separately against that school's admission arrangements, regardless of whether you listed it as your first, second or
third preference. Your preference order is only used if more than one school can offer your child a place.

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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

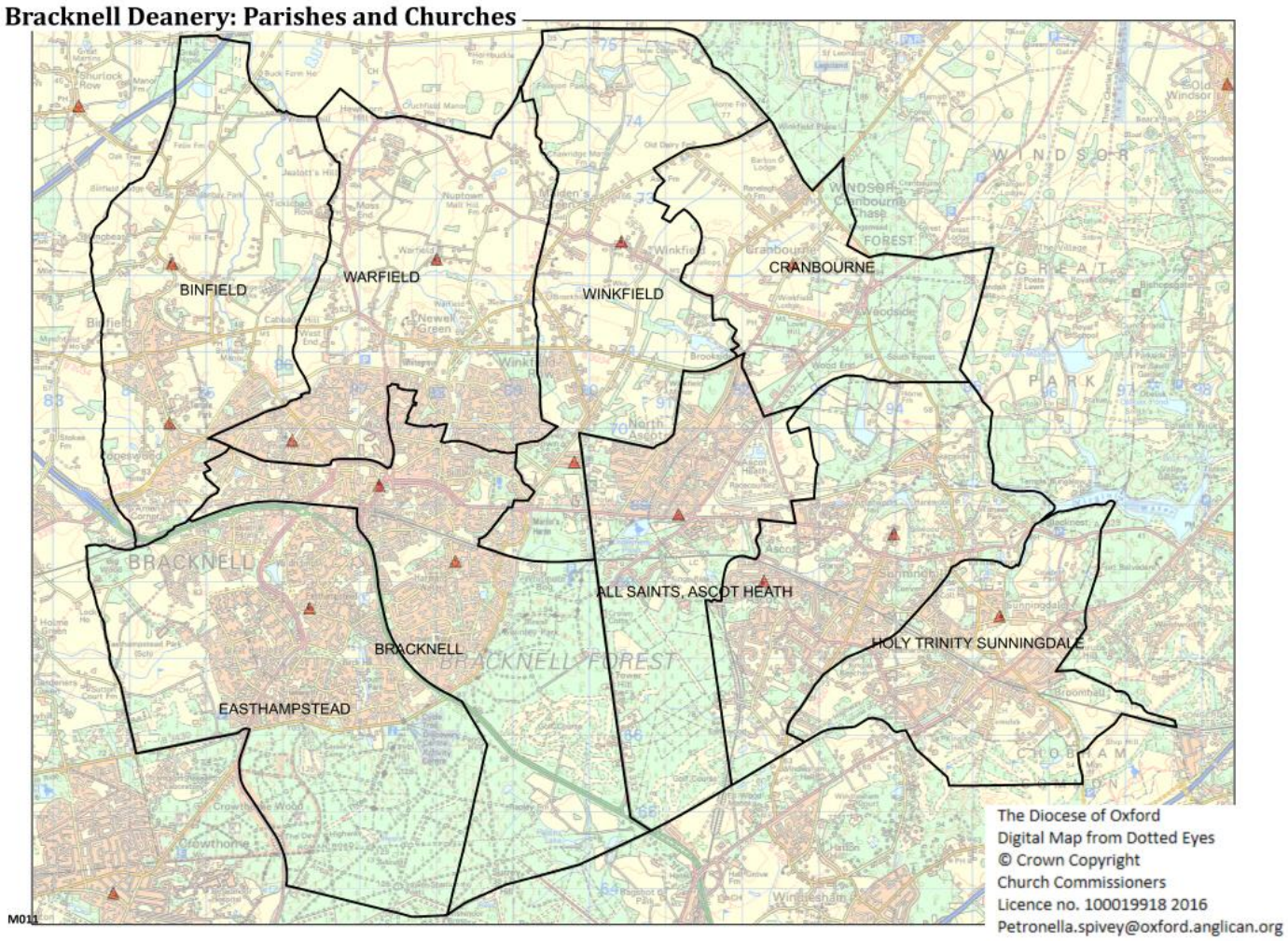
School Admissions Appeals Code 2012
www.gov.uk/government/publications/school-admissions-appeals-code

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

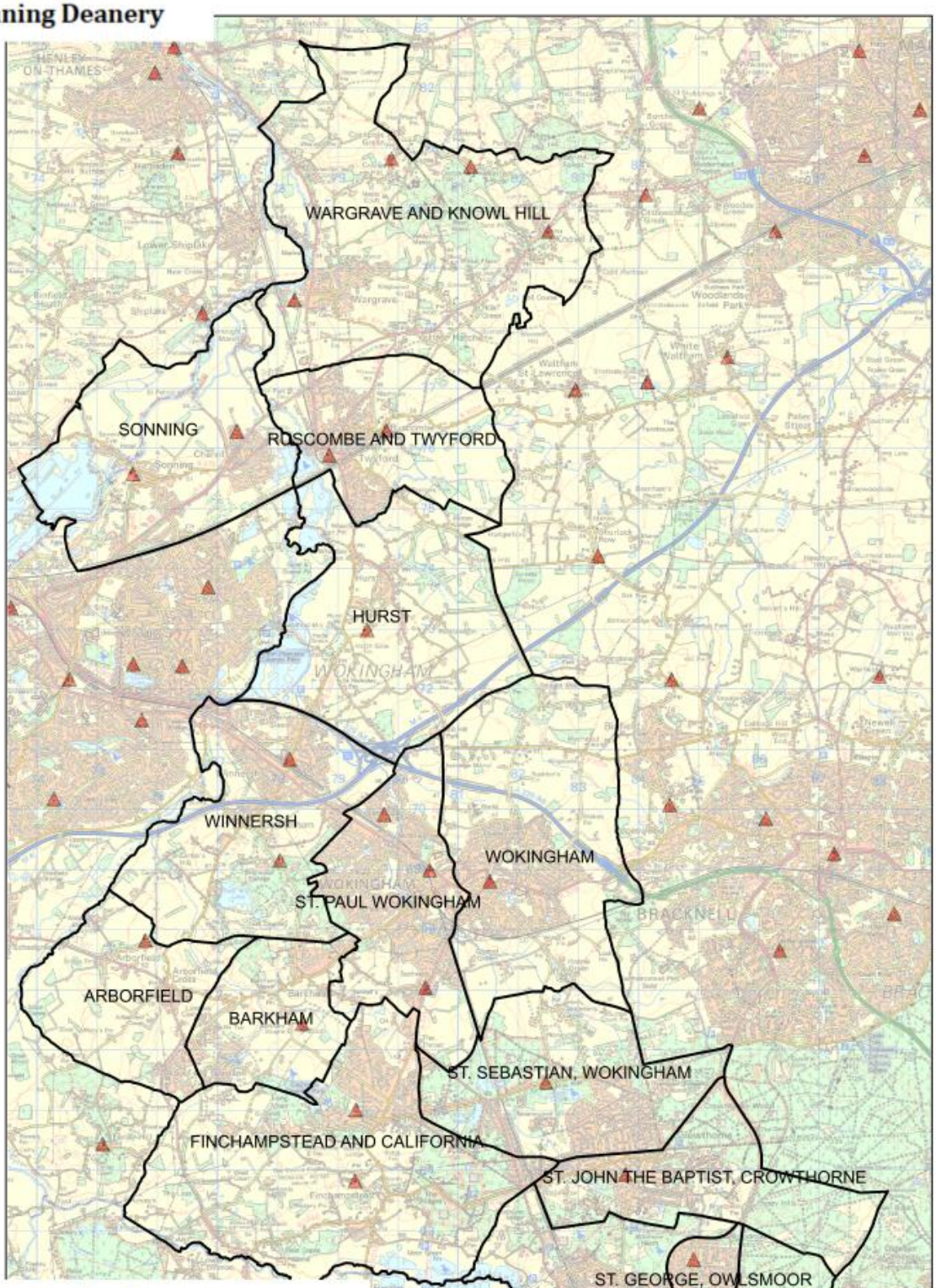
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Bracknell and Sonning Deanery Maps



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Sonning Deanery



The Diocese of Oxford
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