

WYMONDHAM COLLEGE

ADMISSIONS POLICY, PROCEDURES AND GUIDANCE FOR SEPTEMBER 2011

1. INTRODUCTION

Admission to Wymondham College is regulated by the Governors' Admissions Policy which has been determined in accordance with the DCSF Statutory School Admissions Code 2008. Neither the Governors nor the Principal have authority to admit students other than in accordance with the policy. The Governing Body is the Admissions Authority for the College, although all admissions into the Main School (Y7-11) from applicants resident in England are co-ordinated by Norfolk County Council.

Wymondham College is principally a boarding school and the Governors and Principal are committed to providing an education which combines the best aspects of boarding school life with the benefits of strong links with the local and regional community. In order to be eligible for admission to the College, prospective students (or their parents/carers) must have full UK citizenship or citizenship of another member state of the European Union or European Economic Area or Switzerland or have other legitimate residential status within the UK which confers the right to education at public expense. The College may require proof of eligibility before processing an application.

The College does not operate a catchment area and there are no other preconditions for applicants. The College offers day places without reference to the gender of the applicant and this is also the case, as far as is possible, for boarding places. However, the College is not obliged to admit any student as a boarder if accommodation appropriate to his/her gender is not available.

Pursuant of their responsibilities under the Children Act 1989 (as amended), the Governing Body will not admit any child to the College as a boarder unless he/she has satisfied the College that he/she is suitable to board.

2. CATEGORIES OF ADMISSION

The Governors set separate admission numbers and determine different admission arrangements for Boarders and Day Students at each admission stage.

The Admissions Numbers for new admissions to the College in September 2011 are as follows:

	Y7	Y12
Boarders	92	10
Day Students	67	75

Boarding: All boarders have 24-hour provision during term time (but not holidays or exeat weekends) but may return home on any weekend that is not designated a "closed" weekend provided that College commitments, including Saturday morning lessons for Years 7-11, have been fulfilled. Boarding provision is subject to the College Boarding Agreement and a fee is payable by parents. Parents who are entitled to claim Working Tax Credit are able to claim the boarding fee against the childcare element of their tax credits.

Day Students may arrive at the College between 8.00am and 8.30am, and may remain in the care of the College until 5.15pm, enabling them to participate in activities. The costs of this additional provision including lunch, the cost of snacks and drinks at breaks and the cost of House facilities and staffing are covered by the extended day student charge. This is levied on all day students unless:

- The parent/carer of the student has satisfied the College that student is entitled to free school meals;
- The parent/carer of the student has informed the College that they do not want to take advantage of this additional provision.

Alternative arrangements can be made for students bringing their own sandwich lunch but those who have opted out of extended day student arrangements do not have access to boarding house facilities, except in the Sixth Form where there is limited access to the Lincoln Sixth Form Centre.

Day Boarders are able to participate in the life of the College from breakfast time until the end of evening prep for the student's year group and an additional charge is made for this provision. Parents who are entitled to claim Working Tax Credit are able to claim the day boarding fee against the childcare element of their tax credits. Day boarders are admitted as Day Students and may then opt to take advantage of the longer school day. Day boarder status is not a separate category of admission.

Children of Staff Resident on the College Campus: Prior to 31st January each year the Governors will check whether any children of resident staff have applied for day places. As these admissions may reduce the number of day places available to other local families, the Admissions Committee may request permission to admit the equivalent number of additional pupils as allowed by Section 1.18 of the 2009 School Admissions Code. Resident Staff may also apply if they wish for their children to be admitted as boarders. The Governing Body does not require the children of staff resident on site who are boarders to occupy accommodation in boarding houses. Such boarders are known as Honorary Boarders. Any children admitted under this provision are deemed to be additional to the Admission Numbers of the relevant year group.

International Links: The Governing Body may, at its discretion, offer a temporary day or boarding place to a student in order to promote links between the College or the Local Authority and an educational institution overseas, as part of a recognised scheme run by an educational organisation to promote international understanding or to facilitate an international teacher exchange. Any such places are deemed to be additional to the Admission Numbers of the relevant year group.

3. APPLICATION PROCEDURES

a. Applications for Main School Places

Applications for a day or boarding place from residents in England must be made on the Local Authority Common Application Form (CAF) of the home Local Authority and submitted to that Local Authority as instructed. These forms are usually made available automatically to the parents of Year 6 pupils in Local Authority primary schools. Parents/carers of children attending independent schools or who live in areas where the normal age of transfer to secondary schools is not Year 7 may have to ask to be supplied with a CAF by the Local Authority. The College also requires a Supplementary Form to be completed by for boarding applicants and those applying for Specialist Places and these forms must be returned to the College by the date specified.

Candidates may apply for both a boarding and a day place but must rank the applications on the Local Authority Common Application Form. As boarding and day places are considered separately, the outcome of the higher ranked option cannot be jeopardised by the outcome of the lower. However, parents should not apply for a boarding place for their son/daughter unless they are prepared to take up and pay for the boarding place if offered. It should be remembered that the allocation of a boarding place at the College will mean that no other place can be offered at any state school as part of the co-ordinated admission arrangements.

Where a boarding applicant is resident in Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man or overseas, the application must be made directly to the College using the College Supplementary Form only.

b. Applications for Year 12 Boarding or Day Places

Applications for places in Year 12 are made directly to the College using the College form only. Candidates must achieve the Minimum Qualifying Standard (MQS) for the Sixth Form in order to take up any place offered. The MQS for 2010 will be seven GCSE passes (A*-C) at least three of which must be at Grade B or better. Candidates must also meet the particular requirements of the courses upon which they wish to enrol as set out in the Sixth Form courses booklet.

The Governing Body will make alternative arrangements to ascertain whether or not a candidate has attained a level equivalent to the MQS where that candidate has been educated in an overseas education system which does not offer an equivalent to the GCSE.

Candidates may apply for both a boarding and a day place in Year 12. In the event that the candidate qualifies for both places he/she will be invited to decide by a given deadline which place he/she wishes to hold. If no decision is forthcoming, the College reserves the right to withdraw one of the places at its discretion in order that other candidates are not disadvantaged.

c. Admission into other Year Groups

Places are occasionally available in other year groups where a student has withdrawn from the College. There is no guarantee that such places will be available in any particular year.

d. Admission Over or Under Age

The College will not normally admit a student other than into his/her chronological year group. However, in exceptional circumstances where there is a compelling educational, developmental or social reason why a student should be educated out of his/her chronological year group, the Principal may use his discretion to permit an application for admission on behalf of a candidate who is over or under the normal age for his/her year group.

e. Admission of Students with Statements of Special Educational Need

The admission of a student with a Statement of Special Educational Need will be administered through Norfolk Local Authority in accordance with the requirements of the Education Act 1966 Section 324(5)(b) and Schedule 27 3 (3) and 3 (4) and the SEN Code of Practice (8:80-86 and 8:125-134).

f. Admission as a Boarder

Candidates for boarding places are assessed to determine their suitability for boarding. This assessment includes the following:

- An interview
- A reference from the candidate's present school and/or a previous school where the candidate is not currently at school or has recently changed school
- Consideration of any other information that the parent/carer of the candidate may wish to provide to support the candidate's application 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 a candidate is suitable to board, the College has regard to the following questions:

- Does the candidate wish to board?
- Does the candidate have experience of staying away from his/her parents/carers whether or not he/she is currently a boarder?
- Does the candidate show evidence of self reliance and independence?
- Does the candidate show evidence of understanding and relishing the challenges of a communal life?
- Does the candidate show understanding of the responsibilities of 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?

The College will inform the parents of applicants whether or not their son/daughter is considered suitable for boarding as soon as possible after the process has been completed. Candidates who are considered suitable for boarding are then allocated places according to the published oversubscription criteria.

g. Music and Sports Priority Places and Boarding Scholarships

The College offers four places for students applying for Year 7 boarding places who demonstrate a particular aptitude in sport and four places for students who demonstrate a particular aptitude in music. There are also three places in each of sport and music for students applying for Year 7 day places. The College allocates these places on the basis of a rank order determined by the performance in tests of musical and sporting aptitude conducted by the College. These places are not scholarships and there is no reduction in the boarding fee where these places are allocated to boarders.

The College offers up to six Year 12 Sixth Form Boarding Scholarships each year worth up to 50% of the boarding fee for students who demonstrate exceptional academic, musical or sporting potential. For details please apply to the Registrar.

h. Waiting List Procedures

Candidates who are unsuccessful in obtaining a place will be maintained on a waiting list or in a waiting pool, but only if parents request it after the allocation of places has been made and confirmed. Any places that become available are allocated to those waiting, as follows:

For Sixth Form Places

- a. Until 30 September of the year in which admission was sought, places are allocated according to the rank order of applicants established by the oversubscription criteria that were applied when the original allocation of places was made. No other applicants will be considered until these applicants have been made offers.
- b. From 1 October of the year in which admission was sought places are allocated according to the stated oversubscription criteria at the point when a vacancy arises and new applicants will be considered alongside any still on the waiting list. The Governing Body does not consider it in the best interests of students for them to commence their Sixth Form studies later than three weeks after the beginning of the Autumn Term.

For Other Places

- a. Unsuccessful candidates who applied by the stated closing date are maintained on a waiting list and, in the absence of any other late applicants, any vacant places are allocated according to the rank order of those applicants established by the oversubscription criteria applied when the original allocation of places were made.
- b. If further vacancies arise after the offer date, all applicants who applied, whether within the deadline or late, are considered, and offers will be made in accordance with the oversubscription criteria at the time the vacancy occurs. Thus, a candidate's place in the waiting pool can alter if other candidates with a higher priority under the Governors' Admission Policy (or in the DCSF School Admissions Code), come into the waiting pool.

Waiting pools are maintained for one year from the September of the year in which admission was originally sought. For example, unsuccessful candidates for admission in September 2011 would be eligible to remain in the waiting pool until August 2012. The length of time in the waiting pool is not a criterion for the allocation of any places that may become available.

Candidates judged to be unsuitable for boarding will not be kept in a waiting pool for boarding places. They may, however, reapply and be reassessed for each year of entry.

It should be noted that students are not normally admitted to Year 11 or Year 13.

4. OVERSUBSCRIPTION CRITERIA

If there is oversubscription in any priority category, places within that category will be allocated according to the order of the subsequent priorities. Any additional "tie break" will be determined by a random lottery conducted by the College under the supervision of an independent person.

a. Oversubscription Criteria for Year 7 and other Main School Boarding Places

These criteria apply for Year 7 Boarding Places and if there is oversubscription for any boarding places that become available from time to time in Years 8, 9 and 10. The Governing Body does not routinely admit children into Year 11.

FIRST PRIORITY is given to candidates who are looked after by a Local Authority in England and Wales, in accordance with section 22 of the Children Act 1989(b) at the time the application is made and where the Local Authority confirms that they will still be looked after at the time of admission to the school and agrees to pay the Governing Body the full boarding fee as determined by the Governors from time to time in respect of the candidate's place at the College. Pursuant of their responsibilities under the Children Act 1989 (as amended), the Governors will not admit candidates who cannot satisfy them that they are suitable for boarding whether or not they are looked after by a local authority.

SECOND PRIORITY is given to candidates who satisfy the Governing Body that they have a significant degree of boarding need as defined in the Governors' policy. Within this category, priority is given to the children of members of HM Forces who are entitled to a Ministry of Defence subsidy for boarding places.

THIRD PRIORITY is given to candidates who are transferring from a day place at Wymondham College (This priority is not applicable to the initial allocation of places for Year 7).

FOURTH PRIORITY is given to candidates who have a sibling who is a student at the College and will still be on the College roll at the time when the candidate, if successful, takes up his/her place. A sibling is defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.

FIFTH PRIORITY is given to candidates who demonstrate a particular aptitude in either sport or music as demonstrated in tests conducted by the College. There are four such places available for sport and four for music.

Remaining boarding places are allocated on the basis of a random lottery conducted by the College under the supervision of an independent person.

b. Oversubscription Criteria for Y12 Boarding Places

FIRST PRIORITY is given to candidates who are looked after by a Local Authority in England and Wales, in accordance with section 22 of the Children Act 1989(b) at the time the application is made and where the Local Authority confirms that they will still be looked after at the time of admission to the school and agrees to pay the Governing Body the full boarding fee as determined by the Governors from time to time in respect of the candidate's place at the College. Pursuant of their responsibilities under the Children Act 1989 (as amended), the Governors will not admit candidates who cannot satisfy them that they are suitable for boarding whether or not they are looked after by a local authority.

SECOND PRIORITY is given to candidates who satisfy the Governing Body that they have a significant degree of boarding need as defined in the Governors' policy. Within this category, priority is given to the children of members of HM Forces who are entitled to a Ministry of Defence subsidy for boarding places.

THIRD PRIORITY is given to those transferring from a day student place in Year 11 at Wymondham College.

FOURTH PRIORITY is given to holders of Boarding Scholarships.

FIFTH PRIORITY is given to candidates who have a sibling who is on roll at the College and who will still be a student at the College at the time when the candidate, if successful, takes up his/her place. A sibling is defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.

SIXTH PRIORITY is given to candidates attending schools without Sixth Form provision until 50% (rounded up if necessary) of the remaining places have been allocated.

The other remaining places are allocated on the basis of a random lottery conducted by the College under the supervision of an independent person.

c. Oversubscription Criteria for Y7 Day and other Main School Day Places

These criteria also apply if there is oversubscription for any day places that may become available from time to time in Years 8, 9 and 10. The Governing Body does not routinely admit children into Year 11.

FIRST PRIORITY is given to candidates who are looked after by a Local Authority in England and Wales, in accordance with section 22 of the Children Act 1989(b) at the time the application is made and where the Local Authority confirms that they will still be looked after at the time of admission to the College.

SECOND PRIORITY is given to candidates who have a sibling who is on roll at the College and who will still be a student at the College at the time when the candidate, if successful, takes up his/her place. A sibling is defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.

THIRD PRIORITY is given to candidates who demonstrate a particular aptitude in either sport or music as demonstrated in tests conducted by the College. There are three such places available for sport and three for music.

Remaining Day places are allocated on the basis of proximity to the College. This is determined as the straight line distance between the address at which the child is resident on the closing date for applications and the main entrance of the College using Ordnance Survey data and calculated by the Local Authority School Admissions Department.

d. Oversubscription Data for Y12 Day Places

FIRST PRIORITY is given to candidates who are looked after by a Local Authority in England and Wales, in accordance with section 22 of the Children Act 1989(b) at the time the application is made and where the Local Authority confirms that they will still be looked after at the time of admission to the College.

SECOND PRIORITY is given to candidates transferring from a boarding place in Year 11 at Wymondham College.

THIRD PRIORITY is given to candidates who have a sibling who is on roll at the College and who will still be student at the College at the time when the candidate, if successful, is admitted. A sibling is defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.

FOURTH PRIORITY is given to candidates attending schools without Sixth Form provision until 50% (rounded up if necessary) of the remaining places have been allocated. These places are allocated according to the rank order of the qualifying candidates' seven best predicted grades (including English Language and Mathematics).

The other places are allocated according to the rank order of all the remaining candidates' seven best predicted GCSE grades (including English Language and Mathematics).

5. CHANGING STATUS

a. Transfer to the Sixth Form without changing Categories

Year 11 students must apply to return to the Sixth Form by the deadline which is set for this purpose. These applications remain outside the Admissions Policy unless students also wish to transfer from boarder to day student (including day boarder) or vice versa.

All students in Year 11 at the College must achieve the Minimum Qualifying Standard (MQS) in order to transfer into the Sixth Form. The MQS for 2011 will be seven GCSE passes (A*-C) at least three of which must be at Grade B or better. Students must also meet the particular requirements of the courses upon which they wish to enrol as set out in the Sixth Form courses booklet.

b. Transfer between Boarder and Day Student (including Day Boarder) Categories

There is no automatic transfer between categories for students already in the College. Those admitted as day students may transfer to take up a vacant boarding place provided that they are judged to be suitable to board. Those transferring from day student status have priority for boarding places after Looked After Children and those with Boarding Need.

Those admitted as boarders may apply to transfer to day student status at the beginning of Year 12 by making a written application by the published date. They take priority for day student places after Looked After Children.

There is no facility for the routine change of status from boarder to day student at any other time. However, the parents of a boarder are free to apply for a day place should a vacancy occur after their son/daughter has joined the College. Such places are allocated on the basis of the waiting list procedures set out at Paragraph 3h. Boarders seeking to transfer status do not have any priority for day places except when joining Year 12.

Students admitted as day students may apply to be day boarders subject to sufficient space being available in the boarding house. They may cease to be day boarders on giving one term's notice in writing to the Principal. Honorary Boarders may elect to be either day students or day boarders.

6. BOARDING NEED

Priority for boarding places after the priority for Looked After Children is given to candidates who are able to satisfy the Governing Body that they have a significant degree of boarding need. In determining whether or not they consider that a particular candidate has boarding need, the Governing Body will have reference to the following guidelines.

In each case, it is the responsibility of parents/carers to provide the information required to enable the Governing Body to make a determination. In particular, the names and contact details of a person from whom the College may seek corroborating evidence must be given. This person must be appropriately qualified to provide the corroborating evidence as shown below.

Determination of boarding need is at the discretion of the Governing Body.

The Governing Body may consider that a candidate has boarding need if:

1. He/she satisfies at least ONE of the following criteria in that:

		Appropriate person to provide corroboration
a	His/her main parent/carer is, or will be at the date of admission, a member of HM Armed Forces liable for deployment overseas (whether or not eligible for receipt of the Continuing Education Allowance) or frequent changes of posting within the UK.	Commanding Officer or other authorised Service Officer
b	His/her main parent/carer is, or will be at the date of admission, serving with or for the Foreign and Commonwealth Office or other UK Government Department on terms which may include either deployment overseas or frequent changes of posting within the UK.	Line Manager or Head of Department/Service
c	His/her main parent/carer is, or will be at the date of admission, serving with or for an institution of the European Union, United Nations or other international body of which the United Kingdom is a member.	Line Manager or Head of Department/Service
d	His/her main parent/carer is, or will be at the date of admission, employed by a UK based company which requires the parent to travel overseas or be resident overseas for a period of more than one month per year.	Line Manager or Head of Department/Service

e	He/she is the subject of a voluntary agreement between the Governing Body and a Local Authority or Charitable Trust to provide a boarding place for reasons of boarding need.	LA Lead Professional or Trust Officer
f	His/her home is in a remote rural location and appropriate education is not available within a reasonable daily travelling distance.	Current Headteacher or LA Officer
g	His/her home is in a remote rural location and he/she lacks social interaction with children of the same age and/or gender.	Current Headteacher or LA Officer

OR

2. He/she satisfies at least TWO of the following criteria in that:

		Appropriate person to provide corroboration
a	He/she is in the care of a grandparent or other person, whether or not a relative, other than his/her natural parent, step parent or adoptive parent.	Teacher, Medical Practitioner, social worker or other professional person who knows the family
b	His or her main or only carer has been the victim of a serious crime or reasonably fears that he/she may become the victim of a serious crime.	Police Family Liaison Officer or social worker
c	His or her main or only carer has been diagnosed with a medical or psychological condition which is life threatening or which seriously impairs the carer's ability to care for the candidate.	Medical practitioner or social worker
d	His or her main or only carer also has the main responsibility for the care of another member of the candidate's close family or household who has been diagnosed with a serious medical or psychological condition and the care of whom seriously impairs the carer's ability to care for the candidate.	Medical practitioner or social worker
e	His or her home circumstances prevent social interaction with children of the same age and/or gender.	Teacher, Medical Practitioner, social worker or other professional person who knows the family

f	He/she has a particular gift or talent which can be developed at Wymondham College but not in his/her home area.	Teacher, sports coach or similar person who knows the candidate and his/her circumstances.
g	He/she is homeless.	Teacher, Medical Practitioner, social worker or other professional person who knows the family.
h	His/her main or only carer is a lone parent/ carer.	Teacher, Medical Practitioner, social worker or other professional person who knows the family

February 2010