

Royal Alexandra and Albert School



Admissions Arrangements 2018-2019

Admissions Policy

Supplementary Forms

Approved by the Governing Body
14th January 2017

ROYAL ALEXANDRA AND ALBERT SCHOOL
Admissions Policy
For admissions in the school year 2018/19

1. INTRODUCTION

The School was established under the *Royal Alexandra and Albert School Act 1949*, which united the *Royal Alexandra School* and the *Royal Albert School* at Gatton Park. The new School, which united two orphanage schools with Royal patronage, was founded as a boarding school with a distinct Church foundation.

The School has always been a boarding school, and Governors are resolved to preserve this and are keen to promote the benefits of boarding education.

Full boarders live and sleep at the School during term time though they may go home from Saturday after lessons until Sunday evening. Flexi Boarders stay at the School for an extended day and are required to sleep at School for between seven and ten nights each year. There is no entitlement for Flexi Boarders to stay more than 10 nights per year, but if it is agreed that they can stay for additional nights, an additional charge will be made.

For applicants from outside the UK: As a maintained school the Royal Alexandra and Albert School can admit UK and other EU or EEA nationals. Applicants from outside the EU or EEA must have the right of residence in the UK (without the use of a Tier 4 visa).

1.1 Admission Numbers

The Admission Numbers for each category for each year of entry shall be as follows:

Year of Entry	Boarders	Day Pupils
3	47	0
7	87	0
9	26	0
Year of Entry	Boarders	Non Boarders
12	20	20

1.2 Year 3

This is the entry year for the Junior School. The School has a boarding house especially for Junior pupils and presently it may admit up to 47 boarders in Year 3. It may admit up to 27 Full Boarders who sleep at the School during term time. The number of Flexi Boarders is limited to 20. Section 2 explains Full and Flexi Boarding.

1.3 Year 7

This is the principal entry year for the Senior School. The School has boarding houses especially for Year 7 and Year 8 pupils and presently they may admit up to 87 boarders in Year 7. They may admit up to 20 Full Boarders who sleep at the School during term time. The number of Flexi Boarders is limited to 67. Section 2 explains Full and Flexi Boarding.

1.4 Year 9

The School has boarding houses especially for pupils in Year 9 and above, and presently they may admit up to 26 Full Boarders in Year 9. Section 2 explains Full and Flexi Boarding.

1.5 Year 12

The School normally expects to admit its own Year 11 pupils. The Admission Number for external applicants is above and applications should be made directly to the School using the Sixth Form Application Form. Applications should be received by the Closing Date which is available on the website. If the number of internal applicants is lower than anticipated, we might be able to admit additional students to the Sixth Form.

To be admitted into the Sixth Form we have a general requirement that a pupil must achieve above a certain level in five separate subjects. These levels are a grade C or above at GCSE and a Merit or above at BTEC/OCR National.

In addition each Sixth Form subject has its own minimum requirement which is to ensure that anyone taking the course has a reasonable chance of success.

2. BOARDING PLACES

The majority of places available are boarding places in that the School provides pupils with overnight board and lodging.

There are different categories of boarders: Full Boarders and Flexi Boarders although the admissions procedure is the same for all categories except Year 3 and Year 7 Flexi Boarders.

2.1 Full Boarders

Full Boarders reside at the School each and every day and night of each term, except over half-term. They may go home at weekends after Saturday morning lessons, or more frequently if their parents so choose.

2.2 Flexi Boarders

Flexi Boarders do everything that Full Boarders do except routinely stay overnight; their arrangement is more flexible to suit their, and their families' needs. They are required to stay overnight between seven and ten nights a year.

3. ADMISSIONS PROCEDURE

3.1 Suitability for Boarding

In accordance with Para 1.40 of the School Admissions Code December 2014 the assessment of suitability for boarding is totally separate from the oversubscription criteria and will be undertaken prior to the Governors applying the oversubscription criteria.

In order to determine the suitability of an applicant to board the School will have regard to

- a) the outcome of an interview with the applicant carried out for that sole purpose
- b) information provided by the applicant's current school or – if he or she is currently out of school – previous school requested and provided for the same purpose
- c) information provided by the home local authority on safeguarding issues
- d) whether the applicant presents a serious health and safety hazard
- e) whether the applicant would cope with and benefit from a boarding environment

In pursuance of their duty to safeguard and promote the welfare of all boarders under section 87 of the Children Act 1989, the Governors will not admit any child to the School as a boarder unless he/she has satisfied the School that he/she is suitable to board.

3.1.1 *Timeline for assessing suitability for boarding*

3.1.1.1 Full Boarders

On receipt of the application a boarding reference will be requested from the current school. The interview will be held as soon as possible after receipt of the reference. If there are no places available the interview will be deferred until a school place is likely to be available.

3.1.1.2 Flexi Boarders

On receipt of the application the applicant will be invited to attend an interview. Interviews for on time Year 7 applications will be held in the preceding November and interviews for on time Year 3 applications will be held in the preceding January. Interviews for late applications and applications for other year groups will be held as soon as possible after the application provided there is likely to be a place available. If there are no places available the interview will be deferred until a school place is likely to be available.

3.2. Over subscription Year 3-11

In the case of over subscription the following criteria will apply for applications for Year 3 to Year 11:

3.2.1 Full Boarders

Any child who has a statement of Special Educational Needs or Education, Health and Care Plan (EHCP) which names this School to meet their needs will be allocated a place first and after that, places will be allocated in the priority order specified below.

First priority will be given to applicants who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Family Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989). Pursuant to their responsibilities under the Children Act 1989, 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 or were previously looked after by a local authority.

Second priority will be given to applicants whose parents are entitled to receive the Continuity Education Allowance (CEA) of the Ministry of Defence.

Third priority will be given to applicants with a boarding need. This may include children at risk or with an unstable home environment and children of service personnel who have died whilst serving or have been discharged as a result of attributable injury, children of key workers working abroad and Crown Servants working abroad (eg the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff) whose work dictates that they spend much of the year overseas.

Fourth priority will be given to applicants who have a sibling who is expected to be on roll as a full boarder at the School, including in the Sixth Form, at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom the School place is sought is living in the same family unit at the same address as that sibling.

Fifth priority will be given to applicants where the parent with whom the child normally resides works at the School. The parent must have been employed at the School for two or more years at the time at which the application is made, and/or have been recruited to fill a vacant post for which there is a demonstrable skill shortage. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications. Term dates, and the lesson timetable (which includes Saturday morning lessons) at this School are significantly different from those of other local schools and there is an obvious inconvenience for those who work at the School but whose children are at other local schools.

Sixth priority will be given to all other applicants for places as boarders.

3.2.2 Flexi Boarders

Any child who has a statement of Special Educational Needs or Education, Health and Care Plan (EHCP) which names this School to meet their needs will be allocated a place first and after that, places will be allocated in the priority order specified below.

First priority will be given to applicants who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Family Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989). Pursuant to their responsibilities under the Children Act 1989, 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 or were previously looked after by a local authority.

Second priority will be given to applicants whose parents are entitled to receive the Continuity Education Allowance (CEA) of the Ministry of Defence.

Third priority will be given to applicants with a flexi boarding need. This may include children at risk or with an unstable home environment and children of service personnel who have died whilst serving or have been discharged as a result of attributable injury, children of key workers working abroad and Crown Servants working abroad (eg the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff) whose work dictates that they spend much of the year overseas.

Fourth priority will be given to applicants who have a sibling who is expected to be on roll as a flexi boarder, day boarder or non boarder at the School, including in the Sixth Form, at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom the School place is sought is living in the same family unit at the same address as that sibling.

Fifth priority will be given to applicants where the parent with whom the child normally resides works at the School. The parent must have been employed at the School for two or more years at the time at which the application is made, and/or have been recruited to fill a vacant post for which there is a demonstrable skill shortage. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications. Term dates, and the lesson timetable (which includes Saturday morning lessons) at this School are significantly different from those of other local schools and there is an obvious inconvenience for those who work at the School but whose children are at other local schools.

Sixth priority will be given to all other applicants for places as flexi boarders.

3.2.3 Tie breaker

Within any oversubscription category priority will be given to pupils based on proximity from the main home address of the pupil in a straight line to the main gate of the School (as shown on the Surrey Local Authority website), with the nearest receiving preference. In the case of a tie or where there are two or more residences sharing the same address or the same "main entrance", lots will be drawn by an independent person with the result being witnessed and recorded.

"Main home address" is defined as where the child normally spends the majority of weekday nights during term time in the direct care of a parent. In the case of shared custody it will be up to the parents to agree which address to use. For normal round admissions the address that will be used to assess proximity will be the one that applied at the closing date for applications, unless a change of address for good reason has been accepted by the Home Local Authority.

3.3. Over subscription criteria for external applicants to Year 12

In the case of over subscription the following criteria will apply for external applications to Year 12:

3.3.1 Full Boarders

First priority will be given to applicants who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Family Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989). Pursuant to their responsibilities under the Children Act 1989, 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 or were previously looked after by a local authority.

Second priority will be given to applicants whose parents are entitled to receive the Continuity Education Allowance (CEA) of the Ministry of Defence.

Third priority will be given to applicants with a boarding need. This may include children at risk or with an unstable home environment and children of service personnel who have died whilst serving or have been discharged as a result of attributable injury, children of key workers working abroad and Crown Servants working abroad (eg the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff) whose work dictates that they spend much of the year overseas.

Fourth priority will be given to holders of a Sixth Form Scholarship.

Fifth priority will be given to applicants who have a sibling who is expected to be on roll as a full boarder at the School, including in the Sixth Form, at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom the School place is sought is living in the same family unit at the same address as that sibling.

Sixth priority will be given to applicants where the parent with whom the child normally resides works at the School. The parent must have been employed at the School for two or more years at the time at which the application is made, and/or have been recruited to fill a vacant post for which there is a demonstrable skill shortage. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications. Term dates, and the lesson timetable (which includes Saturday morning lessons) at this School are significantly different from those of other local schools and there is an obvious inconvenience for those who work at the School but whose children are at other local schools.

Seventh Priority will be given to all other applicants.

3.3.2 Sixth Form Non Boarders

First priority will be given to applicants who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Family Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Second priority will be given to holders of a Sixth Form Scholarship.

Third priority will be given to applicants who have a sibling who is expected to be on roll as a flexi boarder, day boarder or non boarder at the School, including in the Sixth Form, at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom the School place is sought is living in the same family unit at the same address as that sibling.

Fourth priority will be given to applicants where the parent with whom the child normally resides works at the School. The parent must have been employed at the School for two or more years at the time at which the application is made, and/or have been recruited to fill a vacant post for which there is a demonstrable skill shortage. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications. Term dates, and the lesson timetable (which includes Saturday morning lessons) at this School are significantly different from those of other local schools and there is an obvious inconvenience for those who work at the School but whose children are at other local schools.

Fifth Priority will be given to all other applicants.

3.3.3 Sixth Form tie breaker

Within any oversubscription category priority will be given to pupils based on proximity from the main home address of the pupil in a straight line to the main gate of the School (as shown on the Surrey Local Authority website), with the nearest receiving preference. In the case of a tie or where there are two or more residences sharing the same address or the same "main entrance", lots will be drawn by an independent person with the result being witnessed and recorded.

"Main home address" is defined as where the child normally spends the majority of weekday nights during term time in the direct care of a parent. In the case of shared custody it will be up to the parents to agree which address to use. For normal round admissions the address that will be used to assess proximity will be the one that applied at the closing date for applications, unless a change of address for good reason has been accepted by the Home Local Authority.

4. WAITING LIST PROCEDURES

The School maintains a waiting list for each year group for full boarding, flexi boarding and Sixth Form non boarding places that may become vacant.

Parents of candidates who are unsuccessful in obtaining a place should indicate whether they wish to remain on a waiting list. Waiting lists are maintained for one term after the September of the year in which admission was originally sought. For example, unsuccessful candidates for admission in September 2018 would remain on a waiting list until January 2019, unless they indicate in writing that they wish to remain upon the waiting list for longer. The length of time on the waiting list is not material to whether or not a place is finally awarded.

Candidates on the waiting list will be considered along with any new applicants at the point when any vacancy arises. An applicant's position on the waiting list will be updated according to eligibility on the date in question. The place will be awarded according to the stated oversubscription criteria. Candidates judged to be unsuitable for boarding will not be kept on a waiting list. They may, however, reapply and be reassessed for each year of entry.

5. MULTIPLE BIRTHS

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by each child's position on the ranked list.

6. 'OUT OF YEAR' APPLICATIONS

Applicants may choose to seek places outside of their child's chronological year group and this should be requested at the time of application. Decisions will be made on the basis of the circumstances of each case. Applicants are encouraged to state clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this.

7. TIMELINE

7.1 Year 3-11

7.1.1 Flexi Boarding

Applications for Year 3 and Year 7 that are received before the deadline (as stated on the School website) will be processed according to Surrey Local Authority's application timelines. Applications received after that date will be treated as late applications and will not be considered in the initial allocation round of places for the relevant year group. Applications for other year groups will be processed as quickly as possible.

7.1.2 Full Boarding

Applications for Year 3 and Year 7 that are received before the deadline (as stated on the School website) will be processed according to Surrey Local Authority's application timelines. Applications received after that date will be processed as quickly as possible. Applications for other year groups will be processed as quickly as possible.

7.2 Year 12

On receipt of an application an academic reference, and boarding reference where applicable, will be requested from the current school. Once these have been received the candidate will be invited for an Information and Guidance interview. Offers for on time applications will be made in the January before the September the applicant is due to start. Offers for late applications will be made as quickly as possible after the interview.

Applications for Year 12 that are received after the Closing Date will be processed after on time applications, but will be considered against the same criteria.

8. ADMISSIONS YEAR

These admissions criteria apply to all admissions in the year 2018/19.

Supplementary Information Forms for Admissions 2018-2019

FLEXI / BOARDING APPLICATION FORM

Pupil details	Intended start date:		Current Year Group:	
Surname on birth certificate		Forename(s) on birth certificate		
Preferred/known as Surname (If different from above please provide all documents relating to name changes)		Gender <input type="checkbox"/> Boy <input type="checkbox"/> Girl	Date of Birth	
		Is your child entitled to state education in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>NB: Proof of eligibility may be required</i>		
Preferred/known as Forename		Does your child have a statement of Special Educational Needs / EHCP? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Parent/Guardian details			
Title	Name of parent making the application	Relationship to pupil	Parental responsibility?
Mr/Mrs/Ms/Other_____			Yes <input type="checkbox"/> No <input type="checkbox"/>
Address	Postcode		
Parent/Guardian email			
Parent Telephone Numbers	Home	Mobile	
Pupil's address if different			

It is quite likely that none of the questions below will apply to your child, but if any do, please complete the appropriate sections. If this section is not completed, we will assume that your answers to these questions are No. Please indicate if you are applying under the 4 categories outlined below.

- Is the applicant Looked After by a local authority in England and Wales in accordance with Section 22 of the Children Act 1989 (a)? Yes
 Was the child looked after previously? Yes
 Please attach supporting documents confirming the child was or is Looked After
- Are the parents entitled to receive the Continuity Education Allowance (CEA) of the Ministry of Defence? Yes
 Please state Unit and Rank
- Does the applicant have a need for boarding? This may include children at risk or with an unstable home environment, children of service personnel who have died whilst serving or have been discharged as a result of attributable, injury, children of key workers working abroad or Crown Servants working abroad (eg the children of charity workers, people working for voluntary service organisations, the diplomatic service of the European Union, teachers, law enforcement officers and medical staff) whose work dictates that they spend much of the year overseas. Yes
 If **Yes**, please provide full details with supporting documentation **with this application**. The eligibility of a candidate for this category of priority will be assessed on the information supplied.
- Is there a sibling currently attending the school? Yes
 If **Yes**: Name of Sibling and Year Group:

Present school details (we need to contact the school for a reference as to suitability for Boarding)

School Name:	
Address:	
Email:	Tel No:

Suitability For Boarding	
The Governors must be satisfied that any candidate offered a boarding place at the Royal Alexandra and Albert School is suitable to board. It is not in the interests of any candidate to be admitted as a boarder or flexi boarder if he/she is unsuitable for any reason. In extreme cases unsuitable candidates could pose a risk to themselves or other boarders. The information that you provide below will be an important part of the process for assessing suitability for boarding. Please complete this section as accurately as possible.	
Has your child stayed away from home e.g. school residential, camp? Did he/she enjoy the experience?	
Does your child have any difficulty relating to others, including children who are older or younger than him/her?	
Have you discussed this boarding application with your child? How do they feel about boarding / flexi boarding?	
Has your child ever exhibited any behavioural difficulties? If so, please give details.	
Has your child had any traumatising or difficult experiences that we should be aware of?	
Does your child have any medical need or other disability which may require adjustment to the boarding accommodation, routine or practice? If so, please tell us about it.	

The information given is correct to the best of my knowledge. I recognise that the school has a Duty of Care to my child and to other children at the school. With this Duty of Care in mind, I have provided all relevant information to enable the school to make an informed decision in response to this application.		
Signature (s)	Print name (s)	Date

Please forward this completed form to: The Admissions Office, Royal Alexandra & Albert School, Gatton Park, Reigate, Surrey, RH2 0TD or by email to admissions@gatton-park.org.uk Tel 01737 649001 Fax 01737 649002

SIXTH FORM APPLICATION FORM

For entry September 2018

ROYAL
ALEXANDRA
& ALBERT
SCHOOL



Please complete this form yourself – please do not ask anyone else to do it for you.

Once completed, please return to Sixth Form Admissions, Royal Alexandra and Albert School, Reigate, Surrey, RH2 0TD

Personal details		
Surname on birth certificate	Forename(s) on birth certificate	
Preferred / known as surname <i>(If different from above please provide all documents relating to name changes)</i>	Preferred / known as forename(s)	
Date of birth	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address	Home tel	Student's mobile
	Email	
Postcode		
Is the applicant entitled to state education in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>NB: Proof of eligibility may be required</i>		
Does the applicant have a statement of special educational needs / EHCP? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Parent details		
Full name	Mobile tel	Home tel
	Email(s)	
Address (if different from above)		
Postcode		

Current school	
School name	School address
Dates attended this school <i>From To</i>	Postcode
	Email

I am applying for Full Boarding Non Boarding

I confirm I have full United Kingdom or other EU/ EEA nationality, or have other approved residential status in the United Kingdom. All the details given in this form are correct to the best of my knowledge.

Signature

Date

.....

.....

APPLYING FOR THE SIXTH FORM

The Royal Alexandra and Albert School Sixth Form welcomes all young people who meet the Sixth Form requirements*. Students and their parents/carers who are considering our Sixth Form are warmly invited to visit the school on our Open Evening in September 2017.

All students who are currently on roll at the Royal Alexandra and Albert School in Year 11 are automatically offered places in Year 12 if they achieve the requirements for the Sixth Form. If there are any places available after this, there may be casual vacancies available for external candidates.

All applicants for admission in September 2018, including applicants from the Royal Alexandra and Albert School, must apply by Thursday 16th November 2017

Application process for entry

2017	May/June	Year 10 Post-16 Interview (for pupils who are already at the School)
	Tbc September 7pm	Sixth Form Open Evening - Presentation to students and parents - Departments represented to explain courses - Prospectus and course booklets - Provisional option pattern issued
	16 th November	Deadline for applying to the Sixth Form
	Late November	Information and Guidance Interviews based upon submitted application
	December	Formal confirmation of acceptance to The Royal Alexandra and Albert School Sixth Form
2018	September	Induction day/s

Late applications

Applicants who fulfil the Sixth Form requirements and whose applications are received after the deadline of **Thursday 16th November 2017** will be treated as lower priority than those applications received on time.

Offers of places

All applicants who meet the Sixth Form entry requirements will be offered the opportunity for an Information and Guidance Interview with a senior member of staff at the Royal Alexandra and Albert School in order to agree the most suitable programme of study.

Following these discussions, successful applicants will be sent provisional offers of places for the agreed courses, subject to places being available.

Any applicants to whom we cannot offer a place will be notified in February.

If you withdraw your application for any reason or wish to decline an offer of a place at the Royal Alexandra and Albert School Sixth Form you must inform the Head of Sixth Form immediately in writing.

**Further details about Sixth Form entry requirements are available on the school website
[/www.raa-school.co.uk/sixth_form_curriculum.asp](http://www.raa-school.co.uk/sixth_form_curriculum.asp)*