

# ROYAL ALEXANDRA AND ALBERT SCHOOL

## Admissions Policy

### 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.

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

Year of Entry	Boarders	Of whom: full boarders	Of whom: flexi boarders
3	47	27	20
7	103	46	57

### Sixth Form

There is no pupil admission number for Year 12 as the School expects normally to admit its own Year 11 pupils. In the case of casual vacancies, application should be made directly to the School.

### Admissions Procedure

#### *Suitability for Boarding*

In accordance with Para 2.16(n) of the School Admissions Code 2009 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

- the outcome of an interview with the applicant carried out for that sole purpose
- 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
- information provided by the home local authority on safeguarding issues

### Over subscription

In the case of over subscription the following criteria will apply:

#### **Full boarders**

Any child who has a statement of Special Educational Needs 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 looked after by a local authority in England and Wales, in accordance with section 22 of the Children Act 1989(b).

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 includes 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 boarding at the school, including in the Sixth Form. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step 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 all other applicants for places as boarders.

### **Flexi boarders**

Any child who has a statement of Special Educational Needs 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 looked after by a local authority in England and Wales, in accordance with section 22 of the Children Act 1989(b).

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 includes 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 a flexi boarder or a day boarder. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step 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 all other applicants for places as flexi boarders.

### **Tie breaker**

For any oversubscription category, if a further criterion is needed, it shall be 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, lots will be drawn by an independent person nominated by Surrey Local Authority.

Where there are two or more residences sharing the same address or the same "main entrance" normal numerical or alphabetical order will be used (ie 14 a will be considered nearer than 14b and Flat 1 would be considered nearer than Flat 2 whether or not this is the case "on the ground").

“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.

### **Waiting List Procedures**

The School maintains a waiting list for each year group for both full boarding and flexi 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 2012 would remain on a waiting list until January 2013, 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. 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.