

# Royal Alexandra and Albert School



## Admissions Arrangements 2024-2025

### Admissions Policy

### Supplementary Forms

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Determined by the Co-Chair of the Governing Body

Signed

A handwritten signature in black ink, appearing to read "Jan Beecher".

Date

18.01.2023

**ROYAL ALEXANDRA AND ALBERT SCHOOL**  
**Admissions Policy**  
**For admissions in the school year 2024-25**

## **1. INTRODUCTION**

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 Irish nationals. Other applicants must have the right of residence in the UK.

### **1.1 Admission Numbers**

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

<b>Year of Entry</b>	<b>Boarders</b>	<b>Day Pupils</b>
3	60	0
7	108	0
<b>Year of Entry</b>	<b>Boarders</b>	<b>Non Boarders</b>
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 60 boarders in Year 3. It may admit up to 40 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 may admit up to 108 boarders in Year 7. They may admit up to 41 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 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.

The academic entry requirements for admittance into the Sixth Form are:

1. A minimum of five GCSE grades 4-9. Students who do not secure a minimum of Grade 4 in either GCSE English or Maths should retake the relevant subject(s) alongside their chosen Sixth Form courses.
2. The minimum grade requirement for each subject that the student wishes to study as outlined in the Sixth Form Course Booklet.

The Sixth Form team will use ENIC, the official provider of international qualification comparability in the UK, to establish equivalent grades for students with qualifications other than GCSEs. In addition, pupils with qualifications other than GCSEs will need an IELTS score of 4.

## **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.

### **2.2 Flexi Boarders**

Flexi Boarders do everything that Full Boarders do except routinely stay overnight; their arrangement is more flexible to suit them, 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 1.43 of the School Admissions Code December 2021 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. Where there are concerns about suitability for flexi boarding, a reference will be requested from the current school. 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 an 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 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, e.g. fostered or living in a children's home, at the time an application for a school is made or;
- 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 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) or;
- appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

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 or other kinds of state care.

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

Third priority will be given to applicants with a boarding need due to difficult home circumstances. This may include children at risk or with an unstable home environment or children who meet the School's Foundation bursary criteria.

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 applicants with a boarding need. This may include children whose parents' work pattern compromises their effective care outside the normal school day.

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

### **3.2.2 Flexi Boarders**

Any child who has an 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 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, e.g. fostered or living in a children's home, at the time an application for a school is made or;
- 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 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) or;

- appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

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 or other kinds of state care.

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

Third priority will be given to applicants with a flexi boarding need due to difficult home circumstances i.e. the need for the extended day or occasional boarding. This may include children at risk or with an unstable home environment or children who meet the School's Foundation bursary criteria.

Fourth priority will be given to applicants who have a sibling who is expected to be on roll as a flexi 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 applicants with a flexi boarding need i.e. the need for the extended day or occasional boarding. This may include children whose parents' work pattern compromises their effective care outside the normal school day.

Seventh 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 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, e.g. fostered or living in a children's home, at the time an application for a school is made or;
- 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 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) or;
- appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

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 or other kinds of state care.

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

Third priority will be given to applicants with a boarding need due to difficult home circumstances. This may include children at risk or with an unstable home environment or children who meet the School's Foundation bursary criteria.

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 applicants with a boarding need. This may include children whose parents' work pattern compromises their effective care outside the normal school day.

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 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, e.g. fostered or living in a children's home, at the time an application for a school is made or;
- 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 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) or;

- appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

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 or other kinds of state care.

Second priority will be given to applicants who have a sibling who is expected to be on roll as a flexi 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.

Third 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.

Fourth 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 School.

## **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 2023 would remain on a waiting list until January 2024, 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 immaterial 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. The logistics that will be taken into account are the availability of boarding beds and the capacity in the classroom.

## **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 and what is in the best interests of the child concerned. 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 a meeting to discuss options and academic requirements. Full Boarding applicants will have an interview to assess suitability for boarding. 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 2024/25.



# Supplementary Information Forms for Admissions 2024-2025

## FLEXI / BOARDING APPLICATION FORM

<b>Pupil details</b>	<b>Intended start date:</b>		<b>Current Year Group:</b>
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>		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 an Education, Health and Care Plan (EHCP)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Parent/Guardian details</b>			
<b>Title</b>	<b>Name of parent making the application</b>	<b>Relationship to pupil</b>	<b>Parental responsibility?</b>
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.**

1.	Is the applicant Looked After by a local authority in England and Wales in accordance with Section 22 of the Children Act 1989 (a)? Was the child looked after previously? Please attach supporting documents confirming the child was or is Looked After	Yes <input type="checkbox"/> Yes <input type="checkbox"/>
2.	Are the parents entitled to receive the Continuity of Education Allowance (CEA)? Please give details .....	Yes <input type="checkbox"/>
3.	Does the applicant have a need for boarding? This may include children at risk or with an unstable home environment, children who meet the School's Foundation bursary criteria and children whose parents' work pattern compromises their effective care outside the normal school day. If <b>Yes</b> , please provide full details with supporting documentation <b>with this application</b> . The eligibility on these grounds will be assessed on the information supplied.	Yes <input type="checkbox"/>
4.	Is there a sibling currently attending the school? If <b>Yes</b> : Name of Sibling and Year Group: .....	Yes <input type="checkbox"/>

**Present school details (we need to contact the school for a reference as to suitability for Boarding)****School Name:****Date started:****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 challenging behaviour? If so, please give details.**

**Has your child received any suspensions, exclusions, or serious sanctions at their current or previous schools? Please provide relevant details if applicable.**

**Has your child been referred or treated for any emotional or mental health concerns or needs over the past two years? Please provide any relevant information if applicable.**

**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](mailto:admissions@gatton-park.org.uk)  
Tel 01737 649001 Fax 01737 649002

## SIXTH FORM APPLICATION FORM

For entry September 2024

**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 an Education, Health and Care Plan (EHCP)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are the parents entitled to receive the Continuity of Education Allowance (CEA)? Yes <input type="checkbox"/>		
Please give details .....		
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</i> <i>To</i>	Postcode	
	Email	

I am applying for

Full Boarding Non Boarding 

I confirm I am a British or Irish citizen, 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**

.....



**Suitability for Boarding - Please complete if you are applying for a full boarding place.**

The Governors must be satisfied that any candidate offered a boarding place at the Royal Alexandra and Albert School is suitable to board. The information provided below will be an important part of the process for assessing suitability for boarding and assessing whether the School can meet the applicant's needs in boarding. Applicants with a disability, medical need, or difficult past experience(s) which may impact their time in boarding, or require adjustment to the boarding accommodation, routine and/or practice, are asked to share this information to support the Sixth Form team to better understand the applicant's needs. Please complete this section as accurately as possible.

<b>Have you had any traumatising or difficult experiences that we should be aware of?</b>	
<b>Do you have a disability which may require adjustment to the boarding accommodation, routine or practice?</b>	
<b>Have you received any suspensions, exclusions, or serious sanctions at any current or previous schools? Please provide relevant details if applicable.</b>	
<b>Have you been referred or treated for any emotional or mental health concerns or needs over the past two years? Please provide any relevant information if applicable.</b>	
<b>Do you have, or have you experienced, a medical need which may impact your time in boarding?</b>  <b>This may be a physical medical need or one relating to mental health. It can include, but is not limited to: self-harming behaviours, depression, anxiety, eating disorders, severe allergies, epilepsy, diabetes, or any other longstanding illness.</b>	

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

## 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 2023.

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 2024, including applicants from the Royal Alexandra and Albert School, must apply by 14th November 2023.**

### Application process for entry

2023	May/June	Year 10 Post-16 Interview (for pupils who are already at the School)
	September	Sixth Form Open Evening - Presentation to students and parents - Departments represented to explain courses - Prospectus and course booklets - Provisional option pattern issued
	14 <sup>th</sup> November	Deadline for applying to the Sixth Form
	From late November	Information and Guidance meetings based upon submitted application
2024	September	Induction day/s

### Late applications

Applicants who fulfil the Sixth Form requirements and whose applications are received after the deadline of **14<sup>th</sup> November 2023** 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 a meeting to discuss options and academic requirements with a senior member of staff at the Royal Alexandra and Albert School.

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)*