

Admissions Arrangements 2018/19

1. Introduction

The Admissions Arrangements for The Reach Free School have been designed to reflect its ACE ethos of Achievement, Community and Enjoyment. The school is committed to an inclusive culture and will admit pupils non-selectively, without reference to their ability or aptitude. The permanent home for The Reach Free School is under construction and is due to be completed in the academic year 2017/18. However, the central point for measuring distance from pupils' homes, for 2018 admissions, will remain the Mill End Sports and Social Club and will not be measured from pupils' homes to the entrance of the school itself.

2. Published Admissions Number

The Published Admissions Number (PAN) is 120 pupils.

3. Admissions Arrangements Introduction

3.1 The Admissions Arrangements of The Reach Free School determined by the Governing Body have been approved by the Secretary of State for Education.

3.2 The Admissions Arrangements contained within this document are divided into six sections:

- Section A: For pupils wishing to join The Reach Free School transferring from Primary Education (September entrants to Year 7)
- Section B: Admissions to Post-16 (from September 2018 onwards)
- Section C: For pupils transferring to The Reach Free School from other secondary schools during the Academic Year
- Section D: The Appeals Process
- Section E: The Waiting List
- Section F: Successful Applications

4. Admissions Arrangements

Section A:

For pupils wishing to join The Reach Free School transferring from Primary Education (September entrants to Year 7)

A.1 After the admissions of pupils with an Education, Health and Care Plan (previously called statements of Special Educational Needs) where The Reach Free School is named on the plan (statement), the criteria for admissions will be applied in the order in which they are set out below:

Children Looked After or Children Previously Looked After

Children who currently have a brother or sister* as a pupil on roll at The Reach Free School and who would reasonably be expected to be still attending at The Reach Free School at the time of admission.

*This includes:

- legally adopted brothers/sisters, half brothers/sisters and step brothers/sisters living at the same address
- It does not include cousins or any other children or family members living at the same address.

Children living nearest The Mill End Sports and Social Club, Penn Road, Mill End, Rickmansworth, Hertfordshire, WD3 8QN (measured in a straight line from its main entrance to

their parents, guardians or carers' permanent home as set by Ordnance Survey points of reference using the computerised Geographical Information System (GIS)¹.

A.2 For Hertfordshire residents

Parents, guardians and carers must complete the form provided by Hertfordshire County Council as part of their coordinated schemes of admission.

A.3 For non-Hertfordshire residents

Parents, guardians or carers are required to complete the application in their own local authority's admissions guide, stating The Reach Free School as a preferred school. The form should then be returned in line with that local authority's requested procedure. The local authority will then inform Hertfordshire County Council of the choice to apply to The Reach Free School.

A.4 The Oversubscription Criteria

If there are more than 120 applications for places, the school will use the following criteria, in the order shown, to decide which children to admit:

i. Children Looked After and previously Looked after Children² who are the responsibility or interim responsibility of a Local Authority under the provision of the Education (Admission of Looked After Children) Regulations 2006;

ii. Children who currently have a brother or sister* as a pupil on roll at The Reach Free School and who would reasonably be expected to be still attending at The Reach Free School at the time of admission.

*This includes:

- legally adopted brothers/sisters, half brothers/sisters and step brothers/sisters living at the same address
- It does not include cousins or any other children or family members living at the same address.

iii. Children living nearest The Mill End Sports and Social Club, Penn Road, Mill End, Rickmansworth, Hertfordshire, WD3 8QN (measured in a straight line from its main entrance to their parents, guardians or carers' permanent home as set by Ordnance Survey points of reference using the computerised Geographical Information System (GIS)³⁴).

A.5 Tiebreaker

In the event of two or more pupils having equal priority, the decision on the allocation of the place will be determined through random allocation, which will be conducted by an independent third party.

¹ This must be that of the child's permanent home with his/her parents, guardians or carers. If a child spends time at two addresses, the residence which is registered with the General Practitioner will be used.

² Previously Looked after Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

³ This must be that of the child's permanent home with his/her parents, guardians or carers. If a child spends time at two addresses, the residence which is registered with the General Practitioner will be used.

⁴ In cases where blocks of flats are concerned, priority will be given to the lowest flat number, e.g. 1, 1a, 2, etc.

In the case of twins/multiple births from the same household if only one twin qualifies for admission, the school will allocate places to both children, conditional on both twins attending the school. If the original qualifying twin withdraws their application of a place, then the second place is forfeit. This principle will apply to other multiple births such as triplets. Additional place(s) will be counted as sibling admissions.

A.6 Notes to Parents, Guardians and Carers

i) In the event that an application is unsuccessful the child's parents, guardians or carers would have the right of appeal to an independent panel (see section 4).

ii) Once places have been offered applicants must return their acceptance of a place by the published date.

iii) Failure to return acceptances by this date will result in offers being withdrawn and offered to applicants on the waiting list. These are known as late offers.

iv) Applicants are advised at all stages of the admissions cycle to hold only one offer of admission at any one time.

Section B:

Admissions to the Sixth Form (from September 2018 onwards)

B.1 Capacity

The capacity for Year 12 is 120. Open evenings for The Reach Free School's Sixth Form will take place in the 2017/18 academic year. Application forms will be available from and returnable to The Reach Free School and online at www.thereachfreeschool.co.uk.

B.1.1 The Published Admission Number for external applicants will be dependent on the number of The Reach Free School's Year 11 pupils who apply to continue to Year 12 and meet the entry requirements outlined below.

B.1.2 From 2018, if all pupils progressing from Year 11 in The Reach Free School to Year 12 fill all 120 places, then The Reach Free School will not admit external applicants. If the number of pupils progressing from Year 11 to Year 12 is less than 120 then places will be available to external applicants.

B.1.3 In the event that an application is unsuccessful the child's parents, guardians or carers would have the right of appeal to an independent panel (see section 4).

B.2 Entry requirements

B.2.1 The Reach Free School will publish its minimum academic entry requirements for the Sixth Form and academic progression criteria relevant to the course of study to be followed, in the Sixth Form Options Brochure and on the website. All pupils applying for a place in the Sixth Form must meet the entry requirements outlined.

B.2.2 After the admissions of pupils with Education, Health and Care plans where The Reach Free School is named, the criteria for admissions will be applied in the order in which they are set out below:

B.2.3 Pupils who have attained GCSEs in English and Mathematics, achieving at least a grade 5 in both, as well as additional GCSEs or equivalent courses at grade 5 or above.

B.3 The Oversubscription Criteria

If there are more than 120 applications for places at The Reach Free School Sixth Form, the school will use the following oversubscription criteria for external candidates only, in the order shown, to decide which children to admit:

i. Children Looked After and previously Looked after Children who are the responsibility or interim responsibility of a Local Authority under the provision of the Education (Admission of Looked After Children) Regulations 2006;

ii. Children who currently have a brother or sister* as a pupil on roll at The Reach Free School and who would reasonably be expected to be still attending at The Reach Free School at the time of admission.⁵

*This includes:

- legally adopted brothers/sisters, half brothers/sisters and step brothers/sisters living at the same address
- It does not include cousins or any other children or family members living at the same address.

iii. Children living nearest The Mill End Sports and Social Club, Penn Road, Mill End, Rickmansworth, Hertfordshire, WD3 8QN (measured in a straight line from its main entrance to their parents, guardians or carers' permanent home as set by Ordnance Survey points of reference using the computerised Geographical Information System (GIS)⁶.

Section C:

For pupils transferring to The Reach Free School from other secondary schools during the academic year

C.1 Introduction

Applications for In-Year Admissions (pupils joining after the September of Year 7) are made directly to The Reach Free School. Places at The Reach Free School are open to all, irrespective of ability or aptitude. They are however limited by admission levels, which ensure that the standards of educational provision are maintained. The Reach Free School does not take part in the Hertfordshire County Council's scheme of In Year Coordination

C.2 The Procedure

i) If a place is available and there is no waiting list then the school will write to parents, guardians and carers.

ii) If there are no places available this will be conveyed to the parents, guardians and carers.

iii) Parents, guardians and carers may ask for the reasons why a place cannot be offered and will be informed of the right to appeal.

iv) Parents, guardians and carers will be offered the opportunity of their child being placed on the waiting list (see section E for more information).

v) When a place becomes available the school will advise the local authority of the child who is top of the waiting list. The school will then inform the parents, guardians or carers that an offer is being made on behalf of the Governing Body.

⁵ Applicable for admission from September 2018 onwards

⁶ This must be that of the child's permanent home with his/her parents, guardians or carers. If a child spends time at two addresses, the residence which is registered with the General Practitioner will be used.

Section D:

The Appeals Process

D.1 The Reach Free School's appeals timetable will be published each year. In the event that a place at The Reach Free School is unsuccessful, parents, guardians or carers will be notified of their right to an independent appeals panel.

D.2 If an unsuccessful applicant wishes to appeal against the decision, they should do so in writing to The Reach Free School within 28 days of receiving notification:

D.3 Appeals shall be heard in accordance with the Schools Admission Code and Schools Admission Appeals Code, published by the Department for Education. Under this Code of Practice the school exercises its right not to consider further appeals for the same child within the same academic year.

D.4 The independent appeals panel will be convened consisting of a chair, a clerk and at least one member who is a lay person and one member who has educational experience and is familiar with school management.

D.5 As a member of the admissions authority for The Reach Free School, the Deputy Headteacher responsible for Inclusion will present at the hearing the school's case for refusing a place.

D.6 The Reach Free School will adhere to the rules set out in the School Admissions Appeal Code.

D.7 Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link 'register an appeal'. Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link 'log into the appeals system'.

D.8 We will write to you with the outcome of your application and if you have been unsuccessful, we will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals

Section E:

Waiting List

E.1 The Reach Free School will maintain a waiting list of applicants. Places on this waiting list will be allocated in accordance with the admissions arrangements and oversubscription criteria outlined above. No priority will be given in regard to the length of time that an applicant has been on the waiting list.

E.2 Parents are entitled to keep the names of their children on waiting lists up to the end of Year 11.

E.3 Late offers will be made to those parents on the waiting list in strict order. Applicants receiving late offers may decline previously accepted offers from other schools.

E.4 If a child on the waiting list is offered a place at the school, the parent, guardian or carer will receive a letter in writing confirming this. If a response to this offer of a place is not received in writing within 10 working days from the date of the letter then the place will be offered to the next child on the list.

E.5 Every year in June, the school will write to every parent, guardian or carer with a child on the waiting list requesting confirmation that the child's name should remain on the waiting list. If the school does not receive written confirmation that a child should remain on the list by the end of the December of the same year, then that child will be removed from the waiting list.

Section F:

Successful Applications

F.1 Once a place has been offered, parents, guardians and carers will be invited to complete relevant paperwork and purchase uniform.

F.2 The school will also inform applicants of their start date and in consultation with staff, will develop a timetable and make necessary administrative arrangements. This may include special needs consultation and liaison with Form Tutors who will oversee pupils' successful integration into the school.