



Sixth Form Admissions Arrangements for the academic year 2023/24

Maiden Erlegh School is an 11–18 co-educational comprehensive school and this document details the policy to be followed for admissions to Maiden Erlegh School Sixth Form. It is committed to straightforward open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised September 2021), the School Admissions Appeals code and admissions law as they apply to academies. Please note that living in or moving to the designated area of the school cannot guarantee a place at the school.

Internal students

Maiden Erlegh School welcomes applications from internal students **who have met the minimum entry criteria** and who have attended Year 11 during the academic year prior to joining Year 12. These students have priority over external students.

External students

Applications are welcomed from external candidates for admission to Year 12 at Maiden Erlegh School. These Admissions Arrangements set out the criteria which will apply to applications for the admission of external students, **including the minimum academic entry criteria** which is the same for internal students and external candidates. Students will be offered a place on the courses they wish to take, provided there are spaces available and they have met the specified academic requirements. When applicants can be offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course. The Published Admission Number is 30, but more places may be available subject to the take-up by internal applicants.

Published Admission Number (PAN) 30

The Year 12 capacity is 240. The PAN (Published Admission Number) for external candidates for entry into Year 12 at Maiden Erlegh School in September 2023 is 30. This means that at least 30 places will be available for external candidates who meet the minimum academic entry requirements. **If more applications are received from external candidates who meet the minimum academic entry requirements compared to the places available, the oversubscription criteria below will apply in order to allocate places.** However, where current Year 11 students take up places elsewhere or do not meet the academic standard required for entry to the Sixth Form, additional places will be offered to external candidates up to the Year 12 capacity of 240 in accordance with the required general Sixth Form entry requirements and the oversubscription criteria.

Oversubscription Criteria

Children with an Education Health and Care Plan (EHCP) or a statement of special educational needs that names the school in the plan or the statement will be allocated a place above all other applicants.

If there are more applicants than places available, applications will be prioritised in accordance with the following over-subscription criteria;

1. Looked after children or children who were looked after:¹
2. The children of staff at Maiden Erlegh Trust whose main place of work is Maiden Erlegh School at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for 2 or more consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a

¹ A previously 'Looked After' child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'Looked After'. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46).

The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.



demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Trust by 1 July of the year of application and made available on the school website.

3. Children whose permanent home address is **inside** the designated area of the school and who have a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school ².
4. Children whose permanent home address is **inside** the designated area of the school.
5. Children whose permanent home address is **outside** the designated area of the school and who have a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school ².
6. Any other children.

Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

Minimum entry criteria

For admission to the Sixth Form to study A level/Level 3 courses students will be required to achieve a strong pass in at least 5 courses at grade 5+ (or Merit+ in equivalents). If the 5 passes does not include English (language or literature) and mathematics of grade 5+, students must, in addition, achieve at least a grade 4 in English (language or literature) and mathematics. In addition, each course has specific entry requirements as detailed in the most recent school Sixth Form prospectus. Students who have achieved the minimum entry requirements through Pass grades on Level 2 Technical courses are expected to study Level 3 Technical Education courses in the Sixth Form.

For admission to the Sixth Form to study Level 2 Technical Pathways, when they are offered, students will be required to achieve an average GCSE grade of 3 (or Pass+ in equivalents) with English (Language or Literature) and maths at grade 3+. Where students have not achieved at least grade 4 in English and/or maths, they will be required to resit these examinations alongside their Technical Pathways. Level 2 Technical pathways may not be offered every year.

Students who have studied in another country up to Year 11 will be required to demonstrate the equivalence of GCSE passes.

Making an application

Those wishing a place in the school's Sixth Form, starting in Year 12 in September 2023, should complete the school's Sixth Form Application form, which will be available from the school in the autumn term 2022. This form must be completed and the deadline for submission will also be published at this time. Students in Year 11 already attending the school will be given a copy of the form. Both parents and prospective students have separate rights to apply for a place at a school sixth form. They must apply by the deadline given in the school prospectus and send the application form to the nominated person on the application form. (The term applicant is used in the rest of this policy, to mean either parents or prospective students).

Applications will be considered by the Head of Sixth Form plus at least one other member of staff nominated by the Headteacher. Where special consideration has been approved by the examination board, the school reserves the right to deviate from the matriculation arrangements in consultation with the Local Advisory Board.

² A sibling is a brother or sister (that is another child of the same parents, whether living at the same address or not), or a half brother or sister, step brother or step sister, or adopted or foster children living at the same address. It includes children who at the time of application have a sibling who the offer of a place at the school has been accepted, even if the sibling is not yet attending. Parents may indicate a sibling in Year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the Sixth Form at the school.



Multiple births or children with birth dates in the same academic year

Allocation of places is based on individual students meeting the requirements of their chosen course. No guarantee of a place is given to other siblings applying to the school from the same family.

Personal guidance meetings may be arranged with students and their parents to discuss the options open to the student and to help the student decide on the suitability for them of particular courses. Such meetings play no part in the allocation of places, which are determined solely by the application of the criteria.

Out of age group admissions

Out-of-age-group admissions will only be agreed where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and Maiden Erlegh) and any relevant professionals asked for their opinion on the case by Maiden Erlegh.

Late applications

If an application is received after the deadline, this will be considered late. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply. Exceptional circumstances will apply when the application is received before the date parents are notified of places and there is a valid reason that the application could not have been made by the due date, e.g. because of hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

Criteria for admission

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. If there are more applicants than places, then places will be allocated to students who fall into the following criteria in order of priority. Priority will be given within any of the oversubscription criteria to the applicant whose permanent home address is nearest to Maiden Erlegh School in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by Wokingham Borough Council's School Admissions Team into which the LLPG address points are imported. (In the event that Wokingham Borough Council are unable to provide this service for Sixth Form admissions, Maiden Erlegh School will use a similar system to determine distance between the two addresses.)

This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is at least 10 miles.

The Trust is required to admit all students with an Education Health and Care Plan (EHCP) or a statement of special educational needs that names Maiden Erlegh School in the plan or statement and meets the specified academic requirements; these students will be admitted first.

The school reserves the right to withdraw a course if there are insufficient students to run it.

Applicants who are unsuccessful at obtaining places on a particular course will be offered a place on an alternative course, where available.

Offers of places to external students will be subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate.

Parents will be asked to declare that the address used in the application will be their place of residence beyond the date of the student starting at the school; the offer of a place may be withdrawn if false or misleading information is given. Supporting evidence of this declaration may be required in the case of there being more applications than can be accepted.



Accepting or declining the offer of a place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the school and the individual courses. Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within two weeks from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. Parents are requested to advise the school at any stage if they are not accepting the place for any reason.

Enrolment

Students are required to enrol on their chosen courses during the allocated Enrolment Days. Failure to enrol on their chosen courses in advance of the beginning to the school term may result in the place being withdrawn. The completion of the relevant enrolment documentation denotes successful enrolment. Students who wish to change, or do not satisfy the course requirements of their course choices, will be offered alternative appropriate courses, where available. Students wishing to study a course that is full will be placed on a waiting list. Admission criteria, as detailed above will be used to allocate any additional places

Residency requirements

Applications are processed on the basis of the child's single permanent home address, living with parent(s), or a carer/legal guardian. Evidence is required of a single address. It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support, e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. Parents will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live, it will be considered that a false declaration has been made and it may be decided to decline to offer a place or to withdraw the offer of a place. The school will reserve its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places if it believes it has grounds to do so. In such cases, parents have recourse to putting their application through the independent appeals process. If a child spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Sunday 6pm to Friday 9.00am, including nights) with a parent. Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances (e.g. legal separation) will be required. The home address will also be considered on the basis of the child benefit payment arrangements, where this is payable. If a child does not live at their parent(s) address, we need to know the reasons for this. The reasons would need to be supported by official documentation. A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move, e.g. flooding or subsidence. After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school, the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Where a parent has two or more properties, evidence will be required showing the rental, or disposal, of the previous property. Reference will be made to Council Tax and school records. If an applicant is moving house and wishes to use the new address for the allocation of places, evidence will be required that the parent and child have moved and are living in the new home by **31 December 2022**. If the move takes place later or information is provided later, the school will only be able to treat the new address for waiting list purposes and consider this information after the initial allocation of places has taken place.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the borough by **31 December 2022**. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from Wokingham Borough Council School Admissions Team.



Service families

Families of UK service personnel who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield but are assigned to another base.

Admissions Arrangement Maiden Erlegh School 2023/24



Appeals

Anyone whose application is unsuccessful is entitled to appeal to an independent appeals panel. Information about this process can be obtained from the school.

If the school is unable to make an offer to a student, the school will provide a letter of explanation to the applicant of the decision to reject their application together with an explanation of how to appeal.

The student and their parent; may appeal separately or jointly appeal against non-admission to an independent panel. This will be explained in the school's decision letter. Appeals should be made to:

Clerk to the Appeals Panel
Wokingham Borough Council
Democratic Services
Shute End
Wokingham
RG40 1WQ
Tel No: 0118 974 6053

Information on appeals is also available at: <https://www.wokingham.gov.uk/schools-and-education/school-admissions/school-admissions-and-exclusions-appeals/>

General Contact information for all Sixth Form admissions

Copies of the school admissions arrangements, sixth form prospectus and application form for sixth form are available on the school website <https://www.maidenerleghschool.co.uk/> or from the School Office Manager, who should be contacted in the first instance with any queries about the school admission arrangements.

Email mesoffice@maidenerleghtrust.org
Telephone 0118 9262467

The Office Manager
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