

## ADMISSIONS CRITERIA FOR ENTRY TO RIDDLEDOWN COLLEGIATE IN SEPTEMBER 2018

*The Collegiate Trust* is the admissions authority for *Riddlesdown Collegiate* and in carrying out this function complies with all the relevant provisions of the statutory codes of practice as they apply at any given time. The *Local Governing Body (LGB)* of *Riddlesdown Collegiate* operates the agreed procedures of the Trust and participates in the co-ordinated admission arrangements operated by Croydon Council.

During July in any year information about the arrangements for applying for the intake in September of the following academic year will be available; this will include details of open evenings. Opportunities to visit *Riddlesdown Collegiate* are provided during September and October.

*Riddlesdown Collegiate*, in common with all other schools in Croydon, will admit students referred under the *Hard to Place* protocol via the *Fair Access Panel*, even if this means exceeding the admission number.

### Entry to Year 7

The Planned Admission Number (PAN) for *Riddlesdown Collegiate* is 328.

Applications for places must be made on the *Common Application Form* provided and administered by Croydon Council or by the Borough in which you live. Applicants must also complete an online *Supplementary Information Form* which is available at [www.riddlesdown.org](http://www.riddlesdown.org). A hard copy can be requested by calling the *Admissions Officer* at *Riddlesdown Collegiate*, on 020 8668 5136.

In the event of applications exceeding the number of available places, the following criteria will be applied.

#### 1. Looked After Children:

Priority will be given to students in the care of a local authority at the time of application and also students who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. An application made under this category must be supported by a letter from the relevant Local Authority's Children's Department and / or relevant documents including a copy of adoption, residence or special guardianship order where applicable.

#### 2. Primary School Attended:

Priority will then be given to students transferring from Atwood, Greenvale, Gresham, Harris Primary Academy Kenley and Selsdon Primary Schools.

#### 3. Medical Reasons:

Places may be offered to any children whose parents are able to provide medical evidence, at the time of application, from a registered health professional that entry to *Riddlesdown Collegiate* rather than any other school is **essential**.

#### 4. Ability:

Priority will then be given to the top performing students in the designated *Entrance Examination* for *Riddlesdown Collegiate*, up to a maximum of 15% of the PAN (48 students). The *Entrance Examination* is made up of tests in English, Mathematics and Science, set and administered by *Riddlesdown Collegiate*. In the event of tied scores in the examination, priority will be given to the student with the higher score in the Science section of the examination. Students must score above 67% on the test in order to be considered for an ability place. Please note however that if such a score places a student outside the top 15% or 48 performers, they cannot be offered a place under this criterion in the first round of offers made by the Local Authority. However, these students will be placed on an ability waiting list and could subsequently be offered a place if others above them do not accept their offer.

## 5. Children of staff at Riddlesdown Collegiate:

Priority will then be given to the children of staff directly employed at *Riddlesdown Collegiate* and on a permanent contract where the member of staff has been employed by *The Collegiate Trust* for at least one year at the point at which the application to join Year 7 is made (deemed to be 31<sup>st</sup> October in the preceding year).

## 6. Sibling:

Priority will then be given to siblings. The word sibling refers to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who are on roll at the date of admission of the younger sibling and who live at the same home, in the same family unit as the child on a permanent basis. A sibling connection does not apply for children whose older siblings will / may be attending the College VI in Years 12 & 13 unless that sibling previously attended Riddlesdown Collegiate in Year 11. Should the number of sibling applications take the number of offers past 328, the tie-break will be distance from Riddlesdown Collegiate, measured in the same way as for *Proximity*, below.

## 7. Proximity:

All remaining places will then be allocated to children on the basis of distance from *Riddlesdown Collegiate*. The distance will be measured in a straight line from the child's home address to the designated entrance of the school using a computerised measuring system (GIS) and geographical reference points as provided by the *National Land and Property Gazetteer (NLPG)*. Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. In the case of separated parents, if a child spends time with both parents, the home address is deemed to be that of the parent who receives the Child Benefit payment. In the event of a tie, priority will be given to the child whose journey to school via public transport is the shortest distance. A map is attached showing the area from which places have been offered to children in previous years. An address within this area does not guarantee a place at *Riddlesdown Collegiate*.

### Notes

- i. For those who wish to enter for the Entrance Examination (this is unavailable if the child meets criteria 1, 2, or 3.) the test will be held on the morning of the first Saturday in October.
- ii. Please check the Croydon Education website for details of all deadline dates for each year. Applications received after the closing date will not normally be considered until after the offer date.

## Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside of their normal age group. Any such requests must include evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary, and will be considered by the Academy Trust.

## Operation of Waiting List

Riddlesdown Collegiate operates a waiting list whenever there are more applicants than places. The list will operate from the day after offers are made and will remain operational for the duration of Year 7.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the criteria. We will maintain a separate waiting list for our ability criterion and if a student leaves Riddlesdown Collegiate and there is a place within the ability criterion, the place will be offered to this waiting list to maintain up to 48 students on roll in each year group. If you wish your child to be considered for a place under the ability criterion even if they did not sit the Entrance Examination prior to entry in Year 7, you can apply for the Years 7, 8 and 9 waiting lists if your child achieved above 105 for English and maths at Key Stage 2. Documentary evidence of this achievement will be required.

## Arrangements for Appeals

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with a decision made by the Admission Authority. Appeals are conducted in accordance with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents about how the appeals process works. The contact for this is the Clerk to *The Collegiate Trust* at *Riddlesdown Collegiate*. Appeals must

be lodged with the Clerk within five weeks of receipt of the Local Authority offer letter; full details on the appeals process will be published at [www.riddlesdown.org](http://www.riddlesdown.org).

### **In-Year Admissions**

In-year admissions will continue to be co-ordinated by the Local Authority. An application form must be obtained from, completed and returned to the Local Authority to apply for an in-year admission. Applicants must also complete an online *Year 7-11 Application Form (in-year)* which is available at [www.riddlesdown.org](http://www.riddlesdown.org). A hard copy can be requested by calling the *Admissions Officer at Riddlesdown Collegiate*, on 020 8668 5136.

A Waiting List is maintained for each Year Group.

### **Entry to Riddlesdown College VI (Year 12)**

The admission number for Riddlesdown College VI (Year 12) is 40 (external candidates). Candidates who currently attend *Riddlesdown Collegiate* and who meet the entry criteria for the appropriate level of study will be admitted to College VI.

Applications should be made online on the *Riddlesdown College VI Application Form* available at [www.riddlesdown.org](http://www.riddlesdown.org). Hard copies of the form can be requested by calling the College VI Administrator at the Collegiate.

#### **a. To study the A Level route**

- *Seven or more GCSE passes at the highest grades (A\*-C, or 9-5)*
- *Grade A\*-B (or 9-6) in the subject to be studied, or the most similar subject*
- *GCSE 9-4 in English and Mathematics, if these subjects are not chosen at A Level (students who have not achieved Grade 5 in English or maths will be required to resit the examination)*

#### **b. To study Level 3 route**

- *Five or more GCSE passes at the highest grades (A\*-C, or 9-5)*
- *GCSE 9-4 in English and Mathematics (students who have not achieved Grade 5 in English or maths will be required to resit the examination)*

Candidates must meet the ability criteria set out above.

In the event of applications exceeding the number of available places, the following criteria will be applied.

#### **1. Looked After Children:**

Priority will be given to students in the care of a Local Authority.

#### **2. Medical Reasons:**

Priority will then be given to any students whose parents are able to provide medical evidence from a registered health professional that entry to this school rather than any other is essential.

#### **3. Proximity:**

All remaining places will then be allocated to students on the basis of distance from *Riddlesdown Collegiate*, measured in the same way as in *Proximity* above. If a student splits their time between separated parents, the home address is deemed to be that of the parent who receives the Child Benefit payment. In the event of a tie, priority will be given to the student whose journey to school via public transport is more direct. A map is attached showing the area from which places have been offered to students in previous years. An address within this area does not guarantee a place at the School.

#### **Operation of Waiting List**

*Riddlesdown Collegiate* operates a waiting list whenever there are more applicants than places. The list will operate from the day after offers are made and will be maintained for one term in the academic year of admission. A student's position on the waiting list will be determined solely in accordance with the admissions

criteria. Where places become vacant they will be allocated to students on the waiting list in accordance with the criteria.

### **Appeals Arrangements**

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with a decision made by the Admission Authority. Appeals are conducted in accordance with the *Code of Practice on School Admission Appeals* published by the *Department for Education* as it applies to Academies. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents about how the appeals process works. The contact for this is the Clerk to *The Collegiate Trust* at Riddlesdown Collegiate.