



# Ripon Grammar School

*Helping shape the future since 1555*



## Boarding Admissions Policy

### 1. Introduction

Ripon Grammar School is an academically selective co-educational maintained school for day and boarding students, both weekly and termly. North Yorkshire County Council (NYCC) is the admission authority for day students at Year 7 entry; the Governors of the School are the admission authority for boarding students at all ages. In the admissions process, applicants for day and boarding places are considered as distinct and separate groups.

**A boarding place cannot be converted into a day place.**

As an academically selective school all students, boarding and day, must reach the prescribed academic standard before being offered a place. Prospective boarding students who wish to be admitted into Year 7 are required to pass a selection test administered by NYCC. For entries into the Years 8 – 11 the School administers its own tests and determines the standard required. Year 12 entry is based on the School's normal academic requirements. (See Sixth Form Admissions)

### 2. Eligibility for boarding

To be eligible for a boarding place a student must be either:

1. A UK national or
2. A European Union (EU) national or if from outside the EU,
3. Have legitimate residence in the UK which confers the right to education at UK public expense

Where there is any doubt about this, the School may require the necessary evidence before the offer of a boarding place is made. All boarding students whose home is outside the UK, or whose parents work abroad, must have a named guardian in the UK.

### 3. Boarding Fees

As a maintained school, boarding fees are payable for students who board but all tuition is free. Fees are set by Governors annually and parents are informed of any changes before the end of the Spring Term to take effect at the start of the academic year in September. Governors require prompt payment of fees according to the agreed contract. Failure to pay the fees by the end of the term in which they are due could result in the student being removed from the school

roll in accordance with DfE regulations<sup>1</sup>. Governors require 1 term's notice of the removal of a student from boarding at all years.

#### **4. Suitability for Boarding**

Parents of all boarding applicants must complete a 'suitability for boarding' form when applying for a place. When assessing how suitable a child is for boarding, the School considers the following:

1. whether a child is able to cope with, and benefit from, a boarding place
2. whether a child presents a serious health and safety hazard to other boarders
3. whether the school can match the needs of a student in a residential setting

The School reserves the right to interview prospective boarders to support this assessment.

#### **5. Entry into Year 7**

The total planned admission number (PAN) for Year 7 entry each year is 117 of which 14 are boarding places (boys plus girls). The gender split of boarding places available for boys and girls is determined annually by the Governors according to space available in the boarding houses.

Boarding admission is based on the same academic selection procedure as for day students at Ripon Grammar School; those applying for boarding places must sit the selection tests, administered by NYCC with other children from out of the catchment area early in the autumn term prior to entry in the following September. Parents of those children who reach the required standard will be informed in October. They must then indicate on NYCC's *Common Application Form* the type of boarding place: weekly, termly or both, for which they wish to apply.

A rank order of boarding applicants who reach the required standard will be established according to Section 9 below and implemented in the event of oversubscription. A waiting list will be established and kept until the end of the autumn term.

Boarding and day places are allocated on the same day, the National Offer Day, in early March annually. Parents offered boarding places are required to confirm their acceptance with the School, and pay the required bond within three weeks of the offer being made. Failure to do this may result in the offer being withdrawn and the place being offered to someone on the waiting list.

#### **6. Entry into Year 9**

The School is the admission authority for entry into the Year 9 for all students, both boarding and day. Entry is subject to students reaching the required level in tests set by the School. The exact number of day and boarding places available each year is determined annually by the Governors taking into account the size of Year 8 and the number of boarding places available. Any unallocated boarding places will be made available to day students according to the School's criteria for entry for a Year 9 day place.

Students already on the School roll at any time during 2<sup>nd</sup> Form (Year 8) are not eligible to take the Year 9 entry tests.

## 7. Entry into Years 8, 10 & 11 including mid-year entry

Applications for boarding places into other year groups, and entry mid school year, will be considered by the School only when there is space available in the boarding houses. Where an application is accepted, the student will need to reach the required standard in tests set by the School.

## 8. Entry into Sixth Form (Years 12 & 13)

The School is the admission authority for entry into the Sixth Form for all students, both boarding and day. Entry is subject to students gaining a specified level of achievement, as determined by the School, at GCSE or its equivalent; this is currently six Grade 6s at GCSE (See Sixth Form Admissions). The School reserves the right to admit students with lower GCSE grades where personal or family circumstances are relevant. The School also reserves the right not to admit a student into boarding where his/her school disciplinary record is unsatisfactory.

The number of available day and boarding places is determined by governors on an annual basis. The exact numbers of boarding places available for boys and girls each year is determined annually by the Governors according to space available in the boarding houses.

Allocation of places is subject to the following priority categories:

1. **Internal students**, i.e. those already on the school roll who took their GCSE examinations at Ripon Grammar School
2. **External students**, i.e. those who took their GCSE examinations at a school other than Ripon Grammar School. Applications for boarding and day places will be considered separately.

In the event of oversubscription for 6<sup>th</sup> Form boarding places, the criteria applied will be the same as for Year 7 entry above, except that no distinction will be made between weekly and termly boarders.

External students wishing to be considered for a boarding place must apply direct to the School by completing the School's 6<sup>th</sup> Form Boarding application form and a 'Suitability for Boarding' form. A non-refundable registration fee is payable. External students will also be assessed by the School for their suitability for boarding via the form.

Offers of boarding places are provisional, being subject to the student achieving the required GCSE grades, currently a minimum of six grade '6's at GCSE, or equivalent. When accepting the offer of a provisional place, parents are required to pay the bond within three weeks of the offer being made. The offer will not be confirmed until the deposit is received. In the event that the student does not achieve the required GCSE grades and the offer is withdrawn by the School, the deposit will be returned in full. The deposit will not be returned if, after having accepted a place, parents subsequently turn it down or do not take up their boarding place in September of their Lower Sixth year.

## 9. Oversubscription for boarding

Where there are more suitable applicants than there are boarding places available the following priorities will be used and a waiting list established. These priorities conform to regulations published by the Department for Education (DfE) and are applied separately to boys and girls solely on the grounds of space available in the boarding houses.

Priority is given, in the order listed, to:

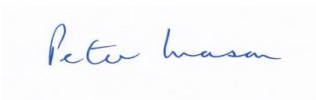
1. Looked after children and previously looked after children
2. Children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
3. Children with a demonstrable boarding need. These include, in order of priority:
  - a. Children at risk or with an unstable home environment
  - b. Children of service personnel who have died while serving or who have been discharged as a result of attributable injury
  - c. Children of key workers and Crown Servants working abroad, e.g. the children of charity workers, people working for voluntary service organisation, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad whose work dictates that they spend much of the year overseas.
4. Children with a sibling boarding at Ripon Grammar School<sup>2</sup>
5. Weekly boarders with those living furthest from the School<sup>3</sup> (measured using an electronic mapping system) given priority within this category.
6. Termly boarders with those living furthest from the School (measured using an electronic mapping system) given priority within this category.

<sup>1</sup> The Education (Student Registration) (England) (Amendment) Regulations 2011, effective from 1 September 2011

<sup>2</sup> Sibling refers to brother or sister and includes children who live as brother or sister in the same house, including adopted siblings, stepbrothers or sisters and foster brothers or sisters.

<sup>3</sup> Definition of home address is that used by NYCC

### Approved by Governors October 2017



Signed:

Chair of Governors' Boarding Committee

Date: June 2017



Signed:

Chair of Governors' Admissions Committee

Date: June 2017

