



## Ripon Grammar School

### 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. In the admissions process, applicants for day and boarding places are considered as distinct and separate groups.

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)

For the duration of a student's time at Ripon Grammar School, **a boarding place cannot be converted into a day place**, with the only exception being transfer between Year 11 and Year 12 when students can convert to day school status in the Sixth Form. At all other times, withdrawal from boarding will require withdrawal from the school roll. Re-applications for day school status will not be accepted until one full term has elapsed from the notification to withdraw from the school roll.

#### 2. Eligibility for boarding

As a state maintained boarding school, all boarders must have either a full British Citizen passport, or an Irish passport or, in the case of EEA (European Economic Area - EU together with Switzerland, Iceland, Norway and Lichtenstein) and HK BN[O] passport holders, be dependant children of a parent who is either permanently resident in the UK or who is in the UK on a work or study visa.

All boarding students whose home is outside the UK, or whose parents work abroad, must have a named guardian in the UK (Appendix A).

#### 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 one 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 interviews all prospective Year 12 boarders and reserves the right to interview all other prospective boarders to support this assessment prior to making an offer.

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

At Year 7 entry the planned admission number for boarding places is 14 (boys plus girls). The gender split of boarding places available for boys and girls is determined annually by the school 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.

In the event of oversubscription, a rank order of boarding applicants who reach the required standard will be established according to Section 9 below and implemented. 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**

At Year 9 entry the planned admission number for boarding places is 18 (boys plus girls). This number includes the number of boarders in Year 8 already boarding. The gender split of boarding places available for boys and girls is determined annually by the school according to space available in the boarding houses.

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

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 the admission numbers in Year 7 [14] and 9 [18] remain unallocated, preference will be given to boarding applications over day applications. 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 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.

External students wishing to be considered for a boarding place must apply direct to the school by completing the School's Sixth Form Application Form and a Sixth Form 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 and by interview.

Offers of boarding places are provisional, being subject to the student achieving the required GCSE grades, currently a minimum of six grade '6s 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.

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

## 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 all previously looked after children including those who appear to have been in state care outside of England. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> or became subject to a child arrangement order<sup>2</sup> or special guardianship order.

2. Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding fees.
3. Children the Authority considers to have a “boarding need” defined as follows:
  - i. Children at risk or with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; or
  - ii. Children of key workers and Crown Servants working abroad, e.g. the children of charity workers, people working for voluntary service organisations, 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. Termly boarders
5. Weekly boarders

Within each of the priorities above, the following sub-criteria will be used in order of priority in the event of a tie break:

1. Children with a sibling at Ripon Grammar School<sup>2</sup>
2. 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

**May 2024**

## Education Guardian Policy

### INTRODUCTION

Ripon Grammar School has a strong ethos which runs throughout our boarding provision. The school greatly values the diversity that both our UK and international pupils bring to the school's community.

Under the Children Act 1989, the school is required to safeguard and promote the welfare of pupils. During term time the school is responsible for a boarding pupil's welfare and acts in loco parentis. However, there are times when the school must be able to hand over these parental responsibilities to an appointed guardian.

It is also a UK Visas and Immigration (UKVI) requirement that every pupil not from the UK under the age of 18 studying in the UK requires a guardian. Additionally, we require guardianship of UK boarding pupils where parents' occupations mean that they are not able to fulfill their guardianship requirements, for example, during deployment overseas with the armed forces.

### DEFINITIONS

In this document, the term 'guardian' refers to an education guardian, which involves a delegation of parental responsibility, usually for short periods of time. This is distinct from a legal guardian, which refers to a person who is appointed by a court or parents and has legal authority to care for a child. All boarding students at Ripon Grammar School must have an educational guardian unless this is also their legal guardian.

#### 1. APPOINTING A GUARDIAN

- It is the parents' responsibility to appoint a guardian: the organisation and selection process rests solely with parents.
- The appointed guardian must be over 25 years of age and be permanently resident in the UK; they must be able to be at the school within three hours, if requested.
- The appointed guardian must be fluent in the English language and be able to always provide a point of contact for the school.
- Where the guardian is a relative, the school will require copies of photographic ID.
- In these instances, the school may conduct unannounced inspections of accommodation arrangements for its pupils.
- For many pupils where the family does not have a suitable contact in the UK, it is expected that the parents will appoint a guardian via a reputable organisation. It is important to note that the school does not recommend any specific agency or organisation but would encourage parents to ensure that it is a member of the Association for the Education and Guardianship of International Students (AEGIS). AEGIS can be contacted via their website: [www.aegisuk.net](http://www.aegisuk.net)
- If an appointed guardian changes during a pupil's time at the school, it is the parents' responsibility to ensure accurate updated contact details (telephone, mobile, email and full postal address) are communicated to the school as soon as possible, in order to ensure continuity of care.
- Guardians should contact House Staff via email, telephone or video call to introduce themselves.

These arrangements **MUST** be made before the pupil arrives at Ripon Grammar School.

## 2. GUARDIAN RESPONSIBILITIES

All guardians must be prepared to undertake, where necessary, the following responsibilities:

- To provide a 24-hour point of contact throughout the school year.
- To be ready to accommodate and take responsibility for the pupil at short notice in case of emergency or crisis.
- To provide safe and suitable accommodation for the pupil with an appropriate degree of care and supervision when they cannot be accommodated at School and to liaise with the House staff or School Health Worker regarding these arrangements. Occasions are likely to include, but are not restricted to:
  1. Half-term breaks and longer holidays
  2. Days at the start and end of term when a pupil's flights do not coincide with term dates.
  3. If a pupil is ill or injured and needs to recuperate away from School
  4. If the School requires a pupil to leave for disciplinary reasons or because the school determines it to be in the pupil's best interests
  5. Any other occasion when the pupil is released from the school.
- To make suitable alternative arrangements if they are unable to accommodate the pupil themselves, and to inform both House Parent and parents of the arrangements.
- To liaise with the school over all matters relating to the pupil's welfare, including pastoral, academic and medical care.
- To act with delegated parental authority in the case of an emergency or crisis and to make appropriate arrangements for medical care.
- To attend important parent and teacher meetings or any other important meetings at the school on behalf of the parents.

The responsibilities of guardians appointed by overseas parents and those appointed by parents in the UK are identical. However, over the usual course of the year, there are likely to be practical differences in a guardian's level of involvement:

- For overseas parents: the guardian is usually responsible for the delivery and collection of pupils at the beginning and end of term, and (where the pupil is not travelling to their home overseas) for providing a home for pupils during holidays.
- The guardian must be available for contact at short notice in an emergency, for granting routine permission, or for disciplinary reasons. In some medical or disciplinary cases, the guardian may be required to have the pupil to stay for a limited period.
- Guardians must be able to substitute fully for parents when parents are away or unavailable. This includes providing everything mentioned in the points above. UK parents who plan to be away for an extended period, are asked to inform the Head of Boarding in good time and to check that contact numbers are up-to-date and relevant.
- Parents and guardians should be aware that stays over 28 days are considered private fostering arrangements which are subject to Family Placement Regulations under the terms of the Children Act 2004.