



ADMISSION POLICY 2021 - 2022

Reviewed by: Standards & Achievements Committee

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**Responsible member
of SLT:** Merry John

This policy is set within the school's four principles of:

High Expectations Quality Learning Mutual Respect Success for All

Admission Arrangements for 2021-22

The school will have a published admission number of 240 permanently, but with the addition of rule 6 added temporarily for 2 to 3 years to support the County-led proposals for school expansion to meet demand in the district of Hatfield.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

Rule 1 **Children in public care** (children looked after) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order¹ or a special guardianship order²).

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under Rule 1. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A "child looked after" is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989).

All children adopted from care who are of compulsory school age are eligible for admission under Rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not "looked after" **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under Rule 1.

Rule 2 **Medical or Social:** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

Hertfordshire County Council will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

¹ Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended Section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

² Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Applications for children adopted but previously looked after abroad will be considered under this rule and accepted if the child's previously looked after status and adoption is confirmed. Hertfordshire's "Virtual School" will be asked to verify all such applications.

Rule 3 **Sibling:** Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. i.e. Year 13 is the designated range for Stanborough School. A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after³ and in every case living permanently⁴ in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

Multiple births

The Governing Body as the admission authority will admit over the school's published admission number (PAN) when a single twin/multiple birth child is allocated the last place at a school.

Rule 4 **Children of staff** who work at the school at the time of application. A member of staff is defined as a person who has a full-time or part-time permanent contract of employment at the School at the time of application. The Governing Body will give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Please note that the child must be living at the same address as the staff member.

Rule 5 **Children who live in the priority area** for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective. *Note: Non-partially selective means that the school does not offer any places based on academic ability.*

Rule 6 The allocation of 30 places for children whose permanent address is in Hatfield will be allocated (Hatfield is defined by the administrative town boundary). If there are more applications than places available, allocations will be made on a random basis.

Rule 7 **Children who live in the priority area** who live nearest to the school.

Rule 8 **Children living outside the priority area** on the basis of distance, with those living nearest to the school given priority.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie-break will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie-break will be random.

³ Children previously looked after are those children adopted or with a special guardianship order or child arrangements order.

⁴ A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

Priority Areas

The priority areas in the admission rules are based on the towns, parishes/unparished areas shown below. These apply to Rules 5 and 7.

<u>Priority Area</u>	<u>Towns/Parishes/Unparished areas</u>
Welwyn Garden City, Hatfield, Potters Bar and Brookmans Park	Ayot St. Peter, Codicote, Essendon, Hatfield, North Mimms, South Mimms, Potters Bar, Welwyn Garden City, Welwyn, Woolmer Green

Home to School Distance Measurement for Purposes of Admissions

A 'straight line' distance measurement is used in all home to school distance measurements for the school by the County Council. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Continuing Interest (Year 7 places)

After places have been offered, the school's continuing interest (waiting) list will be maintained by Hertfordshire County Council. A child's position on the CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The County Council, on behalf of the school's governing body, will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In-Year application.

In-Year Admissions

The County Council will co-ordinate Stanborough School's In-Year admissions. Application Forms can be accessed via www.hertfordshire.gov.uk/admissions or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form).

Admissions Out of Year Group

The school is responsible for whether a student is educated out of their chronological year group. There is no right of appeal for a place in a specific year group at a school.

Fair Access

The school participates in the County Council's Fair Access protocol and will admit children under this protocol before children on the continuing interest list.

[hcc fair access protocol 2019.pdf](#)

Appeals

At transfer time parents wishing to appeal who applied on line should log into 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".

For in-year applications, Hertfordshire County Council will write to you with the outcome of your application and if you have been unsuccessful, they will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Sixth Form Arrangements

The school will admit up to 30 external students to its Sixth Form.

Minimum entry requirements are different for different levels of courses, for which please see the grid below, and full details can be found in the Welwyn Hatfield Consortium prospectus.

Course	Criteria For Course
3 A Levels	APS 4.5 or above 9-4 English Language or English Literature 9-4 in Maths Subject based criteria
2 A Levels and 1 Vocational Course	APS 4 or above 9-4 in English Language or English Literature Subject based criteria
1 A Level and 2 Vocational Courses	APS 3.8 or above 9-4 English Language or English Literature Subject Based Criteria
Vocational Courses	APS 3.7 or above 9-4 in English Language or English Literature Subject Based Criteria

If the school is oversubscribed, priority will first be given to:

- i) Children looked after or previously looked after
- ii) Medical or Social, to include children previously looked after by the state abroad
- iii) Sibling
- iv) Children of staff
- v) Students who live nearest the school

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.