

Stanborough



ADMISSION POLICY 2024 - 2025

Reviewed by: Standards & Achievements Committee

Date of Issue: January 2023

**Responsible member
of SLT:** Merry John

Grow and Succeed

High Expectations | Mutual Respect | Quality Learning | Success for All

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

High Expectations Quality Learning Mutual Respect Success for All

Admission Arrangements for 2024-25

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 an EHC (Education, Health and Care) Plan that names the school.

Rule 1 Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care arrangements order¹ or a special guardianship order²

Rule 1: Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being 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 previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement 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. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

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.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School".

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The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

- a) a public authority,
- b) a religious organisation, or
- c) any other organisation the sole or main purpose of which is to benefit society

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.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a) Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs
- c) If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate
- d) For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need. In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police

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officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children who were not “looked after” immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

Further details on the Rule 2 process can be found in the Rule 2 protocol

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 after¹ and in every case living permanently² 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 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 teaching and non-teaching 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, children of partners will be included.

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.

¹ Children previously looked after are those children adopted or with a special guardianship order or child arrangements order.

² 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.

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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. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

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 Mymms, South Mimms, Potters Bar, Welwyn Garden City, Welwyn, Woolmer Green

The governing body/academy trust recognises that the parishes of Ridge and South Mimms have been amalgamated into one single parish area (South Mimms and Ridge). To ensure our admission arrangements can be implemented accurately and as intended, the parishes of Ridge and South Mimms will continue to be considered separately to determine the parish and priority area for each applicant.

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, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can be changed as other children join or leave it. The county council 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 specified and confirmed to parents at the time of allocation). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In Year application form.

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). For all In-Year Admissions, a meeting with the Headteacher will be arranged to ensure that the transition process is as smooth as possible for the family and any support the child requires can be put in place to ensure the child thrives at Stanborough.

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Admissions Out of Year Group

DfE guidance states that “in general, children should be educated in their normal age group”. If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”. A Governors’ panel will decide whether the application will be accepted on the basis of the information submitted. The panel will make decisions based upon the circumstances of each case including the view of parents, the Headteacher, the child’s social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools. The governing body is ultimately responsible for making this decision for applications made to the school.

Children will be admitted to the school in Year 7 at the age of 11 irrespective of physical or academic ability or age 12 if they are summer born children where a family chose to delay their entry to Reception by an academic year.

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 and over PAN (Published Admission Number) if necessary.

[hcc_fair_access_protocol_2019.pdf](#)

Home Address

The address provided must be the child’s current permanent address at the time of application

- “At the time of application” means the closing date for applications
- “Permanent” means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12* months and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child’s permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child’s home Local Authority to determine address. If two applications, with different addresses are received from the same Local Authority, it will be for that Local Authority to determine permanent address. If two applications are received from two different Local Authorities, the above process will be used.

If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to

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evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received “on-time”, an amended joint application will also be considered “on-time” if received before the “late deadline”. If the amended joint application is received after the late date, it will be treated as “late”. The late deadlines for the 2024/25 transfer application process are 1st December 2023 for secondary and upper applications and 1st February 2024 for reception, junior and middle applications. If these dates change, amendments will be published on the admissions web pages at the start of the 2024/25 application process in September 2023.

* If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service.

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 to include children previously looked after by the state abroad
- ii) Medical or Social.
- 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.

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If students are unsuccessful in gaining a place in the Sixth Form, they can appeal this decision by emailing admin@stanborough.herts.sch.uk

End of Policy

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