

The Hemel Hempstead School



Policy C0	Admissions arrangements for September 2022/23	
Approved by the full Governing Body	Adopted following consultation: January 2020	Reviewed and clarified: May 2021, June 2021 and July 2021 as a result of changes to the schools admissions code

The school will have a Published Admission Number (PAN) of 217 into Year Seven in September 2022.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a with an Education, Health and Care Plan (EHCP) that names the school.

If there are fewer applications than places available at a school all applicants will be admitted.

If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

Oversubscription criteria

Admission rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, children will be prioritised using the next rule (for rules 2-5).

- 1. 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.**

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of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live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

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- a. 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.
- b. These children will be prioritised under rule 1.
- c. 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.
- d. A “child looked after” is a child who is:
 - i. in the care of a local authority, or
 - ii. being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)
- e. All children adopted from care who are of compulsory school age are eligible for admission under rule 1.
- f. 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.
- g. 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.
- h. Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.
- i. The child’s previously looked after 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.
- j. A child is in “state care” if he or she is in the care of, or accommodated by –
 - i. a public authority,
 - ii. a religious organisation, or
 - iii. any other organisation the sole or main purpose of which is to benefit society.

2. Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

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- a. 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.
 - b. 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.
 - c. Few applications under Rule 2 are agreed.
 - d. All applications are considered individually but a successful application should include the following
 - i. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
 - ii. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
 - iii. If the requested school is not the nearest school to the child's home address, clear reasons why the nearest school is not appropriate.
 - iv. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.
 - e. 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.
 - f. 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.
 - g. 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 officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.
 - h. 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.
 - i. A panel of HCC officers 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.
3. **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.**

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- a. The 'normal age range' in The Hemel Hempstead School means Year Seven to Year Thirteen.
- b. 'Siblings' include:
 - i. Brother or sister
 - ii. Half-brother or half-sister
 - iii. Adopted brother or adopted sister,
 - iv. Child of the parent/carer or partner.
 - v. Children looked after or previously looked after.
 - vi. This doesn't include children temporarily living in the same house, for example, a looked after child in a short term foster or bridging placement.
- c. In every case the sibling must be living permanently in in the same family home.
- d. A sibling must be on the roll of the named school at the time the younger child starts or have been offered and when the child starts.
- e. The school will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.
- f. 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.

4. **Rule 4: Children of a member of staff at the school.**

- a. Provided one of the two criteria are met:
 - i. 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
 - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- b. A 'member of staff' includes all teaching and non-teaching staff, full time and part time, directly employed by the school.
- c. 'Children' in this rule includes children of the staff member, or their spouse or partner, who live with the staff member some or all of the time.

5. **Rule 5: Children who live in the Priority Area Six for whom it is their nearest Hertfordshire maintained school or academy that is non-faith** (does not offer places on the basis of religion), **co-educational** (teaches boys and girls) **and non-partially selective** (the school does not offer places based on exams or academic ability).

- a. Priority Area Six in the admission rules are based on the following towns, parishes/ unparished areas:

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- i. Hemel Hempstead, Kings Langley, Berkhamsted, Tring, Garston, Watford, Chorleywood and Rickmansworth.
 - ii. Abbots Langley, Aldbury, Berkhamsted, Bovington, Chipperfield, Chorleywood, Croxley Green, Flaunden, Great Gaddesden, Hemel Hempstead, Kings Langley, Little Gaddesden, Maple Cross, Nash Mills, Nettleden with Potten End, Northchurch, Rickmansworth, Sarratt, Tring, Tring Rural, Watford, Wigginton.
- b. Coeducational schools/academies which select partially on ability are:
- i. Dame Alice Owen's School.
 - ii. Parmiter's School.
 - iii. Queen's School.
 - iv. Rickmansworth School.
 - v. St. Clements Danes School.
- c. You can only qualify for one school under rule 5, as only one school can be your closest school.
- d. We measure distances, in a straight line, using a computerised mapping system to 2 decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school.
- e. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.
- f. It doesn't take into account the actual or expected route a child will travel to school.
- g. We use a different method of measurement, using roads and pathways, to decide who is entitled to home to school transport.
- h. Priority areas we use for admissions purposes are not used in home to school transport decisions.

6. Rule 6: Children who live in the priority area who live nearest to the school.

- a. Priority Area Six in the admission rules are based on the following towns, parishes/ unparished areas:
 - i. Hemel Hempstead, Kings Langley, Berkhamsted, Tring, Garston, Watford, Chorleywood and Rickmansworth.
 - ii. Abbots Langley, Aldbury, Berkhamsted, Bovington, Chipperfield, Chorleywood, Croxley Green, Flaunden, Great Gaddesden, Hemel Hempstead, Kings Langley, Little Gaddesden, Maple Cross, Nash Mills, Nettleden with Potten End, Northchurch, Rickmansworth, Sarratt, Tring, Tring Rural, Watford, Wigginton.
- b. We measure distances, in a straight line, using a computerised mapping system to 2 decimal places. The measurement is taken from the

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AddressBase Premium address point of your child's house to the address point of the school.

- c. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.
- d. It doesn't take into account the actual or expected route a child will travel to school.
- e. We use a different method of measurement, using roads and pathways, to decide who is entitled to home to school transport.
- f. Priority areas we use for admissions purposes are not used in home to school transport decisions.

7. Rule 7: Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

- a. We measure distances using a computerised mapping system to 2 decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school.
- b. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.
- c. It doesn't take into account the actual or expected route a child will travel to school.
- d. We use a different method of measurement, using roads and pathways, to decide who is entitled to home to school transport.
- e. Priority areas we use for admissions purposes are not used in home to school transport decisions.

8. Tie Breaks:

- a. When there is a need for a tie break where two different addresses are at the same distance from the 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.
- b. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admission 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 lower number given priority.

The Continuing Interest List

- 9. After places have been offered, Hertfordshire County Council will maintain the school's Continuing Interest (waiting) list.**

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- a. A child's position on the continuing interest 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.
- b. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child.
- c. 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).
- d. To retain a continuing interest application after this time, parents must make an In Year application.

In Year Admissions

10. Hertfordshire County Council coordinates In Year Admissions from this school.

- a. Information about how to apply and the online application form can be found at www.hertfordshire.gov.uk/inyear
- b. The oversubscription criteria outlined above is used to prioritise all In Year Applications.
- c. Hertfordshire County Council will write to you with the outcome of your application and if you have been unsuccessful, and will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals

Fair Access

11. This school will admit children under the Fair Access Protocol before those on the Continuing Interest list, and over the Published Admission Number (PAN).

Appeals

12. Parents wishing to appeal can do so:

- a. Parents who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal".
- b. 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"

Applications to the Sixth Form, for post-16 study

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13. The Published Admissions Number (PAN) for external applications to the Sixth Form is 30, in September 2022.

- a. If the sixth form is oversubscribed places in the sixth form will be allocated using the Admission Rules 1 to 7 as previously defined in this document.

14. There are minimum academic entry requirements (from GCSE, or equivalent) for courses, which are:

- a. Students must average Grade 4 or above to enter the Sixth Form, with a minimum of five Grade 4's.
- b. Students must have a Grade 5 in relevant Level 2 subject (i.e. a grade 5 English GCSE to study A Level English Literature), except for the following A Levels:
 - i. Languages require a Grade 6
 - ii. Mathematics requires a Grade 7
 - iii. Further mathematics requires a Grade 8.
 - iv. To study one science requires a Grade 66(6) in combined (or triple) science and a Grade 6 in mathematics
 - v. To study two sciences requires a Grade 76(6) in combined (or triple) science and a Grade 6 in mathematics
 - vi. To study three sciences requires a Grade 77(6) in combined (or triple) science and a Grade 6 in mathematics

15. Applications to the Sixth Form must be made in the preceding year

- a. Using the form at this address:
<https://www.hhs.herts.sch.uk/sixth-form/admissions-sixth-form>
- b. Paper copies of this form can be requested in person, or in writing from the Sixth Form administrator at the school.
- c. Applications must be received by the school by the 28th of January, each year.

16. Appeals for places in the Sixth Form.

- a. If you receive written notification from the school with a decision to refuse admission, you can appeal by emailing school.appeals@hertfordshire.gov.uk. Appeals arising from conditional offers (made dependent on exam results) will be heard within 30 school days of results day. Ideally, appeals should be made within 12 school days of results day. Those not conditional upon exam results will be heard within 40 school days.

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- b. When a child has been refused a place at a particular school because there are more eligible children than places available, the appeal will be heard by following the normal two-stage process.
- c. The panel will need to:
 - i. Decide whether the original refusal was reasonable, given the information that was available to the admitting authority at the time of application.
 - ii. Decide whether processes have been consistently and fairly applied
 - iii. Consider why you feel your child is suitable for admission to the 6th form.
- d. It's not for the panel to assess your child's ability.

17. Tie break for places in the Sixth Form

- a. When there is a need for a tie break where two different students who have the same entry grades, and there is no possibility of both joining the same course, the tie break will be random, by the tossing of a coin.
- b. This tie break will be witnessed by an independent third party, the Vicar of St John's Church, Boxmoor.

Applications from children³ from overseas

18. All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

- a. An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are

³ Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode and normally have unrestricted entry to the UK. Freedom of movement into the UK for European Economic Area and Swiss citizens ended at the end of 2020. EEA (Irish citizens aside) and Swiss national children entering the UK after the end of 2020 are now treated the same as other foreign nationals. This means they will no longer have the right to enter the country to access a state-funded school unless they fall within certain immigration categories. Find out more about visas and immigration and the EU Settlement Scheme for European Economic Area and Swiss citizens.

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made on the assumption that the child will accept the school place and be on roll within that timescale.

- b. For the Secondary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.
- c. Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.
- d. HCC will also consider accepting applications from children whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.
- e. Evidence submitted after the date for late applications (3 December 2021 for secondary transfer and 1 February 2022 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.
- f. If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will not be accepted for the purposes of admission until the child is resident at that address.
- g. Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

Children out of Year Group

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19. It is the school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children.

- a. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".
- b. 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".
- c. The governing body of this school is ultimately responsible for making this decision for applications made to their school.

Important definitions and information not covered elsewhere

20. Home address:

- a. 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.
- b. 'Permanent' means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.
- c. 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 which the child lives at for the majority of the time.
- d. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.
- e. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.
- f. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.
- g. If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

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21. Address Visits:

- a. Where suspicions lie as to the validity of an address, the Admissions & Transport Team may make unannounced visits to the applicant's claimed address or any other address suspected to be the normal permanent residence of the child's primary carer or the address where the child resides for the majority of the week. The aim of these visits is to verify that the address information provided on the application form is accurate. All visits will be made by two members of the Admissions & Transport Team.
- b. If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the Admissions & Transport Team within 24 hours to confirm receipt of the letter and details of the occupation. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the applicant will be asked to explain why and provide evidence why they did not respond within the specified time.
- c. If, following the initial investigation or any further investigation, the Admissions & Transport Team concludes that, on the balance of probability, a fraudulent address has been used on an application, correspondence will be sent to the applicant confirming this decision. This will outline the factors taken into account in making the decision as well as the action which will be taken with the application. It will also set out which address will be considered to be the child's permanent home address for the purpose of their application for admission to school.

22. Fraudulent applications:

- a. Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.
- b. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:
 - i. When a child's application address does not match the address of that child at their current school;
 - ii. When a child lives at a different address to the applicant;
 - iii. When the applicant does not have parental responsibility;
 - iv. When a family move shortly after the closing date of applications when one or more of the following applies:

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1. The family has moved to a property from which their application was less likely to be successful;
 2. The family has returned to an existing property;
 3. The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 4. Official/public records show an alternative address at the time of the application
- v. When a child starts at the allocated school and their address is different from the address used at the time of application.
- c. Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.