

Longdean School



Admissions Policy

Reviewed: **Spring 2019**

Ratified: **February 2019**

Next Review **Spring 2021**

Admissions Policy 2020/2021

Policy Statement:

Longdean School is an inclusive multi-cultural school where the aim is for every student to be able to say 'I am proud of who I am and what I have achieved today'. We ensure that all students who are new to the school feel comfortable and supported whilst settling in.

Section 324 of the Education Act 1996 requires all schools to admit a child with a statement of special educational needs that names the school. Schools are also required to admit any child with an Education, Health and Care Plan that names the school.

Secondary Transfer at 11+

- Longdean School's published admissions number is 240.
- The school's Trustee Board has delegated responsibility for the allocation of places to Hertfordshire County Council. All places will be allocated in accordance with the admission arrangements outlined in this document and the Hertfordshire's scheme of coordination. Rule 2 decisions. Hertfordshire County Council officers will continue to make the decisions on behalf of the school.
- 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".

Continuing Interest

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 C.I. list will be determined by the admission criteria outlined in Appendix 1 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 Trustee Board, will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained until the end of December of year 7. To retain a C.I. application after this time, parents must make an In-Year application.

In-Year Admissions

The published admissions number for each year group is listed below:

Year 7 – 240

Year 8 – 240

Year 9 – 238

Year 10 – 230

Year 11 – 218

The school manages its own In-Year Admissions. Parents/Carers wishing to apply for a place at the school for a student in years 8-11 or in year 7 after January will need to complete an application form and send it directly to the school. Places are allocated according to the criteria in Appendix 1. Please note that the school will require proof of address and your child's last school report (in order to verify the year group in which your child is taught) in order to process the application.

The school will operate in accordance with the LA's Fair Access Protocol and children admitted under the FAP will take precedence to those on the school's continuing interest list and, if necessary, over the published admission number.

Appeals

Parents wishing to appeal who applied through Hertfordshire online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the customer service centre for HCC to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

Parents wishing to appeal should write to the Clerk to the Trustees at the school.

Casual Admissions (Years 7 – 11)

- The published admissions number for Year 7 (240). The intake into other year groups is Year 8 (240), Year 9 (238), Year 10 (230) and Year 11 (218)
- The school is part of Hertfordshire County Council's coordinated scheme for in year admissions. Parents/carers wishing to make an In Year application should apply online at www.hertfordshire.gov.uk/inyear The county council allocated In Year places on behalf of the school's Trustee Board and will advise parents of the outcome of their application, and if you have been unsuccessful, will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals
- The school will inform the LA of vacancies and numbers on roll.
- The school will operate in accordance with the LAs Fair Access Protocol and children admitted under the FAP will take precedence to those on the school's continuing interest list and, if necessary, over the published admission number.

Entry into the sixth form.

Longdean's published admissions number for external students coming into the sixth form is 50. Application for the sixth form is handled internally for Longdean students and by application form for external students.

- Entry level 3 is dependent on the student attaining 5 or more GCSE or equivalents at grade C/5 or above.
- Entry at level 2 is dependent on the student attaining 5 or more GCSE or equivalents at grade E/3 or more.

Places in the sixth form are allocated in accordance with the criteria set out in appendix 1, based upon the definitions in Appendix 2

Students can apply after the Sixth Form Opportunities Evening in January and any time until the start of the next academic year.

Appendix 1

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.

- Rule 1.** Children looked after and children who were previously looked after, but ceased to be so because they were adopted, subject to a special guardianship order or child arrangement order.
- Rule 2.** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school, **this includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.**

Medical or Social

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

A panel of Hertfordshire County Council 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.

- 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.

Note: the 'normal age range' is the designated range for which the school provides, for Longdean this is, Years 7 to 13 in an 11-18 school.

- Rule 4** **Children of members of staff who have been employed directly by the school on a permanent contract, for two or more years at the time at which the application is made whether full time or part time, teaching or educational support staff.**

- 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. For Longdean School the priority areas are Hemel Hempstead, Kings Langley, Abbots Langley, Berkhamsted, Tring, Garston, Watford, Chorleywood and Rickmansworth.

Note: non-partially selective means that the school does not offer any places on academic ability.

- Rule 6.** Children who live in the priority area who live nearest the school.

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

The rules are applied in the order they are printed above. If more children qualify under the particular rule than there are places available, a tie break will be used by applying the next rule to those children.

Tie break

When there is a need for a tie break where two addresses are the same distance from the school, both applicants will be accepted.

Definitions and Explanatory notes for the admission arrangements for Longdean School for 2018/19

The following definitions apply to terms used in the admissions criteria:

Rule 1: Children looked after (in public care) and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement 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 1³.

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 arrangements 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 arrangement 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.*

³*This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.*

Rule 2: 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.

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.

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.

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

- a. ***Evidence that the child was previously cared for by the state abroad because he or she would not otherwise have been cared for adequately and has been subsequently adopted***
OR
- b. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- c. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs
- d. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate
- e. 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.

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.

Applications for children previously 'looked after' but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the "Rule 2 protocol" available at:

www.hertfordshire.gov.uk/docs/pdf/admissions/Rule2pross.pdf

Definition of sibling

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 the application.

A sibling must be on the roll of the named school at the time the younger child starts.

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

Longdean School Trustees will, as the admission authority, admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

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 and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

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. If a child lives at two addresses equally, the address of the parent/carer that claims Child Tax Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

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.

Fraudulent applications:

Longdean School in conjunction with Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Action will be taken in the following circumstances:

- When a child's application address does not match the address of that child at their current School;
- When a child lives at a different address to the applicant
- When the applicant does not have parental responsibility
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - o The family has moved to a property from which their application was less likely to be successful
 - o The family has returned to an existing property

- o The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
 - o Council tax information shows a different residence at the time of application
- When a child starts at the allocated school and their address is different from the address used at the time of application

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. 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.

Definition of "nearest school"

The "nearest school" definition for rule 4 is the "nearest school" the nearest Hertfordshire maintained non-faith, coeducational, and non-partially selective.

Applications from children* from overseas

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.

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

For the Secondary application process 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 the school 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.

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.

The school, in liaison with HCC, will also consider accepting applications from children* (as defined above) 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.

Evidence submitted after the date for late applications cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of county council officers and communicated with parents within 6 weeks of the closing date for applications.

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.

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 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 or are European Economic Area nationals normally have unrestricted entry to the UK.

Children Out of Year Group

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. This is in line with DfE guidance* which 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".

The Trustee Board of Longdean School, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. Decisions will be based upon the circumstances of each case including the view of parents, the relevant headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group. The school Trustees will make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), 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 the school.