

## **Longdean School**



## **Admissions Policy**

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**Next Review** Spring 2019

# Admissions Policy

## 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.

## Secondary Transfer at 11+

- Longdean School's standard admissions number agreed with Hertfordshire County Council is 240.
- The County Admissions Team are responsible for allocating places following the guidelines set out in the 'Moving On', the Secondary Transfer Booklet and the School uses the definitions, measurement system and tiebreak listed in appendices 1 and 2.
- Rule 2 decisions will be made by the school governors or an admissions committee. HCC will continue to make the decisions on behalf of the school subject to a small cost.
- 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'. For those who did not apply on line, please contact the Customer Service Centre on 0300 1234043 to request an appeal pack.
- Longdean School is responsible for ensuring a smooth transfer from primary to secondary school. This is the responsibility of and is organised by the Director of Transition with support from a designated representative from the Special Educational Needs department and the Pastoral Manager for KS3.

## Casual Admissions (Years 7 – 11)

- The standard number for Year 7 (240), Year 8 (240), Year 9 (238), Year 10 (230) and Year 11 (218)
- The school will opt in to the co-ordinated system of in year admissions and the school will notify the local authority of all applications and their outcome, and will inform unsuccessful applicants of their right of appeal. 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.
- For in year applications parents wishing to appeal should contact the school directly in the first instance.
- The Assistant Head (Curriculum) liaises with the Admissions Team and relevant staff within the school.
- Once the correct paperwork has been received the Head of Year will organise and begin the induction process.
- The integration process operates on the following lines:
  - i. Director of House to contact parents to arrange a date for an initial interview. This interview could involve any of the following staff – Senior Leadership Team, Head of Year, relevant external agencies.
  - ii. An induction morning will be arranged and will include – testing in English, Maths and Science and tour of the school, uniform, ICT access, options & SEN provision (if relevant), meet the form tutor. During the morning the parents will also sign the Home School Agreement. This will be retained in school.
  - iii. The student will begin school on the nearest Monday. For some students this may be on a reduced timetable or the student may be based for some or all of the time in The Education Centre.
  - iv. After a full timetable cycle has been completed the Pastoral Manager will contact the parents and report on how the student has settled in.

- v. A review meeting of progress may take place after four weeks if this is felt necessary. This meeting will involve the parents, school representative and any relevant external agencies.

### **Entry into the sixth form.**

Longdean's published admissions number for external students coming into the sixth form is 50. Application for the sixth is via the Longdean Learning Platform 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 by the Assistant Head responsible for sixth form and curriculum based on the criteria set out in appendix 1, based upon the definitions in Appendix 2:

### **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.
- 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\*  
*A panel of 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 example years 7 to 11 in an 11-16 secondary school, Years 7 to 13 in an 11-18 school.
- Rule 4.** 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 on academic ability.
- Rule 5.** Children who live in the priority area who live nearest the school.

**Rule 6.** 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 order<sup>1</sup> or a special guardianship order<sup>2</sup>)**

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<sup>3</sup>.

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.

<sup>1</sup>*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.*

<sup>2</sup>*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.*

<sup>3</sup>*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.

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.

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](http://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 after<sup>1</sup>, and in every case living permanently<sup>2</sup> 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

Hertfordshire County Council (HCC), as the admission authority will 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:

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" for secondary and upper admissions

For coeducational community schools, the "nearest school" definition for rule 4 is the "nearest school" is 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 Primary and 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 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. If the family already has an established alternative private address, that address will be used for admission purposes.

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".

For community and voluntary controlled schools, the county council as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions 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. 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.

The governing body of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are ultimately responsible for making this decision for applications made to their school.