

Explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2019/20

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

Rule 1: 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 1.³

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of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.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

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.

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](#).

Definition of sibling

For applications to schools using Hertfordshire County Council's admission criteria, 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.

¹ Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

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.

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. Where we are not the admitting authority we would request the school take in the subsequent child(ren) in line with the school's own admission arrangements.

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 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.

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.

Fraudulent applications

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.

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:

- 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:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

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.

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used in all home to school distance measurements for community and VC schools in Hertfordshire. 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/upper admissions

For coeducational community schools, the “nearest school” definition for rule 4 is “the 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.

Coeducational schools/academies which select partially on ability are:

- Dame Alice Owen’s School
- Parmiter’s School
- Queens’ School
- Rickmansworth School
- St Clement Danes School

For all coeducational community schools this definition applies to rule 4.

Definition of “nearest school” for primary/junior/middle admissions

The definition of “nearest school” includes all schools and academies (regardless of status) unless that school or academy prioritises applications and allocates places on the basis of faith.

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 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

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.

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.

Evidence submitted after the date for late applications (4 December 2018 for secondary transfer and 1 February 2019 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.

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.

Age of Admission and Deferral of Places

Hertfordshire County Council's policy is that children born on and between 1 September 2014 and 31 August 2015* would normally commence primary school in Reception in the academic year beginning in September 2019. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the individual school(s) to discuss their child's requirements.

***Summer born children (1st April – 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2015 and 31 August 2015 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2019 they should contact the home LA, and any own admission authority schools, for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2020) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2019 (before the Easter break).

Children Out of Year Group (except applications for reception from summer born)

Hertfordshire County Council'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(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 individual schools.

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.

Nursery Provision

Some schools have a nursery unit or deliver pre-school nursery education. The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school which offers such provision.

Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.



Sandringham School

'Everybody can be Somebody'

Headteacher: **Alan Gray, M.Sc., F.R.S.A.**

Deputy Headteacher: **Caroline Creaby, BA, M.Ed., Ed.D., F.R.S.A.**

Deputy Headteacher: **Fergal Moane, B.Sc. (Hons), M.A.**

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www.sandringham.herts.sch.uk

Dear Prospective Parent/Carer

SCHOOL INFORMATION FORM (SIF) (ONLY COMPLETE FOR RULE 2 OR RULE 4 APPLICATIONS)

If you are seeking a place for your child at Sandringham School using rule 2 (medical) or rule 4 (children of staff), **you must complete this School Information Form (the SIF)**. The SIF must be returned directly to the school. It does not need to be completed otherwise.

In addition you must complete the common application form which is available from Hertfordshire County Council at www.hertsdirect.org/admissions

Failure to complete both forms may result in the application not being considered.

Please complete this form and return to Lesley Dunkley, Admissions Officer at Sandringham School, The Ridgeway, St Albans, Herts. AL4 9NX.

E-mail: admissions@sandringham.herts.sch.uk

Tel: 01727 799560

Alan Gray
Headteacher

September 2019



SANDRINGHAM SCHOOL ACADEMY TRUST

SCHOOL INFORMATION FORM (SIF)

(Only complete for Rule 2 or Rule 4 Applications)

Your child's permanent home address at the date of application is very important in deciding whether or not a place can be offered, if the school is over-subscribed. The school reserves the right to reject an application and/or withdraw an offer of a place should it be established that false information has been given. Your attention is drawn to the declaration at the end of the application form.

Please refer to Section 3 – Definitions and Details of the Admissions Criteria September 2019 – August 2020 for clarification of the admissions rules.

1. Surname

First Name(s).....

2. Permanent Home Address

.....
(if parents are separated/divorced please give address of both parents)

Post Code:

Name and Address of Parent (if address different from above)

Post Code:

3. Date of birth:

4. Full name of parent or legal guardian:

.....
(Please delete as appropriate)



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5. Home Telephone Number
Day Time Contact Number

6. Present School (Please give address and telephone number)
.....

7. Reason for changing school.....
.....

8. Does your child have a compelling medical reason for attending Sandringham School? YES/NO

If yes, please supply relevant evidence as outlined in our admissions criteria.

9.a) Are you a member of staff employed at the school for two or more years at the time of application YES/NO

9.b) A member of staff recruited to fill a vacant post. YES/NO

If yes, please check you satisfy the requirements for rule 4 set out in Section 3 of the admissions criteria.

I declare and confirm that;

- **To the best of my knowledge and belief, all of the information given above is correct, and I understand that if any information proves false, the school may reject this application and/or withdraw an offer of a place.**
- **I undertake to notify the school office forthwith if any information changes before any offer of a place is made.**



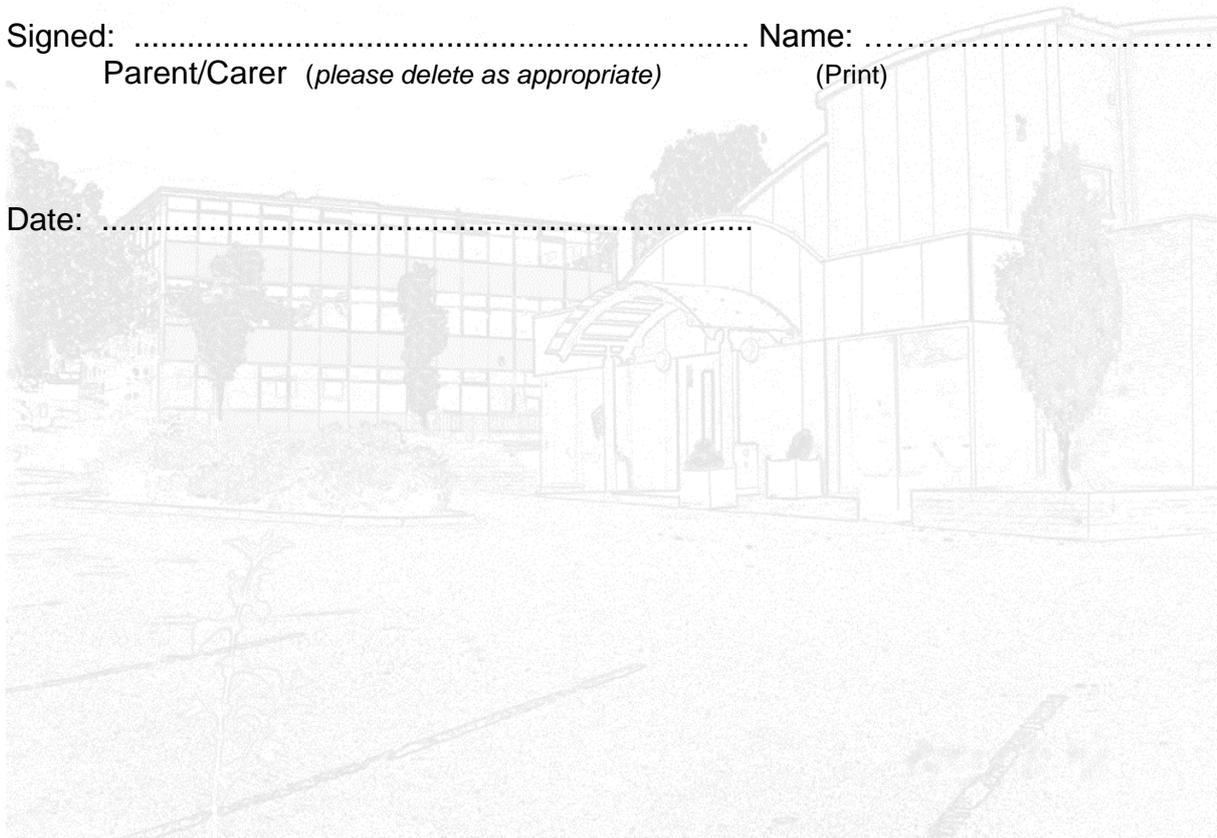
I have also completed and submitted an common application form to Hertfordshire County Council.

(Please tick)

PLEASE ENSURE YOU HAVE ANSWERED ALL THE QUESTIONS ABOVE

Signed: Name:
Parent/Carer (please delete as appropriate) (Print)

Date:



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BSV Subject specific entry criteria 2019/2020

Students are expected to meet the consortium entrance requirements and achieve the following qualifications in individual subjects

Subject	Minimum Grades Required	
	Where subject studied at GCSE	Alternative where subject not studied at GCSE
Art / Photography / Textiles	6 at GCSE	At the discretion of the Head of Department
Biology	APS of 6+ and 6s in GCSE Science (incl. a 6 in Biology / Biology components of Triple or Combined Science) & 6# in Maths	
Level 3 Applied Science	5 in Triple Science or Combined Science and grade 4 in Maths and English	
CTEC/ BTEC Sport (Single)	Merit in BTEC Sport Level 2 & 4 in GCSE English	4 in GCSE PE & grade 4 in English
BTEC Business (Single)	Merit in BTEC Business Level 2 & 4 in GCSE English and GCSE Maths	Grade 5 in GCSE Business and grade 4 in GCSE English & Maths
BTEC Media (Single)	Merit in BTEC Media Level 2 & 4 in GCSE English	4 in GCSE Media & grade 4 in English
Business	B at GCSE Business and/or Economics	Grade 6# in GCSE Maths and English
Chemistry	APS of 6+ and 6s in GCSE Science (incl. a 6 in Chemistry / Chemistry components of Triple or Combined Science) & 6# in Maths	
Computer Science	6 at GCSE	Grade 6# in Maths and English
Dance	6 at GCSE	At the discretion of the Head of Department
Drama	6 at GCSE & 5 in GCSE English	At the discretion of the Head of Department
Economics	B at GCSE Business and/or Economics and 6# in Maths and English	Grade 6# in Maths and English
Economics and Business	B at GCSE Business and/or Economics	Grade 6# in Maths and English
English Language	Grade 6 in GCSE English Language	
English Literature	Grade 6 in both GCSE English Language and English Literature	
French / German / Spanish	6 at GCSE in your chosen language	
Further Maths/ AS Further Maths	Grade 7 at GCSE	
Geography	6 at GCSE	At the discretion of the Head of Department. Grade 6# in Maths and English
Government & Politics		Grade 6# in English
History	6 at GCSE	At the discretion of the Head of Department. Grade 6# in English
ICT Cambridge Technical	6 at GCSE or Merit in BTEC ICT Level 2 and 4 in GCSE English	Grade 4 in GCSE Maths and English
Maths	Grade 7 at GCSE	
Media Studies	6 at GCSE	Grade 6# in GCSE English
Music	6 at GCSE and Grade 5 or above in instrument/voice	
Music Technology		6 in GCSE Music
P.E.	6 at GCSE (with 6 on the theory paper)	
Philosophy & Ethics	6 at GCSE	Grade 6 in a Humanities subject and grade 6# in GCSE English
Physics	APS of 6+ and 6s in GCSE Science (including 6 in Physics / Physics components of Triple or Combined Science) & 6 in Maths	
Product Design	B in GCSE Technology option	
Psychology		Grade 6# in GCSE English and a grade 6# in Maths or 6s in Science
Sociology		Grade 6# in GCSE English

The following subject can be taken as an additional qualification to three subjects from the list above

Subject	Minimum Grades Required	
Mathematical Studies (worth an AS Level)	Grade 5 at GCSE	
Financial Studies	N/A	N/A
EPQ	N/A	N/A

Given that this is a transitional year, a student who does not achieve a Grade 6, may be considered for a place on their chosen course based on performance in other closely related subjects

BeauSandVer Education Trust

Application to join the Sixth Form – September 2019/2020



Please complete the application form in block capitals in black ink. **The closing date for applications is - date tbc.**

Subjects studied:

Please list the subjects you are currently studying at GCSE, BTEC Level 2 or AS. Include any actual grades you already have. Please indicate your target grade and your latest trial exam grade.

How to work out your Average Point Score (APS):

Add together all the points for your grades (remember Double Science counts as two GCSEs) on the basis of GCSE: 9-1

Legacy GCSEs (e.g. Business and Economics and Product Design): A* =8.5, A =7, B = 5.5, C= 4, D= 3, E = 2, F = 1.5, G = 1, U = 0
BTEC: Pass = 4, Merit = 5.5, Distinction = 7, Distinction* = 8.5

Then divide by the number of subjects taken. You can include up to two BTEC subjects. Each BTEC counts as one GCSE.

Please note that we expect a minimum of 8 GCSEs (or equivalent) to be used in this calculation. To find your APS where fewer qualifications have been sat the total point score should be divided by 8.

Example 1:

Eng. Lang 8, Eng. Lit. 7, Maths 9, Chemistry 7, Physics 7, Biology 7, Art 7, French 7, P.E. 7, & History 9

The total points for the ten subjects are (8+7+9+7+7+7+7+7+7+9) 75/10 = 7.5 APS

Choices: A levels in Physics, Maths, Chemistry

Example 2:

Eng. Lang 5, Eng. Lit. 5, Maths 5, Combined Science 3 3, Product Design B, Geography 3, BTEC Sport Merit, Art 6, The total points for the nine subjects are(5+5+5+3+3+5.5+3+5.5+6) /9= 4.5 APS

Choices: CTEC Sport (single), A level Product Design, A Level Art

Your choices

Please refer to the minimum subject specific entry criteria when making your choices. List the subjects you wish to study in order of preference. You may list a reserve option choice.

Average Point Score (APS)	Pathway	Example
APS 6+	3 A Level Qualifications including separate sciences (some may consider studying 4 options)	Biology, Chemistry and Psychology
APS 5 – 5.99	3 A Level Qualifications excluding separate sciences	Maths, Geography and History
APS 4 – 4.99	Vocational blend of BTEC and A Level courses	BTEC Business, ICT Cambridge Technical, Photography

Additional Study: GCSE English / Maths re-sit - **compulsory** if you have not achieved a grade 4 in Year 11

Please send this completed application form to the sixth form office for your chosen home school:

Beaumont: Mrs M Atkinson
Oakwood Drive, St Albans, AL4 0XB
Maria.Atkinson@beaumont.herts.sch.uk

Sandringham: Mrs L Grubb
The Ridgeway, St Albans AL4 9NX
Louise.Grubb@sandringham.herts.sch.uk

Verulam: Mrs A Harding
Brampton Road, St Albans, AL1 4PR
Amanda.Harding@verulam.herts.sch.uk

Closing date for applications: Date to be confirmed

INDUCTION DAYS: dates tbc (please note attendance at these two days is compulsory)