



Admissions Policy

Start Date:	Spring 2018
Date of Next Review:	Spring 2019
Author:	Mr R Newman
Responsible Committee:	Full Governing Body

Ambition · Pride · Success

Haileybury Turnford School Admission Arrangements for 2019/20

The school will have a published admission number of 182

Section 324 of the Education Act 1996 requires the governing bodies of all schools to admit a child with a statement of special educational needs that names their school. The school will also admit any child with an Education Health & Care Plan that names the school.

If there are fewer applications than places available, all applicants will be offered a place. If there are more applications than places available, the criteria outlined below will be used to allocate places.

Rule 1 Looked After Children

Children looked after (in public care) and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

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 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.

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 based on academic ability.

Rule 5 Children who live in the priority area who live nearest to the school

The school's priority area comprises Hoddesdon, Broxbourne, Nazeing, Cheshunt, Stansted Abbots, Waltham Cross, Northaw & Cuffley and Waltham Cross.

Rule 6 Children living outside the priority area on the basis of distance, with those living nearest to the school given priority

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random allocation.

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council's admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break this random number is used to allocate the place, with the lowest number given priority.

Haileybury Turnford will use the same definitions and measuring system as Hertfordshire County Council's as outlined in the "Definitions" section below.

Priority Areas

The co-educational priority areas in the admission rules are based on the following towns, parishes/unparished areas. These apply to Rules 4 and 5. Haileybury Turnford has retained the county council's priority areas as part of their admission arrangements for 2019/20 and is therefore included in the list below along with all other academies and foundation schools (as marked by an asterix*)

1	Priority Area	Towns/Parishes/Unparished areas	Schools
	Hitchin	Hexton, Hitchin, Holwell, Ickleford, Langley, Lilley, Offley, Pirton, Preston, St. Ippolyts, Wymondley.	The Priory*
2	Letchworth Garden City	Letchworth Garden City	Fearnhill*, Highfield*
3	Baldock and surrounding villages	Ashwell, Baldock, Bygrave, Caldecote, Clothall, Edworth, Hinxworth, Newnham, Radwell, Rushden, Sandon, Wallington, Weston.	Knights Templar*
4	Buntingford, Puckeridge and Royston	Anstey, Ardeley, Aspenden, Barkway, Barley, Braughing, Brent Pelham, Buckland, Buntingford, Cottered, Great Munden, Hornead, Kelshall, Meesden, Nuthampstead, Reed, Royston, Standon, Therfield, Westmill, Wyddial.	Meridian*
5	Stevenage	Aston, Benington, Datchworth, Graveley, Great Ashby, Knebworth, Stevenage, Walkern.	Barclay, Barnwell*, Marriotts, Nobel*, Thomas Alleyne*

6	Hemel Hempstead, Kings Langley, Berkhamstead, Tring, Garston, Watford, Chorleywood and Rickmansworth	Abbots Langley, Aldbury, Berkhamsted, Bovingdon, 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.	Adeyfield, Ashlyns*, The Astley Cooper, The Cavendish, Hemel Hempstead, Longdean*, Kings Langley *, Westfield *
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7	Harpenden and St. Albans	Ayot St. Lawrence, Colney Heath, Flamstead, Harpenden, Harpenden Rural, Kimpton, King's Walden, London Colney, Markyate, Redbourn, Ridge, Sandridge, St. Michael, St. Pauls Walden, St. Stephens, St. Albans, Shenley, Wheathampstead.	Beaumont,* Roundwood Park*, Samuel Ryder* Sandringham*, Sir John Lawes*
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8	Welwyn Garden City, Hatfield, Potters Bar and Brookmans Park	Ayot St. Peter, Codicote, Essendon, Hatfield, North Mymms, Potters Bar, Welwyn Garden City, Welwyn, Woolmer Green.	Monks Walk*, Onslow St. Audreys*, Sir Frederic Osborn, Stanborough*
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9	Ware and Hertford	Bayford, Bengoe Rural, Bramfield, Brickendon Liberty, Great Amwell, Hertford, Hertford Heath, Hertingfordbury, Hunsdon, Little Berkhamsted, Little Munden, Sacombe, Stanstead St. Margarets, Stapleford, Tewin, Thundridge, Ware, Wareside, Watton-at-Stone, Widford	Chauncy* Sele*, Simon Balle*
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10	Bishop's Stortford and Sawbridgeworth	Albury, Birchanger, Bishop's Stortford, Eastwick, Elsenham, Furneux Pelham, Gilston, Great Hallingbury, High Wych, Little Hadham, Little Hallingbury, Much Hadham, Sawbridgeworth, Sheering, Stocking Pelham, Thorley.	
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11	Borehamwood Bushey and Watford Rural	Aldenham, Bushey, Elstree, Borehamwood, Watford Rural	Hertswood*
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12	Hoddesdon, Broxbourne, Turnford and Cheshunt	Broxbourne, Cheshunt, Hoddesdon, Nazeing, Northaw & Cuffley, Stanstead Abbots, Waltham Cross.	Robert Barclay*, Haileybury Turnford*, Goffs- Churchgate*
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Continuing Interest (Year 7 places)

After places have been offered, Hertfordshire County Council will maintain the school's continuing interest (waiting) list. A child's position on a 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. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child.

Continuing interest lists will be maintained for every year group until the end of the summer term.

In Year Admissions

The school will remain part of the county council's coordinated In Year admissions scheme. In year applications should be made online at www.hertsdirect.org/admissions

A paper application form can be requested from the Customer Service Centre, 0300 123 4043.

Fair Access

The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest.

Appeals

At transfer time parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal'. For those who did not apply on line, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.'

For in-year applications, Hertfordshire County council will write to you with the outcome of your 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

Sixth Form Arrangements

- The school will admit up to 30 external students to its Sixth Form.
- The school will accept 30 external students into the Sixth Form.
- The minimum academic criteria for all students is, for Level 3 courses at least 5 GCSEs Grade A*-C and above; or Grade 5 and above in line with the new GCSE grading criteria.
- Students with less than this requirement will be directed towards Level 2 courses. If oversubscribed with external applicants, priority will be given to:
 - Children looked after or previously looked after
 - Children with siblings at the school
 - Children living nearest the school

If there is a tie break with two children living identical distances both will be admitted. If the school is oversubscribed, priority will first be given to: Children looked after or previously looked after.

Definitions and Explanatory notes

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

Children looked after:

Places are allocated to children looked after 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.

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

Special guardianship order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians

Children 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.

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 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/admissions

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* and in every case living permanently** 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 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.

A sibling link also will be recognised for a child who has been offered, and has accepted, a place at the school.

*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.

**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:

The school will admit over the 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 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:

The school, in liaison 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:
 - 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
 - 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/upper admissions

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”).

Co-educational schools/academies which select partially on ability are:

Dame Alice Owens
Parmiters
Queens
Rickmansworth
St Clement Danes

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.

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.

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 transfer 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 Unit postal address or quartering area address in Hertfordshire, 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.

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 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 school's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governor's decision will be based upon the circumstances of each case including the view of parents, the Principal, 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 Principal and Senior Leadership of the school.

*Advice on the admission of summer born children" December 2014

Admissions Contact

Haileybury Turnford Admissions Officer: Mrs R Davey
Haileybury Turnford, Mill Lane, Cheshunt, Herts EN8 0JU
Tel: 01992 308333
Email: admissions@haileyburyturnford.com

EXTERNAL APPLICATION FORM HAILEYBURY TURNFORD SIXTH FORM 2019-2021

STUDENT NAME: _____ **STUDENT DATE OF BIRTH:** _____

STUDENT HOME ADDRESS: _____

_____ **POSTCODE:** _____ **CONTACT TELEPHONE:** _____

LEVEL 3 SUBJECT COURSES:

Please mark with an "x" for up to **4 choices** of subjects that you wish to study at "A" Level – **please note that some subjects may count as 2 of your choices.**

Name of qualification	Type of Qualification	"x" for choice	Name of qualification	Type of Qualification	"x" for choice
Accounting	A Level (counts as 1 choice)		Geography	A Level (counts as 1 choice)	
Art & Design - Fine Art	A Level (counts as 1 choice)		Health & Social Care	Vocational (counts as 1 choice)	
Art & Design – Photography	A Level (counts as 1 choice)		History	A Level (counts as 1 choice)	
Business	A Level (counts as 1 choice)		ICT	Vocational (counts as 1 choice)	
Business Extended Certificate	Vocational (counts as 1 choice)		Mathematics	A Level (counts as 1 choice)	
Business Diploma	Vocational (counts as 2 choices)		Further Maths	AS Level (does not count as a choice)	
Biology	A Level (counts as 1 choice)		Media Studies	Vocational (counts as 1 choice)	
Chemistry	A Level (counts as 1 choice)		Music	Vocational (counts as 1 choice)	
Child Care	Vocational (counts as 1 choice)		Public Services	Vocational (counts as 1 choice)	
Dance	A Level (counts as 1 choice)		Sports Studies – Single	Vocational (counts as 1 choice)	
Drama and Theatre Studies	Vocational (counts as 1 choice)		Sport Studies – Double	Vocational (counts as 2 choices)	
Economics	A Level (counts as 1 choice)		Physics	A Level (counts as 1 choice)	
Engineering	Vocational (counts as 1 choice)		Physical Education	A Level (counts as 1 choice)	
English Literature	A Level (counts as 1 choice)		Psychology	A Level (counts as 1 choice)	
English Language	A Level (counts as 1 choice)		Product Design	A Level (counts as 1 choice)	
French	A Level (counts as 1 choice)		Sociology	A Level (counts as 1 choice)	
			Spanish	A Level (counts as 1 choice)	

Please note – you are not signing up to these courses, this is your initial thoughts only and will focus you on finding out more about these courses from your teachers and Subject Leaders. Your form tutor is also an excellent person to speak to. Final subject courses will not be confirmed until your GCSE results are available.

Who is your current school or education provider?

Who could we contact for a reference from at your home school? – Please give a name of someone who will be able to write a positive reference for you (for example, they could be either your Head of Year or a current teacher)

Are there other courses that you may be interested in?

We would like to know if there are any other courses you have been investigating that we could look to offer here at Haileybury Turnford – if so then please list them in the box below so we can discuss at your interview.

LEVEL 2 COURSES:

Should you not perform as well as you had hoped at GCSE then we would also require students to attain their GCSE English and Mathematics at grade 4 or higher in their Year 12 year. It is our aim that all students will endeavor to leave the Sixth Form with GCSE English and Mathematics at grade 4 or higher. The decision on whether to take these will be made after GCSE results in August.

Please mail, email or hand deliver this form back to the Schools Reception desk **before Monday 10th December**. If you have any specific questions, please contact me through the school or preferably by email at walshb@haileyburyturnford.com. Applications can also be emailed to this address.

What if my application is made after the deadline?

Your application will still be considered but may be rejected if we have already allocated our maximum amount of offers. We would encourage you apply before the deadline where possible.

We look forward to exploring your future options with us.

Brendon Walsh
Head of Sixth Form

Please also fill in the equal opportunities form overleaf

Equal Opportunities Form

1. Ethnic Origin

I would describe my ethnic origin as:		Please tick one box
White	British	
	Irish	
	Any other white background *	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other mixed background *	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Any other Asian background *	
Black or Black British	Caribbean	
	African	
	Any other Black background *	
Chinese	Chinese	
*Other ethnic group	Please state:	

2. Is there anyone who relies on you for day-to-day care attention? (Please delete as appropriate) YES/NO

Age

If YES, are they: a) Children 0 – 4 (please tick box/boxes) ☐

5 – 11 ☐

12 – 16 ☐

b) Other family member or partner (please tick) ☐

3. Do you consider yourself to have a disability or special educational need or is English not your first spoken language? YES/NO (Please delete as appropriate)

If yes, please give details here.

Thank you for completing this form