



# **Admissions Policy**

<b>Start Date:</b>	<b>Spring 2020</b>
<b>Date of Next Review:</b>	<b>Spring 2021</b>
<b>Author:</b>	<b>Mr. R Newman</b>
<b>Responsible Committee:</b>	<b>Full Governing Body</b>

## **Haileybury Turnford School Admission Arrangements for 2020-21**

### **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 an Education & Health Care Plan (EHCP) that names their 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, this includes children previously abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted. *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.

#### **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.

### **Distance – Definition of measuring system for Haileybury Turnford**

Distances are measured using a computerized 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 recognized method of identifying the location of schools and individual residences.

### **Definition of “nearest school” for Haileybury Turnford**

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.

### **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 (CI) 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 (date to be confirmed). To retain CI application after this time, parents must make an In Year Application.

Admittances under the Fair Access Protocol can be made before children on the Continuing Interest List and over the PAN if necessary.

### **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.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/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**

Parents have the right of appeal against non-admission to this school.

At transfer time parents wishing to appeal who applied online should log into their online application and click on the link 'register an appeal'. For those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. The appeals process is handled directly by HCC on behalf of the governing body.

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](http://www.hertfordshire.gov.uk/schoolappeals)

**Sixth Form Arrangements** 1. The school will accept 30 external students into the Sixth Form.

2. The minimum academic criteria for all students is, for Level 3 courses at least five GCSEs Grade A\*-C and above; or Grade 5 and above in line with the new GCSE grading criteria.
3. Students with less than this requirement will be directed towards Level 2 courses. If oversubscribed with external applicants, priority will be given to:
4. 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).

If there is a tiebreak with two children living identical distances both will be admitted.

## 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.

***Applications for children adopted but previously looked after abroad will also 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. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

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/admissions](http://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

**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 on behalf of the governors 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](mailto:admissions@haileyburyturnford.com)

HaileyburyTurnford

**SIXTH FORM APPLICATION  
PACK  
(External Students) 2020-  
2022**

Student name: \_\_\_\_\_

Current school: \_\_\_\_\_





**The process on admissions to Haileybury Turnford Sixth Form**

## **Students will undergo the initial screening process and must pass all stages;**

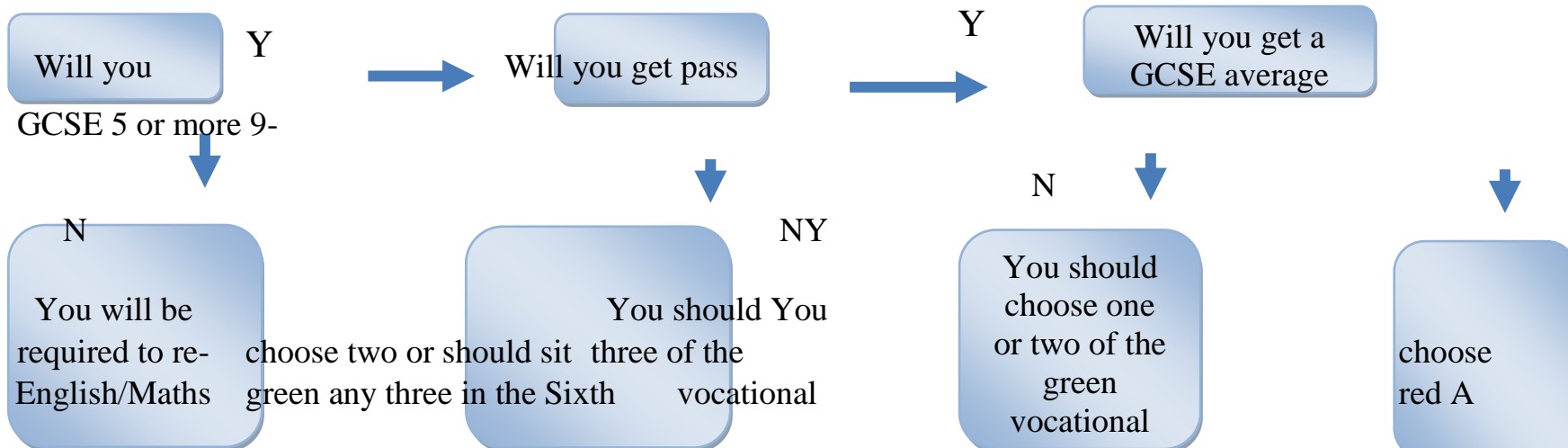
1. Students must submit an application by **Monday 16<sup>th</sup> December 2019**
2. Students must attend an application review meeting (in February/March) to discuss initial choices from their application which will be matched to current predicted grades to ensure that choices are realistic and entry requirements are achievable (parents are more than welcome to attend)
3. Students may need to attend a follow up meeting in June – where final option choices will be discussed
4. Induction Days are mandatory in July 2020
5. Students will receive a final letter home in July outlining what the school is prepared to offer them (subject to their GCSE results in August)

### **What GCSEs do I need to take A Levels?**

Deciding which subjects you would like to take can be very difficult. On the next page is a **guide** to help match your predicted achievement at GCSE to the type of courses you can take in the Sixth Form. The options book describes the course and content, as well as the particular requirements needed to gain entry.



## How can I decide what subjects are suitable for me?



Block 1	Block 2	Block 3	Block 4	Block 5
A Level Biology	A Level Economics	CTEC ICT	A Level English Literature	BTEC Business Studies
A Level Media	A Level Chemistry	A Level Physics	A Level Accounting	A Level Business
Children's Play, Learning and Development	A Level Fine Art	A Level Sociology	A Level Geography	A Level Maths
A Level Engineering	CNAT Sport Studies	BTEC Drama	BTEC Business Studies	A Level Psychology
BTEC Public Services	GCSE English Re-sit	A Level History	A Level Product Design	A Level Photography
BTEC Dance		GCSE Maths Re-sit	BTEC Health & Social Care	

Please make sure that you also check the entry criteria for each individual subject.





**EXTERNAL APPLICATION FORM HAILEYBURY TURNFORD SIXTH FORM 2020-2022**

**STUDENT NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**POSTCODE:** \_\_\_\_\_

**HOME No:** \_\_\_\_\_ **STUDENT MOBILE No:** \_\_\_\_\_

**PARENT MOBILE No:** \_\_\_\_\_ **STUDENT**

**EMAIL:** \_\_\_\_\_ **PARENT**

**EMAIL:** \_\_\_\_\_

**LEVEL 3 SUBJECT COURSES:**

Please mark with an "x" for up to **4 choices** of subjects that you wish to study at "A" Level.

<b>Name of qualification</b>	<b>Type of Qualification</b>	<b>"x" for choice</b>	<b>Name of qualification</b>	<b>Type of Qualification</b>	<b>"x" for choice</b>
Accounting	A Level (counts as 1 choice)		Health & Social Care	Vocational (counts as 1 choice)	
Art & Design - Fine Art	A Level (counts as 1 choice)		History	A Level (counts as 1 choice)	
Art & Design – Photography	A Level (counts as 1 choice)		ICT	Vocational (counts as 1 choice)	
Biology	A Level (counts as 1 choice)		Mathematics	A Level (counts as 1 choice)	
Business	A Level (counts as 1 choice)		Further Maths	AS Level (does not count as a choice)	
Business Extended Certificate	Vocational (counts as 1 choice)		Media Studies	Vocational (counts as 1 choice)	
Chemistry	A Level (counts as 1 choice)		Music	Vocational (counts as 1 choice)	
Children's Play, Learning and Dev.	Vocational (counts as 1 choice)		Physical Education	A Level (counts as 1 choice)	
Dance	A Level (counts as 1 choice)		Physics	A Level (counts as 1 choice)	
Drama and Theatre Studies	Vocational (counts as 1 choice)		Product Design	A Level (counts as 1 choice)	
Economics	A Level (counts as 1 choice)		Psychology	A Level (counts as 1 choice)	
Engineering	Vocational (counts as 1 choice)		Public Services	Vocational (counts as 1 choice)	
English Literature	A Level (counts as 1 choice)		Sociology	A Level (counts as 1 choice)	
French	A Level (counts as 1 choice)		Spanish	A Level (counts as 1 choice)	
Geography	A Level (counts as 1 choice)		Sports Studies	Vocational (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.

### **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 Year 12. It is our aim that all students will 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 School's reception desk **before Monday 17<sup>th</sup> December**. If you have any specific questions, please contact me through the school or preferably by email at [shivalkarn@haileyburyturnford.com](mailto:shivalkarn@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.

Mrs N Shivalkar  
Head of Sixth Form

Thank you for completing this form



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