

Scholars' Education Trust

Sir John Lawes School

POLICY TITLE:	ADMISSIONS FOR THE ACADEMIC YEAR 2021-2022
STATUS:	Statutory
REVIEWED BY:	Admissions Committee
DATE DUE:	JANUARY 2020
DATE of REVIEW	AUTUMN 2020

Sir John Lawes is a co-educational, all-ability school for children aged 11-18. The school is a national Teaching School.

The published admission number for Year 7 is 196.

All applicants must complete the Common Application Form of their home Local Authority. Hertfordshire residents should apply online to Hertfordshire County Council at www.hertfordshire.gov.uk/admissions. Families resident in other authorities must complete the form provided by the authority in which they live. Applicants for Sir John Lawes School do not need to complete a Supplementary Information Form (SIF).

If the School receives more applications than it has places available, the following criteria will be applied in the order they are printed below.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child an EHC (Education, Health and Care) Plan that names the school.

Rule 1 Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.

Rule 2 Medical or social needs: children for whom it can be demonstrated that they have a particular medical or social need to go to that specific school.

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.

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.

Rule 4 Children of staff

Rule 5 Children who, at the closing date for applications, attend the following priority primary school: Harpenden Academy.

Rule 6 Children who live in the priority area and for whom it is their nearest Hertfordshire maintained non-faith, co-educational, non-partially selective school or academy.

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

Rule 7 Children who live in the priority area who live nearest to the school.

Rule 8 Children living outside the priority area who live nearest to the school.

Tie-Break

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.

Notes on the Admission Arrangements

Children looked after and children who were previously looked after

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 previously looked after, including those looked after outside England, 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 the 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.

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.

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 previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in “state care” if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

Children with Special Education Needs and/or Disabilities

Where the school is named in a Statement of Special Educational Needs, the school has a duty to admit the child to the school. In the case of applicants with special educational needs but without a Statement, or of applicants with a disability, the oversubscription criteria will be applied as fairly to them as to all other applicants. The school will also admit a child with an Education, Health & Care Plan (EHCP) that names the school.

Medical or Social Need

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. 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 who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

Further details on the Rule 2 process can be found in the Rule 2 protocol.

Evidence pertaining to the need of the family or child to attend Sir John Lawes School because of an aptitude or interest in our specialism will not be considered under this.

Siblings

A sibling is defined as a sister/brother, half sister/brother, adopted sister/brother or a child of the parent/carer or partner, who lives in the same house (as the child for whom the application is being made) from Monday to Friday. A child looked after or previously looked after and in every case living permanently in a placement with the home as part of the family household from Monday to Friday at the time of application. 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.

To obtain a school place under a "sibling rule" the older sibling must still attend the school at the time the younger child joins the school. This means the older sibling must be in Year 7 to Year 12 at the time of application. If a place is obtained for a child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

Twins and Multiple Births

If you have more than one child going through the secondary transfer process at the same time, you must make a separate application for each of them. If one of your children is offered the last place available at the school and you have applied for the same school for the other child(ren), the Governing Body will offer a place to the other child(ren).

Children of Staff

The school will admit a child of a member of staff provided that the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff. This definition does not include contract staff. This definition does not include peripatetic staff employed by HCC.

The child must be living permanently with the member of staff.

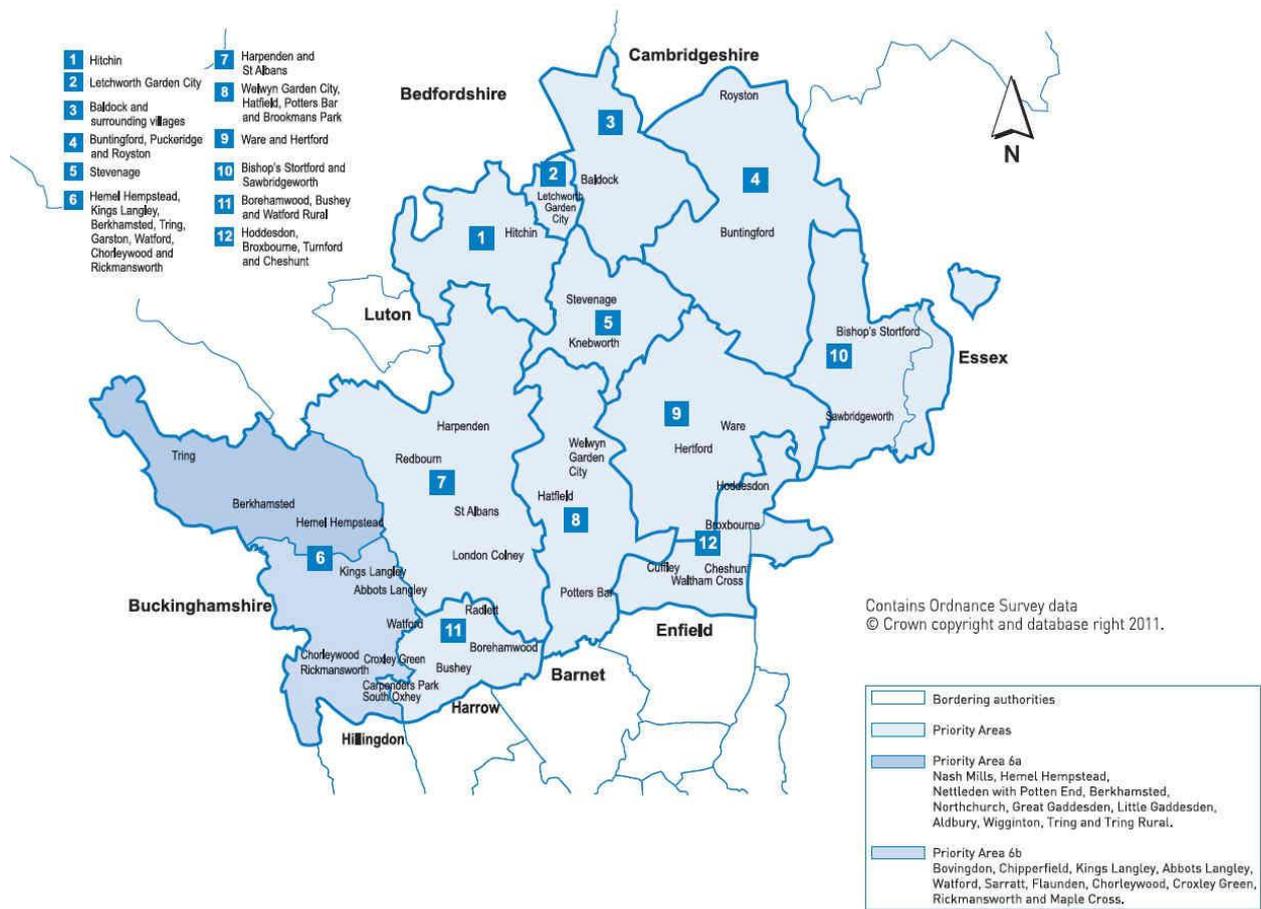
Children attending a nominated Primary School

The school will admit a child who, at the closing date for applications, is attending the nominated Primary School, Harpenden Academy.

Priority Areas

The 'priority areas' referred to in rules 6 to 8 are the same as those used by the County Council for community co-educational schools. 'Children who live in the priority area' refers to families living in Priority Area 7 (Harpenden and St Albans).

Priority Area 7 (shown below) covers the following parishes: 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 Stephen, St Albans, Shenley, Wheathampstead.



For further details go to the HCC website at www.hertfordshire.gov.uk/admissions.

Distance Measuring and Home Addresses

Distances are measured using Hertfordshire County Council's computerised mapping system to 2 decimal places. The measurement is taken from the AddressBase Premium address point of the 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.

It doesn't take into account the actual or expected route a child will travel to school.

In applying these admission arrangements, 'permanent home address' 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. Permanent home address is defined as the permanent place of residence of the parent with whom the applicant spends the majority of his time. The home address must be the address where the applicant is living at the time of application and the closing date for applications. 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 the main address has changed temporarily, then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.

The school may check the authenticity of your address and proof of residence or further information may be requested following the offer of a place. The Governing Body will withdraw the offer of a place where they believe a fraudulent address has been given.

Tiebreak (distance)

A tiebreak is used if 2 applications have addresses that measure the same distance from a school.

For example, if 2 applications had identical home to school distance measurements, a random tiebreak would be used to decide which applicant is offered a place.

Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number is used to allocate the place – the lowest number is given priority.

If 2 applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school.

Fraudulent Applications

The school, in liaison with Hertfordshire County Council, is committed to the detection and prevention of applications based on false information or information provided dishonestly, such as details of the child's home address. If there is a suspicion of fraud in connection with an application, investigations will be undertaken. Proof of address is frequently requested and verified. Where it is shown that false information was provided in support of an application for a place, consideration will be given to the withdrawal of that place.

An investigation is likely under 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.

Children Seeking Admission outside their Chronological Year Group

Only in exceptional circumstances will a child younger than 11 years of age or older than 12 years of age on 1 September of the year in which he/she is due to transfer to secondary school be considered for admission. The Governing Body will have regard to the advice of the Headteacher of the primary school that the child attends and that of other relevant professionals, such as an Educational Psychologist, when deciding whether an application should be considered outside of the child's chronological year group.

Continuing Interest List

All unsuccessful applicants (who do not gain a place at a higher ranked school) will automatically be added to the school's continuing interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document.

To retain a place on Continuing Interest, families must, at the end of the academic year, confirm their continuing interest by making an In Year application. An In Year application form can be found online at www.hertsdirect.org/admissions.

Appeals

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Parents wishing to register an appeal should contact the HCC Customer Service Centre on 0300 123 4043 to request an appeal pack.

Hertfordshire parents wishing to appeal, who applied on line, should log on to their online application and click on the link "register an appeal". If application was not made using Hertfordshire's on line application system parents should contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

For In Year applications - parents wishing to appeal should contact the school directly in the first instance on 01582 760043.

Late Applications

Any online or paper application received after the statutory deadline, 31 October, will be treated as a late application. Late applications are not dealt with until all on-time applications have been considered. You are much less likely to be offered a place at one of your preferred schools if you apply late. If there are exceptional circumstances why you were unable to make your application by the closing date, you should contact your Local Authority giving your reasons and supplying support evidence where appropriate.

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 on 0300 123 4043. Parents should return the application form direct to the County Council (address on the form).

Sixth Form Admissions

The published admission number for external students entering the Sixth Form is 40.

Admission to the Sixth Form will be for any student who meets the minimum academic standards expected, as set out in the Sixth Form prospectus.

In the event of oversubscription to the sixth Form places will be offered by applying the following criteria in the order given:-

Rule 1 Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being 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 governors will determine whether the evidence is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the Academy applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

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.

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 12.

Rule 4 Children of Staff.

Rule 5 Children who live in the priority area for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective.

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

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

Rule 7 Children who live outside the priority area who live nearest to the school.

Tiebreak

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.

You have the right to appeal against the decision not to offer your child a place in the sixth form. You can lodge an appeal in writing to the school Governors directly via the school office.

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.

Timescales

Closing date for applications to be submitted to the LA	31 October 2020
Statutory deadline for receipt of paper applications	4 December 2020
Allocation Information dispatched to parents	1 March 2021
Date by which parents/carers may accept or reject place offered	15 March 2021
Date by which parents/carers return appeal forms	26 March 2021

Equalities impact assessment considered.