

The following Hertfordshire County Council notes and definitions are applied to applications for Kings Langley School. Hertfordshire County Council administer the admissions process on behalf of Kings Langley School.

Explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2016/17

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

Children in public care (children looked after):

Places are allocated to children in public care according to Part 3 of the School Admissions (Admission Arrangements) (England) Regulations 2008. 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 residence 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)

Adopted – under the terms of the Adoption and Children Act 2002 (section 46) The Adoption and Children Act was not enacted until December 2005, therefore children adopted before December 2005 are not eligible.

Residence Order – under the terms of the Children Act 1989, section 8 defines a residence order as an order settling 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 residence 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.hertsdirect.org/admissions

Definition of sibling:

A sibling must be on the roll of the named school at the time the younger child starts.

A sibling means the sister, brother, half brother or sister, adopted brother or sister, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday.

Where a place is obtained and the child admitted to the school and it is subsequently identified that this place was gained fraudulently, there will be no sibling connection available to subsequent children from that family.

Multiple births:

Hertfordshire County Council (HCC), as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school. 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.

Fraudulent applications:

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. 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
 - 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; from the address point of the child's home to the address point of the school is used in all home to school distance measurements for community and VC schools in Hertfordshire. Address point data has previously been supplied by NLPG (National Land and Property Gazetteer) but will move to Addressbase when NLPG data is no longer available after October 2014.

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 Owens
Parmiters
Queens
Rickmansworth
St Clement Danes

For all coeducational community schools this definition applies to rule 4

Applications from children from overseas

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK 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), have a passport endorsed to show a right of abode in the UK 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 Primary and Secondary transfer processes applications will not normally be accepted from overseas addresses. Hertfordshire County Council will not allocate a school place to a child that is not resident in the UK.

The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants. 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, for consideration of the application against oversubscription criteria.

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 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 resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

Children Out of Year Group

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.

If parents/carers believe their child(ren) should be educated in a different year group they must, 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.

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 evidence submitted. 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.