



# ADMISSIONS POLICY FOR 2022/2023

**THE JOHN WARNER SCHOOL**  
STANSTEAD ROAD, HODDESDON, EN11 0QF



# Admissions Policy for 2022/2023

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## POLICY AND NUMBERS

The school is an Academy for students of 11 to 18 years of age; it is a co-educational, all ability secondary school.

The main principle of admission to the school is to maintain the character as an academy, providing for the needs of young persons within the 11 to 18 age range. There is however, no guarantee of a place for children living in the immediate area.

The school participates in the Hertfordshire Local Authority coordinated scheme for ordinary Year 7 September admissions and all deadlines within that should be adhered to by applicants. The school is responsible for coordinating its own in-year admissions.

Section 324 of the Education Act 1996, requires the governing bodies of all maintained schools to admit a child with an Education, health and Care Plan (EHCP) that names the school. These children will be admitted within the school's PAN but before any child prioritised under the school's oversubscription criteria.

The published admission number (PAN) for **September 2022 will be 225.**

## OVERSUBSCRIPTION

Where applications for admission exceed the number of places available, the following Rules will be used to decide which pupils to admit. 90% of allocations will be made using Rules 1 to 4 in the order set out below and the remaining 10% of allocations will be made using Rule 5.

**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 arrangement order or a special guardianship order). (See *Appendix A*)

**Rule 2: Children of staff.** (See *Appendix B*)

**Rule 3: Children who have a sibling at the same address who is a pupil at the school at the time of application.** For the purpose of this clause siblings would include sister, brother, half, step, adoptive and looked after children, provided they also live at the same address. (See *Appendix C*)

**Rule 4: Home to school distance.** After places have been allocated using Rule 1, 2 and 3, home to school distance is used to allocate any remaining places within the 90% of places allocated to Rule 1, 2, 3 and 4. (See *Appendix D*)

**Rule 5: The remaining places will be allocated to children who show an aptitude for Technology on the basis of an assessment of aptitude carried out by the school.** (See *Appendix E*)

## APPLICATION PROCESS FOR YEAR 7 ENTRY

In line with the admission co-ordination arrangements for all Hertfordshire schools approved by the Secretary of State, all parents must complete Hertfordshire LA's Secondary Transfer Forms (STF) or if outside of Hertfordshire then your own LA's STF. These forms must be completed and returned as described in the County Council transfer information.

In addition, we strongly encourage parents to complete the school's Supplementary Information Form (SIF) [\[Link\]](#). The SIF enables governors to collect information which they will need to consider applications fully. If an applicant does not complete the SIF, the Governing Body will apply the school's oversubscription criteria using the information submitted on the STF. This may result in the application being given a lower priority against those Rules due to lack of available information. SIFs are available in electronic format on the school's website and via Hertfordshire Local Authority's website at [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk). The SIF should be completed online and will be returned to the school's Admissions Officer electronically by the stated deadline. Hard copies are available on request. Please ensure that you retain your electronic copy as a receipt.

## LATE APPLICATIONS

Applications received after the closing date will be deemed as late and will be dealt with as prescribed under Hertfordshire's Coordinated Admissions Scheme. You are much less likely to be offered a place at our school if you apply late.

## AFTER ALLOCATION DAY

You will be required to accept or decline the place that has been offered to you by the stated deadline. If you do not respond then we reserve the right to withdraw the place offered to you in order to offer it to another child who wants it. In the event of a parent not responding then the school will send one reminder email with a response deadline.

Parents who are unsuccessful in their application to the school have the right to **appeal** to an independent panel. Hertfordshire parents wishing to appeal, who applied online, should log on to their online application and click on the link "register an appeal". If you did not apply using Hertfordshire's on line application system please contact Customer Service Centre on 0300 123 4043 to request registration details to enable you to log your appeal directly with them.

A continued interest (waiting) list will be drawn up and revised in accordance with the Rules set out above. Such places as become available will be allocated strictly in accordance with the oversubscription criteria.

A child's position on the 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 Local Authority will contact parents/carers if a vacancy becomes available and it can be offered to a child. CI lists will be maintained until the Autumn term of the next academic year; thereafter parent/carers would need to make an in-year application directly to the school. Those that were on the continued interest list under Rule 5 (Technology Aptitude Test) will, at the start of the new academic year, be considered under Rules 1, 2, 3 and 4 only.

## MULTIPLE BIRTHS

In the event that a twin or triplet is offered a place under any of the admission rules, the remaining twin or triplets will also be offered a place over the published admission number. Where one multiple birth sibling takes the last available place, the remaining multiple birth siblings will also be offered a place as over PAN admissions.

## TIE-BREAK

In any case where a 'tie-break' is needed under any of the above oversubscription Rules, priority will be given to the child or children living nearest to the school (as defined at Appendix D). When there is a need for a further tie-breaker where two or more 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 or more identical addresses of separate applicants, the tiebreak will be random allocation, which will be independently supervised.

## 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 that 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. The Admissions Committee of the Governing Body would then meet to decide whether the application would be accepted or not. There is no guarantee that an application will be accepted on this basis.

## IN-YEAR ADMISSIONS

Admissions for all other Year Groups during the school year will be dealt with directly by the Admissions Committee of The John Warner School.

Parents should complete the In-Year Application Form, which can be found on the school's website [\[Link\]](#). This form enables governors to collect information which they will need to consider applications fully. Please retain a copy of the receipt emailed back to you. Hard copies are available on request.

We will write to you with the outcome of your application and, if you have been unsuccessful, the County Council will write to you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

## IN-YEAR CONTINUED INTEREST (WAITING) LISTS

The school will hold a continued interest list for all oversubscribed year groups. Applications for inclusion on a continued interest list must be made to the school using the In-Year Application Form which should be completed and returned directly to the school. Applications will be ranked according to our oversubscription Rules (1-4) only, as described above.

At the end of each academic year, parents/carers will be written to by the school and asked if they wish to remain on the continued interest list.

## FAIR ACCESS PROTOCOL (IN-YEAR ONLY)

Some pupils take precedence over the continued interest list; these include **Fair Access Protocol** admissions and Children with **Education Health and Care Plans** which name the school or where the Academy is subject to a direction from the Secretary of State.

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## Appendices

Appendix A – 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 order<sup>1</sup> or a special guardianship order<sup>2</sup>)

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.<sup>3</sup> 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.

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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

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## Appendix B – Rule 2 : Children of staff at the school.

Where the member of staff has been employed under contract of employment with The John Warner School for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited under a contract of employment to fill a vacant post for which there is a demonstrable skill shortage. Staff included are as follows:

- All full time teaching staff
- All full time support staff, defined as those on a 38 week and above contract
- All part time teaching staff with a 50% and above timetable
- All part time support staff who work at least 16 hours per week for 38 weeks or more

The above definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out', children of staff will no longer be eligible for priority admission under this Rule. The definition does not include peripatetic staff.

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## Appendix C - Rule 3: Children who have a sibling at the same address who is a pupil at the school at the time of application.

A sibling means the sister, brother, half-brother or half-sister, adopted brother or sister, or 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 application.

\*Children previously looked after are those children adopted or with a special guardianship order or child arrangement order.

\*\*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 respite placement or very short term or bridging foster placement.

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.

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## Appendix D - Rule 4: Home to School Distance

Home to school distance will be calculated using the Hertfordshire County Council's 'straight line' distance measurement system. 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. Premium data is a nationally recognised method of identifying the location of schools and individual residences.

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** – The school will do as much as possible to prevent applications being made from fraudulent addresses and may ask for proof of address and/or refer any concerns back to the Local Authority for further investigation.

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## Appendix E - Rule 5: Technology Aptitude Test

After 90% of places have been allocated using Rules 1 to 4, the remaining places will be allocated to children who show an aptitude for technology on the basis of an assessment of aptitude carried out by the school. This will amount to 22 places. Pupils seeking entry to the school on the basis of an aptitude for technology will involve a half day on **Tuesday, 12<sup>th</sup> October 2021** at the school and will include only those pupils who are seeking a place on this basis. Parents who requested a place under this Rule will be written to during the w/c **4<sup>th</sup> October 2021** with further details; test results will be posted home during the w/c **18<sup>th</sup> October 2021**. All applications must be received by the stated deadline of **3<sup>rd</sup> October 2021**.

The tests form part of our oversubscription criteria **for secondary transfer** and involve the children sitting two papers: a non-verbal reasoning paper (40 minutes) and a spatial awareness test (45 minutes), both papers look for the ability to recognise similarities, analogies and patterns in unfamiliar designs. A sample question will be read out and then a period of time will be given for the children to complete each section of the multiple choice questions. The scores are then converted to an age-standardised score which takes into account the fact that some children are very young in the year groups. There is no pass mark for these tests, places are strictly offered in descending order of each applicant's total standardised test scores. The tests that will be conducted will be for an aptitude for technology and will not be concerned with ability. This test can be taken by any child in Year 6 who is due to transfer to secondary school.

In the event of a tie-break being required under this Rule, rankings will be sorted by using the straight line distance measurement from the applicant's home to The John Warner School by using both post codes; that which is closest to the school will take the higher ranking.

In the event that applications for places under this Rule are less than 10% of the total, any remaining places will be added to the places available under Rules 1 to 4 in that order until all the places have been allocated. Children who have a sibling who attends the school should not ordinarily take the aptitude test as they will normally fall within Rule 3.

**How to apply:** Electronic applications should be made by completing the Supplementary Information Form and indicating in the appropriate section that you wish your child to sit the test. All applications must be received by the stated deadline. Hard copies are available on request. The school cannot take responsibility for any applications where the applicant has not received an electronic confirmation or been provided with a paper receipt.

You should advise the school before the test if your child has any special requirements that you feel may disadvantage them when sitting the test and provide a letter from your child's current primary school explaining what assistance they currently receive during examination conditions. We are unable to offer students assistance on the day of the test if we have not been advised in advance. If your child is sick on the day of the test, please telephone the school in the morning.

## Appendix F - 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 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 we will agree to HCC allocating 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, 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 six 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 B

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