



Hertswood Academy will participate fully in the Hertfordshire County Council (HCC) coordinated admission scheme for all schools. Details of this scheme along with how to apply to Hertswood can be found on the HCC website and applicants should apply by the given deadline:

www.hertfordshire.gov.uk/admissions

Admission Number

The number of intended admissions for September 2022 is 270. Students will be admitted at the age of 11 or after having completed National Curriculum Year 6.

Children with Education, Health and Care Plans (EHC Plan)

The academy will meet its legal obligation to offer a place to a student who has an EHC Plan (Education, Health and Care) Plan that names the academy in accordance with Section 43 of the Children and Families Act 2014. Students with EHC Plans are not admitted within the ordinary admissions process but count towards the academy's published admissions number.

Oversubscription Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

Rule 1: These children will be prioritised under 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 arrangement order¹ or a special guardianship order².

Places are allocated to children in public care according to Chapter 7, Section 2 of the Schools Admissions (Admissions Arrangements and Co-ordination of Admissions Arrangements) (England) Regulations 2012.

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 arrangement order or a special guardianship order. Please see Rule 1 explanation below for further details

Rule 2: Children for whom it can be demonstrated that they have a particular medical or social reason to attend Hertswood Academy. 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. Please see Rule 3 explanation below for further details.

Rule 3: Children with a sibling on the academy's roll in years 7 to 12 at the time of application and who are reasonably expected to be on the academy's roll in September 2022.

Rule 4: Priority to children of all staff employed at the academy for two years or more or where the member of staff has been recruited to meet a demonstrable skills shortage.

Rule 5: Other children by distance from the academy, with priority being given to those children who live nearest to the academy. 'A straight line distance' measurement is used in all home to school



distance measurements. Distances are measured by Hertfordshire County Council 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 the schools and individual residences.

1. Children living outside the priority area on the basis of distance, with those living nearest 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 spaces available, a tie break will be used.

Tie Break

Distance (as defined by criterion 5 above) will be used as a tie breaker if required in criteria 1-4 above)

Multiple births:

The academy, as the admission authority will admit over the academy's published admission number if necessary to admit all children in a multiple birth.

Waiting List

When children are not offered a place due to oversubscription, the child's name is automatically placed on the continuing interest list: which is administered by Hertfordshire County Council. Parents may choose to remove their child's name from the list. Further information about this list is available from:

Customer Service Centre on: **0300 123 4043**

Names on the continuing interest list will be ranked according to the above criteria. Parents also have the right of appeal.

Appeals

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal." Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system."

In Year Admissions

The 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

The academy participates in the Hertfordshire in year co-ordination scheme. The academy will make the decision about whether to offer a place but Hertfordshire will deal with the administrative arrangements. Further information is available from www.hertfordshire.gov.uk/inyear.

The academy will use the same oversubscription criteria as for admissions at the normal point of entry (see above)



Explanations of Rules

Rule 1 - Children looked after and children who were previously looked after

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 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.

¹ Child arrangements Order – under the terms 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.

² 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 where the sole or main purpose of which is to benefit society

Rule 2 - Children for whom it can be demonstrated that they have a particular medical or social reason to attend Hertswood Academy

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 needs.

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

Rule 3 - "Sibling" means the sister/brother, half-sister/brother, adopted sister/brother, foster sister/brother of a child of the parent/carer or the parent/carer's partner, and in every case living in the same house from Monday to Friday. Where a place is obtained and the child is admitted to the academy and it is subsequently identified that this place was gained fraudulently, there will be no sibling priority available to subsequent children from that family.

Rule 4 - "Staff member" means persons directly employed by the academy trust.

"Children of Staff" applies where the staff member is:

- the child's parent by blood or adoption, or have legal parental responsibility for the child, OR
- cohabiting with one of the child's parents or a carer who has legal parental responsibility for the child.

In either case the staff member and the child must live at the same address as the staff member for the majority of academy nights (see home address below for a definition of academy night)

Rule 5 - "Home address":

The address provided should be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. Only one address can be used for the application. Where the child lives at more than one address then the address used for the application must be the where the child spends the majority of academy nights. An academy night means Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. If an address is disputed the address where child benefit/child tax credit is paid will be used. The academy



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Admission arrangements for entry to Year 7 in September 2022

reserves the right to ask for reasonable proof of address in order to verify that the address given is accurate.