

Admissions for the academic year 2020/21

Ashlyns School is a co-educational, all-ability school for children aged 11-18.

The published admission number for Year 7 is 240.

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

If the School receives more applications than it has places available, the following oversubscription criteria will be used to allocated places, 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 with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school. These children will be admitted as part of the school's published admission number but before the oversubscription criteria are used.

- 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 order¹ or a special guardianship order²).
 - Rule 2 Children for whom it can be demonstrated that they have a particular medical or social need to go to Ashlyns School. This includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately, and subsequently adopted.
 - Rule 3 Children who have a sibling at the school in Year 7 to 12 at the time of application.
 - Rule 4 Children of staff
 - Rule 5 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.
 - Rule 6: Children who live in the priority area on the basis of distance, with those living nearest to the school given priority.
 - Rule 7 Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.
- Note: Non-partially selective means that the school does not offer any places based on academic ability.

Tie-Break

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. In the case of two applicants with exactly the same priority under the admissions rules, but only one place being available, the Governing Body will offer places to both families.

If there are fewer applications than places available all applicants will be offered a place.

Notes on the Admission Arrangements

Children with Special Education Needs and/or Disabilities

Where the school is named in a Statement of Special Educational Needs or Education, Health & Care Plan (EHCP), the school has a duty to admit the child who names 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.

Children 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 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 1.³

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.

¹Child arrangements order – under the provisions of Section 14 of the Children and Families Act 2014, which amend 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.

²Special 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.

³This 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.

Medical or Social Need

Children for whom it can be demonstrated that they have a particular medical or social need to attend Ashlyns School. This includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately, and subsequently adopted. Parents/carers who are making an application under this rule may find it useful to complete the Rule 2 application form online, via the Hertfordshire County Council website: www.hertfordshire.gov.uk.

Applications must be supported by professional evidence which explains why your child needs to attend Ashlyns School. The Local Authority, on behalf of the Admissions Committee, will determine whether the professional evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to Ashlyns School and must clearly demonstrate why it is the only school that can meet the child's needs.

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.

Applications for children adopted but previously looked after abroad will 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 outlines exceptional family circumstances making clear 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.

Siblings

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 after¹ and in every case living permanently² in a placement within the same home (as the child for whom the application is being made) as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

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.

¹ *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.*

² *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

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 by 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.

The staff member must be:

- 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;

and

have been living with the child in the same house, Monday to Friday, for a minimum of two years.

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 or peripatetic staff employed by HCC.

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

Priority Areas

'Children who live in the priority area', referred to in rules 5, 6 and 7, includes families living in the Priority Area for Ashlyns School, which comprises of the following towns and parishes: Abbots Langley, Aldbury, Ashley Green, Berkhamsted, Bovingdon, Chipperfield, Chorleywood, Croxley Green, Flaunden, Great Gaddesden, Hemel Hempstead, Kings Langley, Little Gaddesden, Nash Mills, Nettleden with Potten End, Northchurch, Rickmansworth (part) / Maple Cross, Sarratt, Tring, Tring Rural, Watford, Wigginton. A map showing the priority area is attached.

Distance Measuring and Home Addresses

Hertfordshire County Council's 'straight line' distance measurement is used for all home to school distance measurements. 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. AddressBase 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 the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), 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.

Fraudulent Applications

Hertfordshire County Council, in liaison with the school, will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

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;
- Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

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 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 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 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.

The Governing Body 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 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.

Children, other 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 British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.*

Children Seeking Admission outside their Chronological 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".

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.

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 Governing Body will make a decision based on the circumstances of each case including the view of parents, the relevant headteacher(s), 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 Headteacher and senior leadership of individual schools.

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. Continuing interest lists will be held for every academic year group based on In Year applications. To retain a place on continued interest families must, at the end of the academic year, confirm their continuing interest by making an In Year application online at www.hertfordshire.gov.uk/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 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, log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

For In Year applications, 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.

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. The online application form and process can be accessed via www.hertfordshire.gov.uk/admissions.

To retain a place on Continued Interest families must, at the end of the academic year, confirm their continuing interest by making an In Year application online at www.hertfordshire.gov.uk/admissions.

Sixth Form Admissions

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/information pack. These entry standards apply equally to existing Year 11 and external students.

Applicants should submit a completed application form to the school by 30 November 2019.

We can continue to accept applications from students after the application deadline, up until the start of the autumn term. If students apply late, or change their options after the application deadline, their applications to any oversubscribed courses will be considered after those students who applied for the courses on time.

The PAN for external admissions for the school year commencing September 2020 is 20. In the event of oversubscription, the following tie-break will be used:

- Children Looked After (as defined above)
- Home to school distance.

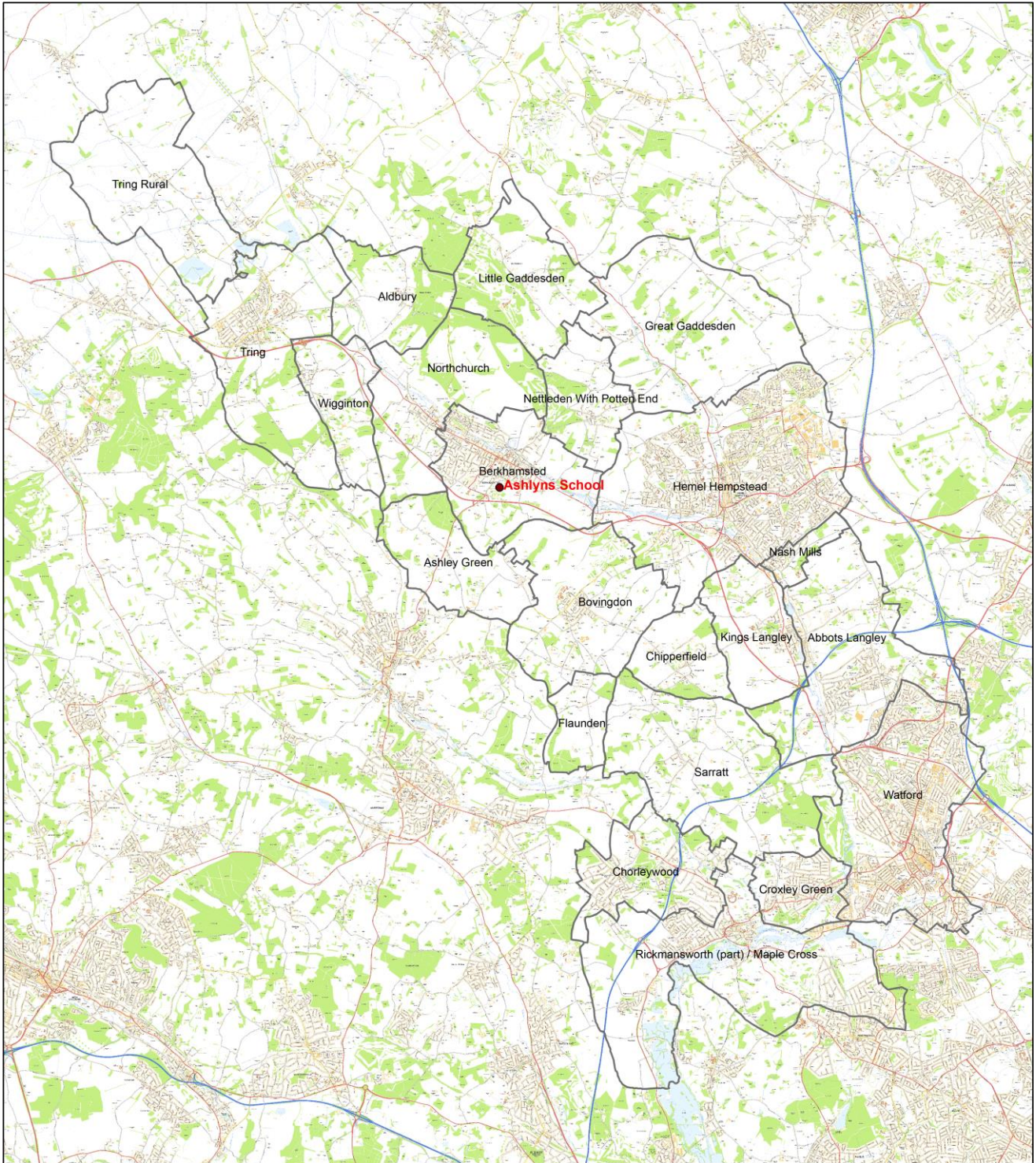
If two or more students have equal priority after applying all the criteria, then each will be admitted.

Continuing Interest procedure is the same as that stated above.



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. The school may admit over the Published Admission Number (PAN) if required.

Ashlyns School Priority Area



Legend

-  Parishes in the Priority Area
-  Ashlyns School