

# THE BISHOP'S STORTFORD HIGH SCHOOL

London Road, Bishop's Stortford, Hertfordshire, CM23 3LU

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## IN-YEAR ADMISSION CRITERIA FOR SEPTEMBER 2023/24



### Introduction

The number of registered pupils at The Bishop's Stortford High School (TBSHS) at the beginning of 2021/22 school year was 1188. TBSHS is an all-ability single sex boys 11-16 school, with a co-educational Sixth Form admitting boys and girls at 16+.

The Published Admission Number (PAN) for Year 7 was 156 and intake number was 168. The Intake number for Year 8 (2020 intake) was 168, Year 9 (2019 intake) was 168, Year 10 (2018 intake) was 168 and Year 11 (2017 intake) was 167.

Boys and girls are also admitted at age 16+ provided that they have the appropriate qualifications. The intended number to be admitted to the Sixth Form in 2023 is 200. The school's planned admission number (PAN) for external students is 32 who meet the stated minimum entry requirements.

In determining admissions to TBSHS the Governing Body are mindful that they have an overriding statutory duty to the general principle that pupils should be educated in accordance with the wishes of their parents provided those are compatible with the provision of efficient education.

### The aims of the School

The Governing Body would like to encourage applications from prospective pupils from both the local area and surrounding villages who will, together with their parents, fully subscribe to a traditional disciplined environment, whilst not formally a faith school, the school aims to maintain a broadly Christian ethos and promote excellence in all its pupils.

The Governing Body would particularly encourage a full commitment to, and participation in, the extra-curricular life of the School, for example in music, sport and creative performance, much of which takes place outside normal school hours and at weekends.

For Sixth Form entry the Governors wish to maintain the practice of offering places to those for whom a suitable course is available.

### Oversubscription

If there are more applications for admission than places available or the school is full, the Governing Body will use the criteria set out in this document to allocate any available places. A student who has a statement of special educational or an EHC (Education, Health and Care) Plan will be admitted under Section 324 of the Education Act 1996.

<b>Criterion 1</b>	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 <sup>1</sup> or a special guardianship order <sup>2</sup> .
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<b>Criterion 2</b>	<p>Boys who have a sibling attending the school, in Years 7 - 13, will be admitted. A sibling is defined as a brother, sister, half-brother, half-sister, adopted brother, adopted sister, step-brother, step-sister or a child of parent/carer of a child looked after/previously looked after living permanently* at the same address from Monday to Friday.</p> <p>*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.</p>
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<b>Criterion 3</b>	<p>Sons of teaching staff and support staff who have been permanently employed (either full or part time) for two or more years or a member of staff who has been recruited to fill a vacant post for which there is a demonstrable shortage.</p> <p>The staff member must be the child's legal parent (by blood, adoption or step-parent) and have been living at the same address as the child for a minimum of 2 years.</p>
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<b>Criterion 4</b>	<p>Any places that remain will be allocated to pupils who live closest to the school, measured by the straight-line distance from the applicant's home address as determined by the Local Authority's distance measuring system. Hertfordshire County Council's 'straight line' distance measurement system 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 a point of distance, which has been agreed by the Governors, on the new school site. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.</p>
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**GUIDANCE NOTES FOR PARENTS RELATING TO CRITERIA**

- *Criterion 1 – 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. 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<sup>1</sup> or a special guardianship order<sup>2</sup>. A “child looked after” is a child who is:*
- *in the care of a local authority, or*
- *being provided with accommodation by a local authority in the exercise of their social services functions (section 221(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.

<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.

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

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

- 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
- 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 public authority,
  - a religious organisation, or
  - any other organisation the sole or main purpose of which is to benefit society.
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- Criterion 2 – We will use school records to verify siblings.
  - Criterion 3 – We will use school records to verify employment of staff.

#### **ADDITIONAL INFORMATION**

- The address provided **must** be the child’s 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

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of \*12 months and the child must be resident in the property at the time of application.

*\*If, because of the nature of the agreement, it is not possible to provide a 12 month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service.*

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 where the child lives for the majority of the time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child’s permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation

*purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.*

*It is for a child's home LA to determine address. If two applications, with different addresses are received from the same LA, it will be for that LA to determine permanent address. If two applications are received from two different LAs, the above process will be used*

*If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.*

*For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadline for the 2023/24 transfer application process is 2nd December 2022 for secondary and upper applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2023/24 application process in September 2022.*

- If your family is in the process of moving house your new address will not be considered until a move into the area has actually taken place or proof of future residence is provided (e.g. a solicitors letter indicating that there has been an exchange of contracts.*
- Should two applicants have the same home-school distance; a random allocation will be made. This will be independently supervised.*
- Reports of fraudulent applications will be investigated and school places will be withdrawn when false information is deliberately provided.*
- For applications received for twins or other multiple births, it is the Governors' policy that in the event of the admission of one such child under one of the above criteria, the twin brother(s) would also be offered a place(s) at TBSHS, we will admit over the school's published admission number to accommodate the remaining twin/multiple birth child.*
- In general children should be educated in their normal age group. The Governing Body will take into consideration children whose parents believe they should be educated in a different year group. At the time of application supporting evidence from relevant professionals working with the child and family will need to be provided.*

*There is no guarantee that an application will be accepted. 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.*

- The school will always consider applicants made under Hertfordshire's Fair Access Protocol and if agreed will be admitted above those on the school's continuing interest list and over the Published Admission Number (PAN) if required.*
- Please ensure you complete the In-Year application form (which is available on the school's website or from The Admissions Officer) and return directly to the school. The school will advise Hertfordshire Local Authority of any applications made to the school.*

- *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 online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) should you wish to appeal. The Bishop's Stortford High School uses the HCC central clerking service for the administration of admission appeals. Parents can appeal against an admission decision, in accordance with current legislation and the School Admission Appeals Code.*

The criteria are subject to review annually.