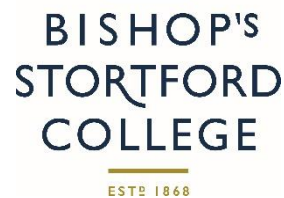


The Bishop's Stortford Education Trust (BSET)

A Guide to the Secondary Admissions Process



Co-ordinated Admissions Arrangements

What does it mean?

- The School Admissions Code 2021 requires a single arrangement for co-ordinating all applications to state schools
- This applies to entry to Reception/Year 7
- This ensures that children across the country are offered a single school place on the same day



What do parents need to do?

Parents and carers must apply by completing a Local Authority (LA) Form called the Common Application Form (CAF). This is the only way you can apply for a school place for your child. This form can be completed online at:

- [Hertfordshire LA Admissions](#) for families living in Hertfordshire
- [Essex LA Admissions](#) for families living in Essex
- Families living in other areas need to approach their relevant LA



In addition to the SIF, there may be other forms and criteria that you need to take into consideration.

Please check the individual school websites for all the specific Entry to Year 7 criteria.

If you are applying for a boarding place at Hockerill Anglo-European College, please check the website for details: www.hockerill.com

Admissions arrangements for Entry to Year 7 at Bishop's Stortford College differ from state schools. Please see the website for details: www.bishopsstortfordcollege.org



In addition to the LA Form, some schools require a Supplementary Information Form (SIF) to be completed.

SIFs can be found on the school websites or paper copies can be requested from the School Office.

It is important you check the deadline for the SIF, as it may need to be submitted before the LA Form if you would like your child to be considered for aptitude tests. The relevant deadlines for SIF applications appear later in this presentation.

- Aptitude tests - some schools allocate a small number of places to students who demonstrate a particular aptitude (e.g. in music or sport.) Aptitude submission deadlines are shown below:
 - Hockerill Anglo-European College, Day Place: register for your child to sit the language and/or music aptitude test/s by 9am, 18 September 2023
 - The Bishop's Stortford High School (TBSHS) aptitude test deadlines (music & sport) – to be returned to the school by 4pm, 29 September 2023
 - The Hertfordshire & Essex High School and Science College aptitude test deadlines (music & sport) – to be returned to the school by 4pm, 29 September 2023



When applying, it is important to remember:

- to apply on time
- put your preferred schools in the order you want them considered
- use all your preferences – if you only apply for one school and there are not enough places at your preferred school, your LA will have to offer you an alternative school, which may not be the one you want and/or could be a long way from where you live, e.g. Hoddesdon
- if how your child gets to school is a factor you should seriously consider applying for your local school



Other important considerations:

- The order of your preferences is confidential between you and the LA
- Schools are not advised where you named them during the admissions process, but the order may be shared as part of the appeal process
- All applications are considered at the same time. Admission rules are applied equally, regardless of how you ranked the schools on your CAF



Other important considerations:

- Your order of preferences will only be used if it's possible to offer your child a place at more than one of your preferred schools. If this is the case, the LA will offer you a place at the highest ranked school possible
- Schools have different admissions criteria. You should check them carefully so you understand how the application will be considered



Students with Special Educational Needs and Disabilities (SEND) and Education, Health and Care Plans (EHCPs)

All BSET schools are committed to an inclusive approach regarding students with SEND and EHCPs

All BSET schools welcome students with EHCPs

- We recognise that different students have different needs and we strive to meet the needs of all children
- We will work with you to understand your children and put plans in place to support learning and development to enable them to thrive at secondary school
- Please talk to the relevant staff in each school



All applications must be made prior to the deadline.

The deadlines for entry 2024 are as follows:

- Herts LA (CAF) – 31 October 2023
- Essex LA (CAF) – 31 October 2023
- SIFs:
 - Hockerill Anglo-European College
 - Day place:
 - No SIF required for day places
 - To sit the Language and/or Music Aptitude Test/s, register by 9am, Monday 18 September
 - Boarding place: submit boarding SIF to Hockerill by 31 October 2023
 - Leventhorpe School SIF – 31 October 2023
 - St Mary's Catholic School SIF – 31 October 2023
 - The Bishop's Stortford High School SIF – by 4pm on 29 September and to be completed **only** if taking one or both of the aptitude tests
 - The Hertfordshire & Essex High School and Science College SIF – by 4pm on 29 September 2023 if taking one or both of the aptitude tests



Allocation Day

What happens on Allocation Day?

After applications have been submitted, nothing happens until Allocation Day. Allocation Day for entry 2024 is 1 March.

On Allocation Day, parents and carers will be sent one offer of a place at the highest preference school that can be met.

If none of the preferences can be met, a place will be offered at the nearest school to the child's home address with a space available.



Examples of the Allocation Process:

Example 1 – Parent or carer has applied for four schools and the child meets the criteria for the first preference school:

Preference 1	Offered	
Preference 2	Not offered	Removed from list*
Preference 3	Not offered	Removed from list*
Preference 4	Not offered	Removed from list*



Examples of the Allocation Process:

Example 2 – Parent or carer has applied for four schools and the second preference can be met:

Preference 1	Not offered	On waiting list*
Preference 2	Offered	
Preference 3	Not offered	Removed from list*
Preference 4	Not offered	Removed from list*



Examples of the Allocation Process:

Example 3 – Parent or carer has applied for four schools and no preference can be met:

Preference 1	Not offered	On waiting list*
Preference 2	Not offered	On waiting list*
Preference 3	Not offered	On waiting list*
Preference 4	Not offered	On waiting list*

The child will then be offered a place at the nearest school to the home address with a space available.



Please note the following:

***Children are only held on waiting lists for preferences higher than the one that can be met. Children will be removed from the list of schools ranked lower than the one that can be met.**

If it has not been possible to offer a place, parents do have the right of appeal against non-admission.

If parents have any specific questions regarding the allocation of school places, these should be directed to their relevant LA.



**For further information on the
Secondary Admissions application process,
please speak to the Admissions Officer
at the relevant school(s).**



BSET

- Collaborative trust of local secondary schools
- Leaders and staff network groups meet regularly to share issues and best practice
- Share training and staff development opportunities
- Joint projects across the schools
- Committed to providing the best local offer for our community



BSET comprises of the following schools:

Avanti Grange

Birchwood High School

Bishop's Stortford College

Hockerill Anglo-European College

Leventhorpe School

St Mary's Catholic School

The Bishop's Stortford High School

The Hertfordshire & Essex High School

