

# THE BISHOP'S STORTFORD HIGH SCHOOL

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

Telephone: 01279 868686, Website: [www.tbshs.org](http://www.tbshs.org)

## DETERMINED ADMISSION ARRANGEMENTS

### FOR ENTRY IN SEPTEMBER 2025



#### Introduction

The number of registered pupils at The Bishop's Stortford High School (TBSHS) at the beginning of 2023/24 school year was 1256. 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 for the year commencing September 2025 is 180.

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 2025 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, and 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.

#### The Application Process

To apply for a Year 7 place at transfer time you must ensure that you complete a **Secondary Transfer Application Form/Common Application Form** online or in paper form, for the county in which you live by **31 October 2024**. Hertfordshire residents should access all the relevant information at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). If you would like your son to take an aptitude test please complete the school's Supplementary Information Form (SIF) available on our website. Paper forms are also available and should be returned to: The Admissions Officer, The Bishop's Stortford High School, London Road, Bishop's Stortford, Herts CM23 3LU by 4.00pm on Thursday 26 September 2024.

The school participates in the Hertfordshire Local Authority co-ordinated scheme for Admissions and all deadlines within that should be adhered to by applicants.

The Governing Body will apply the admissions arrangements using the information submitted on the Secondary Transfer Form (STF)/Common Application Form (CAF) only.

#### The Admissions Process

If there are more applications for admission than places available at The Bishop's Stortford High School, the Governing Body will allocate places by applying the six criteria in the order set out below in this document.

All 180 places will be allocated simultaneously and no places will be held in reserve for any purpose.

The School will retain a list of continuing interest from September 2025; Arrangements for In-Year Admissions can be found on the school website.

Pupils with an EHC (Education, Health and Care) Plan that names the school will be admitted under Section 324 of the Education Act 1996. These children will be admitted within the school's PAN but before any child prioritised under the school's oversubscription criteria.

Thereafter: 90% of places will be allocated using the following four criteria in the order set out below with 10% reserved for aptitude tests.

<b>Criterion 1</b>	<p>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>.</p> <p><i>See below for further clarification regarding Children Looked After.</i></p>
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<b>Criterion 2</b>	<p>Boys who have a sibling attending the school, in Years 7 - 13, at the closing date for applications will be admitted.</p> <p><i>See below for further clarification regarding Siblings.</i></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) directly by the school for two or more years at the closing date for applications; 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>After criteria 1-3 have been applied (and allowing 10% for aptitude), 100% of the remaining places (i.e. those so far unallocated) will be allocated to children who at the closing date for application attend one of the following groups of primary schools. Places allocated will be based on the percentage of the total number of applications received from that group. For example, if 60 applications are received from Group A out of a total of 400 applications received under Criterion 4, <math>(60/400 \times 100 = 15\%)</math> then 15% of the remaining places will be allocated to Group A. This example is for illustrative purposes only.</p> <p>There is no hierarchy between or within each group.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 14.28%;">Group A</th> <th style="width: 14.28%;">Group B</th> <th style="width: 14.28%;">Group C</th> <th style="width: 14.28%;">Group D</th> <th style="width: 14.28%;">Group E</th> <th style="width: 14.28%;">Group F</th> <th style="width: 14.28%;">Group G</th> </tr> </thead> <tbody> <tr> <td>Manor Fields</td> <td>Spellbrook</td> <td>Hillmead</td> <td>All Saints</td> <td>Hatfield Heath</td> <td>Albury</td> <td>Furneux Pelham</td> </tr> <tr> <td>Richard Whittington</td> <td>St Joseph's</td> <td>Little Hallingbury</td> <td>Northgate</td> <td>High Wych</td> <td>Elsenham</td> <td>Henham &amp; Ugley</td> </tr> <tr> <td>Thorley Hill</td> <td>St Michael's</td> <td>Thorn Grove</td> <td>Summercroft</td> <td>Little Hadham</td> <td>St Mary's Hatfield Broad Oak</td> <td>Rodings Primary School</td> </tr> <tr> <td></td> <td>Windhill 21</td> <td></td> <td></td> <td>St Andrew's Much Hadham</td> <td>Takeley</td> <td></td> </tr> </tbody> </table>	Group A	Group B	Group C	Group D	Group E	Group F	Group G	Manor Fields	Spellbrook	Hillmead	All Saints	Hatfield Heath	Albury	Furneux Pelham	Richard Whittington	St Joseph's	Little Hallingbury	Northgate	High Wych	Elsenham	Henham & Ugley	Thorley Hill	St Michael's	Thorn Grove	Summercroft	Little Hadham	St Mary's Hatfield Broad Oak	Rodings Primary School		Windhill 21			St Andrew's Much Hadham	Takeley	
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**OVERSUBSCRIPTION FROM ANY PRIMARY SCHOOL GROUP A TO G**

Recent experience shows that applications from any one group of primary schools will exceed the number of places available. In these circumstances, places will be allocated to pupils who live closest to TBSHS by Hertfordshire County Council's 'straight line' distance measurement system which 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.

**Criterion 5**

**For applicants who have not been allocated a place under criterion 1-4, up to 10% (18 in total) of the Published Admission Number (180) will be allocated using the following criterion:**

Up to 9 places will be allocated to pupils with a proven aptitude in sport. Aptitude will be assessed using an appropriate sporting aptitude test. Priority will be given to those with the lowest score.

Up to 9 places will be allocated to pupils with a proven aptitude in music. Aptitude will be assessed by an appropriate musical aptitude test. Priority will be given to those with the highest score.

**Criterion 6**

If fewer than 10% or 18 students qualify to be admitted under either proven aptitude in sport or music (criterion 5), then these remaining aptitude places 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.

**ADDITIONAL INFORMATION**

- *Your son must be attending one of the listed schools at the closing date of application to be considered under Criterion 4.*
- *In the event of a group in Criterion 4 running out of applicants for an available place, all the remaining applicants in the other groups will be compiled into a mixed distance list. The applicant at the top of the list (nearest distance) will be allocated that available place.*
- *Parents who consider their son to be eligible under Criterion 5 are reminded that entry is competitive, i.e. applicants will need to meet the necessary threshold in order to be considered under this criterion.*
- *Applicants wishing to be considered for a place under Criterion 5, sport aptitude, must tick the correct box on the Supplementary Information Form (SIF) indicating that they wish to take the test. They will be required to attend the School for a specific sporting aptitude test on Tuesday 8 October 2024 (time to be advised).*
- *Applicants wishing to be considered for a place under Criterion 5, music aptitude, must tick the correct box on the Supplementary Information Form (SIF) indicating that they wish to take the test. They will be required to attend a specific musical aptitude test on Friday 4 October 2024 (time to be advised).*

- Please note it is not possible for your son to take the aptitude test on any other date unless there are extenuating circumstances (evidence will need to be provided).
- Emails informing parents/carers of the applicant's score and whether this would have met the threshold in previous years will be sent **by** 21 October 2024. Please contact the school if you have not received the results by this date.
- In the event of a tie-break being required then places will be allocated using distance to school.
- In the event of being oversubscribed within any criterion then selection will be determined by applying Criterion 6 (distance).

## **DEFINITIONS AND EXPLANATORY NOTES FOR SEPTEMBER 2025**

- \*Admittance of students in Year 7-11 are those children deemed male at birth as recorded on the birth certificate.
- 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:
  - 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 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 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 the sole or main purpose of which is to benefit society.

- *Criterion 2 - 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 after and in every case living permanently<sup>2</sup> in a placement within the home 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 has 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.*

*<sup>2</sup>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. If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling’s address will be verified by the school*

- *Address definition - 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.*

*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 school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.*

*If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.*

*We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child’s permanent home address for admission allocation purposes.*

*If we receive more than one application with different address details and **parents don't agree**, 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.*

*If two different applications are received for the same child from the same address but contain 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.*

*If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child’s home LA will determine if the 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 2025/26 transfer application process is 2 December 2024 for secondary and upper applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2025/26 application process in September 2024.

*\* 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.*

- 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). New addresses will be considered up to 2 December 2024.*
- 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 (including Criterion 5), the twin brother(s) would also be offered a place(s) at TBSHS. Should a single twin/multiple birth child be allocated the last place at school 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. The school should be in receipt of this information by 27 September 2024 so that the request can be processed and a decision communicated to parents before the main admissions deadline of 31 October 2024.*

*Accepted applications will be processed as part of the main admissions round, unless the parental request is made too late and using the admissions criteria (1-6) above. 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 exception to this will be summer born children who delayed their entry into Reception and have been educated out of year ever since. The parents of a summer born child may choose not to send that child to school until the September following their fifth birthday, which means that they would transfer to secondary school a year late

- 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.*
- 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](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system" 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.*

Students remaining on the Continued Interest list in September 2025 will be ranked according to the In-Year Admissions Criteria which can be found on the school website. Prior to September 2025 the Continuing Interest list will follow the criteria set out above.

The criteria are subject to review annually.