

THE BISHOP'S STORTFORD HIGH SCHOOL

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

Telephone: 01279 868686, Website: www.tbshs.org

NOTES RELATING TO THE SUPPLEMENTARY INFORMATION FORM (SIF) AND ADMISSIONS CRITERIA



- The school is part of Hertfordshire County Council's co-ordinated admissions scheme.
- You must ensure that you complete a **Secondary Transfer Application Form/Common Application Form**, for the county in which you live **by 31 October 2024**. This is the county to which you pay your council tax. The form may be completed on-line or by submitting a paper version to your local authority and no application will be considered without this being completed.
- Only complete and return the Supplementary Information Form (SIF) if you wish your son to take an aptitude test by the closing date of **26 September 2024 (4.00pm)**. **Applications received after this time will not be considered**. The form is available via the link on our website **or** paper copies are available. Please ensure the correct postage is used on all correspondence. Any letters without correct postage will not be accepted by the school.
- An acknowledgement of receipt will be emailed. It is the parent's responsibility to chase the acknowledgement if not received.
- Please note that we are unable to change any information on your Supplementary Information Form. Aptitude test applications and changes to tests will be not be accepted after the deadline of 26 September 2024. **Please ensure you fill the form out correctly**.
- Please ensure you have read the Admission Criteria for Entry in September 2025 document which gives details on the criteria used and over-subscription information.
- You may apply under more than one criterion.

Notes relating to particular criteria for your application:

- If you are applying under Criterion 1, we will use the information given to us by the Local Authority in which you live to confirm eligibility. *Children previously looked after outside England will be verified by Hertfordshire County Council's "Virtual School"*.
- We will use school records to verify siblings applying under Criterion 2.
- We will use school records to verify employment of staff applying under Criterion 3.
- Your son must be attending one of the listed schools at the closing date of application to be considered under Criterion 4.
- The Local Authority will confirm your address. Please see the Admissions Criteria for further information.
- Schools are placed in groups dependent on their straight line distance to TBSHS with the intention of providing places for students living in the wider community, as well as those living in Bishop's Stortford.
- We will use the over-subscription criteria stated on the Admission Criteria for Entry in September 2025 document.
- The Sporting Aptitude Test will take place on Tuesday 8 October 2024 and the Musical Aptitude Test will take place on Friday 4 October 2024. Parents will be notified of times and further information via email **after** 1 October 2024. If you have not heard from the school by 3 October please contact us. Emails to parents/carers advising of the results of these tests will be sent **by** 21 October 2024. Please contact the school if you have not received the results by this date.

Students applying under this criterion are expected to participate in the musical and/or sporting life of the school.

- Applications for the Aptitude tests **will not be considered** if the Supplementary Information Form (SIF) is not received by 4pm on 26 September 2024.
- Siblings to a student already at The Bishop's Stortford High School **are not to be** entered for the Aptitude tests.

Further information

- **Please note that you must inform The Bishop's Stortford High School and your Local Authority if any of your details change through the Admissions process (i.e home address).** *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 your application be unsuccessful, Governors will consider any new information after the date of allocation, which is 1 March 2025.
- The Governing Body will review its admissions arrangements annually in line with current legislation and the School Admission Appeals Code.