



Sandringham School Academy Trust Admissions Criteria for the Academic Year September 2018 – August 2019

Section 1 – General Principles

Sandringham School is a mixed comprehensive school in St. Albans for children aged 11-18. The school has a strong academic tradition in all areas of the curriculum with an additional focus on STEM subjects (science, technology, engineering and mathematics) as well as the performing and visual arts. Students will be admitted at the age of 11+ **without** reference to ability or aptitude using the criteria below. The main principle of admission to Sandringham School is to maintain the character of the school as a comprehensive school, providing for the needs of young persons who live in St. Albans and the surrounding areas. The school will endeavour to allocate places to students whose parents wish them to attend Sandringham School, provided they can be accommodated within the school's admission limits on pupil numbers. There can be no guarantee that such a place will be available.

The published admission number (PAN) for Year 7 for September 2018 will be **240**.

If the school receives more applications than it has places available, places will be allocated under the oversubscription criteria rules. These will be applied in the order in which they are printed below. A panel from the Governors' Admissions Committee may be formed to determine whether evidence provided meets the relevant criteria.

We have a separate admission policy for sixth form students.

Children with statements of special educational needs or children with an EHC (Education, Health and Care) Plan that names the school must be admitted and will count towards the admission numbers.

Section 2 – Oversubscription Criteria

Rule 1 Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements orders or a special guardianship order).

Rule 2 Medical. Children for whom it can be demonstrated that they have a compelling medical reason for attending the school.

Rule 3 Sibling. Children with a sibling already at the school at the time of application where there is a reasonable expectation that the sibling will continue to be attending the school at the start of the new academic year.

Rule 4 Children of staff.

Rule 5 A maximum of 40 children (inclusive of the number of children who are already admitted under criteria 1 to 4) who live in the parish of Wheathampstead (places will be allocated on a random basis).

Rule 6 A maximum of 15 children (inclusive of the number of children who are already admitted under criteria 1 to 4) who live in the parish of Harpenden (places will be allocated on a random basis).

Rule 7 Children who live nearest to the school.

Tie Break

When there is a need for a tie break where two different addresses are the same distance from a school, in the Sandringham School Academy Trust – Admission Criteria September 2018 – August 2019

case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

Twins/Multiple births:

If one of your twins/multiple birth children is offered the last place available at the school, and you have also made an application for your other children, we will also offer a place to the other child(ren) unless the place offered to the first child was under the random allocation procedure. Places will not be offered in these cases, during the allocation process, because to do so would compromise the random element of the allocation process. A place will be offered to the other twin/multiple birth child after the allocation process has been completed with the school admitting over its PAN as necessary.

Section 3 – Definitions and Details

Children in public care (children looked after) (rule 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 Admissions Arrangements) (England) Regulations 2012 and 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 the 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.

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. 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 in the process of being placed for adoption are classified in 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 arrangements order or special guardianship order, will not be prioritised under rule 1.

Medical (rule 2): Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change in the medical condition since the initial application was submitted. All Hertfordshire schools have experience in dealing with children with medical needs and few applications under Rule 2 are agreed. Applications must be supported by a recent letter from a medical professional giving a clear explanation of why the child's severity of illness or disability make attendance at Sandringham School essential. If Sandringham School is not the nearest school to the child's home address, the supporting evidence should give clear reasons why the nearest school is not appropriate.

A panel from the Governors' Admissions Committee will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule.

Sibling (rule 3): a sibling means 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 in

a placement within the home as part of the family household, from Monday to Friday at the time of this application. This definition of sibling does not include cousins. The sibling rule will not apply where a sibling is in Year 11 and where the school believes that the sibling does not have a reasonable expectation of meeting sixth form entrance criteria at the time of application. The rule will not apply where a sibling is in the final year of the normal age range of the school (i.e. Year 13). 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. A sibling must be on the roll of the named school at the time the younger child starts. 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.

**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.*

Children of Staff (rule 4): the school will admit a child of a member of staff provided that:

- a) the member of staff (defined below) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a member of the full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable, or a member of the full-time support staff (on a 38 week and above contract), or of the part-time support staff who work 50% and above as determined by their role (on a 38 week and above contract) whose role and activities can be demonstrated to provide a significant impact on student achievement at the school. A panel from the Governors' Admissions Committee will determine whether the member of staff meets the requirements for this rule.

Children of staff must live at the same address as the member of staff on a permanent basis.

This definition does not include contract staff. Where a service such as catering has been 'in house' and is subsequently 'contracted out', children of staff will not be eligible for admission under this criterion. This definition does not include peripatetic staff employed by HCC.

Random Allocation (general)

Places will be allocated on a random basis, based on the principle that every child will be allocated an individual random number once their name has been entered onto the HCC admissions database. If a preference is expressed for Sandringham School, this number will be used in the random process. HCC undertakes the random allocation process independently on behalf of the school.

Random allocation (rule 5): places will be allocated on a random basis for the children for whom their permanent address is within the parish of Wheathampstead.

Random allocation (rule 6): places will be allocated on a random basis for the children for whom their permanent address is within the parish of Harpenden.

Children who live nearest to the school (rule 7): all remaining places will be allocated to children living nearest to the school using the straight line distance measurement provided by Hertfordshire County Council's GIS system.

Distance measuring and home addresses: applications must be made from the child's permanent home address at the time of application. Measurements are made by Hertfordshire County Council who use a specialist software package to calculate them. A 'straight line' distance measurement is used in 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.

Please note that address checking is undertaken as part of the application and allocation process and the offer of a school place will be withdrawn if fraudulent or misleading information has been provided in the application.

Wheathampstead: this means children for whom their permanent address is within the parish of Wheathampstead.

Harpenden: this means children for whom their permanent address is within the parish of Harpenden.

Children Seeking Admission Outside their Chronological Year Group

Students will be admitted to Sandringham School in Year 7 at the age of 11 irrespective of physical or academic ability. It is Sandringham's policy for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children.

If parents/carers believe their child(ren) should be educated in a different year group they must, 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. Such evidence must be submitted to Lesley Dunkley, Admissions Officer, at the school by no later than 31st October 2017.

The Governors Admissions Committee will decide whether the application will be accepted on the basis of the evidence submitted. The Committee will make decisions based upon the circumstances of each case including the view of parents/carers, the Headteacher, 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. The internal management and organisation of the school, including the placement of pupils in classes, is a matter for the Governors, Headteacher and senior leadership.

Section 4 – How to apply

All applicants must complete the Hertfordshire County Council's **COMMON APPLICATION FORM (CAF)** indicating your preferred schools, including Sandringham, in rank order of preference. The completed CAF should be returned online to Hertfordshire County Council at www.hertsdirect.org/admissions or by post to HCC, CHR 102, County Hall, Pegs Lane, Hertfordshire SG13 8DQ by 31st October, 2017.

Families wishing to use either rule 2 (medical) or rule 4 (children of staff) will also need to complete a **SCHOOL INFORMATION FORM (SIF)** which is available either on the school website at www.sandringham.herts.sch.uk, or from the school on the Open Evening or via Lesley Dunkley, Admissions Officer, who can be contacted on 01717 799560 or via the admissions e-mail – admissions@sandringham.herts.sch.uk. The completed SIF should be returned directly to Sandringham School by **31st October, 2017** marking the envelope "ADMISSIONS".

Section 5 – Continued interest lists, in-year admissions and appeals

Continued interest lists: all unsuccessful applicants (who do not gain a place at a higher ranked school) will automatically be added to the schools continued interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document. Continued interest lists will be held for every academic year group, until the end of the academic year.

Sandringham must admit any student who is admitted through the appeal process, or who is the subject of a 'direction' by the Local Authority, or allocated to us according to the local Fair Access Protocol. Any such pupils take precedence over the continued interest list.

In-year admissions: applications received for an admission(s) mid-year for any year group and for Year 7 after the end of the Autumn term, will be dealt with in accordance with this policy and will be administered by the HCC and the school. The online application form is available at www.hertsdirect.org/admissions

Appeals: all unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link 'register an appeal'. If the application was not made using Hertfordshire's online application system parents should contact the Customer Service Centre (0300 123 4043) to request an appeal pack.

For in year applications parents should contact the school directly in the first instance.

Section 6 – 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. The PAN for external students is **100**.

Applications should be made by completing the BSV Application Form and submitting the same directly to the school addressed to Louise Grubb, Sixth Form Administrator, Sandringham School, The Ridgeway, St. Albans, Herts. AL4 9NX.

In the event of oversubscription to the Sixth Form places will be offered by applying the following criteria in the order given:-

- Rule 1** Children looked after and 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).
- Rule 2** Medical. Children for whom it can be demonstrated that they have a compelling medical reason for attending the school.
- Rule 3** Sibling. Children with a sibling already at the school at the time of application where there is a reasonable expectation that the sibling will continue to be attending the school at the start of the new academic year.
- Rule 4** Children of staff.
- Rule 5** Children who live nearest to the school.

Continued interest list: all unsuccessful applicants will be added to the school's continued interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document in relation to Sixth Form entry and the over-subscription criteria. CI lists are held for every academic year group, until the end of the academic year.

Sandringham must admit any student who is admitted through the appeal process, or who is the subject of a 'direction' by the Local Authority, or allocated a place according to the local Fair Access Protocol. Any such pupils take precedence over the continued interest list.

Tie break: When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

For further guidance regarding the definitions of the above, see section 3 of this document