



Admission Arrangements for Francis Combe Academy 2019-20

Francis Combe Academy is an all ability 11-18 Secondary Academy.

The Published admission number for Year 7 in 2019-20 is 210

Year 7 September Admissions

1. Process of application

Applications for places in the normal admissions round in Year 7 at Francis Combe Academy will be made in accordance with Hertfordshire County Council's co-ordinated admissions arrangements. Application forms can be obtained from the Local Authority and admissions can be made online:
www.hertfordshire.gov.uk/admissions

Francis Combe Academy does not require applicants to complete a supplementary information form (SIF).

All deadlines within the secondary transfer process must be adhered to by applicants. Hertfordshire County Council will make offers of places on behalf of the school.

If applicants for admissions exceed the number of places then the following criteria will be applied, in the order set out below, to decide which pupils to admit.

2. Consideration of applications

The Academy will consider all applications for places. Where fewer than 210 applications are received, the Academy will offer places to all those who have applied.

3. Procedures where Francis Combe Academy is oversubscribed

3.1 The published admission number for Year 7 in 2019-20 is 210. Where the number of applicants for admissions is greater than the published admissions number, applicants will be considered against the criteria set out below. After admission of children with statements of Special Educational Needs and children with an Educational, Health and Care Plan where Francis Combe Academy is the named school, the criteria will be applied in the order in which they are set out below:

Rule 1

Children looked after (in public care) and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).

Rule 2

Pupils who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) on roll, in years 7 to 13, at the Academy (proof of the sibling relationship will be required if a place is offered). This definition includes 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. 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.

Rule 3

Children of a parent employed to work at the Academy for two years or more at the time at which the application for admission to the school is made, or where the member of staff has been recruited to meet a demonstrable skills shortage. A parent means the mother, father, stepmother or stepfather of the child and in every case, living at the same permanent address as the child.

Rule 4

The remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity; i.e. pupils who live the nearest distance at the close of the Hertfordshire County Council (HCC) admission application date as designated by HCC's computerised mapping system.

The home to school distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the pupil's home to the address point of the school."

3.2 Tie Break

3.2.1 Siblings

In the event of a tie break under the sibling criterion, random allocation will be used.

3.2.2 Children of staff

In the event of a tie break under the children of staff criterion, random allocation will be used.

3.2.3 Distance

In the event of a tie break under the distance criterion, random allocation will be used.

3.2.3 Multiple Births

Children from multiple births will be considered as individuals under the admissions criteria. In the event that the last available space is offered to one twin or child from a multiple birth, the other twin or sibling will be offered a place.

4. Operation of Continuing Interest Lists

Where Francis Combe Academy receives more applicants for places than there are places available at secondary transfer, parents may decide to place their child on the

continuing interest list. Until 31st December names will be ranked according to the above criteria. Those applicants who have been unsuccessful in obtaining a place for the start of Year 7 are offered the right to appeal in the summer of Year 6.

Those who are unsuccessful or who do not appeal may request to be placed on the continuing interest list. The continuing interest list will be maintained until the applicant reaches the end of the first half term of the Autumn Term in Year 10.

5. In-Year Admissions

- 5.1 The Academy is not part of the Local Authority co-ordinated scheme for In-Year admissions. Those parents who wish to be considered for a place in any year group must contact the Admissions department at the Academy to request an application form.
- 5.2 Where no place exists, parents will be advised of their right to appeal.
- 5.3 The Academy operates a continuing interest list. This list will be maintained until the applicant reaches the end of the first half of the Autumn Term in Year 10.
- 5.4 The Academy will not admit pupils in any year group where to do so would cause the Academy to exceed its net capacity.
- 5.5 Criteria
 1. Children looked after (in public care) and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).
 2. Children of UK Services personnel (UK Armed Forces). The Academy will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation and a Unit postal address or quartering area.
 3. Those who have moved into the area within the last 90 calendar days and are without a school place or an offer of a school place.
 4. Those who have a current sibling at the Academy (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) on the roll of the Academy (proof of the sibling relationship will be required if a place is offered).
 5. The remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity; i.e. pupils who live the nearest distance at the close of the Hertfordshire County Council (HCC) applications date as designated by the HCC's

computerised mapping system.

The home to school distance measurement, for the purposes of admissions, is defined by HCC as “a ‘straight line’ distance measurement from the address point of the pupil’s home to the address point of the school”.

- 5.6 In addition to the above criteria the Academy complies with all elements of the School Admissions Code including admitting children who have a Statement of Special Educational Needs and children with an Education, Health and Care Plan, where Francis Combe Academy is the named school; who are currently, or have previously been in the care of the local authority; and pupils under the Local Authority’s ‘Fair Access protocol’. In these cases pupils will not need to wait until a place becomes available but will be admitted immediately even if this causes the Academy to exceed its published admission number in a particular year group. The Schools Admissions Code should be consulted for full details of rights and responsibilities with regard to In-Year Admissions.

6. Process of Application for the Academy Sixth Form

Applications for Sixth Form must be made direct to the Academy, using the application form available in the sixth form prospectus or on the Academy website, by the published closing date.

All students wishing to continue into the Sixth Form from Year 11 are required to complete a Sixth Form Options form and return it to the Raising Standards Leader Post 16 by the published closing date.

There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.