

ADMISSION ARRANGEMENTS FOR SCHOOL YEAR 2020/2021

Co-ordination

Rickmansworth School (the School) will participate fully in the Hertfordshire co-ordinated admissions scheme for all maintained schools.

Criteria Summary:

1. Looked after children and previously looked after children. See note (a).
2. Not more than 23 (10%) places will be allocated to children, who do not qualify under any other Criterion, based on the nearness of their permanent home AddressBase Premium address point and the AddressBase Premium address point of the School at the time applications are required. See note (b).
3. Applicants who are children of a parent or legal guardian who is a permanent member of the school staff (as defined in the Admissions Code). See note (e).
4. Children with a brother or sister on the School's roll in Years 7 to 12 and who is reasonably expected to be on the School's roll in September 2019. See note (f).
5. Not more than 23 (10%) places will be available for applicants with a proven aptitude in music in descending order of merit as determined by the School's assessment arrangements. See note (h).
6. Not more than 57 (25%) places will be available by reference to academic ability in descending order of merit as determined by the School's assessment arrangements. See note (i).
7. Nearness of the child's permanent home AddressBase Premium address point and the AddressBase Premium address point of the School. See notes (b), (c) and (d)

Over-subscription Criteria

The School will admit pupils of all abilities to Year 7. The number of intended admissions in September 2020 is 226 pupils. This is the School's Published Admission Number (PAN) and reflects the School's capacity.

Where the number of applications for admission exceeds the number of places available, places will be allocated by the Governing Body under the following criteria in the order set out below. While no place can be guaranteed, we intend to allocate places to children who qualify under criteria (1), (2), (3) and (4). Thereafter, under criteria (5) and (6), applicants will be placed in categories as follows:

- (i) Those resident in the area defined by postcodes **beginning with** WD17, WD18, WD19, WD23, WD24, WD25, WD3, WD4, WD5, HA6 2 and HA6 3. This is our priority catchment area.*
- ii) Other candidates.

There are **up to** 80 places in total under criteria (5) and (6). We intend to admit up to 78 (97%) pupils from our priority catchment area, (i) above. The remaining 2 (3%) places will be allocated to category (ii) applicants (applicants from outside our priority catchment area). If there are insufficient applicants from category (i) of the criteria being allocated to reach 97%, the number will be made up with category (ii) applicants **within the same criteria**.

If there are insufficient applicants once places have been allocated under criteria (1) – (6) – including category (i) and (ii) applicants within criteria (5) and (6)–the remaining or unallocated places will be assigned to Criterion (7).

Children with a Statement of Special Educational Needs/EHC Plan

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names their school. Any such admission will have priority over all over-subscription criteria. In the event that a child with a statement of special educational needs/EHC Plan withdraws or discards the offer of a place following Allocation Day and up to and including the commencement of the academic year, the School reserve the right to offer such place to children who qualify under Criterion (7).

CRITERIA DETAILS FOR 2020/2021

1. Looked after children and previously looked after children

- (a) Rickmansworth School places a wider interpretation upon the Adoption and Children Act 2002 and offers priority placement to **all** children who are currently or have previously been looked after, irrespective of date.

Looked after children are those who are or have been:

- i. in the care of a Local Authority, but ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002 (Section 46) or became subject to a Child Arrangements Order (such as is defined in Section 8 of the Children Act 1989 as amended by Section 12 of the Children's and Families Act 2014 wherein any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order; or
- ii. the subject of Special Guardianship Order under the Section 14A of The Children Act 1989. Section 14A defines a Special Guardianship Order as an Order appointing one or more individuals to be a child's Special Guardian or Guardians; or
- iii. provided with accommodation by a Local Authority in the exercise of their social services functions (section 22(1) of The Children Act 1989).

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 Criterion 1.

All Criterion 1 applications must be confirmed as 'qualifying' by the Local Authority. No offers will be made under Criterion 1 without such confirmation.

The School Admission code refers throughout to **the UK care system and as such, Local Authority shall be defined within the confines of the United Kingdom.**

In the event that a child who qualifies under Criterion 1 withdraws or discards the offer of a place following Allocation Day and up to and including the commencement of the academic year, the School reserve the right to offer such place to children who qualify under Criterion (7).

2. and 7. Distance

- (b) All applications will be assessed under Criterion 2. Those eligible for one of the 23 places will be placed in descending rank order with respect to nearness of the applicant's permanent residence to the School. However, only those with a realistic possibility of being considered for a place under this criterion will be subject to a detailed 'straight line' distance measurement which is used in all home to school distance measurements for community and VC schools in Hertfordshire. 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. This is an objective method of measuring home to school distances consistently when applying admission rules. It does not take into account the actual or expected route a child will travel to school. The address points used for both residential properties and schools for admissions purposes are in accordance with the AddressBase Premium dataset and are not moved or manipulated by the admissions team. Address points are not consistently the boundary edge, front door or centre of the building. All home to school distances for admissions are measured consistently to the same AddressBase Premium address point for the School.

In previous years there have been a number of fraudulent applications made for the school and in most cases these were families residing within close proximity. In order to ensure a fair and equitable process, the Governors will request that all applicants allocated a place within our distance criteria (1 and 2) provide proof of their permanent residence.

The Governing Body reserve the right to investigate any applicant where an address may be considered as temporary and/or fraudulent. In all cases noted below, it must be demonstrated that any ties with a previous property are relinquished.

The School in association with Hertfordshire County Council will begin investigative procedures in the following circumstances:

- i. When a child's application address does not match the address of that child at their current school;
- ii. When a child is attending a primary school situated in a different authority to that of the School or the residential address;
- iii. When a child lives at a different address to the applicant;
- iv. When the applicant does not have parental responsibility;
- v. When a family move residence at any point during the Secondary Transfer process;
- vi. When one or more of the following applies:
 - a. The family has moved from a property where their application was less likely to be successful; or
 - b. The family has returned to an existing property which was occupied prior to the closing date of applications;
 - c. The family lived in rented accommodation for a short period of time (anything less than 18 months) over the application period and in particular if the end date of the term of the tenancy precedes the commencement of term;
 - d. Council tax information shows a different residence at the time of application;
 - e. The address on the application for the South West Herts Consortium School Tests is different to the address used at the time of application;
- vii. When a child starts at the School and their address is different from the address used at the time of application.
- viii. When a child starts at the School and they change address within the first academic year.

In the case of (vii) and (viii) above, if it is found that the family have returned to an existing property, such an application will be investigated and if deemed to have been made fraudulently, the Governors may withdraw the offer of a school place and/or refuse future applications made on behalf of the applicant's siblings. In all instances as set out above, the applicant may be at risk of the offer of a place being withdrawn as a result of an application that has been investigated and deemed to have been made fraudulently.

'Permanent Home Address' is also applicable where a family lives aboard a narrowboat or barge defined for these purposes as "houseboat". Such application will be required to be supported by the relevant documentation from The Canal and River Trust including, but not limited to, proof of permanent mooring rights and craft licence/standard canal and river licence. Seasonal mooring permits are not considered proof of Permanent Home Address due to their transitory nature.

Applications from children from overseas

An application for a school place will not normally be accepted from overseas addresses.

Although some Local Authorities will accept overseas applicants, the co-ordinating authority for this School, Hertfordshire County Council, will not allocate a school place to a child until they are resident in the UK.

The exception to this is for children of UK service personnel and crown servants. In these cases the co-ordinating authority for this School 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 date and a Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

If an applicant owns a property in the UK but is not living in it, perhaps because they are working abroad at the time of application, such address will not be accepted for the purposes of admission until the child is resident at that address.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

- (c) In the event that two or more applicants are equally entitled to be offered a place under a Criterion, it will be offered to the applicant, whose permanent home address is nearest to the school, using the method applied by Hertfordshire County Council and data provided by them. [See also note (b)]
- (d) The assessment of applications under Criterion 7 will be undertaken using the method described under Criterion 2 in note (b) above. For further information please see Section 8 of the Admissions Policy for Secondary Transfer.

3. Children of Staff

- (e) Application under this criterion must be submitted by the staff employee parent. A member of staff must either have been i) employed at the school for two or more years at the time at which the application for admission to the school is made or ii) recruited to fill a post for which there is a demonstrable skill shortage.

4. Siblings

- (f) ‘Sibling(s)’, ‘Brothers’ and ‘sisters’ wherever mentioned in the admission criteria are 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 after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application.

Parents who submit applications under Criterion 4 must confirm that an elder sibling of the applicant is on the School’s roll at the time the application is required. The School will presume if the elder sibling is in Years 7 – 12, he or she will be on its roll in September 2019

- (g) Where applications are made on behalf of twins and only one twin qualifies for admission the School intends to allocate places to both children conditional on both twins attending the School. If the qualifying twin withdraws, then the second place is forfeit. This principle will apply to other multiple births, such as triplets.

5. Musical Aptitude

- (h) The Admissions Code requires admission tests to take place - and the outcomes to be notified to parents - before they apply for a place at any school. All potential applicants for places under Criterion 5 therefore must sit a written test of musical aptitude. **If your child has not taken this test, your child is not eligible to apply under this Criterion.** When completing the SIF you **MUST** supply the South West Herts Consortium Schools Test Reference Number or your application will not be considered under the Musical Ability Criterion. The test is of approximately 40 minutes' duration and does not require any previous knowledge of music or music theory. There will be 60 questions in total in four sections: pitch, rhythm, texture and melody. Further details are to be found at www.rickmansworth.herts.sch.uk/admissions.

There will be one test session in September 2019. Candidates will be notified in advance of the test venue. The music test will be administered jointly with St. Clement Danes School, Croxley Danes School, Parmiter’s School, Queens’ School, Rickmansworth School, Watford Grammar School for Girls and Watford Grammar School for Boys. Those unable to attend on this date due to compelling religious or medical reasons will be offered one alternative date. Late registration for this test will not be permitted.

A limited number of candidates will be invited back to perform a single piece on their chosen instrument or vocally. This will be a free choice of piece, which should last no longer than three minutes. As there is a free choice of instrument and piece, it will allow candidates of all abilities and all cultures equal opportunity to succeed. Those invited back will be given an individual appointment during the school day. If your child does not progress to the audition (2nd) stage of the test, Criterion 5 will not be applicable to you.

The outcome of the test of musical aptitude will be notified to parents in October 2019. Details of key dates regarding testing are available on the School website.

6. Academic Ability

- (i) As with note (f), potential applicants under Criterion 6 will be required to take a verbal reasoning test and mathematics test before parents apply to any school. If your child has not taken this test, your child is not eligible to apply under this Criterion. When completing the SIF you **MUST** supply the South West Herts Consortium Schools Test Reference Number or your application will not be considered under the Academic Ability Criterion. No minimum score will be required to gain admission, places being offered strictly in descending order of candidates’ standardised test scores. Preparation for the tests is unnecessary. The tests will be administered by the school jointly with Parmiter’s School, Queens’ School, Rickmansworth School, St Clement Danes School, Watford Grammar School for Girls and Watford Grammar School for Boys. Eventual applicants to more than one school under criteria requiring a proven measure of academic ability will be assessed by these jointly administered tests.

¹ 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.

² 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.

Information about the tests (including examples of questions) and details of arrangements will be made available to all academic test candidates. The test date for applicants from the Admission Area is published on the School website. Those unable to attend on this date due to compelling religious or medical reasons will be offered one alternative date. Late registration for this test will not be permitted.

The outcome of the academic test will be notified to parents in October 2019*.
Details of key dates regarding testing are available on the School website.

*Parents who consider their child to be disadvantaged under the terms of the Disability Discrimination Act or to have special educational needs must provide **independent written evidence prior** to the time they elect to take the tests so that appropriate provision can be made. **If you do not provide this independent written evidence prior to the time elected to take the test, the test centre will not be in a position to provide the appropriate provision.** Parents will be informed in advance of the test date of any special arrangements to be made for their child for the tests. Further information with regard to the tests can be obtained at www.swhertsschools.org.uk.

Appeals

For the Secondary transfer intake

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 and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system"

For In Year Admissions

We will write to you with the outcome of your application and if you have been unsuccessful, we will include information should you wish to appeal online at www.hertfordshire.gov.uk/schoolappeals



RICKMANSWORTH SCHOOL

SCOTS HILL RICKMANSWORTH HERTS WD3 3AQ

Local Authority No. 690

DfE No. 919/5400

APPLICATION FOR ADMISSION 2020 (Supplementary Information Form)

Parents seeking a place for their child at Rickmansworth School in September 2020 **must complete this Supplementary Information Form (the SIF) as well as their local authority's secondary transfer form (the CTF)**. This applies to all parents, including those who already have children at this school. This form must be returned directly to Rickmansworth School by **Thursday 31st October 2019**. Please note that the deadline for your local authority's form is likely to be different.

Please complete this form, **clearly in CAPITAL LETTERS** and in ink and return it to the Admissions Officer, at the address above. **IF YOU REQUIRE A RECEIPT, PLEASE ENCLOSE A STAMPED, SELF-ADDRESSED ENVELOPE.**

WE WILL NOT CONFIRM RECEIPT WITHOUT AN SAE. Unless you are providing evidence of Special Educational Needs or have moved house within the preceding six months, **please do not enclose any supporting documentation or proof of address information.** If you are posting the form please apply the **CORRECT POSTAGE, THE SCHOOL DOES NOT ACCEPT UNDERPAID MAIL.** Please allow a **minimum of 10 school days following submission** to receive confirmation of receipt. Your form will not be accepted if submitted via email.

Child's Surname First Name(s)

Child's Address

Postcode Date of birth Sex..... MALE/FEMALE.....

Name(s) of parent(s)/guardian(s)

Telephone numbers: home mobile.....

e-mail address

Current School:

Is your child a Twin? YES NO *if yes, please ensure you submit a supplementary information form for each child.*

Is your child a Sibling of a Rickmansworth School student in Years 7-12? YES NO *if yes, please complete the section below.*

If your child is the Sibling of a child already at Rickmansworth School, please give details (brother or sister) and current Year Group. Please do not provide details of Siblings no longer on roll:

<u>Full name</u>	<u>Relationship</u>	<u>Current Year Group</u>
.....
.....
.....

Please read the Admission Arrangements overleaf and answer **all** the following questions by **CIRCLING** either YES or NO. You should answer **YES** to at least one question.

- (1) Has the applicant been in public care or is in public care now? *See Criterion 1 and note (a)* YES NO
- (2) Have you given the child's permanent address? *See Criteria 2 and 7, and note (b)* YES NO
- (3) Does the applicant have a parent or legal guardian who is a permanent member of the School staff? YES NO
See Criterion 3 and note (c)
- (4) Does the applicant have a brother or sister on Rickmansworth School's roll in Years 7-12? YES NO
See Criterion 4 and note (d)
- (5) Is the application for a place under musical aptitude? *See Criterion 5 and note (f)* YES NO
SWHCS Test Reference Number: _____/SWHSC_TESTS/2019 (*this information **must** be provided*)
- (6) Is the application for a place under academic ability? *See Criterion 6 and note (g)* YES NO
SWHCS Test Reference Number: _____/SWHSC_TESTS/2019 (*this information **must** be provided*)

To the best of my knowledge the information given by me in connection with this application is correct, and I agree to notify the Admissions Officer at Rickmansworth School immediately of any change of address or other circumstances which in any way might affect this application. I understand that this information will be checked, including the address.

Signed: (Parent or Guardian) Date: