



ST CLEMENT DANES SCHOOL

Founded in 1862

Determined - ADMISSIONS POLICY FOR SECONDARY TRANSFER 2020

GENERAL INFORMATION

St Clement Danes School educates students between the ages of 11 and 18. It is a co-educational, all ability school. The school is proud of its long history, rich traditions and values. The school was founded as a secondary school in 1862. As an Academy, the Admissions Committee of the Governing Board, which includes the Headteacher, is responsible for all admissions to the school. The school has been supported, throughout its history, by the Trustees of the Holborn Estate Charity, founded in 1551.

Every secondary transfer applicant to St Clement Danes School must complete the Common Application Form for their home Local Authority. Applicants wishing to apply under criterion 3 (Children of Staff), criterion 4 (Musical Aptitude) and/or criterion 5 (Academic Ability) must also complete a St Clement Danes Supplementary Information Form. If there are fewer applications than places available, the school will allocate places to all applicants.

It is the Governors' policy that students will be taught within their normal age group because the school's curriculum is differentiated for all abilities within the cohort. They will only consider an exception to this if there are extenuating circumstances submitted with the application as to why a student should be educated out of year.

1. CHILDREN LOOKED AFTER (CRITERION 1)

Looked after children will be prioritised under this criterion. 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 order¹ or a special guardianship order². 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 this criterion.

In order to apply under this criterion, the following official evidence must be submitted to the Admissions Officer at the school no later than 31st October in the application year: an Adoption Certificate, a Child Arrangements Order or a Special Guardianship Order, along with evidence from a local authority to show that the child is in their care or was in their care immediately prior to being adopted.

Places are allocated to children looked after according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

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 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under criterion 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 criterion 1.

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.

² *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.

2. SIBLINGS (CRITERION 2)

- 2.1 St Clement Danes School has always valued the tangible sense of community. Hence the Governors place great importance upon Admission Criterion 2.
- 2.2 For the purposes of the School's Admission Criteria, a sibling is defined as an applicant who has at least one natural parent (or parent by legal adoption/carer) in common with a student at the school, a looked after or previously looked after child (this does not include children temporarily living in the same house). In every case the siblings must reside at the same family home as each other, at least, Monday to Friday. The parent must also have parental responsibility for the child.
- 2.3 A brother or sister is considered to have a sibling connection only if their older brother or sister will be attending the school at the time of application of the younger sibling.
- 2.4 In the case of twins/multiple births from the same household, if only one twin qualifies for admission, the school will 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. Additional place(s) will be counted as sibling admissions. If children of multiple births are tied for the final place, those siblings will be admitted over the published admissions number.
- 2.5 Where there is more than one sibling on the continuing interest list, the applicant who lives closest to the school, in a straight line as determined by AddressBase Premium, will be allocated a place first.

3. CHILDREN OF STAFF (CRITERION 3)

Children of staff employed by the Governors of St Clement Danes School, or of staff employed by the Danes Educational Trust whose contract of employment names St Clement Danes School as the primary place of work, will be allocated a place if either or all of the following conditions are met:

- a. Where a member of staff has been employed at the school for two or more years at the time the application is made.
- b. Where the Governors can demonstrate that the member of staff has been recruited to fill a vacant position for which there is a demonstrable skills shortage.
- c. In addition to either (a) or (b) the child must live at the same permanent address as the member of staff.

4. SELECTIVE CRITERIA (CRITERIA 4 AND 5)

- 4.1 The new School Admissions Code, which came into force in 2014, requires all schools that use aptitude and academic tests as part of their admission arrangements, to inform parents of the outcome of these tests before the secondary transfer application deadline, **31 October 2019** (for applicants for the 2020 academic year). This is to ensure parents are able to make an informed choice of school.

- 4.2 Applicants who wish to apply under the musical aptitude and/or academic ability tests need to have applied to sit the tests through the South West Herts Schools Consortium between **22nd April 2019** and **21st June 2019** in order to be considered under criteria 4 and/or 5 for entry at Secondary Transfer 2020. The tests will take place in September and parents will be informed of the outcome of the tests before the deadline for Secondary Transfer applications. This is to ensure parents are able to make an informed choice of their preferred schools. The result of the test is not a guarantee of a selective place.
- 4.3 Admission criteria 4 and 5 allow parents to apply for a place if their child has particular abilities and/or aptitudes which would benefit from the unique environment provided at the school.
- 4.4 As the sibling criterion is ranked higher than criteria 4 and 5 it is not usual practice for sibling applicants to sit either the Musical Aptitude test (criterion 4) or the Academic Ability test (criterion 5).
- 4.5 For the application to be considered under criterion 4, i.e. Musical Aptitude, the applicant will sit a written aptitude test in music. The test is based entirely on responses to aural tests and does not require any knowledge of music theory or previous musical knowledge. The test consists of four main types of questions, namely pitch, melody, texture, and rhythm. Candidates who achieve a high mark in the aural test will be asked back to perform a single piece on their chosen instrument or vocally. Their aptitude for music will be assessed from this performance and as there is a free choice of instrument and piece this will enable candidates of all abilities and all cultures to succeed.
- 4.6 Candidates applying under criterion 5, i.e. Academic Ability, will be required to take a verbal reasoning test and a mathematics test, which will be used to assess their academic ability. No minimum score will be required to gain admission; places will be allocated in descending order of each applicant's standardised test score, priority being given to applicants obtaining the highest standardised score.
- 4.7 Applications for the tests should be made through South West Hertfordshire Schools Consortium website www.swhertsschools.org.uk. This website also provides answers to frequently asked questions, examples of test questions and information regarding the testing arrangements.
- 4.8 The tests for Musical Aptitude and Academic Ability will be administered with other local schools. Applicants to more than one of these schools under the criteria requiring a proven measure of academic ability or musical aptitude will be assessed by these jointly administered tests.
- 4.9 A reserve list will operate for both the Musical Aptitude test and Academic Ability test, in strict merit order, from which subsequent offers will be made, should there be any withdrawal. In the case of applicants with the same score, the place will be allocated to the applicant whose permanent home address is closest to the school.
- 5. DISTANCE (CRITERIA 6 AND 7)**
- 5.1 Any remaining places will be allocated on distance. For the purposes of Criteria 6 and 7, an applicant's home address shall be the family home for the applicant for a period of a minimum of 2 years immediately prior to application. Where an applicant has not been in residence at the stated address for the period of two years prior to application, it shall be the responsibility of the applicant to demonstrate the authenticity of the applicant's address and that the address is permanent. The school may check the authenticity of the address stated. Proof of residence may be requested and must be provided.

- 5.2 Where parents/carers share residence for part of the week then both home addresses must be quoted and the address of the parent where the child spends the majority of their time will be considered as the permanent home address. Where an applicant lives equally between two addresses the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation should be provided. In all cases, the relevant parent must have parental responsibility (sole or shared) for the applicant.
- 5.3 The Governors are concerned to ensure that applicants who provide misleading, incomplete or fraudulent information for admissions do not deprive other applicants of a rightful place. The Governors will consider each application and apply the schools admissions rules where an address appears to be temporary or false. An application from a home address which is rented accommodation will also be viewed critically and may be refused if, inter alia:-
- a. the rental agreement has been contracted in the 12 month period prior to the closing date for admissions;
 - b. the family has recently moved from a property from which their application was less likely to be successful;
 - c. there are reasonable grounds to believe that the home address provided is an "accommodation" address for the purposes of a fraudulent application; or
 - d. evidence of the parental address is not supplied at the time application is made.

Where a family is renting a property with a Tenancy Agreement the agreement must be for at least 2 years with no break clause and the applicant must show they have relinquished all ties to the previous address, or that the move is not easily reversible. If the applicant does not meet the above requirements, then the parental address will remain that at which the parent was resident before the period of temporary residence began.

Where a family has moved within the 12 month period prior to the closing date for admissions and has a previous property which has not been sold then that property should be leased, through an agency, for a minimum period of 2 years with no break clause and moving back in to the property would not be possible.

- 5.4 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 the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.
- 5.5 Applications must be made from the address where the applicant is residing at the time of application. If the applicant changes address after applying for a place at the school, the applicant should advise the school and County Council in writing, immediately. Provision of an incorrect home address or other false information is likely to lead to the withdrawal of an offer of a place.
- 5.6 St Clement Danes School is an autonomous admitting authority and as such will make the decision as to whether or not to accept a change of address during the secondary transfer process.

6. TIE BREAK

- 6.1 The distance criteria (Criteria 6 and 7) are measured to two decimal places. If the next allocation is to two or more applicants and their distances are identical, then a random selection will be made.

- 6.2 Within the selective criteria, (Criterion 4 – Musical Aptitude and Criterion 5 – Academic Ability) if the next allocation is to two or more applicants with identical scores, then the place will be allocated to the applicant who lives closest to the school. If the applicants have identical scores and distance measurements, then a random selection will be made.
- 6.3 Random selection will be carried out by using a unique reference number. Every child entered onto the Hertfordshire County Council admissions data base has an individual random number assigned, against each preference school. When there is need for a final tie break the lowest number will be given priority.

7. APPLICATION PROCESS

- 7.1 St Clement Danes School participates within the co-ordinated admission arrangements operated by the Local Authority.
- 7.2 All applicants are required to complete the Secondary Application Form provided by the Local Authority in which they reside. Applicants must rank St Clement Danes School as one of their preferences on the Common Application Form if they wish their application to be considered by the school. For Hertfordshire residents this form can be found on line at www.hertfordshire.gov.uk or paper applications are available on request. Residents of other Local Authorities should contact their home Authority for details of the Secondary Application Form.
- 7.3 Applicants wishing to apply under criterion 3, 4 and/or 5 are requested to complete a St Clement Danes School Supplementary Information Form. The form, once completed, must be returned to the School. If the school does not receive a Supplementary Information Form, i.e. the school's own application form, by the closing date for applications, then the school will be unable to judge the application against its own admission criteria. If an applicant has not taken the tests prior to applying for a place at the school then it will not be possible for the application to be considered under Criteria 4 and/or 5.
- 7.3 The closing date for applications is **31st October 2019**. Late applications can only be considered if the child's name is included on the list received by the school from the County Council.

8. CONTINUING INTEREST LIST

- 8.1 If your child is allocated a place at a school that you ranked higher than St Clement Danes on the Local Authority application, then the Governors would not normally add the applicant's name to the continuing interest list as they would assume your preference had been met.
- 8.2 Applicants who have not been allocated a school they ranked higher than St Clement Danes will automatically have their name added to the continuing interest list, should any places become available, allocations will be made in accordance with the schools oversubscription criterion. The list will cease to operate at the end of the autumn term 2020 and applicants who wish to remain on the continuing interest list will need to complete an in-year application form.
- 8.3 Following allocations, on 1st March, unsuccessful applicants will be given their position on the continuing interest list.
- 8.4 The Governors' policy is not to consider repeat applications during the same academic year unless there has been a significant change in circumstances relevant to the application.

9. ADDITIONAL INFORMATION

- 9.1 Applicants and their parents are provided with comprehensive information about the school and the application process. This information is available in the School Prospectus, the insert

booklet given to each applicant on the Open Day and on the school website www.stclementdanes.org.uk.

- 9.2 The school and the Headteacher provide information at the Open Day, held in October, for all prospective applicants.
- 9.3 The school holds an Open Morning prior to the deadline for application. On these occasions a member of the Senior Leadership Team is available to provide further information requested by individual parents.
- 9.4 Following the deadline for application, the Headteacher does not meet with applicants.
- 9.5 If an applicant or unsuccessful applicant requests further information, they may be directed to the sources of information already provided, if this is applicable.
- 9.6 The school will provide information for unsuccessful candidates. This will take the form of a comprehensive Pupil Audit report giving positions on the continuing interest lists in March 2020. The school also provides detailed generic information on the school's website www.stclementdanes.org.uk.

10. EDUCATIONAL HEALTH AND CARE PLAN

The Governors will meet their legal obligation to allocate a place to an applicant who has an Education, Health and Care Plan (EHCP) that names St Clement Danes School. These children will be admitted as part of the schools published admissions number before the oversubscription criteria are used.

11. WITHDRAWAL OF A PLACE

The Governors of the school will withdraw an offer of a place if the place is offered in error, a parent fails to respond to an offer within a reasonable time or the Governors offered the place on the basis of a fraudulent or intentionally misleading application from a parent or in the case where negligent misstatement has been made. Applicants must inform the Governors of any change in circumstances relating to the application immediately, and in writing. A decision will then be made as to whether or not this affects the application or the place offered.

12. APPEALS

Parents wishing to appeal who applied through Hertfordshire's online system should log into 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 registration details and then log in to www.hertfordshire.gov.uk and click on the link "log into appeals system".



ST CLEMENT DANES SCHOOL

Founded in 1862

ADMISSION CRITERIA FOR SECONDARY TRANSFER 2020

The school is a co-educational, all-ability Academy. The Admissions Committee of the Governing Body, which includes the Headteacher, is responsible for all admissions to the school.

The Published Admissions Number (PAN) for year 7 will be 240 students.

How places are allocated

When the applications for admission exceed the number of places available, the following oversubscription criteria will be applied, in the order set out below.

1. The Governors will fulfil their legal obligation to allocate a place to a looked after child or a child who was previously looked after. For further details please read Section 1 of the Admissions Policy.
2. Children whose brother or sister is in attendance at the school at the time of application. For further details please read Section 2 of the Secondary Transfer Admissions Policy.
3. Children of staff who are permanently employed to work at St Clement Danes School. For further details please read Section 3 of the Secondary Transfer Admissions Policy.
4. Up to 10% of places will be for students demonstrating musical aptitude as determined by test during the autumn term. For further details please read Section 4 of the Secondary Transfer Admissions Policy.
5. Up to 10% of places will be for students demonstrating academic ability. This will be determined by test during the autumn term and places will be awarded in merit order. For further details please read Section 4 of the Secondary Transfer Admissions Policy.
6. Distance places will be allocated on the basis of proximity to the school, with priority given to WD3 postcodes only. The distance from the school to an applicant's home address is calculated using a straight line distance measurement provided by AddressBase Premium. For further details please read Section 5 of the Secondary Transfer Admissions Policy.
7. Any remaining places will be allocated on the basis of proximity to the school, outside the WD3 postcode area. The distance from the school to an applicant's home address is calculated using a straight line distance measurement provided by AddressBase Premium. For further details please read Section 5 of the Secondary Transfer Admissions Policy.

Children with Statements of Special Educational Needs or an Education, Health and Care Plan are not subject to the oversubscription criteria and parents are advised to read Section 10 of the Secondary Transfer Admissions Policy.

Parents are strongly advised to read the school's Prospectus, Admissions Policy and information regarding the Musical Aptitude test and Academic Ability test before submitting their application. Further information regarding admission to St. Clement Danes School can also be found on the school website www.stclementdan.es.org.uk

Headteacher: Toby Sutherland MA, MEd
CEO, Danes Educational Trust: Dr Josephine Valentine OBE

Chenies Road, Chorleywood, Hertfordshire WD3 6EW

Tel: 01923 284169 Email: enquiries@stclementdan.es.org.uk Web: www.stclementdan.es.org.uk

Part of Danes Educational Trust - Company Number 7671949. Registered in England and Wales at the above address

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO
ST CLEMENT DANES SCHOOL AT SECONDARY TRANSFER 2020

Chenies Road, Chorleywood, Hertfordshire WD3 6EW. Telephone for Admissions 01923 286680

Please complete this form in **black ink** and **block capitals** and return it to the Admissions Officer at the above address not later than **31 October 2019**. Should you wish to receive an acknowledgement of your application, please stamp and self-address a postcard. All Secondary Transfer applicants must complete the **COMMON APPLICATION FORM (CAF)** for their home Local Authority and this form if applying under criteria 3, 4 and/or 5.

CHILD'S SURNAME:

CHILD'S FORENAMES:

DATE OF BIRTH: GENDER: MALE FEMALE (please tick)

PERMANENT HOME ADDRESS: *(at time of application)*

.....

COUNTY: POSTCODE:

NAME FATHER/GUARDIAN:

NAME MOTHER/GUARDIAN:

TELEPHONE NO HOME AND/OR MOBILE NUMBER.....

EMAIL ADDRESS.....

Before continuing, please read carefully the Admissions Criteria and the Admissions Policy to ensure that your application is completed appropriately. PLEASE TICK THE ADMISSIONS CRITERIA by which you wish your child to be considered. You may wish your application to be considered under more than one criterion.

Criterion 3 Children of Staff

Criterion 4 Musical Aptitude

Criterion 5 Academic Ability

If you select to apply under the Music Aptitude Test or the Academic Test you must have already taken the test and have received the result.

To the best of my knowledge the information given by me in connection with this application is correct and I agree to notify the Headteacher immediately of any change of my address or other circumstances.

I have completed the Secondary Application Form (CAF) and returned it to my Local Authority.

Signed: (Parent/Guardian) Date:

IF USING AN A4 ENVELOPE PLEASE USE THE CORRECT STAMP
THE SCHOOL DOES NOT ACCEPT UNDERPAID MAIL



ST CLEMENT DANES SCHOOL

Founded in 1862

IN-YEAR ADMISSIONS POLICY

GENERAL INFORMATION

St. Clement Danes School educates students between the ages of 11 and 18. It is a coeducational, all ability school. The school is proud of its long history, rich traditions and values. The school was founded as a secondary school in 1862. As an Academy the Admissions Committee of the Governing Board, which includes the Headteacher, is responsible for all admissions to the school. The school has been supported throughout its history by the Trustees of the Holborn Estate Charity founded in 1551.

St. Clement Danes School provides access to wide-ranging curricular and extra-curricular opportunities and facilities which are a strength of the school. At Secondary Transfer, 10% of the intake is admitted on the basis of aptitude in music and a further 10% on their proven academic ability.

It is the Governors' policy that students will be taught within their normal age group because the school's curriculum is differentiated for all abilities within the cohort. They will only consider an exception to this if there are extenuating circumstances submitted with the application as to why a student should be educated out of year.

The definition of an In-year admission is an application received for Years 7 – 11 at any time other than secondary transfer (which is defined as up to allocation day in March). Admissions for external candidates applying to join the Sixth Form, to commence studies at the beginning of the academic year in year 12, are administered through the Sixth Form Admissions Process.

1. CHILDREN LOOKED AFTER (CRITERION 1)

Looked after children will be prioritised under this criterion. 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 order¹ or a special guardianship order². 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 this criterion.

In order to apply under this criterion, the following official evidence must be submitted with the application form: an Adoption Certificate, a Child Arrangements Order or a Special Guardianship Order, along with evidence from a local authority to show that the child is in their care immediately prior to being adopted.

Places are allocated to children looked after according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

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 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under criterion 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 criterion 1.

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.

² 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.

2. SIBLING (CRITERION 2)

- 2.1 St. Clement Danes School has always valued the tangible sense of community. Hence the Governors place great importance upon Admission Criterion 2.
- 2.2 For the purposes of the School's Admission Criteria, a sibling is defined as an applicant who has at least one natural parent (or parent by legal adoption/carer) in common with a student at the school, a looked after or previously looked after child (this does not include children temporarily living in the same house). In every case the siblings must reside at the same family home as each other, at least, Monday to Friday. The parent must also have parental responsibility for the child.
- 2.3 A brother or sister is considered to have a sibling connection only if their sibling will be attending the school at the time of application is made.
- 2.4 In the case of twins/multiple births from the same household, if only one twin qualifies for admission, the school will 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. Additional place(s) will be counted as sibling admissions. If children of multiple births are tied for the final place, those siblings will be admitted over the published admissions number.
- 2.5 Where there is more than one sibling on the continuing interest list the applicant who lives closest to the school, in a straight line, as determined by AddressBase Premium will be allocated a place first.

3. CHILDREN OF STAFF (CRITERION 3)

Children of staff employed by the Governors of St Clement Danes School, or of staff employed by the Danes Educational Trust whose contract of employment names St Clement Danes School as the primary place of work, will be allocated a place if either or all of the following conditions are met:

- a) Where a member of staff has been employed at the school for two or more years at the time the application is made.
- b) Where the Governors can demonstrate that the member of staff has been recruited to fill a vacant position for which there is a demonstrable skills shortage.
- c) In addition to either (a) or (b) the child must live at the same permanent address as the member of staff.

4. DISTANCE (CRITERION 4)

- 4.1 Any remaining places will be allocated on distance. For the purposes of Criterion 4, an applicant's home address shall be the family home for the applicant for a period of a minimum of 2 years immediately prior to application. Where an applicant has not been in residence at the stated address for the period of two years prior to application, it shall be the responsibility of the applicant to demonstrate the authenticity of the applicant's address and that the address is permanent. The school may check the authenticity of the address stated. Proof of residence may be requested and must be provided.

- 4.2 Where parents/carers share residence of the child for part of the week then both home addresses must be quoted and the address of the parent where the child spends the majority of their time will be considered as the permanent home address. Where an applicant lives equally between two addresses the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation should be provided. In all cases, the relevant parent must have parental responsibility (sole or shared) for the applicant.
- 4.3 The Governors are concerned to ensure that applicants who provide misleading, incomplete or fraudulent information for admissions do not deprive other applicants of a rightful place. The Governors will consider each application and apply the schools admissions rules where an address appears to be temporary or false. An application from a home address which is rented accommodation will also be viewed critically and may be refused if, inter alia:-
- a) the rental agreement has been contracted in the 12 month period prior to the closing date for admissions;
 - b) the family has recently moved from a property from which their application was less likely to be successful;
 - c) there are reasonable grounds to believe that the home address provided is an "accommodation" address for the purposes of a fraudulent application; or
 - d) evidence of the parental address is not supplied at the time application is made.

Where a family is renting a property with a Tenancy Agreement the agreement must be for at least 2 years with no break clause and the applicant must show they have relinquished all ties to the previous address, or that the move is not easily reversible. If the applicant does not meet the above requirements, then the parental address will remain that at which the parent was resident before the period of temporary residence began.

Where a family has moved within the 12 month period prior to the closing date for admissions and has a previous property which has not been sold then that property should be leased, through an agency, for a minimum period of 2 years with no break clause and moving back in to the property would not be possible.

- 4.4 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 the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.
- 4.5 Applications must be made from the address where the applicant is residing at the time of application. If the applicant changes address after applying for a place at the school, the applicant should advise the school in writing, immediately. Provision of an incorrect home address or other false information is likely to lead to the withdrawal of an offer of a place.
- 4.6 St. Clement Danes School is an autonomous admitting authority and as such will make the decision as to whether or not to accept a change of address.

5. TIE BREAK

The distance criterion is measured to two decimal places. If the next allocation is to two or more applicants and their distances are identical to two decimal places, then a random selection will be made.

6. CONTINUING INTEREST LIST

- 6.1 The school is usually fully subscribed in all year groups and operates a Continuing Interest List for applicants who wish to be considered should a place become available in the relevant year group. Applicants who have not been allocated a place have their name added to the continuing interest list, ranked in order of eligibility. Each time an application is received and a child is added to the continuing interest list, the list will be ranked again. If a place becomes available, candidates on the continuing interest list are reviewed, and the place is allocated in accordance with the in-year oversubscription criteria. It is the policy of the school to obtain information regarding the student from the present or previous school once an offer has been made.
- 6.2 The school has to prioritise children with an Educational Health and Care Plan and those allocated a place through the fair access protocol which operates in South West Hertfordshire over those on the continuing interest list.
- 6.3 The Governors Policy is not to consider repeat applications during the same academic year unless there have been significant changes in circumstances relevant to the application.

7. EDUCATIONAL HEALTH AND CARE PLAN (EHCP)

The Governors will meet their legal obligation to allocate a place to an applicant who has an Education, Health and Care Plan (EHCP).

8. WITHDRAWAL OF A PLACE

The Governors of the school will withdraw an offer of a place if the place is offered in error, a parent fails to respond to an offer within a reasonable time or the Governors offered the place on the basis of a fraudulent or intentionally misleading application from a parent or in the case where negligent misstatement has been made. Applicants must inform the Governors of any change in circumstances relating to the application immediately, and in writing. A decision will then be made as to whether or not this affects the application or the place offered.

9. APPEALS

Hertfordshire Local Authority manage all St. Clement Danes admissions appeals. If you are advised by the school that your application is unsuccessful, Hertfordshire County Council will contact you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals

The Admission Criteria and Policy for In-year Admission are reviewed annually by the Governors of St. Clement Danes School.

APPLICATION FOR IN-YEAR ADMISSION

ST CLEMENT DANES SCHOOL

Chenies Road, Chorleywood, Hertfordshire WD3 6EW. Telephone for Admissions: 01923 286680

Please complete this form in **black ink** and **block capitals** and return it **unfolded** to the Admissions Officer at the above address as soon as possible. Should you wish to receive an acknowledgement of your application, please include a stamped and self-addressed postcard.

CHILD'S SURNAME:.....

CHILD'S FORENAMES:.....

GENDER: MALE FEMALE (please tick)

DATE OF BIRTH:..... AGE AT LAST BIRTHDAY:.....

HOME ADDRESS:.....

..... POSTCODE:.....

EMAIL ADDRESS:.....

NAME FATHER/GUARDIAN:.....

NAME MOTHER/GUARDIAN:.....

DAYTIME TELEPHONE NO/MOBILE NO:.....

PRESENT SCHOOL:..... SCHOOL TELEPHONE NO:.....

Before continuing, please read carefully the Admissions Criteria and Admissions Policy to ensure that your application is completed appropriately.

1. Does the applicant have an EHC Plan (or Statement of Special Educational Needs) that names the school?
YES / NO
2. Is this applicant a "Child Looked After," or a "Child Previously Looked After?"
YES / NO
3. Does the applicant have a parent who is a permanently employed by the school?
YES / NO
If YES - please give the name of the member of staff
4. Does the applicant have a sibling currently attending St Clement Danes School?
YES / NO
If YES, please give the name and form of the sibling:

Dates of attendance From To

To the best of my knowledge the information given by me in connection with this application is correct and I agree to notify the Headteacher immediately of any change of my address or other circumstances.

Signed..... (Parent or Guardian) Date.....

IF USING AN A4 ENVELOPE PLEASE USE THE CORRECT STAMP
THE SCHOOL DOES NOT ACCEPT UNDERPAID MAIL



ST CLEMENT DANES SCHOOL
Founded in 1862

APPLICATION FOR IN-YEAR ADMISSION

The school is a co-educational and all ability Academy. The Admissions Committee of the Governing Body, which includes the Headteacher, is responsible for all admissions to the school.

The admission number for the school in September 2019 is 240 students in year 7, 8 and 9, 238 students in year 10 and 208 students in year 11.

How places are allocated

When the applications for admission exceed the number of places available, the following oversubscription criteria will be applied, in the order set out below.

1. The Governors will fulfil their legal obligation to allocate a place to a looked after child or a child who was previously looked after. For further details please read Section 1 of the In-year Admissions Policy.
2. Children whose brother or sister is in attendance at the school at the time of application. For further details please read Section 2 of the In-year Admissions Policy.
3. Children of staff who are permanently employed to work at St Clement Danes School. For further details please read Section 3 of the In Year Admissions Policy.
4. Any remaining places will be allocated on the basis of proximity to the school, with priority given to WD3 postcodes only. The distance from the school to an applicant's home address is calculated using a straight line distance measurement provided by AddressBase Premium. For further details please read Section 4 of the In-year Admissions Policy.

Children with Statements of Special Educational Needs or an Education, Health and Care Plan are not subject to the oversubscription criteria and parents are advised to read Section 7 of the In Year Admissions Policy.

Parents are advised to read the school's Prospectus and In-year Admissions Policy before submitting their application. In-year Admission is defined as any admission to year 7 – 11 at any other time than by the co-ordinated secondary transfer process.

Parents have the right to appeal against refusal of admission to the school. Hertfordshire Local Authority manage St. Clement Danes admissions appeals. If you are advised by the school that your application is unsuccessful, Hertfordshire County Council will contact you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Further information regarding admission to St. Clement Danes School can also be found on the school website www.stclementdan.es.org.uk

Headteacher: Toby Sutherland MA, MEd
CEO, Danes Educational Trust: Dr Josephine Valentine OBE

Chenies Road, Chorleywood, Hertfordshire WD3 6EW

Tel: 01923 284169 Email: enquiries@stclementdan.es.org.uk Web: www.stclementdan.es.org.uk

Part of Danes Educational Trust - Company Number 7671949. Registered in England and Wales at the above address.



ADMISSIONS INFORMATION and application process

Entry Criteria

St. Clement Danes School Sixth Form encourages applications from students currently at St. Clement Danes School as well as students from other institutions. All existing St. Clement Danes Year 11 students who apply for a place in Sixth Form are eligible for a place if they achieve the following minimum criteria. Students in Year 11 at other local schools wishing to enter our Sixth Form will need to fulfil the same criteria. To be eligible for entry into Year 12 students must, as a minimum:

- Attain at least a grade 5 in English Language/English Literature GCSE
- Attain at least a grade 5 in Mathematics GCSE.
- Attain grade 5 or above in at least three other subjects at GCSE.
- Attain the subject specific grade requirements and relevant GCSE Best 8 average point score to access their 3 chosen Level 3 courses; the specific subject and pathway entry requirements for each A-level are published on page 3-5 of this booklet.

Admissions Numbers

- All students in Year 11 at St. Clement Danes School who apply for a place in the Sixth Form and who meet the academic entry criteria are entitled to a place in the St. Clement Danes Sixth Form.
- The minimum number of external applicants to be admitted is 35. The upper limit of successful Year 12 external applicants will be based, not on total Year 12 numbers projected for the following academic year, but on the projected numbers and sizes of the teaching groups. Applications will be refused where the school considers the size of teaching sets to be detrimental to the education of the group and where it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or to appoint additional staff.

Offers and Admissions Process:

- A Sixth Form Open Afternoon for external applicants will be held in October 2019 and an Open Evening for internal applicants in November 2019. The dates of these will be published in the local press and on the school website.
- Internal applicants must complete and return their Sixth Form Application Forms by xxx January 2020. External applicants must complete and return their Sixth Form Application Forms by xxx February 2020. External applicants must send with their completed application form a school-authorized copy of their predicted grades, in whatever format his/her present school uses. It is an applicant's responsibility to ensure that these predicted grades are included with their own application documents. If an application is incomplete or does not include a school-authorized copy of predicted grades, the applicant will not be considered for a conditional offer of a place.
- Internal applicants will receive guidance meetings on subjects and pathways prior to completing their Sixth Form application. Where internal applicants' predicted grades do not meet our admissions requirements, additional guidance and support will be given on alternative post-16 options. Where internal applicants do meet our Sixth Form admissions requirements, they will be offered places, subject to their gaining these requirements when GCSE results are published.
- If an external applicant's predicted GCSE grades and predicted Best 8 GCSE average point score, as reported by their current school, meet the entry requirements, they will be eligible for consideration for a conditional offer of a place, subject to the Oversubscription Criteria stated

below. If an external applicant's predicted grades, as reported by their current school, do not meet the entry requirements, they will not be given a conditional offer of a place but they will be welcome to re-apply to St. Clement Danes Sixth Form after GCSE results are published should there be any available spaces, subject to the Oversubscription Criteria stated below.

v. External candidates whose applications meet the entry requirements may have a meeting with a member of staff in Spring Term 2020 after receipt of their application to discuss the suitability of their chosen courses.

vi. For successful external applicants, a conditional offer of Sixth Form admission will be sent by the end of April 2020; a formal written acceptance of the offer will be required by the date indicated in the offer letter. Should a student fail to accept the offer by this date the school may withdraw the conditional offer of a place in the Sixth Form.

vii. All applicants (both internal and external) who have been offered a place are expected to attend the Sixth Form induction programme on xxx June 2020.

viii. When GCSE results have been received in August 2020, all applicants with Sixth Form offers, whether internal or external, who have met the entry criteria will be invited to confirm their GCSE results and subject choices via the Sixth Form Office by 11am on xxx August 2020. Should a student fail to meet this deadline, the school may withdraw the offer of a place in the Sixth Form.

ix. Should St. Clement Danes Sixth Form have additional spaces once GCSE and subject choices information about internal and external students has been gathered, this fact will be advertised on the school website on xxx August 2020, and students meeting the entry criteria will be welcome to apply, subject to the Oversubscription Criteria stated below.

Allocation of Places and Oversubscription Criteria for external applicants

In recent years, St. Clement Danes School Sixth Form has been oversubscribed. In the event that there are more qualified external applicants than the minimum number of places available for external admissions, conditional offers will be awarded in the following order of priority:

1) Looked After Children/ Previously Looked After Children who meet the entry criteria.

(A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.)

2) Applicants who:

- Meet the academic entry criteria and
- Have applied for a combination of subjects in which the projected number and size of teaching groups does not compromise quality of education or balance of school staffing.

Tiebreaker: In the event that two or more applicants are equally entitled to a place under Oversubscription criterion 2), then an offer will be made to the applicant living closer to the school at the time of application. 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 the address point of the school. These oversubscription criteria will also be used in the event of additional places becoming available following the publication of GCSE results.

Closing Date

Internal applications received by the closing date will be considered before all subsequent external applications. There will be no formal offer letter to internal students as all St Clement Danes Year 11 students are entitled to a place in the Sixth Form as long as the entry requirements are achieved.

Return the completed Sixth Form Application Form by: xxx January 2020 (internal students) or xxx February 2020 (external students) to Main Reception or the Sixth Form Office. Once you have submitted your application, any questions you may have should be directed to the Sixth Form team by email to sixthformadmissions@stclementdanesherts.sch.uk. All post-application communication, including any queries after GCSE Results Day must be made by email to the above address.

Please note that applications from students wishing to repeat Year 12 will not be considered. Please also note that it is the Governors' policy that students will be taught within their normal age group. Applications from students outside their normal age group will only be considered if a valid statement explaining extenuating personal circumstances is submitted with the application.

For external students who are given conditional offers of entry to our Sixth Form in Autumn 2020, the Governors of the school may withdraw an offer of a place if an applicant has failed to confirm their GCSE results and their uptake of a place by 11am on xxx August 2020. Similarly, the Governors will withdraw a place that has been offered on the basis of a fraudulent or intentionally misleading application from a parent or student.

If an application is refused, there is a statutory right of appeal. Further details of the appeal procedure will be provided with the letter explaining why the application has been refused. Appeals against non-admissions may be lodged by the parent or the student.



St. Clement Danes Sixth Form

Applicants – for Entry 2020

Loyauté m'oblige

Checklist: Before you post your application, please check that you have read all the relevant information in our Sixth Form prospectus regarding entry criteria and admissions process, and also:

1. That you have completed both sides of this application form.
2. That you have included with your application form a school-authorized copy of your current GCSE predicted grades in whichever format your school uses.
3. That you have written and included a short letter introducing yourself and indicating your reasons for wishing to join St. Clement Danes Sixth Form.

Hand in your completed application at Main Reception or by post to:

Sixth Form Admissions, St Clement Danes School, Chenies Road, Chorleywood WD3 6EW

The application should arrive no later than xx February 2020.

Complete **both sides** of the form, making sure all requested details are filled in and write clearly in **block capitals**:

PERSONAL DETAILS

Forename(s) _____ Surname _____

Date of Birth _____ Age: _____ Male Female

Postcode _____

Address: _____

Address: _____

Phone number 1: _____ Phone number 2 _____

Parent / Guardian Names: _____

Title _____ Forename _____ Surname _____

Address (if different from above) _____

Postcode: _____

We will acknowledge your application by email. Please give us the email address for the main contact first and PRINT clearly.

Preferred email address: _____

Alternative email address: _____

Student email address _____

DETAILS OF CURRENT SCHOOL

Name of current school _____

School Address: _____

Postcode _____

Note: We do not contact your current school for predicted grades or references. Grades must be supplied with the application form.

ACADEMIC INFORMATION

Predicted grades for examinations to be taken in 2020.

You must include, at the end, any subjects and grades achieved if you have taken GCSE level qualifications in previous years.

You must also include with your application a school-authorized copy of your current predicted grades (not your *target* grades), in whichever format your school uses.

Please list ALL your exam subjects below (core subjects are pre-filled) and indicate any SHORT courses. If taking combined science , there should only be two grades	Please indicate BTEC / GCSE /iGCSE	Grade already achieved
1. English Language		
2. English Literature (if studied)		
3. Mathematics		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Please note that all information relating to the entry criteria for St. Clement Danes Sixth Form (including subject –specific criteria) and a guide to the application process is to be found in the Sixth Form Prospectus 2019-20 on our school website. You should make sure you have read this information before nominating A Level choices.

Choosing A Level subjects:

Make sure that for the subjects you write below, you are predicted to meet the **course entry requirements** for each subject.

A Level subjects at St Clement Danes

Art & Design	Mathematics
Biology	Maths and Further Maths (2 A Levels)
Business	Music
BTEC Business	Philosophy
Chemistry	Photography (Art & Design)
Computer Science	Physics
Drama & Theatre Studies	Politics
Economics	Product Design
English Language	Psychology
English Literature	Sociology
French	Spanish
Geography	Textiles Technology
German	CTEC Sport
History	L3 Diploma in Food and Nutrition

Choice 1: _____

Choice 2: _____

Choice 3: _____

Enter Reserve Choice or 4th choice if intending to study four A Levels

Office use:	Date Application acknowledged	_____
	Letter of application included	_____
	School-authorized current predicted grades included	_____