

Croxley Danes School

Admissions arrangements for 2021

In-year variation approved by the ESFA - August 2020

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1. Admissions arrangements for Croxley Danes School for 2021

CROXLEY DANES SCHOOL ADMISSION ARRANGEMENTS FOR 2021

Secondary Transfer

The school is a co-educational, all-ability academy. The Admissions Committee of Croxley Danes School, which includes the Headteacher, is responsible for all admissions to the school and for secondary transfer to Croxley Danes School.

How to apply:

The School will be participating in the co-ordinated secondary transfer admission arrangements administered by Hertfordshire County Council. All applicants are required to complete the Secondary Application form provided by the County Council in which they reside and must rank Croxley Danes School as one of their preferences if they wish their application to be considered by the school. The Secondary Application Form must be submitted to the County Council. All applicants are also requested to complete a Croxley Danes School application form (also known as a Supplementary Information Form) in order for the Admissions Committee of Croxley Danes School to apply the admission rules to the application. Parents will be able to access the Croxley Danes application form on the Croxley Danes School website and download the form then post a completed copy to the The Danes Educational Trust Admissions Officer, c/o St Clement Danes School, Chenies Road, Chorleywood, Hertfordshire, WD3 6EW. Both forms must be completed and returned by the closing date for admissions (31st October 2020) in order for the application to be considered 'on-time'. Offers will be communicated to parents on national offer day, 1st March 2021.

Published Admission Number (PAN)

The PAN for Year 7 is 180 students. The school will accordingly admit this number of students in 2021 if there are sufficient applications. Where there are more applicants than the PAN, the Admissions Committee of Croxley Danes School will apply the oversubscription criteria.

Oversubscription Criteria

When the school is oversubscribed, after the admission of students with an Education Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below in priority order:

1. Children Looked After and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order or special guardianship order.
2. Children of staff who are permanently employed to work at Croxley Danes School. For further details please read the relevant section in the 'additional notes to assist applicants'.

3. Children whose brother or sister is in attendance at the school at the time of application or whose brother or sister qualifies for a place in the same round of applications under criterion 4 or through an Educational, Health and Care Plan.
4. Up to 10% of places will be for students demonstrating musical aptitude as determined by test during the autumn term 2020.¹
5. Distance places will be allocated on the basis of proximity to the school. The school uses Hertfordshire County Council's 'straight line' measurement system. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of the applicant's house to the address point of Croxley Danes School in Baldwins Lane, Croxley Green.

Tie-break

If the school becomes oversubscribed within any of criteria 2, 3 and 5 above, proximity to the school will first be applied with those living closest to the school having priority for admission. Random allocation will be used as a tie-break to decide who has the highest priority for admission. However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over the published admission number. Every child entered onto the Hertfordshire County Council 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. If the school becomes oversubscribed under criterion 4 and two or more applicants are tied for the final place with equal musical aptitude scores, then proximity to the school will first be applied with the applicant living closest to the school having priority for admission. If the distance between these applicants' homes and the school are also equidistant then random allocation will be used as a final tie-breaker.

Late applications at secondary transfer

Applications received by the County Council and the school after 31st October 2020 but before the allocation date on 1st March 2021 will be considered as 'late applications'. These 'late applications' will be considered at the second round of continuing interest. If an application for 2021 secondary transfer to Croxley Danes School is made after 1st March 2021, then if it is a new application to the school and parents/carers have not previously been part of the secondary transfer co-ordinated process, the application will be slotted into the continuing interest list. If the applicant has been part of the co-ordinated secondary transfer process but did not list Croxley Danes School as an initial preference, then the application will be accepted at the second round of continuing interest.

¹ Children sitting the test will be admitted in rank order of their score in the test. Once we have allocated 10% of our PAN to those with the highest scores, other children applying for this school and taking the aptitude test will be considered under criteria 5.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (stating which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. It will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' not be a year 7 child for a year 7 place will be considered alongside applications for year 7.

It is the policy within Croxley Danes School to educate students within their normal age group wherever possible. This reflects Hertfordshire County Council's policy and also DfE advice that 'in general, children should be educated in their normal age group with the curriculum differentiated as appropriate, and that they should only be educated out of their age group in very limited circumstances'. For applicants being taught out of their normal age group at the time of application, Croxley Danes School is not obliged to continue to educate those children out of their normal age group.

Continuing Interest Lists

Where in any year the school receives more applications for places at secondary transfer than there are places available, two continuing interest lists will operate until the end of the first term after the beginning of the school year. These will be maintained by Croxley Danes School and it will be open to any parent to ask for his or her child's name to be placed on the continuing interest lists, following an unsuccessful application. Children who have sat

the musical aptitude test will be ranked on the aptitude continuing interest list and also on the non-aptitude continuing interest list without taking account of their aptitude.

If a place becomes available, it will first be allocated to a child falling within criterion 1 and next criterion 2 and then criterion 3 on the non-aptitude continuing interest list.

The musical aptitude continuing interest list will next come into operation if fewer than 18 applicants in that year group have been admitted because of their musical aptitude. If 18 applicants in the year group have already been admitted based on musical aptitude then no further applicants will be admitted from the musical aptitude continuing interest list and the place would be allocated to those falling into criterion 5 from our non-aptitude continuing interest list.

The continuing interest list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the continuing interest list. The continuing interest list for 2021 secondary transfer will cease to operate at the end of the autumn term 2021 at which point applicants will be asked whether they wish to remain on a continuing interest list for in-year admissions. The continuing interest list for in-year admissions will be ordered solely in accordance with the oversubscription criteria.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should either:

- i. Log into their online application at www.hertsdirect.org/admissions and click on the link 'register an appeal'
- ii. Contact the Customer Service Centre on 0300 123 4043 to request appeal information, if you did not apply through the Hertfordshire online application system.

In Year Transfer

Applicants applying for admission to Year 7 (following the end of the Secondary transfer process), or years 8 -11 will be considered in accordance with the school's in-year admissions procedure.

The admission number for Croxley Danes School in September 2021 is 180 students in years 7 to 10 and 120 students in year 11.

The school participates in HCC's Fair Access protocol, which means that children will be admitted under this protocol before applicants on the continuing interest list.

When the school is oversubscribed applicants who have an EHC Plan that name the school will be admitted prior to the application of the in-year oversubscription criteria.

In Year Oversubscription Criteria

When a place becomes available priority for admission will be given to those children who meet the criteria set out below:

1. Children Looked After and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order or special guardianship order.
2. Children of staff who are permanently employed to work at Croxley Danes School. For further details please read the relevant section in the 'additional notes to assist applicants.'
3. Children whose brother or sister attends the school at the time of application.
4. Distance places will be allocated on the basis of proximity to the school. The school uses Hertfordshire County Council's 'straight line' measurement system.

In Year Continuing Interest List

Where in any year the school receives more applications for places than there are places available, applicants' names will be added to the continuing interest list for the appropriate year group. The list will be maintained by Croxley Danes School and unsuccessful applicants' names will be placed on the list. If a place becomes available, it will first be allocated to a child falling within criterion 1 and next criterion 2 and so on. The continuing interest list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the list. An applicant's name will remain on the continuing interest list until the end of the academic year in which they apply, at which time applicants will need to complete another in year application form in order to remain on the list.

In Year Appeal

Following submission of your application to the school, if you are advised 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.

Additional notes to assist applicants

Educational Health and Care Plan

Where Croxley Danes School is named in a child's Educational Health and Care Plan the school will admit the child.

Criterion 1 - Children Looked After

A "child looked after" is a child who is:

- i. in the care of a local authority, or
- ii. 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.

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.

In order to apply under this criterion, the following evidence will be required: a Care Order, an Adoption Order and an Adoption Certificate. To apply by means of a Child Arrangements Order or Special Guardianship Order, the applicant will be required to provide a copy of the Order. Alternatively, official evidence from an English or Welsh local authority to show that the child is in their care or was in their care immediately prior to being adopted will be acceptable.

Criterion 2 – Children of staff

Children of staff employed by the Danes Educational Trust, whose Statement of Main Terms and Conditions of Employment names Croxley Danes as the principal 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.

Criterion 3 – Siblings

For the purposes of Criterion 3, a sibling is defined as an applicant who has at least one natural parent (or parent by legal adoption) in common with a student at the school, or an applicant who is related as a step-sibling to a student by the inter-marriage of one of each of their parents prior to the date of application. In every case, the siblings must reside in the same house as each other Monday to Friday. The sibling 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 brother or sister is considered to have a sibling connection only if their brother or sister will be attending the school at the time of application of the sibling. 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. This principle will apply to other multiple births such as triplets. Additional place(s) will be counted as sibling admissions.

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.

Criterion 4 - Musical aptitude test

Applicants who wish to apply to sit the musical aptitude test need to have registered for the test between 20th April 2020 and 19th June 2020 in order to sit the test and be considered under Criterion 4 for entry at Secondary Transfer 2021. Registration can be made on-line at www.swhertsschools.org.uk. 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 a total of four sections: Pitch, melody, texture and rhythm. There will be two test sessions on 19th & 20th October 2020. Applicants will be notified in advance of the test venue. Those unable to attend on this date due to compelling religious or medical reasons will be offered one alternative date. Candidates who achieve a high enough mark in the aural test will be asked back to perform a single piece on their chosen instrument or vocally in the week beginning 9th November 2020. 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. The dates for the first and second part of the musical aptitude test have been moved to take place in October and November in the academic year prior to admission respectively. This is as a consequence of the government advising that it is reasonable, for this year only, to test in late October or, if the local co-ordinated scheme allows this, in November, even if this means that test results are not known before the closing date for applications (31st October 2020). The outcome of the test of musical aptitude will be notified to parents on or around 29th November 2020. For applicants to be considered under this criterion they must have ticked 'Musical Aptitude Test' on the Croxley Danes School Supplementary Information Form. It will not be possible to provide a musical aptitude test for late secondary transfer applicants or for in-year applicants.

The test for musical aptitude will be administered with other local schools. Applicants to more than one of these schools under the criterion requiring a proven measure of musical aptitude will be assessed by these jointly administered tests.

To apply for special consideration for the musical aptitude test, applicants must provide written evidence of a disability or illness, which will require their child to receive additional

support. This evidence must be sent immediately after registering for the test please scan and send a copy of the written evidence from your Primary School Head or SENDCo, quoting your child's full name, date of birth and South West Herts Reference number by email to swhsconsortium@gmail.com by Friday 19th June at the latest. It is very important that the paperwork is received by 19th June 2020 at the latest otherwise it may not be possible to provide the appropriate support. Applicants will be informed in advance of the test date of any appropriate special arrangements which will be made for their child

Criterion 5 – Distance of home address from the school

For the purposes of applying this criterion, an applicant's home address shall be the family home for the applicant. 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.

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. If both parents/carers equally share residence of the child, then 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/Child Tax Credit alternative documentation should be provided. In all cases, the relevant parent must have parental responsibility (sole or shared) for the applicant.

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.

Withdrawal of a Place

The Governors of Croxley Danes School will reconsider 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. This may lead to the child having a lower priority for admission under the admission criteria and may even lead to the place being withdrawn. 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.

2. Supplementary Information Form for 2021 secondary transfer to Croxley Danes School

APPLICATION FOR ADMISSION IN 2021 AT SECONDARY TRANSFER TO CROXLEY DANES SCHOOL

Danes Educational Trust Admissions Officer, c/o St Clement Danes School, Chenies Road, Chorleywood, Herts WD3 6EW.

Telephone for Admissions 01923 284169

Please complete this form in **black ink and block capitals** and return it unfolded to the Admissions Officer at the above address not later than **31st October 2020**. Should you wish to receive an acknowledgement of your application, please stamp and self-address the postcard in this pack.

CHILD'S SURNAME:

CHILD'S FORENAMES:

DATE OF BIRTH: AGE ON 1 SEPTEMBER 2020

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

.....

POSTCODE: HOME TELEPHONE NO:.....
(Not a mobile number)

NAME PARENT/GUARDIAN:.....

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

E-MAIL ADDRESS (BLOCK CAPITALS):

Before continuing, please read carefully the admissions arrangements available in the school prospectus to ensure that your application is completed appropriately. All applicants will be considered against all admissions criteria. Please indicate below if the applicant has taken the musical aptitude test:

Child Looked After/Previously Looked After Musical Aptitude Test

Applicants who have sat the musical aptitude test should already have received the result.

APPLICANT IS SON/DAUGHTER OF A MEMBER OF STAFF IN AN AREA WITH A DEMONSTRABLE SKILLS SHORTAGE

(Please tick) YES NO (If yes, please complete the following)

FULL NAME OF MEMBER OF STAFF:

SIBLING CONNECTION WITH A CURRENT STUDENT (Please tick) YES NO (If yes, please complete the following)

FULL NAME OF SIBLING:

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 and returned it to my Local Authority.

Signed..... (Parent/Guardian) Date

3. Application Form for In-Year Admissions for the academic year 2021/22

APPLICATION FOR IN-YEAR ADMISSION TO CROXLEY DANES SCHOOL 2021/22

Danes Educational Trust Admissions Officer, c/o St Clement Danes School, Chenies Road, Chorleywood, Herts WD3 6EW.

Telephone for Admissions 01923 284169

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 provide a stamped, self-addressed postcard.

CHILD'S SURNAME:

CHILD'S FORENAMES:

DATE OF BIRTH: AGE AT LAST BIRTHDAY

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

.....

POSTCODE: HOME TELEPHONE NO:
(Not a mobile number)

NAME PARENT/GUARDIAN:

DAYTIME TELEPHONE NO/MOBILE NO:

E-MAIL ADDRESS (BLOCK CAPITALS):

Before continuing, please read carefully the admissions arrangements available in the school prospectus to ensure that your application is completed appropriately. All applicants will be considered against all admissions criteria. Please indicate below if the applicant is a Looked After Child/Previously Looked After Child:

Child Looked After/Previously Looked After

APPLICANT IS SON/DAUGHTER OF A MEMBER OF STAFF IN AN AREA WITH A DEMONSTRABLE SKILLS SHORTAGE

(Please tick) YES NO (If yes, please complete the following)

FULL NAME OF MEMBER OF STAFF:

SIBLING CONNECTION WITH A CURRENT STUDENT (Please tick) YES NO (If yes, please complete the following)

FULL NAME OF SIBLING: TUTOR GROUP OF SIBLING:

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 and returned it to my Local Authority.

Signed..... (Parent/Guardian) Date