

Under 11s - What can you do now?

A guide for parents/carers whose children have not been offered a place at their preferred reception class, junior or middle school for 2014-15

We are sorry that it was not possible to offer you a place at your preferred reception class, junior or middle school. This leaflet explains the steps that you can take now. If you have any questions or need further help when you have read this leaflet please contact the Customer Service Centre.

What action can you take now?

1. **If relevant, accept the school place you have been offered by 30 April 2014**
2. **Consider your child's allocation summary information included in the allocation letter**
3. **Ensure your child is on the relevant continuing interest (CI) list**
4. **Make a new application by 23 April 2014, for the first continuing interest run, for:**
 - **the additional places available at ten community/vc schools (page 4);**
 - **a place at one or more of the three new free schools (page 4);**
 - **a place at one or more of the seventeen own admitting authority schools (page 9) accepting new applications**
5. **Consider alternative schools with places available**
6. **Return an appeal form by 4pm on 22 May 2014**

You can pursue all of the above options at the same time.

Next steps are simple at **www.hertsdirect.org/primaryoptions**

If you applied online, the following options are available:

- **accept** or reject the place your child has been offered by 30 April 2014
- **remove** your child from the continuing interest list of any Hertfordshire schools, if necessary
- **apply** for schools that are accepting new preferences by 23 April 2014
- **register** an appeal for any Hertfordshire community schools applied for by 4pm on 22 May 2014. You can also appeal online for most voluntary aided and foundation schools or academies.

All parents may make a new application for the first continuing interest run to the schools offering additional places, the three new free schools and/or to the own admitting authority schools accepting new applications, by logging in to their online application or, for applicants who applied on paper, completing the continuing interest form on pages 9 and 10 of this leaflet. The following information is available online to all applicants:

- The 'Applying for a School Place 2014' booklet, for further information about Hertfordshire schools' admission rules and contact details.
- School allocation summary information, showing how the places were allocated at all schools and academies whose arrangements are administered by Hertfordshire County Council. You can compare this with your child's individual allocation summary information available online or included in your allocation letter/email.
- A list of Hertfordshire schools with places available on allocation day.
- The 'School Admission Appeals – Guidance for parents 2014' booklet for information about the statutory appeals process.

What can you do now? Information about next steps

1. Accept the school place you have been offered by 30 April 2014

If you applied online you must accept or reject the school place offered by accessing your online allocation and following the directions outlined.

If you applied on paper you must complete the allocation response form included with your allocation letter and return it to the Admissions and Transport team.

If you turn down the place offered, you must inform the Admissions and Transport team of the educational provision you will be making for your child. You can provide this information when declining the place online or by returning the response form. If you do not respond and do not reply to the reminder letter sent, the place offered to your child may be withdrawn.

You can accept the place provisionally whilst your child remains on continuing interest and/or you lodge an appeal. Accepting a school place will not affect your continuing interest application or appeal result.

IMPORTANT: If you are happy with the school place offered and no longer wish to be considered for your other preferences you **MUST** “opt out” of the continuing interest process or you may lose the school place allocated. See section 3 below for more details.

2. Consider your child’s allocation summary information

Individual ‘allocation summary information’ which shows how your child’s application was considered for schools and academies whose arrangements are administered by Hertfordshire County Council is available via your online application or included in your allocation letter.

School allocation information, showing how places were allocated at each of the schools and academies you applied for, whose arrangements are administered by Hertfordshire County Council, is available at www.hertsdirect.org/primaryoptions. Alternatively, you can request a paper copy of the relevant school summary information by contacting the Customer Service Centre.

Out of county schools and Hertfordshire voluntary aided, foundation schools and academies which administer their own arrangements will be able to provide you with similar information about their allocation process. Please contact the school direct (or the appropriate local authority in the case of out of county community voluntary controlled schools).

3. Continuing interest process

Please note: Continuing interest positions will only be available after the first continuing interest run.

Hertfordshire County Council will be coordinating the continuing interest process for all schools and academies in the county. If you live in Hertfordshire all continuing interest applications and allocations, whether for schools within or outside Hertfordshire, must be made via the county council. If you live outside Hertfordshire any new applications for continuing interest must be made via your home local authority.

Important dates

17 April - 30 April 2014	“Opt out” of continuing interest (CI) process
17 - 23 April 2014	Make a new application for the first CI run to: <ul style="list-style-type: none">▪ any of the nine schools offering additional places▪ one or more of the three new free schools▪ any own admitting authority school accepting new applications▪ any out county school or academy accepting new applications
12 May (week commencing)	First continuing interest allocation run. Parents will be informed of allocations by Friday 16 May 2014
19 -23 May 2014	Make new continuing interest preferences for any school for the second continuing interest run
16 June (week commencing)	Second continuing interest allocation run. Parents will be informed of allocations by Friday 20 June 2014
23 June onwards	No further CI runs, places filled as they become available

If for any reason the above dates need to be changed revised information will be posted online at www.hertsdirect.org/admissions

All children will automatically be placed on the continuing interest (CI) list for any unmet higher preferences at community schools and academies whose admission arrangements are administered by the county council e.g. if you are offered your fourth ranked preference you will be placed on the continuing interest list for the schools you ranked first, second and third.

Most voluntary aided and foundation schools and academies will also automatically consider existing applications at the continuing interest stage. However, you should check this with the school concerned. If you have preferences for out of county schools you must check post allocation processes with the school or authority directly.

Opting out of continuing interest

If you do not wish to remain on continuing interest lists you **MUST** let us know immediately. This is because if a place becomes available and your child is the highest on the continuing interest list, the place will be automatically allocated and your original school allocation will be withdrawn.

IMPORTANT: If you are happy with the school that has been allocated and no longer wish to pursue a place at your original higher preferences you **MUST** let the Admissions and Transport team know straight away, otherwise you risk losing the original school place (see below for continuing interest contact details).

To “opt out” of the continuing interest process:

- If you applied online, log-in to your online application, view your allocation and choose option to “Opt out of continuing interest (CI)” **OR**
- Write or email using the contact details listed in your allocation letter **OR**
- If you are experiencing difficulties, telephone the Customer Service Centre and ask to speak to your local admissions officer

If you email, telephone or write you must state:

- Your child’s full name, address and date of birth
- Which school(s) continuing interest list you wish your child to be removed from

First run of continuing interest

The first continuing interest run will take place in the week commencing 12 May 2014. Additional places will be made available at the following Hertfordshire schools:

Town	School	Number of new places	Total intake
Bishops Stortford	Windhill Primary	30	90
Cheshunt	Burleigh Primary	30	90
Cheshunt	Downfield Primary	15	60
Hitchin	Strathmore Infants	30	90
Hoddesdon	St Catherine's VC CE Primary	15	60
Sawbridgeworth	Mandeville Primary	30	60
South Oxhey	Warren Dell Primary	30	60
Stevenage	The Giles Infants	30	90
Watford	Knutsford Primary	30	90
Welwyn Garden City	Holwell Primary	30	60

Places will also be available at the three new free schools:

Town	School	Number of places
Hemel Hempstead	Jupiter Community Free School	60
Watford	Ascot Road Community Free School	60
Watford	Lanchester Community Free School	60

Up to date information about the free schools can be accessed at www.westhertscommunityfreeschools.org.uk

All parents may make a new application for the schools (listed above) offering places and/or to the seventeen own admitting authority schools accepting new applications (listed on page 9).

NOTE: Any new application will overwrite your existing application and therefore you must include any schools from your initial application that you still wish to be considered for.

For Hertfordshire residents only:

Changing your preferences for the first continuing interest run:

- If you originally applied online: log into your online application and follow the 'Apply for continuing interest' link to make an application for the first run of continuing interest.
- If you originally applied on paper complete and return the attached First Continuing Interest Form (pages 9/10 of this leaflet).

New applications, either online or on paper, must be received by Wednesday **23 April 2014** to be included in the first run of continuing interest.

If you are successful in gaining a place you will be informed by email or letter. If you are unsuccessful you will be able to check your child's position on the continuing interest list(s) from 19 May 2014. Please do not call the Admissions and Transport team for the outcome because allocation information will not be given by telephone.

The closing date for submitting an appeal for the additional places available at continuing interest at the schools named above is 4pm on 20 June 2014.

Second run of continuing interest and beyond

The second continuing interest run will take place in the week commencing 16 June 2014. All Hertfordshire schools and academies will accept new applications for the second CI run.

If you wish to amend your preferences for the second continuing interest you may submit new preferences online from 19 May 2014. New applications for the second continuing interest run must be received by 23 May 2014.

Applying for the second continuing interest run:

- If you originally applied online: log into your online application and follow the 'Apply for continuing interest' link to complete the continuing interest application between 19 - 23 May 2014.
- If you originally applied on paper: complete and return the attached Second Continuing Interest Form (page 8 of this leaflet).

After the second continuing interest run, places will be allocated as and when vacancies occur. Continuing interest lists for schools and academies for which the county council administers admissions, will be updated regularly online from the week commencing 23 June 2014.

Non Hertfordshire Residents

If you live outside Hertfordshire you must make continuing interest applications for Hertfordshire schools and academies direct to your home local authority.

Rule 2 – Exceptional medical and social reasons

Applications under Rule 2 for community schools and academies for whom the county council administers allocations will only be considered at the time of initial application unless there has been a significant and exceptional change of circumstances since the initial application was made. If you wish to submit a Rule 2 application at the continuing interest stage you must state your reasons for applying, outlining the change in circumstances and include relevant professional evidence.

In the last three years an average of 132 applications under Rule 2 have been made each year, for the reception process and an average of 20 agreed. Please refer to page 23 of the 'Applying for a School Place 2014' booklet for further information.

4. Consider alternative schools with available places

A list of schools with available places will be included with your allocation letter if it was not possible to allocate your child a place at one of your ranked schools. This list is also available online. If you would like to apply for one of these schools you may make a continuing interest application by following the guidance above. Please contact schools direct to arrange a visit or discuss your child's needs.

5. Return an appeal form for a Hertfordshire school by 4pm on 22 May 2014

If you made an online application you should also appeal online by logging in to your online application at www.hertsdirect.org/admissions and clicking on the "register an appeal" option. For those who submitted a paper application, please contact the Customer Service Centre to request an appeal pack.

To assist you with your appeal the 'School Admission Appeals - Guidance for Parents 2014' is available online at www.hertsdirect.org/schoolappeals. The guidance provides detailed information about the statutory appeals process including how panels make their decisions and how the outcome of your appeal will be communicated to you.

Appeals will be heard between 23 June and 23 July 2014. If you are appealing for a lower preference school than the school you have been allocated, you will not have been automatically registered on the continuing interest list for that school. This must be done separately. Please refer to Section 3 above for further details.

You have the right to appeal for a place at any of the schools listed on your primary application form where your child was not offered a place. Appeals are heard by independent panels made up of people who have no connection with the original decision.

If you wish to appeal for a school or academy listed on your application form that does not appear on the online system, please contact the school direct for information.

You may find it useful to contact the Advisory Centre for Education (ACE) - an independent service for parents of children in state schools. They offer information and advice on state education, including admission appeals. They can be contacted on 0300 0115 142 (Monday to Wednesday 10am-1pm), or enquiries@ace-ed.org.uk

Answers to some common questions

What if I have concerns about the way my child's application has been processed?

If you are concerned that your application has not been dealt with correctly, that your child has been disadvantaged or you are not satisfied with the service you have received, please contact an Admissions and Transport officer or write to the Admissions and Transport team. If you believe a mistake has been made in the allocation process for school or academy whose arrangements are administered by the county council, you must contact the Admissions and Transport team to investigate your case prior to any appeal hearing.

What if my circumstances have changed?

If your circumstances have changed (for example, you have moved house or your circumstances have changed significantly and you want to send in evidence to support an application under Rule 2), please write to the address on page 7 providing details and evidence. If you are not sure what information to send in please contact the Customer Service Centre and ask to speak to the Admissions and Transport team.

A panel of officers will consider any claims that a child has a particular medical or social need to go to a specific school. A child can only be admitted under Rule 2 at continuing interest if a place becomes available at the school.

How do I find out about the progress of my child's continuing interest application?

You will be contacted (letter or email) if your child is successful in gaining a place at one of your preferred schools. Parents who applied online can view their child's continuing interest position online for all schools and academies whose arrangements are administered by the county council, after the week commencing 19 May 2014. The second continuing interest run will take place in the week commencing 16 June 2014. Online continuing interest information will be updated regularly after the second continuing interest run. If you did not apply online you may contact the Customer Service Centre after the first continuing interest run for updated information.

How do I know if the school is a community, voluntary controlled, voluntary aided, foundation school or academy?

The 'Applying for a School Place 2014' booklet, which can be viewed online, shows the different categories of school. Hertfordshire County Council manages appeals and continuing interest lists for all **community** and **voluntary controlled** schools. The governing bodies of **voluntary aided, foundation schools** and **academies** are responsible for their own appeals and

continuing interest lists. However, some new academies have delegated the administration of their admission arrangements to the county council. In these instances the 'Applying for a School Place 2014' booklet states that "Queries about the outcome of applications to the school and how the admission rules were applied should be addressed to Hertfordshire County Council." Hertfordshire County Council coordinates continuing interest for all schools and administers appeals for most of these schools.

What should I do if I want to appeal for a school which is not in Hertfordshire?

You may appeal for any school initially applied for on your primary application form, regardless of whether that school is within or outside Hertfordshire. If you wish to appeal for a school outside Hertfordshire you should contact the school or local authority where the school is located for more details.

Home to School Transport

Hertfordshire County Council introduced a statutory only home-school transport policy for all new pupils in September 2012.

Very few children are entitled to free home-school transport. If you think your child is eligible (see pages 29-31 of the 'Applying for a School Place' booklet) please contact the Customer Service Centre and ask to speak to an Admissions and Transport Officer.

Information on transport routes to individual schools is available from schools direct or for public buses at Intalink.org.uk For routine updates, please go to www.hertsdirect.org/admissions where information will be updated as frequently as possible.

Contacting us for Advice and Support

The 'Applying for a School Place 2014' booklet and school directories are available at www.hertsdirect.org/admissions These booklets contains full details of the allocation process and admission arrangements.

0300 123 4043 **Customer Service Centre**
0300 123 4041 Text phone (for people who are deaf or hard hearing)

The lines are open from 8am to 8pm Monday to Friday and 9am to 4pm on Saturdays. Our team of advisers is able to answer most enquiries. If not, you will be put in contact with the Admissions and Transport team.

Email: hertsdirect@hertfordshire.gov.uk or via the online contact form at www.hertsdirect.org

The Admissions and Transport Team

If you need to write to the Admissions and Transport team, please write to the address below.

Admissions & Transport Team
Hertfordshire County Council (CHR102)
County Hall, Pegs Lane
Hertford
Hertfordshire SG13 8DF

HERTFORDSHIRE RESIDENTS ONLY

Applications for the Second Continuing Interest Run

Please enter your child's details below

Name of child:

Date of birth:

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Address:

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Please list, in order of preference, up to four schools/academies for which you would like to register a continuing interest. This application will overwrite your existing application and therefore you must include any schools from your initial application that you still wish to be considered for.

1.	
2.	
3.	
4.	

You must include your preferences for all schools types – community, voluntary controlled, foundation, voluntary aided and academy – both within and outside Hertfordshire. You can not make a continuing interest application direct to a school or academy.

If you include voluntary aided, foundation schools and academies on this form that you did not initially include on your original Under 11s application you must ensure that you also complete the school's Supplementary Information Form (SIF) if necessary.

Please indicate if your child has a sibling (brother or sister) on roll at any of the schools you have listed, and provide details

Name of child:

Date of birth:

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Address:

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Name of school:

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Please sign and date this form

Signature of parent/carer:

Date:

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Please return this form to the address on page 7 and retain this leaflet for your future reference. This form must be returned by 23 May 2014 for your new preferences to be considered in the second continuing interest run.

HERTFORDSHIRE RESIDENTS ONLY

Applications for the First Continuing Interest Run

You can only use this form to make new preferences for the following Hertfordshire schools:

The following schools allow new preferences for the first continuing interest run:	
All Saints CE (VA) Primary, Datchworth	Christ Church (C of E) VA Primary & Nursery, Ware
Holy Family RC Primary School, WGC	Holy Rood Catholic Primary, Watford
Little Gaddesden CE Voluntary Aided Primary School	Offley Endowed Primary, Great Offley
Sacred Heart Catholic Primary, Ware	St Adrian's RC Primary School & Nursery, St Albans
St Cross Catholic Primary, Hoddesdon	St Giles' C of E Primary, South Mymms
St John's Catholic Primary, Baldock	St John Fisher Catholic Primary School, St Albans
St Joseph's Catholic Primary, Watford	St Michael's Woolmer Green CE (VA) Primary
St Peter's C of E VA Primary School, Rickmansworth	St Thomas of Canterbury Catholic Primary, Puckeridge
Welwyn St Mary's C of E VA Primary School	
The following schools have additional places available for the first continuing interest run:	
Burleigh Primary, Cheshunt	Downfield Primary, Cheshunt
Giles Infants, Stevenage	Holwell Primary, Welwyn Garden City
Knutsford Primary, Watford	Mandeville Primary, Sawbridgeworth
St Catherine's VC CE Primary, Hoddesdon	Strathmore Infants, Hitchin
Warren Dell Primary, South Oxhey	Windhill Primary, Bishops Stortford
The three new free schools also have places available:	
Ascot Road Community Free School, Watford	Jupiter Community Free School, Hemel Hempst'd
Lanchester Community Free School, Watford	

Only these schools will accept new/late preferences for the first continuing interest run.

If you wish to make a new application to one of these schools you must log into your online application, follow the 'Apply for continuing interest' link or return this form to the Admissions and Transport Team by **23 April 2014**.

You should also complete and return the school's Supplementary Information Form (SIF) and provide any additional information required by the school, to allow your application to be fully considered by the school's governing body.

You may also use this form to submit preferences for schools outside Hertfordshire. You must ensure that you are aware of the processes and timescales in place for continuing interest in other local authorities.

Please enter your child's details below

Name of child:	Date of birth:
<input type="text"/>	<input type="text"/>

Address:

Please turn over to list your preferences and to sign the form.

HERTFORDSHIRE RESIDENTS ONLY

This application will overwrite your existing applications and therefore you must also include any schools from your initial application that you still wish to be considered for. You can not have more than four preferences

Preference Schools

1.	
2.	
3.	
4.	

Please indicate below if you are applying under Rule 2 (Social/Medical) for any of the schools listed above.

Rule 2:

School:

Please indicate if your child has a sibling (brother or sister) on roll at any of the schools you have listed, and provide details.

Name of child:

Date of birth:

<input type="text"/>	<input type="text"/>
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Address:

Name of school:

Please sign and date this form

Signature of parent/carer:

Date:

<input type="text"/>	<input type="text"/>
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Please return this form to the address at the top of your letter and retain this leaflet for your future reference.

This form must be returned by 23 April 2014.