

ADMISSION POLICY 2016-17

Townsend Church of England School is a Voluntary Aided School and it is the school Governors who decide who will be admitted to the school.

The Governors will admit 150 students to Year 7 each September. The school wishes to protect its Christian character and ethos but also **warmly welcomes applications from the wider community.**

Priority Areas as defined by the County Council for Community Schools **do not apply** to this Voluntary Aided Church School. As Townsend is the only Church of England secondary school in this part of Hertfordshire **we welcome applications from a very wide area.** Distance from the school is not a criterion for admission unless we are over-subscribed when it is used as a tiebreaker.

The Local Authority or LA, (Hertfordshire CC) operates an agreed co-ordinated admissions scheme. The LA will coordinate the process on behalf of the school according to the scheme published each year. The governing body, as the admission authority, will allocate the available places in line with this policy. However offers will be made by the home LA.

The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority (31st October 2015). Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications **must** be made on the **home** LA common application form. **In addition to this** parents/carers are also requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. (31st October 2015). If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.

In the event of more applications being received than there are places available, it will be necessary to operate a scheme of allocation. This will be done using the criteria set out below. Places will be allocated by the Governing Body in the order indicated.

Should there be over-subscription within any one priority group within a category, then the deciding factor in that priority group will be the distance from the school to the home. The school uses HCC's measurement system which calculates the distance between the child's home address point and the school address point as described in the County admission literature. (The 'Moving On' book) Those with the shortest journey by a designated route will be given priority.

Appeals

At transfer time, parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal'. For those who did not apply on line, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

For in-year applications parents wishing to appeal should contact the school directly in the first instance.

Continuing Interest List

In the event of more applications than available places the Governors will maintain a "continuing interest" list (waiting list) where your details will remain for one year from the date of receipt of your admission form. These and late applications will be positioned according to criteria order. If a place becomes available in the school it will be offered to the child that best meets the published admission rules at the time.

Parents are requested to inform the Governors if they wish their child's name to be removed.

The over-subscription criteria (as determined by the Schools Admissions Adjudicator in August 2007)

A Child with a statement of special education needs that names the school will be admitted. The school will admit children who are hard to place in co-operation with the LA's Fair Access Protocol.

In the event of more applications being received than there are places available, places will be allocated by the Governing Body in the order indicated.

i. Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order) - see note 1.

ii. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. In common with most Admission Authorities, the Governors will give prior attention to children whose parent(s)/carer(s) can prove to the satisfaction of Governors, that they have a particular medical or social reason why they **must attend Townsend** and this request is supported by a Social Worker, Education Welfare Officer, Doctor or similar professional. Admission under this category will be limited to those who provide proof of their claim and provided that the needs identified can be met by the existing provision of the school, or by additional provision provided by the Local Authority. Only a very small number of children usually qualify under these conditions.

iii. Children who have a sibling in Years 7 to 12 at the school at the time of application. (Siblings will be defined using the rules adopted by Hertfordshire County Council for Community Schools and as set out in the 'Moving on' book.)

iv. The remaining (residual) places will be allocated within two categories: 60% of the places available will be allocated as Foundation/Faith Places; 40% of the places available will be allocated in the 'Community Places' category. In the event of under-subscription in either category, the remaining places will be given to the other category. Should there be over-subscription within any one priority group within a category, those with the shortest journey from home to school – measured by the County Council's computerised mapping system – will be given priority.

FOUNDATION/FAITH PLACES (60% of the residual places)

F1. Regular worship in the Church of England

Parents or children who regularly worship at a Church of England Church and whose application is supported by their minister*. Regular worship means attending at least once a month and for at least the past twelve months at the closing date for applications. Worship as part of school activities would not be considered sufficient.

F2. Regular worship in another recognised Christian Church

Parents or children who regularly worship at another Christian Church and whose application is supported by their minister*. Regular worship means attending at least once a month and for at least the past twelve months at the closing date for applications. A recognised Christian Church will be one that applicants can demonstrate to the satisfaction of the Governors' Admission Committee is a member of Churches Together in England, the Evangelical Alliance or Affinity.

F3. Active participation in Church-led activities either in the Church of England or in another recognised Christian Church

Parents or children who regularly take part in church-sponsored activities and whose application is supported by their minister*. Regularly take part in Church sponsored activities means at least once a month and for at least the past twelve months at the closing date for applications in activities directly organised by the Church.

F4. Church of England Primary School

Children who attend a Church of England Primary School. The child must be on the roll of the Church of England Primary School at the closing date for receipt of applications.

*If there is a vacancy at the Church and no minister is available to support the application, another authorised Church leader will suffice (e.g. in the Church of England a Church Warden).

COMMUNITY PLACES (40% of the residual places)

C1. Active members or regular participants in the activities of a non-Christian faith

Children or parents who regularly take part in the activities of a non-Christian faith and whose participation is confirmed by their appropriate faith leader. Active membership or regular participation in the activities of a non-Christian faith means taking part in faith-sponsored worship or activities at least once a month and for at least the last twelve months at the closing date for applications.

C2. Other applicants who indicate on the school application form that they wish for a Church School education for their child.

C3. Other applicants.

This application policy is available in Bengali and other languages on request – please contact the School Office for a copy.

If you need help to complete the application form, please contact the School Office (01727 853047)

Note 1

Children in public care (children looked after):

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

These children will be prioritised under Rule 1.

Highest 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 order or a special guardianship order.

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 Rule 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

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 Rule 1.

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 Rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under Rule 2.