

ADMISSION POLICY

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, (Hertfordshire County Council), operates an agreed co-ordinated admissions scheme across Hertfordshire. The Local Authority will coordinate the process on behalf of Townsend CE School according to the scheme published each year. The governing body, as the legal Admission Authority, will allocate the available places in line with this policy. However offers to families will be made on behalf of Townsend CE School by the home Local Authority.

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

All applications **must** be made on the **home** Local Authority common application form. **In addition to this parents/carers should also complete the Townsend CE School Supplementary Information Form (SIF) and return it to the school office by the closing date for applications.** If a Supplementary Information Form (SIF) is not completed the Governing Body will apply their admission arrangements using the information submitted on the Local Authority 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 later in this Policy. 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 Hertfordshire County Council'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 which can be found on their website. Those living the closest will be given priority if the school is over-subscribed.

Appeals

At transfer time, parents/carers 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 Hertfordshire County Council Customer Service Centre on 0300 123 4043 to request an appeal pack. For in-year applications parents/carers wishing to appeal should contact the school directly in the first instance.

Continuing Interest List/Late Applications

In the event of more applications than available places the Governors will maintain a 'continuing interest' list (waiting list). 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/carers are requested to inform the Governors termly if they wish to remain on the list and to inform Governors if they want to remove their child's name from the list.

The over-subscription criteria are set out below

(as determined by the Schools Admissions Adjudicator in August 2007 and updated to comply with the current Admissions Code)

*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 Local Authority 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 below.

i. All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or 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 with their application and provided that the needs identified can be met by the existing provision/resources of the school, or by additional provision/resources 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 school transfer literature available on their website.)

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 living closest 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/carers 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/carers 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/carers 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 (eg. 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/carers 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 applying to a Church of England School

Note 1

The Children Act 1989 defines such a child as one who is accommodated by the Local Authority or who is the subject of a full or an interim care order. An "adoption order" is an order under section 46 of the Adoption and Children Act 2002. A "residence order" is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians). This note will be superseded by new regulations/advice as issued and the relevant information published in the current HCC school transfer application literature will apply to admissions covered by this policy.

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)