



## The Royston Schools Academy Trust / Roysia Middle School

### Admissions Statement for 2019-2020 (Approved by RSAT Board, Feb 2018)

The Royston Schools Academy Trust (RSAT) is the admission authority for both Greneway and Roysia Middle Schools and Meridian Upper School. Admissions will continue to be managed by Hertfordshire County Council in line with the Trust's published admissions arrangements under agreed criteria.

#### Consultation on proposed changes within Royston Schools Academy Trust

##### Greneway, Roysia, Meridian Schools - moving forward together

The Trust is proposing authority to merge all three schools, to create a through school for pupils between the age of 9 and 18 (Years 5-13) from September 2018. This proposal is subject to approval following a full consultation process (20.10.17 – 01.12.17). If the Trust's proposal is approved, a successful application will result in a child attending a through school, with no application process for entry to Year 9.

The school's published admission number for 2019/20: 90

The majority of children attending Royston Schools Academy Trust live in Hertfordshire but since we border the county of Cambridgeshire, we also admit children from the surrounding villages.

When the Trust receives more applications than there are places the admissions rules are applied by Children's Services. An appeal statement has been written prepared by HCC and is used during all appeal hearings.

All the published information and application forms are available from Hertfordshire County Council at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). In 2019 the closing date for the year 5 applications is 15<sup>th</sup> January 2019 and the allocations will be dispatched on behalf of the school by the County Council on 16<sup>th</sup> April 2019.

**Rule 1: Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>)**

**Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school**

**Rule 3: Siblings - Children who have a sibling on the roll of the school at the time of the application. (This will apply to the new all through school, up to Year 12, if approval is granted).**

**Rule 4: Nearest School – Children for whom it is their nearest school or Academy. This includes all schools except those which allocate on the basis of faith.**

**Rule 5: Distance – Children who live nearest the school. If your child does not qualify under Rule 4, they will be considered under Rule 5.**

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random allocation

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council's 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 this random number is used to allocate the place, with the lowest number given priority.

Home to school distance measurement for purposes of admissions A 'straight line' distance measurement is used in 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.

### **Transfer Appeals**

Parents wishing to appeal who applied through Hertfordshire's online system should log in to 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 their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

### **In Year Admissions**

The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form). The County Council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

When a parent wishes their child to transfer from another school, prior to submitting an application, we ask them to meet with a senior member of staff to consider transfer options.

### **Fair Access**

Under the Fair Access Protocol the school will admit FAP children before those on CI and over the Published Admission Number (PAN) if required

### **Definitions**

**Rule 1:** 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.<sup>3</sup>

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.

<sup>1</sup>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.

<sup>2</sup> 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.

<sup>3</sup> This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

**Rule 2:** Applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed, Hertfordshire County Council are engaged to make the decision on whether the evidence submitted is compelling enough to agree to the Rule 2 request.

All applications are considered individually but a successful application should include the following:

- a. Specific recent professional evidence that justifies why only one school can meet a child’s individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child’s needs.
- c. If the requested school is not the nearest school to the child’s home address clear reasons why the nearest school is not appropriate.
- d. For medical cases – a clear explanation of why the child’s severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously “looked after” but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the [Rule 2 protocol](#), which can be found on the Hertfordshire County Council website.

**Rule 3: Definition of sibling** - For applications to schools using Hertfordshire County Council's admission criteria, a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or 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 sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

**Multiple births:** Hertfordshire County Council (HCC), as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school. Where we are not the admitting authority we would request the school take in the subsequent child(ren) in line with the school's own admission arrangements.

**Rule 4 & 5:** The definition of nearest school includes all schools and academies unless the school or academy prioritises and allocates places on the basis of faith.

Definition of “nearest school” for primary/junior/middle admissions: The definition of “nearest school” includes all schools and academies (regardless of status) unless that school or academy prioritises applications and allocates places on the basis of faith.

**Home address:** The address provided must be the child's current permanent address at the time of application. ‘At the time of application’ means the closing date for applications. “Permanent” means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, 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 will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

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## **Fraudulent applications:**

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;
  - The family has returned to an existing property;
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
  - Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

## **Continuing Interest**

After places have been offered, the school's continuing interest (waiting) list will be maintained by Hertfordshire County Council. A child's position on the CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council, on behalf of the school's governing body, will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

## **Applications from children\* from overseas**

Applications from children\* from overseas All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

Applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

The school will also consider accepting applications from children\* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (1 February 2019 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will not be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

*\*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.*

### **Children Out of Year Group**

The school’s policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that “in general, children should be educated in their normal age group”.

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”.

The school, in conjunction with HCC, through a panel process will decide whether the applicant will be accepted on the basis of the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.