



## The Nobel School - Admissions statement 2019

*The published admission number for Nobel school is 240 students each year.*

In January 2017, The Nobel School became a foundation school. As part of this change of status, the school has taken a greater role in the admissions process. Currently, the various different stages of the admissions process are handled in the following ways:

- Transition from primary (KS2) to secondary (KS3) and all administration of the application, allocation into Year 7 and all appeals are arranged by the Local Authority in accordance with the 'Schools Admissions Code';
- In-year admissions for years 7-11 are dealt with by the school in accordance with the 'Schools Admissions Code';
- Transition from Year 11 into the 6<sup>th</sup> Form is also dealt with by the school in accordance with the 'Schools Admissions Code'.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs, or a child with an EHC (Education, Health and Care) Plan that names the school. Qualifying children will be admitted as part of the school's PAN but before the oversubscription criteria re used.

If the school has more vacancies than applications, a child will be offered a place. If the school has more applications than places available, the admission rules are used to decide the order that applicants are offered places.

**Rule 1: children looked after** 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: medical or social** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

**Rule 3: sibling** Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school.

**Rule 4: Children of Staff** Children of permanent members of staff who are:

- a) directly employed by The Nobel School and
- b) will have been employed at the school for a minimum of two years at the time the applicant would be admitted to the school or have been recruited to fill a vacant post for which there is a demonstrable skills shortage, such shortage to be determined at the Headteacher's absolute discretion

**Rule 5: in priority area, child's nearest school** Children who live in the priority area for whom Nobel is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective.

*Currently the priority area is defined as: Aston, Benington, Datchworth, Graveley, Great Ashby, Knebworth, Stevenage and Walkern.*

**Rule 6: in priority area, living closest to school** Children who live in the priority area who live closest to the school.

**Rule 7: outside priority area, living closest to school** Children living outside the priority area on the basis of distance, with those living closest to the school given priority.

*Tiebreaks:*

Admission rules are applied in the order listed above. If more children qualify for a school place under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. A tiebreak will also be used if 2 applications have addresses that measure the same distance from a school.

For example, if 2 applications had identical home to school distance measurements, a random tiebreak would be used to decide which applicant is offered a place.

### **Fair Access**

The school participates in the Hertfordshire County Council's Fair Access Protocol and will admit children under this protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

## **Admission arrangements for entry into Year 7 in September 2019**

To apply for a place at The Nobel School, you must complete the Hertfordshire Council's **Secondary Transfer Form**. The School participates in the Local Authority Co-ordinated Admissions Scheme.

Application information is available from the Local Authority and applications can be made online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). An application for a place at Nobel will not be accepted unless the Secondary Transfer Form is returned to the address stated on the form by the date specified. The school does not have an additional Supplementary Information Form.

### **Confirmation of acceptance**

Parents must confirm their acceptance of the offer of a place within two weeks. After this time the place can be withdrawn.

The rules and arrangements that are applied by the local authority on our behalf for over subscription are also detailed in the section below for in year admissions.

### **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, log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

Parents wishing to appeal for an in-year application, we will write to you with the outcome of your application and, if you have been unsuccessful, the county council will write to you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

## **In-year admissions**

The same rules as mentioned above apply for all in-year admissions. To apply for a place please contact the school to request an application form.

### *Continuing interest (CI):*

The Nobel School will keep a continuing interest list (a waiting list) for all year groups and when places become available it will allocate places based on the published criteria.

A child's position on a continuing interest list will be determined by the admission rules outlined below. A child's place on the list can change as other children join or leave it. The school will contact parents or carers if a vacancy becomes available and it can be offered to a child.

Continuing interest lists are kept for every year group until the end of the summer term, at which point the school writes to ask parents to confirm their continuing interest

### *Process of In-year Admission:*

Once a place has been offered, the pack, Appendix 2 is completed by parents and the family invited to an admissions meeting with the relevant Head of Year. The family will meet the Student Support Officer, agree timetables and start dates. The date of starting is determined by the time taken for families to complete the relevant paperwork, securing uniform and, where a family is moving into the area, fixed moving dates.

On arrival at school for the first day of education, the SEND and pastoral staff administer academic tests to support the correct placement of students into teaching groups.

## **EXPLANATORY NOTES**

***(The same rules apply for admission into year 7 and In-Year admissions)***

### **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.

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.

## **Rule 2**

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.

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](#).

## **Rule 3**

**Sibling:** A sibling means 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.

#### **Rule 4**

A permanent member of staff means a member of staff directly employed by the school who has been employed by the school for a minimum of two years at the time the applicant would be admitted to the school.

A demonstrable skills shortage will be determined by the Headteacher based on national and local subject shortages. Posts which have been filled by agency staff, may be included in this category.

**Rule 5:** Children who live in the priority area for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective.

*Note: Non-partially selective means that the school does not offer any places based on academic ability.*

**Rule 6:** Children who live in the priority area who live nearest to the school.

**Rule 7:** Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

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.

#### **Tie break**

When there is a need for a tie break where two different addresses are 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. Every child entered onto the HCC 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.

#### **Multiple births**

The Governing Body will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

#### **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.

### **Fraudulent applications**

The Governing Body will do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. The Governing Body 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 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.

### **Home to school distance measurement for purposes of admissions**

Distances are measured using a computerised mapping system. 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.

### **Definition of "nearest school" for secondary/upper admissions**

The "nearest school" definition for rule 5 is "the nearest Hertfordshire maintained school or academy that is non-faith, co-educational, and non-partially selective.

*Note – non-partially selective means that the school does not offer any places based on academic ability.*

### **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 Governing Body will decide whether the application will be accepted on the basis of the information submitted. The Governing Body 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.

***The same rules apply for admission into year 7 and In-Year admissions***