



ST ALBANS GIRLS' SCHOOL

Specialist Business and Enterprise Academy

Determined Admission Arrangements for 2017/2018

General Principles

St Albans Girls' School is a single sex comprehensive school in St Albans for girls aged 11-18. The sixth form is co-educational. We are a high achieving specialist Business and Enterprise Academy, specialising in educating girls. Girls are admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The main principle of admission to STAGS is to maintain the integrity of the character of the school providing a superb breadth of learning opportunities for young people in the community of St Albans. Applications are welcome from parents whose children are likely to make a full and committed contribution to the life of the school, and to benefit from the extensive additional facilities and opportunities.

The published admission number (PAN) for Year 7 for September 2017 will be **210**

The Admissions Policy for entrance into our Co-educational Sixth form is given in Section 5.

Section 324 of the Education Act 1996 requires the governing body to admit a girl with a statement of Special Educational Needs. All schools must also admit children with an Education, Health and Care Plan (EHCP) that names the school in accordance with Section 43 of the Children and Families Act 2014. These children will count towards the published admission number.

If the school receives fewer applications than there are places available all applicants will be admitted. If the school receives more applications than it has places available, places will be allocated under the oversubscription rules. These will be applied in the order in which they are printed below.

The oversubscription criteria for admission to St Albans Girls' School are as follows:

Rule 1 - Children looked after and 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).

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.

A panel of officers from the Local Authority will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3 Siblings living in the priority area: Children who have a sibling at the school, living in the priority area at the time of application (unless the sibling is in the last year of the normal age-range of the school) Note: the 'normal age range' for our school is Years 7 to 13 as we are an 11-18 school.

Rule 4 Children of Staff: Children of members of staff who have been employed at the school, on a permanent contract, for two or more years at the time at which the application is made, whether full time or part time, teaching or education support staff. For the purpose of this rule, the child of

a member of staff is defined as any child for whom a member of staff has parental responsibility. Parental responsibility is defined as:

- He/She is the child's natural mother, natural father or has demonstrable legal parental responsibility, for which evidence is provided
Further information on parental responsibility can be found at:
[http://www.direct.gov.uk/en/Parents/ParentsRights/DG 4002954](http://www.direct.gov.uk/en/Parents/ParentsRights/DG_4002954)
and/or
- Children of a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage

Girls living in the priority area

Parishes/unparished areas or towns in the school's priority area are: St Albans, Sandridge, Aldenham, Colney Heath, Harpenden, Kimpton, London Colney, Redbourn, Shenley, St Michael, St Stephen and Wheathampstead. See map of Admissions Priority Area Appendix 1, to assist as visual reference.

Girls who live in the priority area on a proportional basis:

Places will be allocated to each parish/unparished area or town in the priority area in proportion to the number of applications made. In the event of there being more applications than places available to a particular parish/unparished area or town, places will be allocated as follows:

Rule 5: To girls in the priority area for whom STAGS is their nearest Hertfordshire maintained school or academy that is non-faith, non-partially selective and makes provision for children of the relevant gender. If more children qualify than there are places available, those living closest to the school will be prioritised.

Rule 6: To girls in the priority area for whom it is **not** their nearest Hertfordshire maintained school or academy that is non-faith and non-partially selective and makes provision for children of the relevant gender. These places will be allocated on a random basis.

Any unused places are reallocated to parishes to remain as near to the originally established proportions as possible. This is achieved by considering each place to be redistributed in turn and assigning it to the most under allocated/least over allocated parish.

Girls living outside the priority area

Rule 7 Places will be allocated on a random basis.

Random allocations are undertaken independently of the school by Hertfordshire County Council. Every child's preference is allocated an individual random number between 1 and 1 million when their name has been entered onto the county council's admissions database. If a preference is expressed for St Albans Girls' School, this number will be used in the random allocation process, with the lowest number being given priority.

Further details about the parish proportionality calculation are attached at Appendix 2 of these arrangements.

Definitions and explanations are attached at Appendix 3

In Year Admissions

The school is part of the Hertfordshire County Council's coordinated In Year admissions scheme. Application forms can be accessed via www.hertsdirect.org/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).

Places will first be allocated in accordance with rules 1-4 above and then as follows:

Rule 5: Children who live in the priority area for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, non-partially selective and makes provision for children of the relevant gender.

If more children qualify under rule 5 than places are available, the tiebreak would be those that live closest to the school.

Rule 5: Children in the priority area on a random basis.

Rule 6: Children outside the priority area on a random basis.

Continuing Interest Lists (Waiting Lists)

HCC administers the continuing interest list on behalf of the school. All unsuccessful applicants (who have not been allocated a higher preference school) will automatically be placed on the school's continuing interest list and will be considered for a place when a vacancy becomes available. Places are allocated in accordance with the school's published oversubscription criteria outlined. No priority is given to applicants according to the date which they joined the list.

A continuing interest list is held for every year group until the end of the summer term.

Fair Access

The school participates in the Hertfordshire County Council's Fair Access protocol and will admit children under this protocol before children on continuing interest.

Sixth Form admission arrangements

The school will admit up to 50 external students to its Sixth Form.

Minimum Entry requirements to study 4 AS levels are:

5 GCSE passes at A* - C, including English and Maths and GCSE APS 43.

Minimum entry requirements to study 3 AS levels are:

5 GCSE A* - C, including English and GCSE APS 40.

If the school is oversubscribed, priority will first be given to:

- i) Children looked after or previously looked after.
- ii) Children living closest to the school

Appeals

At transfer time parents wishing to appeal 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.

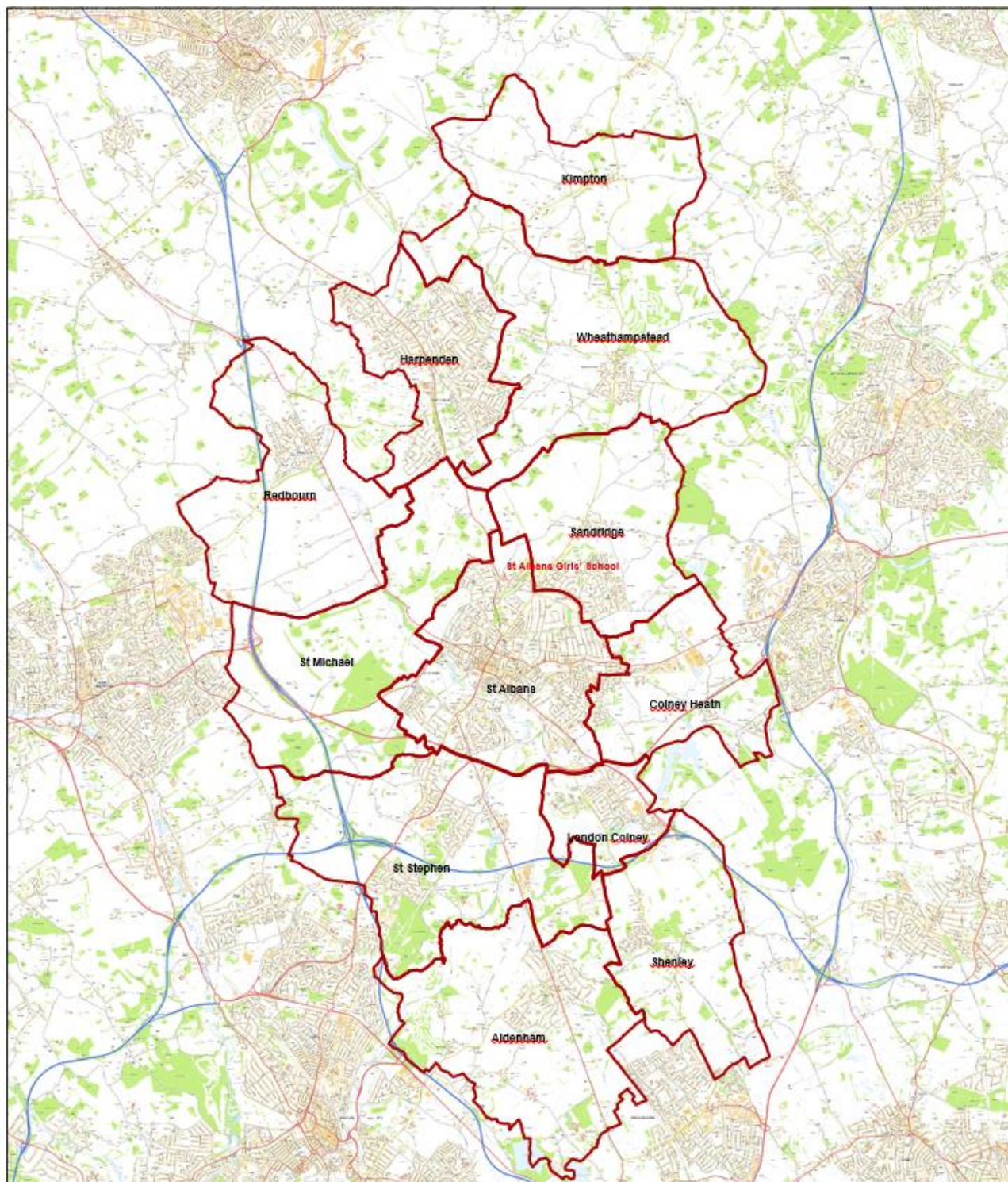
For In-Year applications parents wishing to appeal should contact the school directly in the first instance.



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Appendix 1

St Albans Girls' School Priority Area



Key

- St Albans Girls' School
- ▭ Parishes/unparished areas or towns in the Priority Area

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How are places offered under the parish proportionality rules at single sex schools?

Each parish is allocated a number of places using the calculation below:

$a \times b$ per parish	places available at school X total number of applications
c per parish	total applications in priority area

a) After places have been offered under any higher rules (e.g. CLA, social & medical, siblings, staff etc) it is calculated how many places are left to offer under the parish proportionality rules.

b) The total number of applicants living in each parish within the priority area are counted. These are all on time applications and include children qualifying under higher rules.

c) The total number of applications in each parish in the priority area is then divided by the total number of applications from the whole priority area.

Places are then allocated within each parish:

- First to children for whom it is the nearest school (if applicable) in order of distance.
- Then, if places still remain, to children for whom it is not the nearest school on a random basis. Unused places are reallocated to parishes to remain as near to the originally established proportions as possible. This is achieved by considering each place to be redistributed in turn and assigning it to the most under allocated parish.

Definitions and Explanatory notes

The following definitions apply to terms used in the admissions criteria:

Rule 1: Children looked after and previously looked after:

Places are allocated to children in looked after (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 1¹.

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.

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

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.

¹ 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.

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 Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the "Rule 2 protocol" available at: www.hertsdirect.org/docs/pdf/admissions/Rule2pross

Definition of sibling:

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 after² and in every case living permanently³ 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.

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.

² Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014

³ A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement

Multiple births:

St Albans Girls' School will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at the school. The exception to this is when the last place is offered to a child under the random element of the school's rules. In these circumstances places will not be offered to the other twin/multiple births because it would compromise the random element of the allocation process. In these circumstances the school may decide to admit above the PAN after the allocation process has been completed.

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.

Fraudulent applications:

The school, in liaison with Hertfordshire County Council, 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.

Action will be taken 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
 - Council tax information shows a different residence 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

Home to school distance measurement for purposes of admissions:

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. 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.

Priority Areas:

Priority areas are determined by administrative parishes/unparished areas or towns. Your home parish/unparished area or town is clearly identified on your Council Tax statement/bill. If you are unsure which area you live in you can use the "Find Your Nearest School" facility available at www.hertsdirect.org/admissions.

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, non-partially selective and makes provision for children of the relevant gender.

Non-partially selective means that the school does not offer any places based on academic ability. "Relevant gender" for St Albans Girls' School means that the school is either a girls' school at 11-16 years of age or a co-educational school in the sixth form.

Applications from children⁴ 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.

For the Secondary application process 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. If the family already has an established alternative private address, that address will be used for admission purposes.

⁴ 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.

The school, in liaison with HCC, will also consider accepting applications from children (as defined in footnote 3) 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 cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of county council 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 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 guidance⁵ 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's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governors' decision will be based upon the circumstances of each case including the view of parents, the Headteacher, 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 the school.

⁵ Advice on the admission of summer born children" December 2014