



Admissions for the academic year 2018/19

Ashlyns School a co-educational, all-ability school for children aged 11-18.

The published admission number for Year 7 is 240.

All applicants must complete the Common Application Form of their home Local Authority. Hertfordshire residents should apply online to Hertfordshire County Council or complete the secondary transfer form available in the 'Moving On' booklet. Families resident in other authorities must complete the form provided by the authority in which they live. Applicants for Ashlyns School do not need to complete a Supplementary Information Form (SIF).

If the School receives more applications than it has places available, the following criteria will be applied in the order they are printed below.

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 that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

- 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 arrangement order or a special guardianship order).
 - Rule 2 Medical or social needs: Children for whom it can be demonstrated that they have a particular medical or social need to go to Ashlyns School.
 - Rule 3 Sibling: Children who have a sibling at the school in Year 7 to 12 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: see Notes on the Admission Arrangements on page 3
 - Rule 5 Children who live in the priority area and for whom it is their nearest Hertfordshire maintained, non-faith, co-educational, non-partially selective school or academy.
 - Rule 6: Children who live in the priority area on the basis of distance, with those living nearest to the school given priority.
 - Rule 7 Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.
- Note: Non-partially selective means that the school does not offer any places based on academic ability.

Tie-Break

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. In the case of two applicants with exactly the same priority under the admissions rules, but only one place being available, the Governing Body will offer places to both families.

If there are fewer applications than places available all applicants will be offered a place.

Notes on the Admission Arrangements

Children Looked After

'Children Looked After' means a child accommodated by a Local Authority under section 22 of the Children Act. An application under this rule must be accompanied by a letter from the child's social worker or advisory teacher.

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 the 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).

Adopted – under the terms of the Adoption and Children Act 2002 (section 46).

Child Arrangement Order – under the provisions of Section 14 of the Children and Families Act 2014, which amend Section 8 of the Children Act 1989, Residence Orders have now been replaced by Child Arrangements Orders.

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 with Special Education Needs and/or Disabilities

Where the school is named in a Statement of Special Educational Needs or Education, Health & Care Plan (EHCP), the school has a duty to admit the child who names the school. In the case of applicants with special educational needs but without a Statement, or of applicants with a disability, the oversubscription criteria will be applied as fairly to them as to all other applicants.

Medical or Social Need

Applications must be supported by professional evidence which explains why your child needs to attend Ashlyns School. The Local Authority, on behalf of the Admissions Committee, will determine whether the professional evidence provided is sufficiently compelling to meet the requirements for this rule. The supporting information must relate specifically to the school, and must clearly demonstrate why it is the only school that can meet your child's needs. The professional evidence should be in the form of a letter from a professional involved with your family such as a doctor, psychologist or social worker. 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.

Evidence pertaining to the need of the family or child to attend Ashlyns School because of an aptitude or interest in our specialism will not be considered under this.

Siblings

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 after¹ and in every case living permanently² in a placement within the same home (as the child for whom the application is being made) as part of the family household from Monday to Friday at the time of this application.

To obtain a school place under a "sibling rule" the older sibling must still attend the school at the time the younger child joins the school. This means the older sibling must be in Year 7 to Year 12 at the time of application. If a place is obtained for a child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

¹ 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.

² 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.

Twins and Multiple Births

If you have more than one child going through the secondary transfer process at the same time, you must make a separate application for each of them. If one of your children is offered the last place available at the school and you have applied for the same school for the other child(ren), the Governing Body will offer a place to the other child(ren).

Children of Staff

The school will admit a child of a member of staff provided that the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff. This definition does not include contract staff. This definition does not include peripatetic staff employed by HCC.

The child must be living permanently with the member of staff.

Priority Areas

The 'priority areas' referred to in rules 5 and 6 are the same as those used by the County Council for community co-educational schools. 'Children who live in the priority area' refers to families living in Priority Area 6, which comprises of the following towns and parishes: Abbots Langley, Aldbury, Berkhamsted, Bovingdon, Chipperfield, Chorleywood, Croxley Green, Flaunden, Great Gaddesden, Hemel Hempstead, Kings Langley, Little Gaddesden, Nash Mills, Nettleden with Potten End, Northchurch, Rickmansworth (part) / Maple Cross, Sarratt, Tring, Tring Rural, Watford, Wigginton. A map showing the priority area is available in the County Council's 'Moving On' booklet.

Distance Measuring and Home Addresses

A 'straight line' distance measurement is used in all home to school distance measurements for community and VC schools in Hertfordshire. 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.

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 the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.

The school may check the authenticity of your address and proof of residence or further information may be requested following the offer of a place. The Governing Body will withdraw the offer of a place where they believe a fraudulent address has been given.

Children Seeking Admission outside their Chronological Year Group

Hertfordshire County Council'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".

Only in exceptional circumstances will a child younger than 11 years of age or older than 12 years of age on 1 September of the year in which he/she is due to transfer to secondary school be considered for admission.

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 make a decision based on 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.

Continuing Interest List

All unsuccessful applicants (who do not gain a place at a higher ranked school) will automatically be added to the school's continuing interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document. Continuing interest lists will be held for every academic year group based on In Year applications.

Appeals

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child.

Hertfordshire parents wishing to appeal, who applied on line, should log on to their online application and click on the link "register an appeal ". If application was not made using Hertfordshire's on line application system parents should 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 on 01442 863605.

Late Applications

Any online or paper application received after the statutory deadline, 31 October, will be treated as a late application. Late applications are not dealt with until all on-time applications have been considered. You are much less likely to be offered a place at one of your preferred schools if you apply late. If there are exceptional circumstances why you were unable to make your application by the closing date, you should contact your Local Authority giving your reasons and supplying support evidence where appropriate.

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.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).

To retain a place on Continued Interest families must, at the end of the academic year, confirm their continuing interest by making an In Year application. An In Year application can be made online at: www.hertsdirect.org/admissions

Sixth Form Admissions

Admission to the Sixth Form will be for any student who meets the minimum academic standards expected, as set out in the Sixth Form prospectus/information pack. These entry standards apply equally to existing Year 11 and external students.

The PAN for external admissions for the school year commencing September 2018 is 20.

In the event of oversubscription, the following tie-break will be used:

- Children Looked After (as defined above)
- Home to school distance.

If two or more students have equal priority after applying all the criteria then each will be admitted.

Continuing Interest procedure is the same as that stated above.

Fair Access

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

Timescales [dates to be confirmed]

Closing date for online applications to be submitted to the LA	31 October 2017
Statutory deadline for receipt of paper applications	31 October 2017
Applications forwarded to F/VA schools and Academies	6 December 2017
F/VA schools/Academies provide LA with ranked lists of applicants	3 January 2018
Allocation information available to secondary schools	28 February 2018
Offer letters posted for delivery	1 March 2018
Date by which parents/carers may accept or reject place offered	15 March 2018
Date by which parents/carers return appeal forms	TBC