



### Section 1: General Principles

Verulam School will continue to use HCC services and definitions regarding admissions, for instance, definitions for siblings, distance measurement, priority areas etc. Further information can be found in the explanatory notes and definitions guidance below which can also be found at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

- The school will be continuing to use Hertfordshire County Council's service for appeals and continuing interest
- The school will continue to subscribe to Hertfordshire County Council's In-Year admissions and Fair Access protocol. FAP children will be admitted above those on the school's continuing interest list and above PAN if necessary

**Published admission number:** 186

**Sixth Form Published admission number:** 50 (external students only)

- Children with Education, Health and Care Plans that name the school will be admitted
- These children will be admitted as part of the school's PAN but before the oversubscription criteria are used
- If the school has more applications than places available, the oversubscription criteria will be used to allocate places
- If the school has fewer applications than places available all applicants will be offered a place.

### Section 1: Admission Rules

**Rule 1** "Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted".

**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 Governors' Admissions Committee will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must clearly demonstrate why Verulam is the only school that can meet the child's needs.

**Rule 3** Siblings: 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 who live in the priority area:**

Places will be allocated to each parish/unparished area or town 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:-



## Verulam School

### Admissions Criteria for the Academic Year September 2023 – August 2024

Those for whom it is their nearest Hertfordshire non-faith, non-partially selective maintained school or academy, making provision for children of the relevant gender, (if more children qualify under rule 5 than places are available, the tiebreak would be those living closest to the school).

**Rule 6** Any remaining places available to a parish/unparished area or town. Places will be allocated on a random basis.

#### Children who live outside the priority area

**Rule 7** Places will be allocated on a random basis

#### Tie break

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-break 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

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.

#### Sixth Form Arrangements

Minimum Entry Requirements GCSE Average Point Score of 4 based on a minimum of 8 GCSE courses.
Minimum standards for each subject as set out in the prospectus.

#### In the event of oversubscription to the Sixth Form places will be offered by applying the following criteria in the order given

**Rule 1** “looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted”.

**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 Governors' Admissions Committee will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must clearly demonstrate why Verulam is the only school that can meet the child's needs.



- Rule 3** Siblings: 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
- Rule 5** Distance: Distance of their home from Verulam School as measured by the shortest route (straight line distance measurement provided by HCC.)

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-break 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.

*All unsuccessful Sixth Form applicants have the right to appeal, and Verulam must admit any student who is admitted through the appeal process. Any such students take precedence over the continued interest list.*

These admissions criteria were varied under Regulation 19 of the School Admission (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 in order to comply with the Office of the Schools Adjudicator decisions on case reference ADA2906.

Miss J Richardson and Mr J Acton, Chair of Governors

To be determined by the Local Governing Body.

### Section 3: In Year Admissions

The school will remain part of the county council's coordinated In Year admissions scheme. In year applications should be made online at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear)

A paper application form can be requested from the Customer Service Centre, 0300 123 4043  
In Year 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 6** Children in the priority area on a random basis
- Rule 7** Children outside the priority area on a random basis.

Notes:



The school will continue to use HCC to administer:

### Continuing Interest

After places have been offered, Hertfordshire County Council will maintain the school's continuing interest (waiting) list. A child's position on a 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 will contact parents/carers if a vacancy becomes available and it can be offered to a child.

Continuing interest lists will be maintained until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

### Appeals

For the Secondary transfer intake:

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".

For In Year Admissions:

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)

For Sixth Form appeals unsuccessful applicants should email [school.appeals@hertfordshire.gov.uk](mailto:school.appeals@hertfordshire.gov.uk)

## **Section 4: Definitions and Explanations**

### **Rule 1: Looked after children and all previously looked after children**

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 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.

<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. Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted. A child is in “state care” if he or she is in the care of, or accommodated by – a) a public authority, b) a religious organisation, or c) any other organisation the sole or main purpose of which is to benefit society.

**Rule 2: Children for whom it can be demonstrated that they have a particular medical of 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.

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. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

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 who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

### **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<sup>1</sup> and in every case living permanently<sup>2</sup> 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.

<sup>1</sup> 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.

<sup>2</sup> 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.

### **Rule 4: We define Children of Staff as follows:**

- a. where the member of staff (teaching or non-teaching) has been employed at the school for two or more years at the time at which the application for admission to the school is made,

and/or

- b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

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\*1

\*1 Parental Responsibility is defined as

- a. She is the child's natural mother;  
Or



## Verulam School Admissions Criteria for the Academic Year September 2023 – August 2024

- b. He is the child's natural father and
- b i) **Either** was married to the mother on the day of the child's birth or subsequently
  - b ii) **Or** has entered into a legal parental responsibility agreement with the mother
  - b iii) **Or** has been granted a residence order from the court directing the child will live with him
  - b iiiii) **Or** registered or re-registered the child's birth after 1 December 2003
- Or the child lives with that person as the result of a court order

### Rules 5 & 6 : Priority Areas

The administrative parishes of Aldenham, Colney Heath, Harpenden, Kimpton, London Colney, Redbourn, Sandridge, Shenley, St. Albans, St. Michael, St. Stephen, Wheathampstead. These are the existing priority areas.

### Multiple births:

Verulam School will admit over the school's published admission number when a single twin/multiple birth child is allocated a place at the 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 school, in liaison with 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:

- o The family has moved to a property from which their application was less likely to be successful;
  - o The family has returned to an existing property;
  - o The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
  - o 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.

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

A ‘straight line’ distance measurement is used in all home to school distance measurements for

community and voluntary controlled 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.

#### **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.

For the Primary and Secondary transfer processes, 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





## Verulam School Admissions Criteria for the Academic Year September 2023 – August 2024

VERULAM  
SCHOOL

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.

HCC 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 (4 December 2019 for secondary transfer and 3 February 2020 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*”.

The governing body will agree to accept an out of year group application for Year 7 if the child has been educated out of year group since reception.

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 governor’s decision will be based upon the circumstances of each case including the view of parents, the headteacher, the child’s social,



**Verulam School**  
**Admissions Criteria for the Academic Year September 2023 – August 2024**

**VERULAM**  
 SCHOOL

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.

\*Advice on the admission of summer born children” December 2014

**Further Information**

Your home parish can be found on your Council Tax Bill . Alternatively use HCC’s “Find Your Nearest School” facility available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

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)

**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:

$\frac{axb}{\text{per parish}}$	$\frac{\text{places available at school} \times \text{total number of applications}}{\text{total applications in priority area}}$
$\frac{c}{\text{per parish}}$	

- a) After places have been offered under any higher rules (e.g. CLA, social and 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.