

Chancellor's School



Admissions Policy And Determined Admission Arrangements 2020-2021

Date Approved by FGB	January 2019
Next Review	October 2019



AIMS

This policy aims to set out the admission criteria for the academic year 2020/21. The admissions criteria are reviewed on an annual basis in the Autumn Term by the Governors' Admission Committee.

ADMISSIONS CRITERIA FOR THE ACADEMIC YEAR 2020/21

Section 1 - General Principles

The Governors offer places each September to 210 pupils. Parents/Carers wishing to apply for a place based on musical aptitude need to complete Chancellor's Supplementary Information Form (which can be downloaded from the school website and returned to the school by post or email) as well as completing the Common Application Form available from the Local Authority at www.hertfordshire.gov.uk/admissions. Applications must be made on HCC secondary transfer form (online or paper) and sent directly to the Local Authority. All the necessary information and Application Form can be found on the HCC website, and the closing date for Applications is 31st October 2019.

In accordance with section 324 of the Education Act 1996, the Governing Body will admit a child with an Education and Health Care Plan (EHCP) that names Chancellor's School.

Section 2 – Oversubscription Admissions Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order of priority set out below, to decide which students to admit. It is important that parents of students from schools not nominated under criterion 6 realise that criteria 1 to 4 and 7 apply to everyone, irrespective of the primary school attended, whether in County or out of County.

1. **a)** "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 or special guardianship order. (see note a)

- b)** "Children Looked After (abroad)". Applications for children adopted but previously looked after abroad will be accepted if the child's previously looked after status and adoption is confirmed. Hertfordshire's "Virtual School" will be used to verify all such applications. (see note a)

Applications under criterion 1a) are given highest priority, applications under 1b) are considered with second highest priority (in line with DfE advice August 2018).

2. Children with a sibling attending the School at the time of admission (see note b).



3. Children of staff at the school (including children of partners, and step children) where the member of staff 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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. In addition, the child must live at the same permanent address as the member of staff (see note c).
4. Students with a proven aptitude in Music. The Musical Aptitude Tests, for those children who wish to be considered for a place based on musical ability, will take place in **June of the preceding academic year**. (see note d).
5. 25 students whose permanent address is in Hatfield will be allocated places. Hatfield is as defined by the administrative town boundary as per the attached map. Residents living within this boundary pay council tax to Hatfield Parish. If there are more applications than places available allocations will be made on a random basis. (See note e).
6. Children attending the following primary schools: (see note f)

Brookmans Park	11%	Ladbrooke	6%	Pope Paul	3%
Countess Anne	3%	Little Heath	6%	St. Giles, S. Mimms	3%
Cuffley	14%	Northaw	3%	St. Mary's, N. Mymms	5%
Cranborne	14%	Oakmere	6%	St. Philip Howard	3%
De Havilland	6%	Oak View	5%	Wroxham	4%
Essendon	4%	Ponsbourne St. Mary's	4%		

7. Any remaining places will be allocated by proximity to the School using the home-school measurement system used by Hertfordshire County Council as outlined in the County's admission arrangements and application literature.

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.

LATE APPLICATIONS

All applications received after the national deadline, will be treated as late applicants. They will be considered in keeping with the 'Late Applications' arrangements set out in Hertfordshire's applications literature as part of the Co-ordinated Admissions arrangements.

Applicants are much less likely to get their preferred school if they apply late.

A late application made online cannot be altered online. Email the Admissions Team if you need to alter your late application.



Applications received after the deadline are not dealt with until all on time applications have been considered.

If there are exceptional reasons for applying late, include the reasons and evidence when you apply. A panel will decide whether your application will be treated as late or on time.

31 October 2019 – the deadline for applying on time.

4 December 2019– last date to submit a written explanation of why your application was late, for your application to be agreed as on time.

30 January 2020 – applications received after this date will not be offered a school place until April 2020.

Section 3 - Notes for Guidance of Parents

- a. Children in public care (children looked after) and children who were previously looked after. Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) Regulations 2012. Priority under this criterion will also be given to children who were previously looked after, but ceased to be so because they were adopted or became subject to a Child Arrangements Order (this replaces Residence Orders under the provisions of the Children and Families Act 2014) or Special Guardianship Order (section 46 of the Adoption and Children Act 1989)

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 its social service functions (section 22(1) of the Children Act 1989) at the time of making an application to the school.

Children who **were not** “looked after” **immediately** before being adopted, or made the subject of a Child Arrangements Order or Special Guardianship Order **will not** be considered under this rule.

A “child looked after (abroad)” is a child previously in state care outside of England who has been looked after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

Applications for children adopted but previously looked after abroad will be accepted if the child’s previously looked after status and adoption is confirmed. Hertfordshire’s “Virtual School” will be used to verify all such applications.

- b. For the purpose of these arrangements "sibling" means:
- A child having at least one parent (or parent by legal adoption) in common with the applicant, or



- A child related to the applicant as a step-sibling by the inter-marriage or civil partnership of one of each of their parents prior to the date of admission of the applicant.

In both cases, the applicant must be living permanently in the same house as the other sibling Monday to Friday. Siblings in Years 7-12 inclusive, during academic year 2019-20, will be assumed to be attending the school at the time of admission, unless there is clear evidence to the contrary.

All multiple birth siblings will be admitted, provided that at least one of the siblings gains a place at the school under any other criteria. Such additional places will be ranked as a sibling admission and taken from any criteria with available places.

If all multiple birth siblings qualify for a place, under any criteria, then they will each be offered a place in their own right. If only one sibling gains a place (under any criteria) the other sibling(s) will automatically be allocated a place under criterion 2: Sibling. These places will be taken from any criteria with available places. In the event that this is the last place available, the school will go over PAN to accommodate the multiple births. During CI rounds when places are released due to higher preference allocations, a new place will not be offered until the school is 1 below PAN.

- c. The definition of children of staff at the school includes children of partners, and step children where the member of staff 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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. In addition, the child must live at the same permanent address as the member of staff.

Staff are defined as those employees on payroll who are full time, part time, teaching, leadership and/or associate staff.

- d. Ten per cent of the PAN (21 places) will be allocated on the basis of both a written musical aptitude test and a performance musical aptitude test. **Please see additional notes on musical aptitude test (Section 4).**

Parents will be notified of the results of these tests before the Local Authority closing date for the return of Common Application Forms (CAFs). If, on receiving these results, parents decide they wish to apply to the school, they must list it as one of their preferences on their home Local Authority CAF. Parents should be aware that the results of the test do not guarantee a place at the school.

A reserve list will operate in strict merit order, from which subsequent offers will be made, should there be any withdrawal. In the event of a tie for the final place(s), priority will be given to those students living in closest proximity to the school, using the home-school measurement system used by Hertfordshire County Council.



- e. **Hatfield 25.** If there are more than 25 applicants, tie break for Criterion 5 will be random allocation undertaken by HCC. 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 tie break the random number is used to allocate the place, with the lowest number given priority. Any remaining applicants not allocated a place under criterion 5 can remain on the continuing interest (CI) list for this criterion. At each stage of the CI process, all pupils are assigned a new random number and a further randomisation process is run. *It will not be possible to tell a Hatfield applicant their position on the waiting list for this criterion.*

If there are fewer than 25 places allocated under criterion 5 the remaining places (up to 25) will be allocated under criterion 6 (named feeder school, according to the defined percentages).

You can check whether you live within Hatfield parish by using the 'Find my Nearest School' function on HCC website.

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/research-a-school/find-a-school.aspx>

- f. In the case of over-subscription under criterion 6, the number of places assigned to each listed school will be by fixed percentages to the remaining available places (210 minus the sum of the places allocated to SEN and criteria 1-5). The percentages have been set with regard to the size of the school and the historical acceptances from the individual school. The number of places allocated to each individual feeder school is calculated by applying the fixed percentage for that school to the total number of places available to allocate to Criterion 6, then rounding up or down to the nearest whole number (eg 11% of 80 places = 8.80 places, which is rounded up to 9 places, 3% of 80 places = 2.37 places, which is rounded down to 2 whole places).

Within each listed school's application, proximity to Chancellor's using the home- school measurement system used by Hertfordshire County Council from each applicant's registered home address to Chancellor's, will be used to decide priority. Any remaining applicants not allocated a place under criterion 6 can remain on the continuing interest (CI) list, ranked in order of distance (those living closest being given highest priority).

Hertfordshire County Council's 'straight line' distance measurement system is used for 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.

Where the number of applicants from the named school is less than the allocation, the excess places will be distributed according to criterion 7.



- g. Since the number of places to be allocated under criteria 6 and 7 cannot be pre-determined, we would expect parents wherever possible to seek to qualify under prior criteria to give them the best possible chance of a place.
- h. Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. In the event 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 closest to the ground and therefore closer. If there are two identical addresses of separate applicants, the tiebreak will be random allocation. 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.
- i. Children who have been unsuccessful in gaining a place for admission to Year 7 will be placed on our Continuing Interest (CI) List from which any vacancies will be filled in accordance with our published Admission Criteria for that admission round. The closing date for the CI list will be published on the HCC website. On the last day of the summer term, the CI lists will close and all children who are on the CI lists will be removed, as explained in the Local Authority's published documentation. If you would like your child to be considered for any places that become available at the school after this time, parents will need to make an In Year application. In Year applications should be made to Hertfordshire County Council, www.hertfordshire.gov.uk/admissions

Section 4 – Musical Aptitude Test (for full details see school website)

- i. The Musical Aptitude Test dates are in the Summer term prior to the year of application (ie in the Summer of Year 5). In the Autumn term (of Year 6), there will be an additional test date for *late applicants only*. Anyone wishing to apply under this criterion must complete and return the Supplementary Information Form (Appendix 2), to the School by the relevant deadline shown in Appendix 1. This form must be completed for all applicants including online applications. The September date is our final deadline.
- ii. After the tests have been completed and following the publication of the results, anyone wishing to continue with their application for a place on the basis of musical aptitude must submit the Common Application Form available from the Local Authority and select Chancellor's School as one of the preferences. This must be done by **the national deadline date of 31 October 2019**.
- iii. The musical aptitude test is in two parts. All students who apply under this criterion will be invited to sit a written aptitude test and to complete a 5 minute performance.



Written test

The test does not require any formal knowledge of musical theory. The written test is taken with other children, and is approximately 15 minutes in duration. The test is based entirely on aural responses and comprises 60 questions covering Pitch, Melody, Texture and Rhythm.

Performance test

Each child is allocated a 5 minute slot for an instrumental or vocal performance. There is a totally free choice of piece(s), enabling all candidates of all cultures an equal chance to succeed.

Full details of the musical aptitude tests can be found on the school website.

- iv. Both the written and performance aptitude test will take place at Chancellor's School. Exact timings for the test will be sent via post/email before the exam. If the school are unable to accommodate all applicants on that date, a further date will be arranged.
- v. There are no practice papers for the Music Test.

Section 5 – In Year Admissions

The School's in year admission arrangements will work within the remit of Hertfordshire's agreed scheme of in year coordination. The governing body remains responsible for the allocation of all places in accordance with the schools' published admission rules but all applications for, and allocations to, the school must be made via a pupil's home authority.

Please be aware the school is heavily oversubscribed and very rarely has vacancies.

The Governors will comply with the locally agreed Fair Access Protocol to admit a vulnerable child who is hard to place, outside the normal round of admissions and in excess of our published admission numbers. FAP children will be admitted above those on the schools continuing interest (CI) list.

Continued Interest (CI) lists are maintained for entry into Year 7 – 11. Any vacancies will be filled in accordance with the following oversubscription criteria:

1. a) Children Looked After/Previously looked after, and b) Children Looked After (abroad)
2. Sibling
3. Children of Staff
4. Proximity

After places have been offered, the school's continuing interest 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.

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.

Section 6 - Children Out of Year Group

Chancellor'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 "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 cohort.

The Governing body will decide whether the application will be accepted on the basis of the information submitted. The Governors' decision will be based on the circumstances of each case and will include the view of the parents, the Headteacher, the child's social, academic and emotional development and whether the child has previously been 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 the school.

Section 7 – Late Applications

All applications received after the national deadline, **31st October 2019**, will be treated as late applicants. They will be considered in keeping with the 'Late Applications' arrangements set out in Hertfordshire's applications literature as part of the Co-ordinated Admissions arrangements.

Applicants are much less likely to get their preferred school if they apply late.

A late application made online cannot be altered online. Email the Admissions Team if you need to alter your late application.

Applications received after the deadline are not dealt with until all on-time applications have been considered.

If there are exceptional reasons for applying late, include the reasons and evidence when you apply. A panel will decide whether your application will be treated as late or on time.

31 October 2019 – the deadline for applying on time.



4 December 2019– last date to submit a written explanation of why your application was late, for your application to be agreed as on time.

30 January 2020 – applications received after this date will not be offered a school place until April 2020.

Section 8 - Appeals Procedure

For both Year 7 and In Year admissions parents have the right to make a formal appeal against any decision made by, or on behalf of, the Governors not to admit their child to the School. If they wish to do so, parents may submit a written appeal within a specified period of time. Further information about how to appeal will be given when parents are notified that their application has been unsuccessful.

Parents wishing to appeal who applied through Hertfordshire’s online system should log into 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 and click on the link “log into the appeals system”.

Section 9 - Sixth Form Admissions

The Governing Body has capacity for 120 students for entry into Year 12, including a published admission number of 20 for external applicants. Admission to the sixth form will be for any student who meets the minimum academic standards as set out in the sixth form prospectus.

Chancellor’s encourages applications from students currently at Chancellor’s as well as students from other institutions. All Chancellor’s Year 11 students who apply are eligible for a place in the Sixth Form if they achieve the required entry criteria. Students in Year 11 at other institutions wishing to enter our Sixth Form will need to fulfil the same entry criteria.

In the event that there are more qualified external applicants than places available, the following oversubscription criteria will apply:

1. **a)** Looked After Children/Previously Looked After Children
A ‘looked after child’ 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 (see the definition in Section 22(1) of The Children Act 1989) at the time of making an application to the school.

- b)** “Children Looked After (abroad)” Applications for children adopted but previously looked after abroad will be accepted if the child’s previously looked after status and adoption is confirmed. Hertfordshire’s “Virtual School” will be used to verify all such applications. (see Section 3 note a)



2. Tiebreaker: In the event that two or more applicants are equally entitled to a place, then an offer will be made to the applicant living closer to the school at the time of application.

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.

If an application is refused, there is a statutory right of appeal. Further details of the appeal procedure will be provided with the letter explaining why the application has been refused. Appeals against non-admissions may be lodged by the parent or the student.

Sixth Form Admission dates can be found in the sixth form prospectus and on the Chancellor's website. www.chancellors.herts.sch.uk



Appendix 1

**KEY DATES FOR PARENTS, CARERS AND STUDENTS
FOR ENTRY SEPTEMBER 2020**

Chancellor's School is a well-respected, co-educational
Secondary School for 11-18 year olds

April /May 2019	SIF Registration opens for Musical Aptitude Test
20 May 2019	SIF Registration closes for Musical Aptitude Test.
W/C 10 June 2019	Letters detailing time of Musical Aptitude Test will be posted to all applicants who are considering applying under Criterion 4
18 June 2019	Musical Aptitude Test (written) for those considering applying under Criterion 4
25 June 2019	Musical Aptitude Test (performance) for those considering applying under Criterion 4
27 June 2019	Reserve date for written and performance tests
19 September 2019 (6.00pm – 9.00pm)	CHANCELLOR'S OPEN EVENING FOR PROSPECTIVE PARENTS AND STUDENTS
19 September 2019	Final deadline for LATE applications for musical aptitude test
21 September 2019	Final opportunity for LATE APPLICANTS to sit Musical Aptitude Test, written and performance
23 September – 27 September 2019	During this week, parents and prospective students are welcome to visit Chancellor's during the working day. Parents may contact the School Office in advance to make the necessary arrangements for a visit
W/C 7 October 2019	Results of all Musical Aptitude Tests posted to parents by Chancellor's School
31 October 2019	Closing date for the Common Application Form (CAF). HCC online applications to be submitted to the LA : www.hertfordshire.gov.uk/admissions Statutory deadline for receipt of paper applications (by post to: HCC, Admissions and Transport Team, County Hall, Pegs Lane, Herts, SG13 8DQ)
1 st March 2020	Allocation of Places: letters or emails will be sent out by the Local Education Authority, to all parents who have applied using the CAF



Appendix 2

Secondary Transfer Supplementary Information Form for MUSICAL APTITUDE Applicants ONLY

Please read the following points before completing this form:

- All applicants for secondary transfer under criterion 4, proven musical aptitude, are asked to submit this form to the School by 20 May 2019 by post or email to admin@chancellors.herts.sch.uk
- This form should ONLY be used for Musical Aptitude applications
- Applicants offered a place based on musical aptitude are expected to participate in extra-curricular activities in music offered by the school
- Please complete all sections of this form
- Please use capital letters and write clearly in black ink

CHILD'S SURNAME _____

CHILD'S FIRST NAME _____

GENDER (please tick) **M** **F**

DATE OF BIRTH _____ / _____ / _____

CURRENT PRIMARY SCHOOL _____

NAME OF PARENT/CARER _____

RELATIONSHIP TO CHILD _____

***CHILD'S PERMANENT HOME ADDRESS** _____

**The home address must be as at 31st October 2019. No other address will be considered*

Contact Numbers and Email

Daytime _____ **Evening** _____

Mobile _____ **Email** _____

Address of Parent/Carer if different from above _____

Please indicate musical aptitude **Voice:** **Instrument:** (e.g., violin) _____

Accompanist required: **Yes** **No**

Please confirm that if your child is offered a place based on musical aptitude, you will support and encourage them to take part in extra-curricular activities in music offered by the school

Signed: _____ **Date:** _____

Name (Print) _____

You must also include Chancellor's as one of your preferences when you submit your Common Application Form to your home Local Authority

If a paper acknowledgement of your application is required, please enclose a stamped addressed envelope