



# Goffs-Churchgate Academy

## Admissions Policy

**Date of Ratification:** 1st December 2017

**Owned by:** Pastoral Committee

**Review:** Annually

## ADMISSIONS POLICY AND PROCEDURES

*This admissions policy complies with the Department For Education School Admissions Code (February 2012).*

### PROCEDURE FOR SECONDARY TRANSFER

1. An admissions committee of the Board of Trustees determines the admissions arrangements of Goffs-Churchgate Academy. This committee reports directly to the Full Board of Trustees.
2. The Committee normally convenes towards the end of the Autumn Term to apply the entry criteria to the applicants for places to the school. The Committee consists of the Principal, the Vice Principals, Admissions Student Support Officer and relevant Trustees.
3. Applications must be made on your home Local Authority's (LA) Common Application Form (online or paper) and sent directly to the LA. The school receives a list of applicants and applies the criteria strictly as outlined in this policy.
4. An initial list of places to be offered is created by the Admissions Student Support Officer and the Vice Principal and presented to the Committee for discussion and ratification.
5. A list of reserves is agreed so that in the event that some applicants do not accept offers of places or are not allocated them by the LA, then the next applicant in reserve will be offered a place.
6. The list is sent to Hertfordshire County Council (HCC) for further processing.
7. HCC considers this list together with the preferences indicated by parents and adjustment lists may be sent to the school.
8. Alternative applicants are added and the list returned. This process continues until all the places have been satisfactorily allocated.
9. Offers of places are made by HCC at the beginning of March. Parents are given 10 working days in which to accept the places. Any offer not taken up is re-offered to the next person on the reserve list.
10. At the end of April the offer list is closed and parents are informed that all places have been filled. At this point applicants who have not been offered a place may appeal in writing if they wish. Appeals must be received by the school by the end of May.

## APPEALS

1. Parents have a right of appeal against non-admission to this school. Should parents wish to appeal, please contact Goffs-Churchgate Academy directly for an appeal pack on 01992 624375.
2. The Appeals process is handled by Hertfordshire County Council on behalf of the Trustees.
3. Appellants apply directly to Hertfordshire County Council who arrange an independent appeal panel to hear the appeals.
4. These appeals take place during the Summer Term and the school is informed of the outcome at the end of the process.
5. The school has a right to be represented at the appeal hearings and this is normally done by a member of the Senior Leadership Team.
6. Any late appeal is normally added into the process if it can be heard during the sitting. Any appeal request received after the deliberation date will still be heard.
7. No applicant is allowed more than one appeal in any academic year unless their circumstances have changed significantly.

## ADMISSIONS CRITERIA FOR 2019-2020

The school will have a published admission number of 120.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education Health and Care Plan that names the school.

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

If there are more applications than places available the criteria outlined below will be used to allocate places.

**Rule 1** Children looked after (in public care) and Children who were previously 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 attend the school. A panel of HCC Officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule on behalf of the governors. 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** Sibling: Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age range of the school.

**Rule 4** Children who live in the priority area for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective.

**Rule 5** Children who live in the priority area who live nearest to the school. (Hoddesdon, Broxbourne, Turnford & Cheshunt)

**Rule 6** Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

### Priority Areas

Parishes in the priority area for this school are:

Broxbourne, Cheshunt, Hoddesdon, Nazeing, Northaw, Cuffley, Stanstead Abbots and Waltham Cross.

Queries about the outcome of applications to Goffs-Churchgate Academy and how the admission rules were applied should be addressed to County Council.

## **TWINS OR MULTIPLE BIRTH CHILDREN**

If a parent has more than one child going through the secondary transfer process at the same time parents must make a separate application for each of them. If one child is offered the last place available and parents have applied for the same school for the other child(ren), the school will try to offer a place for the other child or children (the only exception is for a child placed through random allocation). In the event of only one child being offered a place, we recommend that parents contact Goffs-Churchgate Academy on 01992 624375.

## **ADMISSIONS UNDER THE FAIR ACCESS PROTOCOL**

Goffs-Churchgate Academy is committed to admitting its fair share of children who are vulnerable and/or hard to place, as set out in HCC's county wide protocol. Children who qualify under this category can be admitted even if the year group is full, and on, or above the Published Admission Number. Please note students will be admitted above/before children on the continued interest list. The continued interest list is a waiting list. Children on the continued interest list will be ranked according to the oversubscription criteria and any children added to the list must be slotted in according to where they are in the priority list. This means that children on the list will move up and down as more children are added and **not** on a 'first come first served' basis. Following the normal point of Year 7 entry the Continued Interest list will be kept until Christmas of the admissions year.

## **IN-YEAR ADMISSIONS**

Goffs-Churchgate Academy coordinates its own in-year admissions. In-year applications should be made direct to the Student Support Officer Admissions at Goffs-Churchgate on 01992 624375. The LA will provide a composite prospectus on how in-year admissions can be made and will on request provide information to a parent about the places still available at Goffs-Churchgate and other schools within the local area.

Students in Year 6 that are unsuccessful in their application to Goffs-Churchgate will automatically be placed on our Continued Interest list.

On receipt of an in-year application students will be placed on our Continued Interest list. We will notify HCC both of the application and its outcome.

Places are not determined by the date or position of the student being placed on the list, but in line with our published criteria.

Where a place becomes available it will be filled from the Continued Interest list. If there is an appeal in process and the child named on the appeal meets the criteria and is top of the list the appeal will be withdrawn and the child will be offered a place.



## **ADMISSIONS OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP**

Parents of gifted and talented children, or those that have experienced or missed part of a year, for example due to ill health, can seek places outside their normal age group. Goffs-Churchgate will make this decision based on the circumstances of each case.

## **FRAUDULENT APPLICATIONS**

Goffs-Churchgate Academy 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. Goffs-Churchgate will take action in the following circumstances:

- a) When a child's application address does not match the address of that child at their current school;
- b) When a child lives at a different address to the applicant;
- c) When the applicant does not have parental responsibility;
- d) 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.
  - If a child starts at Goffs-Churchgate and their address is different from the address used at the time of application.