



## PARMITER'S SCHOOL

### ADMISSIONS POLICY FOR YEAR SEVEN ENTRY IN SEPTEMBER 2019

Families are asked to complete the School Application Form (Supplementary Information Form - SIF) available from the school on the Open Evening and on Parmiter's School website [www.parmiters.herts.sch.uk](http://www.parmiters.herts.sch.uk). The completed form (SIF) should be returned by post to: Parmiter's School, High Elms Lane, Garston, Near Watford, WD25 0UU by **31 OCTOBER 2018** marking the envelope "**ADMISSIONS**". **Please ensure that you have the correct postage for an A4 envelope to avoid missing the deadline.**

All applicants must also complete Hertfordshire County Council's **COMMON APPLICATION FORM (CAF)** indicating the four preferred schools, **including Parmiter's**, in rank order of preference. The CAF should be returned online to Hertfordshire County Council at: [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or by post to: HCC, CHR 102, County Hall, Pegs Lane, Herts, SG13 8DQ by **31 October 2018**. Parmiter's DfE number is: **919/5404**.

Children will be admitted at age 11 into Year 7. The number of intended admissions for September 2019 will be 208. Applications are welcomed from the Ancient Parish of St Matthew, Bethnal Green.

The Academy Trust will fulfil the legal obligation to allocate a place to an applicant who has a Statement of Special Educational Needs which names this school or an EHC (Education, Health and Care) Plan that names the school.

Where the number of applications for admission exceeds the number of places available, places will be allocated by the Academy Trust in accordance with the following criteria, in the order set out below:

1. "Children Looked After"<sup>1</sup>, "Children Previously Looked After"<sup>2</sup> or "Children in Public Care"<sup>3</sup>. A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order <sup>4</sup>.
2. 10% of places will be allocated based on the straight line distance measurement provided by Hertfordshire County Council's computerised mapping system. 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. *(Places will not be offered, under this criterion, to applicants who qualify under other criteria.)*

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<sup>1</sup> 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 service functions (see definition in Section 22(1) of the Children Act 1989).

<sup>2</sup> Priority will 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. Criterion 1 only applies to children who were previously looked after by an English or Welsh local authority.

<sup>3</sup> 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.

<sup>4</sup> An adoption order is an order under the Adoption Act 1976 (see Section 12 Adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 Adoption orders) Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3. Children with a sibling attending the school and residing at the same family household from Monday to Friday at the time of application. A sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The twin or other full brother or sister, born in the same academic year as an applicant offered a place, will qualify under this criterion. Where a place has been obtained and a child admitted to Parmiter's School and it is subsequently identified that this place was gained fraudulently, there will be no sibling connection available to subsequent children from that family.

4. Children for whom it can be demonstrated that there is a compelling medical reason for attending the school. Applications under this criterion 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 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 Criterion 4 are agreed and applications can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor or psychologist. The supporting evidence needs to demonstrate why only Parmiter's School can meet the medical needs of the child. All applications under this criterion will be considered at a meeting of the Admissions Committee of the Academy Trust.

5. 25% of places shall be available in merit order by reference to academic ability. All applicants for places under criterion 5 must have taken a verbal reasoning test and a mathematics test, the results of which will be used to assess their academic ability. No minimum score will be required to gain admission, places being offered strictly in descending order of each applicant's standardised test score. Preparation for the tests is unnecessary. The tests are administered by the SW Herts Consortium (Parmiter's School, Watford Boys' Grammar School, Watford Girls' Grammar School, Rickmansworth School, Queens' School, Bushey Meads School and St Clement Danes School) and a separate application must have been made by the deadline. Information about the tests and the arrangements, including examples of the questions, are available on the school website: [www.parmiters.herts.sch.uk](http://www.parmiters.herts.sch.uk).

6. Up to 10% of places to be allocated on the basis of proven aptitude in Music to be determined by prescribed tests. All applicants for places under criterion 6 must have taken a written test of musical aptitude. The test is of approximately 40 minutes' duration and does not require any previous knowledge of music or music theory. There will be 60 questions in total in four sections: pitch, rhythm, texture and melody. Further details are to be found at the end of these notes.

The Music tests are administered by the SW Herts Consortium (Parmiter's School, Watford Boys' Grammar School, Watford Girls' Grammar School, Rickmansworth School, Queens' School, Bushey Meads School and St Clement Danes School) and a separate application must have been made by the deadline. Information about the Music tests is available on the school website: [www.parmiters.herts.sch.uk](http://www.parmiters.herts.sch.uk).

Applicants who achieve the qualifying mark in the test will be invited back for a practical music assessment to perform a single piece on their chosen instrument or vocally. This will be a free choice of piece, which should last no longer than three minutes. As there is a free choice of instrument and piece, candidates of all aptitudes and all cultures will have equal opportunity to succeed.

With reference to Criteria 5 and 6: **If an applicant has not taken the admission tests and received results prior to applying for a place at the school, then it will not be possible for the application to be considered under aptitude and academic testing.** In order to distinguish between applicants who attain the same, lowest ranking score, which would qualify them for admission, the proximity of the home address to the school will be the deciding factor. The home to school distance will be measured using the shortest distance which is that provided by the County Council's computerised mapping system as outlined in criterion 2 above. Where there is a need for a final tie-breaker re criteria 2, 5, 6 and 8 i.e. 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 or distances of separate applicants, the tie break will be random (i.e. the drawing of lots supervised by two people independent of the admissions process).

7. Children with a parent who is a current employee at Parmiter's School with at least two years service at the time of application. A parent means the mother, father, step-mother or step-father of the child and in every case living at the same permanent address as the child. If the number of applications under this criterion exceeds the number of places available, the tie break will be the length of service of the member of staff.

8. Remaining places will be allocated on the basis of proximity to the school.

The Academy Trust is strongly committed to supporting applications from families living in the local community. The home address must be the address where the applicant is living at the time of application and before the closing date for applications. Where parents/carers share responsibility for part of the week, both home addresses must be quoted and the address of the parent where the child lives for most of the time will be considered as the permanent home address of the child.

Parents who are applying under Criteria 2, 4, 5, 6, 7 or 8 will need to provide proof that the home address quoted is the permanent residence of the applicant; this proof should include either a photocopy of (custodial) parent's driver's licence, child benefit letter or utility bill. The school may check the authenticity of the address stated. Further proof of residence or other information may be requested and must be provided. Should the school be unable to establish to its satisfaction one specific address as the applicant's permanent home address, then the applicant's permanent home address shall be deemed to be the address of the primary school where the applicant is enrolled on the date of application. If the main address has changed recently or 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 Academy Trust may refuse to base an allocation on an address which might be considered only a temporary address. Parmiter's School is an autonomous admitting authority and as such will make the decision as to whether or not to accept a change of address during the secondary transfer process.

School bus passes for children admitted to the school under Criteria 2 and 8 will be allocated at the discretion of the Academy Trust.

### **Fraudulent applications**

Parents should note that 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. Parmiter's School 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 family moves shortly after the closing date of applications or between the date of receiving their child's test results and the closing date of applications.
- Where information is received from a third party that an application is fraudulent.
- When a child starts at the allocated school and their address is different from the address used at the time of application.
- When there are other suspicious circumstances.

### **Applications from children from overseas**

Parmiter's School will not allocate a school place to a child that is not resident in the UK. The exception to this is for children of UK service personnel and crown servants. In these cases Parmiter's School 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 Unit postal address or quartering area address, for consideration of the application against oversubscription criteria. 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.

### **Children out of 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. If parents/carers believe their child should be educated in a different year group they must, 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. The Academy Trust of Parmiter's School is responsible for the decision to accept the application on the basis of the evidence submitted. 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.

**Special Consideration for the Admissions Tests:** If you consider that your child may be disadvantaged under the terms of the Disability Discrimination Act or has special educational needs which require the test centre to make particular provision for the tests, you must provide written evidence of this from your child's current school Headteacher. This evidence must be sent immediately after registering for the test, together with a copy of the test registration confirmation email to the Test Co-ordinator, South West Herts Schools Tests, PO Box 2439, Watford, WD18 1UZ by the *specified date*. You will be informed in advance of the test date of any appropriate special arrangements that will be made for your child.

**Further Information about the Test of Musical Aptitude:** The test consists of 60 questions of four types: Pitch, Melody, Texture and Rhythm.

**Pitch:** for these questions, candidates listen to two sounds and have to indicate whether the second sound is the same as the first, or whether it is higher or lower. There are twenty of these questions and some of the pitches are less than a semitone apart.

**Melody:** for these questions, candidates listen to two tunes consisting of five notes. Candidates have to decide whether the second tune is the same as the first or if one of the notes has been altered. If there is a change, candidates will be expected to identify which note has been altered, by giving the number of the note. There are ten questions in this section.

**Texture:** for these questions, candidates listen to a number of notes played together at the same time; this is called a chord. Candidates need to decide whether or not each chord has two, three or four notes. There are twenty questions in this section.

**Rhythm:** for these questions, candidates listen to two patterns of notes and have to decide whether the second pattern is the same as, or different from, the first, and where any difference occurs. Each rhythm will be four beats (or pulses) in length. There are ten questions in this section.

**For applicants who satisfy Criteria 4, 5 and 6:**

95% of the places available will be allocated to applicants from the following post code areas: WD3 to WD25; AL1, AL2, AL3, HP1, HP2, HP3 and HA6

A continuing interest list, as notified by HCC after Secondary Transfer co-ordination, will be maintained until 31 December 2019. Applicants who wish to remain on the Year 7 continuing interest list after this date must make an In-Year application. The admissions policy and application form for In-Year and Outside Normal Admissions Round can be viewed on the school website: [www.parmiters.herts.sch.uk](http://www.parmiters.herts.sch.uk).

The school takes part in the Local Authority's Fair Access Protocol and will admit children under the FAP as necessary before children on the continuing interest list.

**PARENTS HAVE THE RIGHT OF APPEAL AGAINST NON-ADMISSION TO THE SCHOOL.** At transfer time, Hertfordshire residents wishing to appeal who applied through Hertfordshire's online system should log onto their online application at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) and click on the link "register an appeal". Non-Hertfordshire residents and those who made a paper application, should contact the Customer Service Centre on 0300 123 4043 in order to obtain 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".

It may be helpful for parents to know the number of places that were allocated under the separate criteria for **September 2018**, although the numbers will vary from year to year:-

<b>Criterion</b>	<i>As at National Allocation Day 1 March 2018:</i>	
1	Children Looked After	3
2	Proximity to the School	21
3	Siblings	82
4	Medical	0
5	Academic Assessment	52
6	Music	20
7	Children of Staff	2
8	Proximity to the School	24
	Children with a Statement of Special Education Needs/Education, Health and Care Plan that names the school	4
	<b>TOTAL</b>	<b><u>208</u></b>

#### **TIMETABLE FOR THE APPLICATIONS/ADMISSIONS PROCEDURE**

<b>30 APRIL - 22 JUNE 2018</b>	Application to SW Herts Admissions Consortium for Academic and Music Tests.
<b>JULY 2018</b>	Time & Venue of Test notified by SW Herts Consortium to all applicants who are considering applying under <b>Criterion 5</b> and/or <b>Criterion 6</b> .
<b>8 SEPTEMBER 2018</b>	Entrance Tests for those applicants who are considering applying under <b>Criterion 5</b> .
<b>13 SEPTEMBER 2018</b>	Music Aptitude Tests for those considering applying under <b>Criterion 6</b> .
<b>w/c 24 SEPTEMBER 2018</b>	Second round music tests - Date, time and venue to be advised.
<b>4 OCTOBER 2018</b>	<b>PARMITER'S OPEN EVENING FOR PROSPECTIVE PARENTS AND STUDENTS.</b>
	During October, parents and prospective students are welcome to visit Parmiter's during the working day. Parents may contact the School Office in September to make the necessary arrangements for a visit to Parmiter's.
<b>17 OCTOBER 2018</b>	Test scores available on SW Herts Consortium parent portal.
<b>31 OCTOBER 2018</b>	Completed School Application forms, also referred to as Supplementary Information Form (SIF), to be returned to <b>Parmiter's School</b> .
<b>31 OCTOBER 2018</b>	Closing date for online applications to be submitted to the LA : <a href="http://www.hertsdirect.org/admissions">www.hertsdirect.org/admissions</a> . Statutory deadline for receipt of paper applications (by post to: HCC, CH102, County Hall, Pegs Lane, Herts, SG13 8DQ).
<b>DECEMBER 2018</b>	Local Authority applications forwarded to Parmiter's School.
<b>JANUARY 2019</b>	Parmiter's School provides Local Authority with ranked list of applicants.
<b>1 MARCH 2019</b>	Allocation of place emails will be sent out by HCC to all online applicants who provided and confirmed an email address. After this, other parents may view their allocation at <a href="http://www.hertfordshire.gov.uk/admissions">www.hertfordshire.gov.uk/admissions</a> during the afternoon of 1 March 2018 only after all allocation emails have been sent. Offer letters will be sent by first class post only to those who applied on paper and online applicants who did not confirm an email address.
<b>2 MARCH 2019</b>	Offers will be sent out by Parmiter's School. Unsuccessful applicants who are on Parmiter's School continuing interest list will be notified by email.
<b>MARCH 2019 (tbc)</b>	Last date by which parents/carers may accept or reject place offered.
<b>MARCH 2019 4pm (tbc)</b>	Last date to register an appeal/return appeal forms by 4pm.