PARMITER'S SCHOOL

Admissions Arrangements
Year 7 Entry in September 2028

General Information

All applicants must complete Hertfordshire County Council's **COMMON APPLICATION FORM** (CAF), indicating the four preferred schools, **including Parmiter's School,** in rank order of preference. The CAF should be returned online to Hertfordshire County Council at www.hertfordshire.gov.uk/admissions or by post to: HCC, Admissions and Transport, Farnham House, Six Hills Way, Stevenage, Hertfordshire, SG1 2FQ Postal Point: CHR102 by **31 October 2027**. Parmiter's DfE number is: **919/5404**.

Families are asked to complete an online Supplementary Information Form (SIF), which is available on the school website www.parmiters.herts.sch.uk.

Children will be admitted at age 11 into Year 7. The school's Published Admissions Number for September 2028 is 216.

The Parmiter's School Academy Trust will fulfil the legal obligation to allocate a place to an applicant who has an EHC (Education, Health and Care) Plan that names the school, unless in line with The Children's and Families Act 2014 section 39(4a),

1. Parmiter's School is unsuitable for the ability, aptitude or special educational needs of the child, or
2. The attendance of the child at Parmiter's School would be incompatible with:
    a. the provision of efficient education for others, or
    b. the efficient use of resources.

Oversubscription Criteria

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, until the Published Admissions Number (PAN) is reached:

1. Children Looked After

"Children Looked After"[1], "Children Previously Looked After[2]" or "Children in Public Care[3]". 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. This criterion will apply to children looked after and children who were previously looked after, including those 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 or becoming subject to a child arrangements order or a special guardianship order.

2. Proximity to Parmiter's School

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. (NB: Applicants who also qualify under Criterion 3 – 6 will be allocated a place under that criterion, thus maintaining the availability of places to local families)

3. Siblings of Current Parmiter's School Students

For the purpose of these arrangements, a "sibling currently on roll at Parmiter's School" means:

1. a child having at least one parent (or parent by legal adoption) in common with the applicant, or
2. a child related to the applicant as a step-sibling by the intermarriage or civil partnership of one of each of their parents at the date of application, or
3. a non-biological sibling of a child looked after or previously looked after and, in all cases, living permanently in the same house as the applicant, Monday to Friday at the time of application.

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.

If the child lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

If it is found that a place was obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

The sibling criterion applies to other students on roll **at the time of application**.

Multiple Birth Students

The Academy Trust will admit multiple birth students when a single multiple birth child is allocated a place at Parmiter's School and the other multiple birth children have applied but not qualified for a place. In the event that the qualifying child does not accept the allocated place, then the place offered to the other children will be withdrawn. In each instance, all children must live permanently within the same household as the qualifying child from Monday to Friday in order to be offered a place. From the point of the second round of continuing interest, the Academy Trust will admit over the school's published admission number in order to accommodate such places.

4. Children of Staff

The staff member must have been:

1. Employed by Parmiter's School for more than a 0.5FTE permanent contract, or consecutive fixed-term one-year contracts, for two or more years at the time of application, or
2. Recruited to fill a vacant post at Parmiter's School, on a permanent contract, for which there was a demonstrable skill shortage.

The staff member may be full or part-time, teaching or non-teaching staff.

A 'child of a staff member' means their birth child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner whose 'home address' is the same as the staff member's within the definition set out in this policy. The Academy Trust reserves the right to withdraw the allocation offer if the member of staff ceases to work at Parmiter's School between the date of application and the date of admission.

In order for a student to be considered under this criterion, the staff member must contact our Admissions Officer prior to application.

A panel from the Academy Trust Admissions Committee will determine whether the member of staff meets the requirements for this rule.

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.

5. Academic Aptitude[5]

Up to 25% of places shall be available in merit order by reference to academic ability. In order to be considered under this criterion, a verbal reasoning test and a mathematics test must have been taken, the results of which will be used to assess 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, Croxley Danes School and St Clement Danes School) and registration for the tests must have been made by the deadline. Information about the tests and the arrangements, including examples of the questions, is available on the school website: www.parmiters.herts.sch.uk and the SW Herts Consortium website: https://www.swhertsschools.org.uk/.

6. Music Aptitude[5]

Up to 10% of places to be allocated on the basis of proven aptitude in Music, to be determined by prescribed tests. In order to be considered under this criterion, a written test of musical aptitude and a practical music assessment must have been taken.

The first stage written musical aptitude 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. Applicants who achieve the qualifying mark in the test will be invited back for a second stage 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.

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, Croxley Danes School and St Clement Danes School) and registration for the test must have been made by the deadline. Information about the Music tests is available on the SW Herts Consortium website: https://www.swhertsschools.org.uk/.

7. Remaining Places

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

Priority Postcode (Catchment) Area

95% of the places available under criteria 5 and 6 will be allocated to applicants from the following postcodes: WD3 to WD25; AL1, AL2, AL3, HP1, HP2, HP3 and HA6. 5% of places available under criteria 5 and 6 will be allocated to applicants who do not live in the Priority Postcode (Catchment) area.

Continuing Interest List

A continuing interest list, as notified by HCC after Secondary Transfer co-ordination, will be maintained until 31 December 2028. 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.

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. Children admitted under the FAP will be admitted over PAN as necessary.

Permanent Home Address

The Academy Trust is strongly committed to supporting applications from families living in the local community. The home address quoted 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.

Fraudulent Applications

Parents/carers should note that both Parmiter's School Academy Trust and Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses.

Parents/carers may be required to provide proof that the home address quoted is the permanent residence of the applicant. The school may check the authenticity of the address stated. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided.

The Academy Trust 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 Parmiter's School and their address is different from the address used at the time of application.
- When there are other suspicious circumstances.

If the main address has changed recently or temporarily, for example, where a family is renting a property on a Short Term Tenancy Agreement or where the tenancy arrangement does not include a fixed term, then the parental address remains that at which the parent was a 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.

If it's not possible to provide a tenancy agreement, we will request alternative proof of address and verify it with the Shared Anti-Fraud Service, as necessary. The Academy Trust may refuse to base an allocation on an address which might be considered only a temporary address. Parmiter's School Academy Trust is an autonomous admitting authority and, as such, will decide as to whether or not to accept a change of address during the secondary transfer process.

Any recent changes of address must be accompanied by:

- a solicitor's letter upon completion (exchange of contracts not accepted) confirming your completion date was on or before **the application deadline** or
- a signed tenancy agreement showing that your tenancy began **on or before the application deadline**. Where the tenancy arrangement does not include a fixed term, or where additional evidence is required to confirm that the address is the child's normal place of residence, we may request further proof of address and verify this through the Shared Anti-Fraud Service

School bus passes for children admitted to the school under Criteria 2 and 7 will be allocated at the discretion of the Academy Trust.

Address Visits

Where suspicions lie as to the validity of an address, the Admissions & Transport Team may make unannounced visits to the applicant's claimed address or any other address suspected to be the normal permanent residence of the child's primary carer or the address where the child resides for the majority of the week. The aim of these visits is to verify that the address information provided on the application form is accurate. All visits will be made by two members of the Admissions & Transport Team.

If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the Admissions & Transport Team within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the applicant will be asked to explain why and provide evidence as to why they did not respond within the specified time.

Applications From Children From Overseas

The Academy Trust will not allocate a school place to a child who is not resident in the UK. The exception to this is for children of UK service personnel and crown servants. In these cases, the Academy Trust 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

Parmiter's School 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. Students will be admitted to Parmiter's School in Year 7 at the age of 11 or age 12 if they are summer born children where a family has chosen to delay their entry to Reception by an academic year. 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 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 believe your child may be disadvantaged under the Equality Act 2010 or has special educational needs that require adjustments, you must upload written confirmation from your child's SENDCo or Headteacher during the application process. Only documents from the current school will be accepted—other documents will not be accepted. Please upload the confirmation to the portal during the application process and this must be done by the application closing date. If you do not have scanning facilities, ask the primary school for help. No paper copies will be accepted. 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.

Right of Appeal

Parents/carers 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 and click on the link "create an account to make 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 codes and log in to www.hertfordshire.gov.uk/schoolappeals and click on the link "create an account to make an appeal".

Admissions Timeline

Date	Event
April - June 2027	Application to SW Herts Admissions Consortium for Academic and Music Tests.
24 June 2027, 4-8pm	Open Day. Details will be advertised on the school website
July 2027	Time & Venue of Test notified by SW Herts Consortium to all applicants who are considering applying under **Criterion 5** and/or **Criterion 6.**
September 2027	Entrance Tests for those applicants who are considering applying under **Criterion 5 Academic**.
September 2027	Music Aptitude Tests for those considering applying under **Criterion 6 Music**.
September 2027	Second round music tests - Date, time and venue to be advised.
October 2027	Test scores available on SW Herts Consortium parent portal (midday).
31 October 2027	Supplementary Information Form (SIF), to be completed online for **Parmiter's School.**
31 October 2027	Closing date for online applications to be submitted to the LA : www.hertfordshire.gov.uk/admissions. Statutory deadline for receipt of paper applications (by post to: HCC, CH102, County Hall, Pegs Lane, Herts, SG13 8DQ).
December 2027	Local Authority applications forwarded to Parmiter's School.
December 2027	Parmiter's School provides the Local Authority with a ranked list of applicants.
1 March 2028	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 www.hertfordshire.gov.uk/admissions during the afternoon of 1 March 2028, 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**.**
2 March 2028	Offers will be sent out by Parmiter's School. Unsuccessful applicants will be placed on Parmiter's School continuing interest list.
9 March 2028	Last date by which parents/carers may accept or reject places offered.
31 March 2028	Last date to register an appeal/return appeal forms by 4pm.

Previous Allocation Numbers

It may be helpful for parents/carers to know the number of places that were allocated under the separate criteria for September 2027, although the numbers will vary from year to year. As of national allocation day on 1 March 2027, the number of places offered for September 2027 was as follows:

Criteria	**Number of Places Allocated**
1. Children Looked After	TBC
2. Proximity to Parmiter's School	TBC
3. Siblings of Current Parmiter's School Students	TBC
4. Children of Staff	TBC
5. Academic Aptitude	TBC
6. Music Aptitude	TBC
7. Remaining Places	TBC
Education, Health & Care Plans	TBC
Total	216

Notes

1. 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).

2. 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.

3. 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.

4. 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).

5. With reference to oversubscription criteria 5 and 6: **If the relevant admission tests have not been taken, 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, 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).