



# PARMITER'S SCHOOL

## ADMISSIONS POLICY FOR IN-YEAR AND OUTSIDE NORMAL ADMISSIONS ROUND

We very rarely have vacancies outside the normal admissions round. Applications for admission to the school In-Year or outside the normal admissions round must be made in writing, and by completing the school's In-Year Application Form. Parmiter's School is not part of Hertfordshire County Council's scheme of In-Year coordination and parents should apply direct to the school. The completed form should be returned by post to: Parmiter's School, High Elms Lane, Garston, Near Watford, WD25 0UU. The envelope should be marked "**ADMISSIONS**". An In-Year application form can also be found on our website i.e. [www.parmiters.herts.sch.uk](http://www.parmiters.herts.sch.uk)

Admissions for each year group are allocated in accordance with the relevant oversubscription criteria.

### **Oversubscription Criteria**

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>. This criterion will apply to children looked after and children who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.

2. Children with a parent who is a current employee at Parmiter's School with at least two years service at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. A parent means the mother, father, step-mother or step-father of the child and in every case living at the same permanent

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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. .

<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).

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.

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.

4. Proximity to the school, as designated by Hertfordshire Local Authority's computerised mapping system. The home to school distance measurement, for the purposes of admissions, is defined by Hertfordshire County Council as "a 'straight line' distance measurement from the address point of the child's home to the address point of the school. Address point data is supplied by Addressbase.

If there are no vacancies, children will be placed on the continuing interest list for the appropriate year group. Any vacancies are filled from the list in accordance with the relevant over subscription criteria and not according to the date a child's name was added to the list. On request, parents will be informed of their child's place on the list but should be aware that the position may change.

The "permanent home address" as declared on the application form must be the permanent address where the applicant is living at the time of application and at the time of any future admission to the school. It is the responsibility of the parent/carer to notify the school of any change in address while the applicant remains on the continuing interest list. 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 and evidence may be requested.

Parents who are applying under Criterion 4 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. 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.

School bus passes for children admitted to the school under Criterion 4 will be allocated at the discretion of the Governing Body.

Although Parmiter's School is not part of Hertfordshire County Council's scheme of In-Year coordination, the school will adhere to the County guidelines, as follows:

### **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.

### **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**

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. 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. Applications from children who are currently being educated "out of year group" will be processed in exactly the same way as all other applications. This includes "Summer born" children where entry to Reception was delayed by one year.

The school takes part in Hertfordshire County Council's Fair Access Protocol and will admit children under that policy as necessary before children on the continuing interest list. Children admitted under the FAP will be admitted over PAN as necessary.

In order to comply with the School Admissions Code, Hertfordshire County Council will be informed of all In-Year applications and the outcome of each one.

A continuing interest list will be maintained until the applicant reaches the end of the first half term of the Autumn Term in Year 10. For Year 7 only, the In-Year process will start from 31 December of Academic Year 7.

**PARENTS HAVE THE RIGHT OF APPEAL AGAINST NON-ADMISSION TO THE SCHOOL.** Parmiter's School will write to you with the outcome of your application and if you have been unsuccessful, the County Council will write to you with registration details to enable you to login and appeal online at <http://www.hertfordshire.gov.uk/schoolappeals>.