



## PARMITER'S SCHOOL

### Admissions Arrangements In-Year and Outside Normal Admissions Round (From September 2027)

#### General Information

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 available on the school [website](#). Parmiter's School is not part of Hertfordshire County Council's scheme of In-Year coordination and parents should apply directly 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](#).

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

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"<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. 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. 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 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 to be a student to be considered under this criterion, the staff member must contact our Admissions Officer and complete a data collection form 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.

### **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 inter-marriage 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 not been allocated a place. 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. The Academy Trust will admit over the school’s published admission number in order to accommodate such places.

#### **4. 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.

#### **Continuing Interest List**

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.

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.

The school takes part in the Local Authority's Fair Access Protocol (FAP) 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 the school's Published Admissions Number 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.
- 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 (12 months or less), 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. 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 Criteria 4 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 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 that 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. 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. 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.

## Right of Appeal

Parents/carers 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 log in and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

## 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).