



The Priory School

Educating Students for Success in Life

Name of policy	The Priory School Admissions
Statutory	No
Date policy was updated	Autumn 2017
Date of next review	Autumn 2018
Governors committee	Student Wellbeing
Member of staff responsible for the policy	

The Priory School

Admissions arrangements 2018/19

The published admissions number (PAN) for September 2018 is 180.

The school participates in the Hertfordshire Local Authority co-ordinated scheme for Admissions and all deadlines within that should be adhered to by applicants. All applicants must complete the Common Application Form of their home Local Authority. Hertfordshire residents should apply online to Hertfordshire County Council or complete the Secondary Transfer Form. Families resident in other authorities must complete the form provided by the Authority in which they live. Applicants to The Priory School do not need to complete a Supplementary Information Form (SIF).

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

Oversubscription criteria

Rule 1: Children looked after and 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)*.

Rule 2: Medical or Social

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school*.

A panel of Hertfordshire County Council officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. 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 Year 13.

Rule 4: Children of staff

Children of permanent members of staff who live in the same house as the member of staff, are directly employed by The Priory School and have been employed at the school for a minimum of two years or have been recruited to fill a vacant post for which there is a demonstrable skills shortage, such shortage to be determined by the Governing Board Admissions Committee.

Rule 5: Children who live in the priority area

If the school is oversubscribed under this rule places will be offered as follows:

- To children living in the parishes of Hexton, Hitchin, Holwell, Ickleford, Langley, Lilley, Offley, Pirton, Preston, St. Ippolyts, Wymondley.
- On the basis of distance, with those living nearest the school prioritised.

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

Tie break

When there is a need for a tie break where two different addresses are 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 of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

Home to School distance measurement for the purpose of admissions

A 'straight line' distance measurement is used in all home to school distance measurements for the school by the County Council. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address Base Premium point of your child's house to the address point of the school. Address Base data is a nationally recognised method of identifying the location of schools and individual residences.

Continuing Interest List

Hertfordshire County Council administers the CI list on behalf of the school. All unsuccessful applicants will automatically be placed on the school's CI list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The County Council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the end of the summer term. To retain a CI application after this time, parents must make an In-Year application.

Appeals

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link 'register an appeal'. If the application was not made using Hertfordshire's online application system, parents should contact the Customer Service Centre (0300 123 4043) to request an appeal pack.

In-Year Admissions

The school is part of the Hertfordshire County Council's co-ordinated In-Year admissions scheme. Application forms can be accessed via www.hertfordshire.gov.uk/admissions or from the Customer Service Centre, 0300 123 4043. Parents should return the applications form direct to the County Council (address on the form).

Admissions out of year group

The School is responsible for whether a student is educated out of their chronological year group.

Fair Access

The school participates in the County Council's Fair Access protocol and will admit children under this protocol before on the continuing interest list.

Sixth Form admission arrangements

The school will admit up to 80 external students to its Sixth Form.

Minimum entry requirements are 5 GCSE passes at Grade C or above, including English and Maths. Some subjects will require B grade at GCSE. Full details can be found in the Consortium prospectus.

If the school is oversubscribed, priority will be given to:

1. Children looked after or previously looked after
2. Medical or social
3. Sibling
4. Children of staff
5. Students who live nearest the school.