



Katherine Warrington School Admissions Arrangements

2023 entry

Katherine Warrington School is a co-educational, all-ability school for children aged 11-18. The school has a published admission number (PAN) of 180 pupils for entry in Year 7. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the PAN for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Whilst Katherine Warrington School is the admissions authority and determines this policy, Hertfordshire County Council will be the administrators of the admissions process on behalf of the School and Trust.

Application process

All applicants must complete the Common Application Form of their home local authority. Hertfordshire residents should apply online to Hertfordshire Country Council (HCC) (www.hertfordshire.gov.uk/admissions). Families resident in other local authorities must complete the form provided by the authority in which they live. Applicants for Katherine Warrington School are not required to complete a Supplementary Information Form (SIF).

The closing date for applications is 31/10/2022. Applications received by 31/10/2022 will be treated equally and applications received after this date will be treated as late and dealt with according to HCC rules. Offers will be made on 01/03/2023.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. 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 became subject to a child arrangements order¹ or a special guardianship order².
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school
A panel of HCC 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 and must clearly demonstrate why it is the only school that can meet the child's needs.
3. Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school (Years 7 to 13).
4. Children of staff who have worked at the school for two or more years, or children of staff who have been recruited to fill a vacant post for which there is a demonstrable skill shortage, whose current permanent address is the same as the member of staff (see page 6 for definition of home address). To be eligible under this rule, the staff

member must be the child’s natural parent or otherwise have parental responsibility (as defined under the Children Act 1989) for the child. For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the staff. This definition does not include contract staff or peripatetic staff employed by HCC.

5. Children who live in the priority area set out in the table below for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective. (Note: Non-partially selective means that the school does not offer any places based on academic ability).
6. Children who live in the priority area who live nearest to the school. Children living on the boundary will be considered to be living within the priority area.
7. Other children.

Priority Area 7	Towns/parishes/unparished areas	Schools
Harpenden and St Albans	Ayot St. Lawrence, Colney Heath, Flamstead, Harpenden, Harpenden Rural, Kimpton, King’s Walden, London Colney, Markyate, Redbourn, Ridge, Sandridge, St. Michael, St. Paul’s Walden, St. Stephens, St. Albans, Shenley, Wheathampstead	Beaumont Katherine Warrington Roundwood Park Samuel Ryder Sandringham Sir John Lawes

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, for rules 2-6 the next rule will be applied to further prioritise children.

Tie break

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tiebreaker 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 of separate applicants, the tie break will be random. Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number is used to allocate the place – the lowest number is given priority.

Random allocation will not be applied for multiple both siblings (twins, triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.

Late applications

All applications received by HCC after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school’s waiting list.



Continuing interest

After places have been offered, HCC will maintain a continuing interest (CI) waiting list. A child's position on the 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. Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of allocation). To retain a CI application after this time, parents must make an In Year application.

In Year admissions

HCC co-ordinate the In Year admissions for the school. Information about how to apply and the online application form can be found at www.hertfordshire.gov.uk/inyear. The oversubscription criteria outlined above are used to prioritise all In Year applications.

Fair Access Protocol

The school will admit children under the Fair Access Protocol before those on continuing interest, and other the PAN if required.

Appeals

Secondary transfer intake appeals:

Parents wishing to appeal who applied through HCC's online system should log into their online application and click on the link 'register an appeal'. Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link 'log into the appeals system'.

In Year admissions appeals:

HCC will write to you with the outcome of your application and if you have been unsuccessful, HCC will write to with registration details to enable you to log in and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Notes

Rule 1: 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 became subject to a child arrangements order¹ or a special guardianship order².

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.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

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 services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.

¹ Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

² Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

The child's previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school

Rule 2 applications 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 social and 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 Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a) Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- c) If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- d) For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children who were not “looked after” immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

Further details on the Rule 2 process can be found in the [Rule 2 protocol](#).

Definition of sibling

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after³ and in every case living permanently⁴ in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the school at the time the younger child starts or have been offered and accepted a place, unless the sibling is in the last year of the normal age-range of the school (Years 7 to 13).

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

Home address

The address provided must be the child’s current permanent address at the time of application. ‘At the time of application’ means the closing date for applications.

“Permanent” means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child’s main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child’s residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

³ Children previously looked after are those children adopted or those with a special guardianship order of child arrangements order. This definition was amended following a determination by the OSA in August 2014.

⁴ 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 two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

Fraudulent applications

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council 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 child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application. Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used in 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.

Applications from children⁵ from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire

⁵ Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports) or have a UK passport describing them as a British Citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted access to the UK.

within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary and Secondary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases, HCC 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 HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

HCC will also consider accepting applications from children⁶ whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (4 December 2021) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

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.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

⁶ Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports) or have a UK passport describing them as a British Citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted access to the UK.