



# Katherine Warrington School Admissions Arrangements

## 2027 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 County Council (HCC) ([www.hertfordshire.gov.uk/admissions](http://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 31/10/2026. Applications received by 31/10/2026 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 03/03/2027.

### 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 order<sup>1</sup> or a special guardianship order<sup>2</sup>.

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, 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 (waiting) (CI list)**

After places have been offered, Hertfordshire County Council will maintain a CI list for all community and voluntary controlled schools. 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. CI 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 remain on the CI list after this time, parents must confirm they are still interested in a place by completing an In Year application form.

### **Children Seeking Admission outside their Chronological Year Group**

Only in exceptional circumstances will a child younger than 11 years of age or older than 12 years of age on 1 September of the year in which he/she is due to transfer to secondary school be considered for admission. One of these exceptions will be for summer born children who are currently educated out of their chronological year group. Hertfordshire County Council will administer applications in this category on the school's behalf.

### **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](http://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 above 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](http://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](http://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 order<sup>1</sup> or a special guardianship order<sup>2</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.

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”.

### <sup>1</sup>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.

<sup>2</sup> 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 after and in every case living permanently 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 named school at the time the younger child starts or has been offered and accepted a place.

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.

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 an applicant 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.

### **Multiple births**

Hertfordshire County Council (HCC), as the admission authority, will admit over a school’s published admission number when a single twin/multiple birth child is allocated a place at a school and the other twin/multiple birth child has applied but not been allocated.

To maximise the chances of your children being allocated places at the same school, it is recommended that you list the same schools in the same order across all applications. If you are applying for single-sex schools, it is possible that one child will be allocated a place and the other will not. Please be aware that it is not possible to allocate a place at a school that is not ranked on the application form, unless a non-ranked allocation is offered.

### **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.

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months\* and the child must be resident in the property at the time of application.

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 where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.



Katherine  
Warrington  
School

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

We may ask for proof of your address at any time. If, following an initial investigation and/or any

investigation by with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

If we receive more than one application with different address details and **parents don't agree**, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If two different applications are received for the same child from the same address but contain different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child's home LA will determine if the application will be processed.

\* If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.



## **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.

## **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.



### **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.

### **Definition of "nearest school" for secondary admissions**

For coeducational community schools, the "nearest school" definition for rule 4 is "the 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.

### **Applications from children<sup>5</sup> 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.

<sup>5</sup> 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.



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. 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 children<sup>6</sup> 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 2024) 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.



**Sixth Form Admission Arrangements** The school will admit internal and external students to its Sixth Form until capacity is reached. We intend to have a Sixth Form with a total student number of 250, being 125 students in each of Year 12 and Year 13.

**Minimum entry requirements are as set out in our Sixth Form prospectus.**

The minimum entry requirements are set out in our sixth form prospectus. Any existing Year 11 KWS student who meets the overall and subject specific requirements will be offered a place in 6th form. KWS has the capacity to offer up to 40 external candidates a place in 6th form, provided they meet the overall and subject specific requirements.

In the event of oversubscription to the Sixth Form, places will be offered by applying the following criteria in the order given:

**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 order or a special guardianship order.

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

**Rule 3** Sibling: 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. The 'normal age range' is the designated range for which the school provides, i.e. Years 7 to 13 in this school.

**Rule 4** Children of staff: The school will admit a child of a member of

staff provided that the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made

or where the member of staff is recruited to fill a vacant post for which there is

a demonstrable skill shortage. 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 any permanent member of the staff, working full or part time. This definition does not include contract staff or peripatetic staff employed by Hertfordshire County Council or Herts Catering.

**Rule 5** Children who live nearest to the school. Distance will be measured using a simple home-school distance measurement using a commercial measuring system, e.g. Google Maps.

**Continued interest (waiting) (CI List)** : all unsuccessful applicants will be added to the school's continued interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document in relation to Sixth Form entry and the over-subscription criteria.

**Sixth Form Appeals** - The parents (and/or in the case of a sixth form place, the student as well) of any child refused a place at the school have a right to appeal to an independent appeal panel.



Application status: **Incomplete**

Current phase: **Application Form**

Completed 0/7

Date of birth  
Preferred name  
Middle name(s)  
Student code

Expected year of entry  
Expected term of entry  
Expected year group of entry

Application reference number  
Unique Pupil Number  
Unique Learner Number

**PHASE: APPLICATION FORM**

**Student Basic Details**

**Student Basic Details**

Legal First Name  
Legal Last Name  
Gender

**Parent/Carer Details**

**Education**

**School History**

Current School:

**Student Education Information**

Home Schooled

School Outside Uk

Please enter your predicted GCSE grades. You can get these predicted grades by speaking with your subject tutors, your form tutor or Head of Year

**Current Siblings**

**Reference**

Referee Name:

Referee Email:

Relationship:

Status

**Courses**

**Course Options**

Please email completed form to [KWSixth@kwschool.co.uk](mailto:KWSixth@kwschool.co.uk)