

## **Barclay Academy Admissions Arrangements 2023-24**

### **Published Admission Number (PAN)**

Barclay Academy will admit up to the Published Admission Number of 196 pupils.

### **Children with an Education, Health and Care Plan (EHCP).**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names the school. These children will be admitted within the school's PAN but before any child prioritised under the school's oversubscription criteria.

### **Oversubscription Criteria**

**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>.

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).

**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.

On behalf of the Governors of the Academy, HCC will determine, whether the evidence provided is sufficiently compelling to meet the requirements for this rule.

**Rule 3. Sibling:** Children with a sibling on roll of the Academy. The Academy reserves the right to ask for proof of relationship once offers have been made.

**Rule 4. Nearest School:** Children who live in the priority area 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.*

**Rule 5. Distance:** Admission of children who live in the priority area nearest to the Academy. The student's permanent address is where he or she normally lives and sleeps and goes to school from. If a fraudulent application is made deliberately, any offered place may be withdrawn.

**Rule 6.** Children living outside the priority area on the basis of distance, with those living nearest to the school given priority. These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

### **Tie Break**

If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children. 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 GIS measurement system and the distances are automatically available with application information in SEAM. The HCC’s admissions database has an individual random number assigned, between 1 and 1 million, against each 2 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.

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. Premium data is a nationally recognised method of identifying the location of schools and individual residences.

**Twins/Multiple births**

The Barclay Academy Governing Body, as the admission authority, will admit over the school’s published admission number when a single twin/multiple birth child is allocated the last place at a school.

**Priority Area**

The school priority area is based on the following towns, parishes/unparished areas. These apply to Rules 4 and 5:

	Priority Area	Towns/Parishes/Unparished areas	Schools
5	Stevenage	Aston, Benington, Datchworth, Graveley, Great Ashby, Knebworth, Stevenage, Walkern.	The Barclay, Barnwell*, Marriotts, The Nobel*, Thomas Alleyne*

**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 time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child’s permanent residence is disputed, 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 and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child’s home Local Authority to determine address. If two applications, with different addresses are received from the same Local Authority, it will be for that Local Authority to determine

permanent address. If two applications are received from two different Local Authorities, the above process will be used.

If two different applications are received for the same child from the same address, e.g., containing 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.

For the transfer application rounds, if the initial differing applications (one or both) were received “on-time”, an amended joint application will also be considered “on-time” if received before the “late deadline”. If the amended joint application is received after the late date, it will be treated as “late”. The late deadlines for the 2023/24 transfer application process are 2<sup>nd</sup> December 2022 for secondary and upper applications and 1<sup>st</sup> February for reception, junior and middle applications. If these dates change, amendments will be published on the admissions web pages at the start of the 2023/24 application process in September 2022.

\* 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 and verified as necessary with the Shared Anti-Fraud Service.

### **Fraudulent Applications**

The Academy will work in close liaison with the Hertfordshire County Council to 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. 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;
    - Council tax information shows a different residence at the time of application.
  - When a child starts at the allocated school and their address is different from the address used at the time of application.

### **Fair Access (In Year Admissions only)**

The academy will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

### **Continuing Interest (waiting) lists**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) 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 summer term (date to be specified and

confirmed to parents at the time of allocation). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In-year Application Form (To retain a CI application after this time parents must make an In-year Application).

### **In Year Admissions**

Parents can make an online in year application via the Hertfordshire County Council website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions), or contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents should return the application form direct to the County Council.

### **Appeals**

- **Secondary transfer intake:** Parents wishing to appeal who applied through Hertfordshire's online system should log in to 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:** The county council will write to you with the outcome of your application and if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

### **Explanatory notes and definitions**

**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<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.

<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> Special guardianship order Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

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

The child's previously looked 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  
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:

[Rule 2 Protocol \(hertfordshire.gov.uk\)](http://hertfordshire.gov.uk)

### **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<sup>1</sup> and in every case living permanently<sup>2</sup> 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 have 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.

*<sup>1</sup> Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.*

*<sup>2</sup> 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.*

### **Applications from children\* 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 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 secondary and upper 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 the 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 HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria. If the family already has an established alternative private address, that address will be used for admission

purposes.

Barclay Academy in liaison with Hertfordshire County Council will also consider accepting applications from children\* 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 2018) 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.

\*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 entry to the UK

### **Children Out of Year Group**

The school's 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. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, 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. Supporting evidence should be submitted to HCC's Admissions Team. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

Through a panel process, HCC will decide whether the application will be accepted on the basis of the information submitted. On behalf of the governors of the Academy, the panel make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. 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. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

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management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.



## Barclay Academy Sixth Form Admissions Arrangements 2023-24

### Published Admission Number (PAN)

Barclay Academy has a PAN of 20 places in Year 12 for external applicants who meet the stated minimum entry requirements.

### Minimum Academic Entry Requirements

A minimum of 5 GCSEs at grade 4 or above, including English and Maths are required for the Level 3 programme. There are no minimum entry requirements for the Level 2 programme.

### Oversubscription Criteria

In the event that a pathway is over-subscribed, then places for external applicants will be allocated (to students meeting the entrance requirements) by applying the following oversubscription criteria in the order set out below.

**Priority 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>.

**Priority 2:** Children who live in the priority area 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.

**Priority 3:** Children who live in the priority area who live nearest to the school.

**Priority 4:** Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

The school priority area is based on the following towns, parishes/unparished areas. These apply to Rules 2 and 3:

Priority Area	Towns/Parishes/Unparished Areas
Stevenage	Aston, Benington, Datchworth, Graveley, Great Ashby, Knebworth, Stevenage, Walkern.

### 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. In the event that two or more applicants are equally

entitled to a place, then an offer will be made to the applicant living closest to the school at the time of application

### **Sixth Form Appeals**

Unsuccessful applicants to the Sixth Form have the right to appeal. If you wish to appeal please email [school.appeals@hertfordshire.gov.uk](mailto:school.appeals@hertfordshire.gov.uk) once you have received notification from the school that your sixth form application has been unsuccessful.

### **Process of Application for the Sixth Form**

Applications for Sixth Form must be made to the Academy, using the application form available on the Academy website, by the published closing date. Please note that A level subjects may be subject to change.

## Barclay Academy

### Sixth Form Admissions Form 2023-24: External Applicants

If you are seeking a place for your child at Barclay Academy you should complete this application form and return it to the Admissions Officer at the academy. Please complete this form using black ink and CAPITAL LETTERS. You must include recent copies (less than 3 months old) of two forms of proof of address, one of which must be a council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement.

Your child's home address at the date of application is important in deciding whether or not a place can be offered if the academy is oversubscribed. The academy reserves the right to reject an application and/or withdraw an offer of a place should it be established that false information has been given.

#### INFORMATION ABOUT STUDENTS LAST/PREVIOUS SCHOOL

Current Year Group: \_\_\_\_\_

Name of School currently attending/last attended:  
\_\_\_\_\_

Address of School: \_\_\_\_\_

Phone number: \_\_\_\_\_

Leaving Date (if applicable): \_\_\_\_\_

#### STUDENT INFORMATION

STUDENT DETAILS (In cases of parents living separately but with a shared care arrangement, the child's principal address must be used.) [1-4]

Legal Surname: \_\_\_\_\_

Legal Forename: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_

Preferred First Name: \_\_\_\_\_

Gender:  Male  Female

Date of Birth (Day/Month/Year):     /     /

Address: \_\_\_\_\_

Postcode: 

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#### PARENT/GUARDIAN DETAILS [5]

Parent/Guardian Name: **Mr/Mrs/Ms/Miss/Dr** \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Does the student live with this person?  Yes  No (Please give details of address below)

Address (if different from student): \_\_\_\_\_

Home Phone No.

Mobile Phone No.

Email Address: \_\_\_\_\_



Please indicate on the form below the courses that you would like to study in Year 12. Mark the courses 1 to 4 into the selected course box [  below, 1 being your first choice.

Your choices should be sensible and based on your current predicted grades, the entry criteria for the course(s) and the combination that is going to allow you to achieve the highest grades possible in order to maximize your choices on leaving school. Although each applicant will be considered on an individual basis, achieving Level 5 in English is a requirement across many A Level subjects. The Sixth Form team will consider your options along with information from KS4 assessments and predicted progress and confirm an offer by the end of the Spring Term.

**OPTIONS**

**A-level courses** A level subjects may be subject to change.

<input type="checkbox"/>	<b>Art and Design</b>	<input type="checkbox"/>	<b>Geography</b>	<input type="checkbox"/>	<b>Physics</b>
<input type="checkbox"/>	<b>Biology</b>	<input type="checkbox"/>	<b>History</b>	<input type="checkbox"/>	<b>Politics</b>
<input type="checkbox"/>	<b>Business Studies</b>	<input type="checkbox"/>	<b>Law</b>	<input type="checkbox"/>	<b>Psychology</b>
<input type="checkbox"/>	<b>Chemistry</b>	<input type="checkbox"/>	<b>Mathematics</b>	<input type="checkbox"/>	<b>Sociology</b>
<input type="checkbox"/>	<b>English Literature</b>	<input type="checkbox"/>	<b>Mathematics (Further)</b>	<input type="checkbox"/>	<b>Spanish</b>
<input type="checkbox"/>	<b>Film Studies</b>				

**BTEC courses**

<input type="checkbox"/>	<b>L3 BTEC Health &amp; Social Care</b>	<input type="checkbox"/>	<b>L3 BTEC Music</b>	<input type="checkbox"/>	<b>L3 BTEC Performing Arts</b>
<input type="checkbox"/>	<b>L3 BTEC Sport</b>				

Please answer **ALL** of the following questions, having read our admissions criteria.

1. Is this child a Looked After Child, or previously Looked After Child?

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>.

Yes     No

If yes, we will need to see a supporting letter from this child's social worker and/or advisory teacher.

The academy 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.

**DECLARATION**

**DECLARATION AND SIGNATURE OF PARENT / GUARDIAN**

I/we confirm that: 1) To the best of my/our knowledge, all of the information given above is correct, and I understand that should I have provided any false information the academy may reject this application and/or withdraw the offer of a place, and 2) I/We undertake to notify the academy if any of this information changes before any offer of a place is made.

**Name of Parent/Guardian**

(please delete as appropriate):

I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.

**Signed by parent/guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The information provided on this form is subject to the Data Protection Act 1998. The information provided is for use by the school and the Local Authority. It may also be disclosed to the Governing Body. Information gathered on this form will be held on computer records. Maintenance of these records and the information contained therein will be subject to the provision of the Data Protection Act 1998.