

Secondary Transfer 2016/2017

Application for Admissions into Year 7 for September 2016 - Supplementary Information Form (SIF)

An original of this completed form should be returned to the Admissions Officer at Haileybury Turnford by 23rd

October 2015. Please note that Hertfordshire County Council Application forms must also be completed. Email versions will not be accepted.



Applicant Details (Please use block capitals)

Legal Forename:		Legal Surname:			
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:	DD	MM	YY

Parent/Carer Details

				Same address as pupil?
Parent(s)/Carer(s) Details:	Title	Forename	Surname	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Title	Forename	Surname	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address Details as at 31 October 2015: <small>This must be the same address that you use on your local authority application</small>	House Name/No:		Street:	
	Town:		County:	Post Code:
Is the above address your current home address? <input type="checkbox"/> Yes <input type="checkbox"/> No			Is the above address: <input type="checkbox"/> Freehold <input type="checkbox"/> Rented	
Tel Home:		Tel Mobile:		Tel Other:
Email:				

If your application is being made under Criterion 2 (Sibling), please state the name(s) and year group(s) of the applicant's brother or sister who currently attends Haileybury Turnford

Do the siblings reside at the same address? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:	Year Group:
Name:	Year Group:

Current Primary School

Name of School:	Location of School:
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In the event that the school is required to apply the over subscription criteria, please state under which criteria you wish this application to be considered. You may select more than one. Please ✓ as appropriate:

<input type="checkbox"/> Criterion 1 Looked After Children *Documentation required	<input type="checkbox"/> Criterion 2 Staff	<input type="checkbox"/> Criterion 3 Sibling	<input type="checkbox"/> Criterion 4 Distance *Documentation required
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*A full explanation of each criterion can be found over the page, please read carefully before submitting your application and ensure that you provide us with the necessary paperwork.

Please read the notes over the page and complete the check boxes before returning

Office Use Only <input type="checkbox"/> CT <input type="checkbox"/> UB <input type="checkbox"/> RA <input type="checkbox"/> AC <input type="checkbox"/> SS	Office Use Only Entered by _____ on ____/____/____ Paperwork checked and accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No
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If applying under Criteria 1 or 4 please tick the relevant boxes to show that you have **provided all the documentation** required. We will not be able to accept this form unless you include all the documentation asked for. Further information along with frequently asked questions can be found on our school website on our admissions pages www.haileyburyturnford.com

Criteria 1 (Looked After Children)

Please indicate which of the following best describes your child's circumstances:

- ☐ Looked-after child ☐ Adopted from care ☐ Child Arrangement Order from care ☐ Special Guardianship Order from care

Which Local Authority was/is your child looked after by: _____ and in what year(s) were they looked after: _____

I include a letter from Social Services, other relevant statutory bodies or an appropriate professional ☐ Yes

I include a copy of Adoption Certificate **and** evidence to show that my child was in care before being adopted ☐ Yes

Criteria 4 (Distance) you **must provide all of these documents** showing the names of all adults living at the property.

Most recent council tax statement ☐ Yes

A current original utility bill ☐ Yes

Rental agreement (if renting) ☐ Yes ☐ Private Rental ☐ Council/Housing Association

12 month rental agreement ☐ Yes What date did the rental start? _____

Stamped Address Envelope (if posting) ☐ Yes

Parental Declaration

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 will be considered as the child's main residence. If the family is not in receipt of child benefit, 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. If you deliberately give false information, the offer of a school place may be withdrawn. All of the information I have given on this form is correct and up-to-date. I understand that you may contact my child's current school about this application and will share the information in this application with the local authority.

- ☐ I confirm that I have parental responsibility for this child and the agreement of all persons with parental responsibility.
☐ I enclose all the required supporting documentation.
☐ I confirm that the address given on this form is the child's main residence

Signed: _____ Dated: _____
Parent/Carer

Admissions Policy for Entry to Haileybury Turnford for the School Year Commencing September 2016

Policy and Numbers

The school is an Academy for students of 11 to 18 years of age; it is a co-educational, all ability secondary school.

The main principle of admission to the school is to maintain the character as an academy, providing for the needs of young persons within the 11 to 18 age range. There is however, no guarantee of a place for children living in the immediate area.

The school participates in the Hertfordshire Local Authority coordinated scheme for ordinary Year 7 September admissions and all deadlines within that should be adhered to by applicants. The school is responsible for coordinating its own in-year admissions.

The Haileybury Turnford is required by its funding agreement to admit children with a statement or EHC (Education, Health and Care) Plan that names the school. Therefore children with a statement or EHC that names the school will be admitted outside of the usual system.

The pupil admission number (PAN) for **September 2016 will be 182.**

Oversubscription

Where applications for admission exceed the number of places available, the following criteria will be used to decide which pupils to admit.

1: Looked After Children or Previously Looked After as defined below. Places are allocated to children in public care according to Part 2, Regulation 7 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1. (*See Appendix C*)

2: Children of staff. (*See Appendix D*)

3: Children who have a sibling at the same address who is a pupil at the school at the time of application. For the purpose of this clause siblings would include sister, brother, half, step, adoptive and looked after children, provided they also live at the same address. (*See Appendix E*)

4: Children who would have the longest extra journey by distance to get to their next nearest state school.

The longest extra journey will be calculated according to the methodology outlined in Appendix B. (*See Appendix F*)

Application Process for Year 7 Entry

In line with the admission arrangements for all Hertfordshire schools approved by the Secretary of State, all parents must complete Hertfordshire LA's Secondary Transfer Forms (STF). These forms must be completed and returned as described in the County Council transfer information.

In addition, we strongly encourage parents to complete the school's Supplementary Information Form (SIF). The SIF enables governors to collect information which they will need to consider applications fully. If an applicant does not complete the SIF, the Governing Body will apply the school's oversubscription criteria using the information submitted on the STF. This may result in the application being given a lower priority against those criteria due to lack of available information. SIFs are available from the school, the school's website and via Hertfordshire Local Authority's website at www.hertsdirect.org/admissions. The SIF should be completed and returned to the school's Admissions Officer by the date shown on the form.

Late Applications

Applications received after the closing date will be deemed as late and will be dealt with as prescribed under Hertfordshire's Coordinated Admissions Scheme. You are much less likely to be offered a place at our school if you apply late.

After Allocation Day

You will be required to accept or decline the place that has been offered to you by the stated deadline. If you do not respond then we reserve the right to withdraw the place offered to you in order to offer it to another child who wants it. In the event of a parent not responding then the school will send one reminder letter with a response deadline.

Parents who are unsuccessful in their application to the school have the right to appeal to an independent panel. Parents who wish to appeal can contact the school to request appeal guidance and an appeal pack. Hertfordshire parents wishing to appeal who applied online should log on to their online application and click on the link "register an appeal". If you did not apply using Hertfordshire's on line application system please contact the school or Customer Service Centre on 0300 123 4043 to request an appeal pack.

A continued interest (waiting) list will be drawn up and revised in accordance with the criteria set out above. Such places as become available will be allocated strictly in

accordance with the oversubscription criteria. A child will move down the list if another child is added who has higher priority under the criteria.

Secondary transfer waiting lists will automatically be carried forward into the first academic year and a letter will be sent in the autumn term to ascertain whether or not you wish to remain on this list.

Multiple Births

In the event that a twin or triplet is offered a place under the admission rules the remaining twin or triplets will also be offered a place. Where one multiple birth sibling takes the last available place, the remaining multiple birth siblings will also be offered a place as over PAN admissions.

Tie-Break

In any case where a 'tie-break' is needed under any of the above oversubscription Criteria, priority will be given to the child or children living nearest to the school (as defined at Appendix A). When there is a need for a further tie-breaker 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 tiebreak will be random allocation independent of the school.

Children Out of Year Group

If parents/carers believe that their child(ren) 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 Admissions Committee of the Governing Body would then meet to decide whether the application would be accepted or not. There is no guarantee that an application will be accepted on this basis.

In Year Application Process

Parents should contact the school and complete the In-Year Application Form. This form enables governors to collect information which they will need to consider applications fully. The form should be completed and returned to the school's Admissions Officer.

In-Year Continued Interest (Waiting) Lists

The school will hold a continued interest list for all oversubscribed year groups. Applications for inclusion on a continued interest list must be made to the school using the In-Year Application Form which should be completed and returned directly to the school. Applications will be ranked according to our oversubscription criteria (1-4) only, as described above. Some pupils take precedence over the continued interest list; these include Fair Access Protocol admissions and Children with Health Care Plans as well as statements of special needs or where the Academy is subject to a direction from the Secretary of State. At the end of each academic year, parents/carers will be written to by the school and asked if they wish to remain on the continued interest list.

Appeals for In-Year Applications

Parents who are unsuccessful in their application to the school have the right to appeal to an independent panel. Parents who wish to appeal can contact the school to request appeal guidance and an appeal pack. Appeal applications must be completed and returned to the Local Authority within the timescale given.

Appendices

Appendix A

Method for measuring home to school distance

We measure the distance from your child's home to Haileybury Turnford using a computerised mapping system. We measure from the school entrance to the address point for your house (as supplied by Britain's national mapping agency) in a **straight line**.

Websites which provide a distance measuring facility do not measure home to school distances by our definition. We measure distances in metres down to two decimal points.

Appendix B

Method for calculating the longest extra journey to get to the nearest state school

We calculate the distance from the child's house to Haileybury Turnford (Appendix A) and to their next nearest neighbouring state school. The schools that we measure to are The John Warner School, Sheredes School, The Broxbourne School, Cheshunt School, Goffs School, St Mary's Church of England High School, Chancellor's School The King Harold School, Lea Valley High School and Oasis Academy (Enfield). We use the same methodology as outlined in Appendix A.

We measure the shortest distance from the child's address point to the next nearest neighbouring state school (mentioned above) using a computerised mapping system. We measure from the address point for the child's house (as supplied by Britain's national mapping agency) to the designated public entrance of the next nearest neighbouring state school. For each child, the extra journey required for them to travel to the nearest other state school is worked out by taking the difference in distance from the pupil's home to Haileybury Turnford away from the distance to the nearest other school. This means that distance is the relevant factor and we do not take into account the amount of time required to make the journey.

Websites which provide a distance measuring facility do not measure home to school distances by our definition. We measure distances in metres down to two decimal points.

These extra journeys are then placed in descending rank order; the children whose extra journeys are at the top of the list are those who have the longest extra journey to get to their nearest state school.

Appendix C - Criterion 1: Looked After Children or Previously Looked After as defined below.

A "looked after child" 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).

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

Adopted: all children adopted from local authority care in England and Wales will have highest priority.

Child arrangement order: under the terms of the Children Act 2014, section 8 defines a child arrangement order as an order settling the arrangements to be made as to the person with whom the child is to live, time spent and types of contact.

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 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.

Appendix D – Criteria 2 : Children of staff at the school.

Where the member of staff has been employed under contract of employment with the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited under a contract of employment to fill a vacant post for which there is a demonstrable skill shortage. Staff included are as follows:

- All full time teaching staff
- All full time support staff, defined as those on a 38 week and above contract
- All part time teaching staff with a 50% and above timetable
- All part time support staff who work at least 16 hours per week for 38 weeks or more

The above definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

Appendix E - Criterion 3: Children who have a sibling at the same address who is a pupil at the school at the time of application.

A sibling means the sister, brother, half-brother or half-sister, adopted brother or sister, or child of the parent/carer or partner, 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 application.

*Children previously looked after are those children adopted or with a special guardianship order or child arrangements order.

**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 respite placement or very short term or bridging foster placement.

Where a place is obtained and the child admitted to the school and it is subsequently identified that this place was gained fraudulently, there will be no sibling connection available to subsequent children from that family.

Appendix F - Criterion 4: Children who would have the longest extra journey to get to their next nearest state school.

The longest extra journey will be calculated according to the methodology outlined in (Appendix B). Proof of residence will be required (this must be the permanent address) and must show the names of all adults residing at the property. The offer of a place may be withdrawn if sufficient proof of residency is not met. This sufficient proof must include all documents listed on the Supplementary Information Sheet. All original documentation will be returned after checking providing a stamped addressed envelope is supplied. Applications via email will not be accepted. Without this documentary proof the school will be unable to consider applicants under this criterion. The Governing Body reserves the right to withdraw a place or an offer of a place if incorrect or misleading information has been given. Spot checks will be carried out on some applications and we may contact and swap information with the child's current school. Further proof of residence or other information may be requested and must be provided.

In those cases where there is a **shared parental responsibility** for a child, the child's 'home' is the address at which the child lives for the greater part of the school week, i.e. Monday to Friday and the address that the child benefit/child tax credit is paid to.

Applicants who are living in **private rented accommodation** must also provide a **current** signed Tenancy Agreement of at least **12 months** showing the start date of their tenancy which **must be at least six months prior to the application date**. If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (under 12 months, for an unspecified period or have been there less than six months), then the parental address remains that at which the parent was 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 Governors may refuse to base an allocation on an address which might be considered only a temporary address.

For **Housing Association or Council** rentals, then a copy of the rental agreement showing the start date must be provided.

If the family is in the process of **moving home**, applicants must provide (a) a solicitor's letter confirming the intended **date of completion**, or (b) a signed Tenancy Agreement of at least **12 months** showing the start date of their tenancy. In ordinary admissions for Year 7, new addresses will only be considered up to the date when applications under the Hertfordshire County Council Coordinated Scheme close. The school reserves the right at a later stage to require evidence that the child is living at the new address.

Haileybury Turnford(Admissions Officer: Mrs R. Davey)
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T: 01992 308 333 ✉:
admissions@haileyburyturnford.com
www.haileyburyturnford.com

Receipt (OFFICE USE ONLY)

If you are posting this form then please obtain proof of postage. This form was received at Haileybury Turnford by _____ (staff initials)

Date