



# Admissions 2022

## Policy Statement

<b>Policy Review</b>	
Review Schedule	Annually
Reviewed by:	Local Governing Board
Accepted by:	Local Governing Board
Date of Review:	February 2021
Date of Next Review:	February 2022

### **Scope**

The RLP is at the heart of the community delivering an inclusive education to students of all ages. Our mission is to embrace challenge and to celebrate success in all that we do by striving for every learner to reach their full potential. The culture that we have in our schools means that they each retain their distinctiveness but learn and grow together and remain collectively responsible for providing all students with exciting and inspiring opportunities.

### **Introduction**

We believe that students thrive in a happy, secure and caring environment. It is an essential part of a school ethos that the values of peace, love and caring for others should be core values that we respect and agree.

**For Church Schools in the Ridgeway Learning Partnership the following biblical narrative applies:**

*“There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and in everyone it is the same God at work.” 1 Corinthians 12.4-6*

Tring School is committed to equality of opportunity for all students, staff, parents and carers. Policies have been written and reviewed with due regard to the Equalities Act 2010.

# Tring School Admissions Policy

## Determined Arrangements for 2022/2023

---

Tring School has Academy status and is its own admissions authority working in conjunction with Hertfordshire County Council. It is a co-educational, multi-cultural school with a strong ethos of inclusion. Tring School's Christian values of wisdom, hope and *koinonia* (comprehensive community) are reflected in its students as: successful learners, confident individuals and responsible citizens.

### Applications

The Governors will admit 240 students to Year 7 each September. Up to 10 of the school places will be faith based as the Governors wish to protect the Christian character and Christian ethos. However, the Governors warmly welcome applications from families of Christian or other faiths, or of no faith. The faith criteria will only be applied when more than 240 applications are made for admission for one year group. If there are fewer applications than places available, all applicants will be offered a place.

**All applications must be made on the common application form from the local authority in which the child resides.**

Hertfordshire County Council, on behalf of the Governing Body, operates an agreed coordinated admissions scheme. In the event of more applications being received than there are places available it will be necessary to operate a scheme of allocation. This will be done using the criteria set out in this Policy.

### Oversubscription Criteria

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools and academies to admit a child with an Educational Health Care Plan that names the school. If a child's parent or a young person makes a request for a particular nursery, school or post-16 institution in these groups the local authority must comply with that preference and name the school or college in the EHC plan.

In the event of there being more applications than places available the following oversubscription rules will be used. This is the order of priority:

**Rule 1 Children in public care (children looked after):** and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

**Rule 2 Children who have been in state care outside of England and ceased to be in state care as a result of being adopted.**

**Rule 3 Children of Members of Staff:** Any staff member of Tring School who has been employed for 2 years or more at the time of application, or was recruited to fill a post for which there is a demonstrable skills shortage, and has a child wishing to join the school will be allocated a place after children looked after.

**Rule 4 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. Note: the 'normal age range' is the designated range for which the School provides, Years 7 to 13 in Tring School.

A sibling means: the sister, brother, half-brother or sister, adopted brother or sister, or child of the parent/carer or partner and in any case must live in the same house from Monday to Friday.

**Rule 5 Children with medical needs:** Children for whom it can be demonstrated that they have a particular medical 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 applied for under Rule 5 and must clearly demonstrate why it is the only school that can meet the child's needs.

**Rule 6 Local Parishes:** Children who live in the parishes of Tring, Tring Rural, Aldbury, Wigginton and Little Gaddesden. If there are more children living in these parishes than there are places then priority will be given to those living in these parishes who live nearest the School.

**Rule 7 Religious reasons:** Up to a maximum of 10 places for children who can prove that they have specific religious needs to attend the School.

**7a** Children who can demonstrate they have regularly worshipped and play an active role in the life of their church. Priority is given to those children with an active faith of their own. A Supplementary Information form, available on the school website, for those claiming a church place will need to be submitted to the School and this form will need to be accompanied by a letter from the minister. The minister from the church the child attends will also need to confirm that the child regularly attends and plays an active role in the life of the church by writing directly to the School.

**7b** If fewer than 10 children take the places in rule 7a then the remainder of the 10 religious places are for children whose parents/guardians can prove they have specific religious needs for their child to attend the School. A Supplementary Information Form for those claiming a church place will need to be submitted and supported by a letter from the minister of the church. This form is available on request.

If there are more than 10 applications which meet this criteria, priority will be given to those who live nearest.

**Rule 8 Distance:** Children who live nearest to Tring School.

### **Distance to Tring School**

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.

### **Fair Access**

The School cooperates with the Local Authority's Fair Access Policy for children who are hard to place. The School will prioritise such children before children on the continuing interest list. Children admitted under the Fair Access Policy will be admitted over PAN if necessary.

### **Child Out of Year Group**

Where a parent requests their child is admitted out of their normal age group, Tring School will make a decision on which year group a child should be admitted to. The decision will be made in the best interests of the child concerned based on supporting evidence from relevant professionals and the reasons the family provide. The Out of Year Group application will need to be made to Hertfordshire County Council.

### **In-Year Admissions**

The School's in-year admission arrangements will work within the remit of Hertfordshire County Council's agreed scheme of in-year coordination. The Governing Body remains responsible for the allocation of all places in accordance with the School's published admission rules but all applications for, and allocations to, the School must be made via a child's home authority. In-year applications can be made online at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear)

## Appeals

All applicants for Year 7 refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Parents/carers 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".

## Application Closing Date

The closing date for admissions application forms to be received by the Local Authority in which the child lives is as advertised by that Authority (31st October for Hertfordshire). Information on completing the online application and dates for notification of admission decisions are published in the LA admissions literature, which is also available from the LA website.

## Continuing Interest List

The School operates a continuing interest list coordinated by Hertfordshire County Council as part of the admissions process. All unsuccessful applicants will automatically be added to the School's continuing interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document. The continuing interest list will be held until the end of the academic year and then parents must reapply.

## Tie-breaker

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

## Notes and Definitions

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)

**Adopted** - under the terms of the Adoption and Children Act 2002 (Section 46)

**Child Arrangement Order** – under the terms of the Children and Families Act 2014, Section 14 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

**Special guardianship order** – Under 14A of The Children Act 1980, 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 have been in state care outside of England** A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Staff** - Any employee (member of teaching or support staff) on a permanent contract.

**Siblings** - A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, foster siblings, 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. To obtain a school place under a "sibling rule" the older sibling must still attend the school at the time the younger child joins the school.

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

\*\*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.

**Twins and Multiple Births** - If you have more than one child going through the secondary transfer process at the same time, you must make a separate application for each of them. If one of your children is offered the last place available at the School and you have applied for the same school for the other child(ren), the Governing Body/Academy Trust will offer a place to the other child(ren).

**Panel of Educational Professionals** - A group of 3 governors and trustees will form such a panel.

**Regular Church Attendance** - When applying for a place under religious reasons the definitions for “a church a child attends regularly” or a “church parents attend regularly” are: a **church** is any church which is eligible for membership in Churches Together in England or the Evangelical Alliance; **regular** is worship at the church at least once in each calendar month for a minimum of one year.

*In the event that during the period specified for attendance, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

**Do I need to complete the Supplementary Information Form (SIF)?**

**Only if you are claiming a church place.** If you are applying under CLA, Sibling or Catchment, then you do not need to complete the SIF

## Admissions Criteria for Entry into the Sixth Form 2022

---

### Applications

The Governors will admit up to 80 external students to Year 12 each September (with the caveat of no more than 200 in total). In the event of more applications being received than there are places available, it will be necessary to operate a scheme of allocation, using the oversubscription criteria laid out in this document.

### Entry Requirements

Due to the rigours of Sixth Form study and the significant academic transition from GCSE to A Level / Level 3 BTEC, we set minimum academic attainment requirements for students entering the Sixth Form. The same requirements apply whether or not students are currently studying at Tring School.

To join Tring School Sixth Form students need to:

- have a minimum GCSE/BTEC Total Point Score (TPS) of 32 (see below)
- meet the subject specific entry criteria;  
<http://tring.herts.sch.uk/students/post-16/subject-entry-requirements/>
- have a full programme of study with 3 A Level courses or equivalent. The most able students have the option of studying a fourth subject.

Total Point Scores are calculated by adding up the score for the student’s best 8 subject grades at GCSE/BTEC (including Maths and English Language) using the tariff system below:

GCSEs with new number grading		BTEC		GCSEs with old letter grading	
Grade	Score	Grade	Score	Grade	Score
9	9	D*	8.5	A*	8.5
8	8	D	7	A	7
7	7	M	5.5	B	5.5
6	6	P	4	C	4
5	5	Level 1	1.75	D	3
4	4			E	2
3	3			F	1.5
2	2			G	1
1	1			U	0

## Oversubscription Criteria

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools and academies to admit a child with an Educational Health Care Plan that names the school. If a child's parent or a young person makes a request for a particular nursery, school or post-16 institution in these groups the local authority must comply with that preference and name the school or college in the EHC plan.

In the event of there being more applications than places available the following oversubscription rules will be used. This is the order of priority:

**Rule 1 Children in public care (children looked after):** and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

**Rule 2 Children who have been in state care outside of England and ceased to be in state care as a result of being adopted.**

**Rule 3 Children of Members of Staff:** Any staff member of Tring School who has been employed for 2 years or more at the time of application, or was recruited to fill a post for which there is a demonstrable skills shortage, and has a child wishing to join the school will be allocated a place after children looked after.

**Rule 4 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. Note: the 'normal age range' is the designated range for which the School provides, Years 7 to 13 in Tring School.

A sibling means: the sister, brother, half-brother or sister, adopted brother or sister, or child of the parent/carer or partner and in any case must live in the same house from Monday to Friday.

**Rule 5 Children with medical needs:** Children for whom it can be demonstrated that they have a particular medical 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 applied for under Rule 5 and must clearly demonstrate why it is the only school that can meet the child's needs.

**Rule 6 Local Parishes:** Children who live in the parishes of Tring, Tring Rural, Aldbury, Wigginton and Little Gaddesden. If there are more children living in these parishes than there are places then priority will be given to those living in these parishes who live nearest the School.

**Rule 7 Religious reasons:** Up to a maximum of 10 places for children who can prove that they have specific religious needs to attend the School.

**7a** Children who can demonstrate they have regularly worshipped and play an active role in the life of their church. Priority is given to those children with an active faith of their own. A Supplementary Information form, available on the school website, for those claiming a church place will need to be submitted to the School and this form will need to be accompanied by a letter from the minister. The minister from the church the child attends will also need to confirm that the child regularly attends and plays an active role in the life of the church by writing directly to the School.

**7b** If fewer than 10 children take the places in rule 7a then the remainder of the 10 religious places are for children whose parents/guardians can prove they have specific religious needs for their child to attend the School. A Supplementary Information Form for those claiming a church place will need to be submitted supported by a letter from the minister of the church. This form is available on request.

If there are more than 10 applications which meet this criteria, priority will be given to those who live nearest.

**Rule 8 Distance:** Children who live nearest to Tring School.

### **Tie-breaker**

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

### **Notes and Definitions**

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)

**Adopted** - under the terms of the Adoption and Children Act 2002 (Section 46)

**Child Arrangement Order** – under the terms of the Children and Families Act 2014, Section 14 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

**Special guardianship order** – Under 14A of The Children Act 1980, 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 have been in state care outside of England** A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Staff** - Any employee (member of teaching or support staff) on a permanent contract.

**Siblings** - A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, foster siblings, 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. To obtain a school place under a “sibling rule” the older sibling must still attend the school at the time the younger child joins the school.

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

\*\*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.

**Twins and Multiple Births** - If you have more than one child going through the secondary transfer process at the same time, you must make a separate application for each of them. If one of your children is offered the last place available at the School and you have applied for the same school for the other child(ren), the Governing Body/Academy Trust will offer a place to the other child(ren).

**Panel of Educational Professionals** - A group of 3 governors and trustees will form such a panel.

**Regular Church Attendance** - When applying for a place under religious reasons the definitions for “a church a child attends regularly” or a “church parents attend regularly” are: a **church** is any church which is eligible for membership in Churches Together in England or the Evangelical Alliance; **regular** is worship at the church at least once in each calendar month for a minimum of one year.

*In the event that during the period specified for attendance, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

## **Applying to the Sixth Form**

Internal applicants should complete an online application using the Google Form sent to their school email address by 19 January 2022.

External Applicants should use the application form in the Sixth Form Prospectus or from the School website (<http://tring.herts.sch.uk/students/post-16/entry-to-the-sixth-form/>) and return it to the Head of Sixth Form by 19 January 2022. We can admit a maximum of 60 external students into year 12.

## **Subject Choices**

Students are asked to rank their three (or four) subject choices within the subject option blocks into their first, second and third preferences by 19 January 2022. Places on the subject courses will be allocated to those students who have met the overall and subject-specific entry criteria.

## **Late Applications/Subject Changes**

We can continue to accept applications from students after the application deadline of 19 January 2022, up until the start of autumn term. If students apply late, or change their options after the application deadline, their applications to any oversubscribed courses will be considered after those students who applied for the courses on time.

## **Oversubscription Criteria for Subject Courses**

If a course is oversubscribed, the available places will be allocated to those students who met the overall and subject specific entry criteria in the following order:

- Students who applied on time and ranked the subject 1st
- Students who applied on time and ranked the subject 2nd
- Students who applied on time and ranked the subject 3rd
- Students who applied on time and ranked the subject 4th (where a 4th subject is being studied)
- Students who applied for the subject late i.e. either applied late to Sixth Form, or changed their subject choices after 20 January 2020. Available places will be allocated in order of the date of the student’s confirmation of their subject choices (earliest through to latest).

The tie-breaker will be the straight line distance that the child lives from the School, as detailed above.

Conversely, if there are insufficient student numbers to make a course viable, we may have to remove the subject from our Sixth Form offering. Students will be contacted in this instance to discuss alternative options and the resulting changes to their subject choices will not be treated as a late change.

## **Guidance for Year 12 into 13**

Tring School will always act in the best interests of any student. In order to progress from Year 12



to Year 13, the general expectation is that a student must be working at a level equivalent to a minimum of 3 D grades or a Pass for BTEC subjects.

The reason for this is that, if a student is going to be successful from both a personal and academic perspective in Year 13, they will need to achieve at least a D grade or BTEC Pass. If a student does not obtain at least a D grade (or Pass) in a particular subject then the usual recommendation would be that the student will be invited to start a different Year 12 course.

If a student does not obtain at least a D grade (or Pass) in two or more subjects then a discussion will take place around the suitability of the student continuing into Year 13 and alternative options will be considered. The school recognises, though, that it is ultimately the choice of the student and the parent.

This policy is written in general terms and individual circumstances of each student will be very carefully taken into account before any decision is reached for any individual student. These individual circumstances will include (but are not limited to) any particular issues arising under the Equality Act 2010. Guidance from the English schools Financial authority (ESFA) states 'by law, most publicly funded schools are under a duty to enter pupils for exams. An exemption to this is if the school considers that there are educational reasons in the case of a particular student for not allowing them to enter an exam. Schools should exercise this discretion rationally and reasonably'.

If a student still wishes to continue into Year 13 despite achieving less than a D grade or BTEC Pass then the school will, as is the case with all students going into Year 13, share the Year 12 academic achievements in the UCAS process or with future employers or college courses.