



# Chauncy School

## CHAUNCY SCHOOL Determined Admission Arrangements 2025/26 Secondary Transfer

### Admissions Policy

Chauncy School is an all ability mixed 11-18 comprehensive school with Visual Arts, Maths & Computing, and Gifted & Talented Specialist Status.

The number admitted at age 11 to Year 7 is 210.

Boys and girls will be admitted to our 6<sup>th</sup> Form at age 16+ provided they meet the entry qualifications for their proposed programme of study.

### Admission Arrangements for Entry to Year 7 in September 2025

The school participates in the Local Authority Co-ordinated Admissions Scheme and to apply for a place at this school parents must complete the Hertfordshire County Council's (HCC) Application Form. Applications should be made online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions), or parents can request an application form from Customer Service Centre on 0300 123 4043. The closing date for Secondary Applications is October 31<sup>st</sup> 2024.

Chauncy School does not require applicants to complete a supplementary information form (SIF).

Under Section 324 of the Education Act 1996 Chauncy School will admit children with an EHC (Education, Health and Care) Plan that names the school.

All deadlines within this scheme must be adhered to by applicants. Hertfordshire County Council will make offers of places on behalf of the school.

### Over-subscription

If applications for admission exceed the number of places then the following criteria will be applied, in the order set out below, to decide which pupils to admit.

1. Children looked after and children who were previously looked after, including those children 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). \*(See explanatory notes)
2. Children who have a sibling at the school (living at the same permanent address) at the time of application, unless the sibling is in the last year of the normal age range of Chauncy School. The 'normal age range' for Chauncy School is Years 7-13. \*(See explanatory notes)
3. Children of a parent who works at the school as a teacher, administrator or member of the support staff, directly employed by the school on contract for two or more years at the date of application; or to fill a vacant post for which there is a demonstrable shortage. In all cases the child must be the child, adopted child or step-child of the member of staff and living with the member of staff at the same permanent address.

4. Home to school distance. After places have been allocated using rules 1, 2 and 3, home to school distance is used to allocate any remaining places.

### **Tie Break**

Where there is a need for a tie break 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 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.

HCC allocates places on behalf of the School's Governing Body.

### **Continuing Interest**

After places have been offered, HCC 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. 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 retain a CI application after this time parents must make an In Year application.

### **Distance Measurement**

The distance is measured using a straight line home-school measurement system as outlined in the definitions.

### **Late Applications for Year 7 Applications**

All applications received after the national deadline, 31<sup>st</sup> October 2024 will be treated as late applicants. They will be considered in keeping with the 'Late Applications' arrangements set out in Hertfordshire Admissions Arrangements as part of the Co-ordinated Admissions arrangements.

### **Fair Access**

The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest and over PAN if necessary.

### **Appeals**

Parents have the right to appeal against non-admission to Chauncy School. If a child is not offered a place at Chauncy School, the home Local Authority should offer the child a place at another school. The parents have the right to appeal to an Independent Appeal Panel. At transfer time parents wishing to appeal who applied online should log into their online application and click on the link 'Register an Appeal'. For those who did not apply online please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

### **In Year Admissions**

The In Year process will be run by the school. Places will be offered only if spaces are available and the over subscription rules will be applied. If a child is not offered a place at Chauncy School, it is the responsibility of the home Local Authority to ensure the child has a school place. The parents have the right to appeal to an Independent Appeal Panel. Please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

The school will hold a Continuing Interest list for each year group and at the end of each academic year students will be automatically removed from the list. To retain a continuing interest place parents must make a new In Year application. More information is available at [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk).

## In Year Appeals

We will write to you with the outcome of your application and, if you have been unsuccessful, the county council will write to you with registration details to enable you to log in and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

The Governing Body reserves the right, in exceptional circumstances to admit a student out of their age group (refer to Children Out of Year Group below).

## Supplementary Information Form

The school does not have an additional form to fill in. Parents must make an application direct to Hertfordshire County Council and should complete the online application form at [www.hertfordshire.gov.uk/admission](http://www.hertfordshire.gov.uk/admission).

Members of staff applying for a place under the 'Child of Staff' rule must write to the School Admissions Officer providing details of their child and permanent home address prior to 31 October 2024.

## Explanatory notes for the admissions arrangements for Chauncy School.

The following explanation of terms used in the admissions rules applies:

### Children looked after (in public care):

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.

<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 after status and adoption is confirmed by Hertfordshire's "Virtual School".

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.

### **Definition of a sibling:**

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.

A sibling is defined as: 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.

\*\*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 looker after child in 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.

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.

### **Multiple births:**

In the event that one child of a multiple birth is awarded a place but one or more other children of that same multiple birth, who have applied for a place at the school are not awarded a place, the school would take in all children in that multiple birth who have applied.

### **Home address:**

The address provided should 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 the address for a least a year and/or the family owns the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If the 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 time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

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

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

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

**Fraudulent Applications:**

The school, in conjunction with the 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 investigating as necessary. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Action will be taken in the following circumstances:

- When a child's application 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 the 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 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.

**Home to school distance measurement for purposes of admissions:**

A 'straight line' distance measurement is used in all home to school distance measurements for admission purposes for Chauncy School. The county council's computerised mapping system is used and distances are measured 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":**

The "nearest school" 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 overseas:**

All children of compulsory school age (5 to 16 years) in the UK 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 school.

\*Children who hold full British Citizen passports (not British Dependent Territories or British overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry 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 secondary transfer processes, applications will not normally be accepted from, nor places allocated to, overseas addresses. The exception to this (for both In Year and the transfer processes) is for children of UK service personnel and crown servants (and from military families who are resident 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. If the family already has an established alternative private address, that address will be used for admission purposes.

HCC will consider accepting applications from children\* (as defined above) 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 of late application for secondary transfer cannot be taken into account before the 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 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". The exception to this will be summer born children who delayed their entry into reception and have been educated out of year ever since. The parents of a summer born child may choose not to send that child to school until the September following their fifth birthday. Which means that they would transfer to secondary school a year later.

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. 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 circumstances of the case".

The school's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governors' decision will be based upon the circumstances of each case including the view of parents, the Headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of the 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 the school.



# Chauncy School

## Chauncy School Sixth Form Admission Policy 2025/26

We offer a wide range of academic and vocational qualifications to our sixth form students. All Year 11 students attending Chauncy School will be offered a place in the sixth form if they meet the entry requirements for the course they wish to study, and if the school is satisfied that it is appropriate for the student. Our policy is to ensure that students are placed on courses where they are most likely to succeed.

Chauncy School will accept applications from external students for places once all internal students have been accommodated. The number of admissions to Chauncy School from outside will be 25 students.

In the event of more external applications than places available the following criteria will be used for admissions: Chauncy School will first admit students in public care (Children Looked After or 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 special guardianship order. Priority will be given to children who live nearest to the school measured by using the Hertfordshire Local Authority's 'Find your nearest School' online facility. The measurement is taken from the point of your child's house to a point of distance which has been agreed by the Governors on the school site. Should two applicants have the same home to school distance a random allocation will be made and that process will be independently supervised.'

(Note: The Governing Body of Chauncy School will reserve the right to use the straight line distance measurement provided by Hertfordshire County Council's GIS system. HCC's literature is now available at: [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

### Entry Requirements:

1. Entry into Chauncy Sixth Form is dependent on meeting a GCSE, OCRN or BTEC equivalent exam entry requirement of 5+ 9 - 4 grades (A\* - C in the legacy system). Students will need a minimum of a Grade 6 in many of the subjects they wish to study at A Level.
2. Students who wish to study a subject which has not previously been studied will be admitted according to the 5+ 9 - 4 ruling. For BTEC courses students will need to achieve 5+ 9 - 4 grades (A\* - C in the legacy system)
3. Consultation will take place between the Head of Sixth form and the Head of Department where a student has failed to meet the entry requirement for a subject but has shown a serious intention to continue their education.
4. In exceptional circumstances, and after consultation with the Head of Sixth Form and other relevant staff, negotiated entry to the Sixth Form is sometimes possible if normal entry requirements have not been met.
5. Chauncy will accept any Year 11 student wishing to continue their education at Chauncy School post 16, as long as they meet the exam entry requirement or have successfully negotiated entry to the Sixth Form as described in point 3.
6. Chauncy welcomes students from other schools who have a serious intent to enter post 16 education at Chauncy School as long as they meet the exam entry requirement.

Parents or students who are unsuccessful in the application to the school have the right to appeal to an Independent Appeals Panel. Details can be obtained by contacting the Admissions Officer at the school.



***Please complete this form and return it to:***

[illegible]



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Please list in order of preference the subjects you would like to study in Year 12 (Students are normally expected to make four initial choices):

1.

2.

3.

4.

Student signature:

Date:

# Chauncy School - In Year Admission Application Form

Please fill in this form using CAPITAL LETTERS.

## Your child's details

Your child's full name

First name	Middle name
Surname	

Date of birth

Day	Month	Year
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Female	Male
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Your child's current address

House number			
Street			
Town			
County		Postcode	

What year is your child in?

<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 9	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 11
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Does your child have a statement of special educational need? Yes/No

## Sibling Information

Does your child have a brother or sister at the school?

Brother or sister's details	First name	Family name
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## Your child's current (or last) school

Name of Headteacher
Name of School
Street
Town/Village

County	Postcode	
Telephone number of school	Year Group	Date of last attendance

### Parent/Carer contact details

Title and surname

Mr	Mrs	Other	Initial	Family Name
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Current address and  
postcode (if different from  
your child's address)

House number	House name		
Street			
Town			
County		Postcode	
Home			
Mobile			

Telephone numbers  
(including code)

Relationship to child	Mother		Father	
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Do you have parental responsibility? *	Y/N
Does another person also have parental responsibility?	Y/N
Do they agree with the application being made?	Y/N

\* If no, please provide permission from the person with parental responsibility confirming they are in agreement with this application.