

## **DETERMINED POLICY - Admissions Criteria for the academic year commencing September 2024 to August 2025**

### Section 1 – General Principles

Beaumont School is a mixed secondary school in St Albans, Hertfordshire. The school caters for approximately 1500 including a large Sixth Form of nearly 500 students and became an academy on 1 July 2012. We hold specialisms in Modern Foreign Languages, Maths & Computing but provide a broad and balanced curriculum for all. Students will be admitted at the age of 11+ **without** reference to ability or aptitude using the criteria below. The school will endeavour to allocate places to students whose parents wish them to attend Beaumont School, provided they can be accommodated within the school's admission limits on student numbers. There can be no guarantee that such a place will be available.

The published admission number (PAN) for Year 7 for September 2024 will be **210**.

Children with an EHCP (Education, Health and Care Plan) that names the school will be admitted and will count towards the school's published admission number.

If the school receives more applications than it has places available, places will be allocated under the oversubscription criteria rules. These will be applied in the order in which they are printed below.

### Section 2 – 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 or a special guardianship order.

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

**Rule 3** Sibling. Children with a sibling already at the school at the time of application unless the sibling is in Year 13.

**Rule 4** Children of staff.

**Rule 5** Children who live in the priority admission area for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective.

**Rule 6** Children who live in the priority admission area who live nearest to the school.

**Rule 7** Children living outside the priority admission area on the basis of distance, with those living nearest to the school given priority.

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.

### Section 3 – Definitions and Details

#### **Adopted**

Means under the terms of the Adoption and Children Act 2002 - Section 46 (adoption orders). All children adopted from care who are of compulsory school age are eligible for admission under Rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under Rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under Rule 2.

### **Children in Public Care/Looked After Children**

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 (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school.

### **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.

### **Special Guardianship Order**

Under Section 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 outside England**

Children previously looked after outside England and subsequently adopted will be prioritized 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. a public authority,
- b. a religious organisation, or
- c. any other organisation the sole or main purpose of which is to benefit society.

### **Medical/Social – Rule 2**

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](#)

HCC officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule.

### **Sibling**

A sibling means the sister, brother, half-brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after\* and in every case living permanently\*\* in a placement within the home as part of the family household from Monday to Friday at the time of the application.

*\*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.*

*\*\*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.*

The Sibling rule will not apply where a sibling is in Year 11 and where the school believes that the sibling does not have a reasonable expectation of meeting sixth form entrance criteria at the time of application. The rule will not apply where a sibling is in the final year of the normal age range of the school (i.e Year 13)

This definition of sibling does not include cousins. The rule will not apply where a sibling is in the final year of the normal age range of the school (ie Year 13) and will not be on roll when the younger child starts.

### **Twins/Multiple Births**

If a single twin/multiple birth child is allocated a place at the school under a higher rule (eg EHCP/CLA), the twin/multiple birth sibling(s) will be allocated a place over the school's PAN (if necessary) for that allocation round.

### **Children of Staff**

The school will admit a child of a member of staff provided that:

- a. The member of staff (defined below) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria:

- i) A member of staff is defined as a member of the full-time teaching staff, or of the part-time teaching staff with a 40% contract, or a member of the full-time support staff (on a 38 week and above contract), or of the part-time support staff who works 40% and above as determined by their role (on a 38 week and above contract). A panel from the Board of Trustees' Admissions Committee will determine whether the member of staff meets the requirements for this rule.

This definition does not include contract staff. Where a service such as catering has been 'inhouse' and is subsequently 'contracted out,' children of staff will not be eligible for admission under this criterion.

This definition does not include peripatetic staff employed by HCC.

- ii) A child of a member of staff is defined as any child whom a qualifying member of staff:
  - has parental responsibility for\*, **or**
  - looks after on a permanent day-to-day basis (but does not have parental responsibility).

\*A qualifying member of staff has parental responsibility if:

- a. they are the child's natural mother; **or**,

- b. they are the child's natural father and **either** were married to the mother on the day of the child's birth or subsequently, **or** have entered into a legal parental responsibility agreement with the mother, **or** have been granted a residence order from the court directing the child will live with them, **or** registered or re-registered the child's birth after 1 December 2003, **or**,
- c. the child lives with them as the result of a court order.

### **Type of School**

Non-partially selective means that the school or academy does not offer any places based on academic ability.

### **Priority Admission Area**

The school's priority admission area includes the following administrative parishes:

Ayot St Lawrence, Colney Heath, Flamstead, Harpenden, Harpenden Rural, Kimpton, King's Walden, London Colney, Markyate, Redbourn, Ridge, Sandridge, St Michael, St Pauls Walden, St Stephens, St Albans, Shenley, Wheathampstead.

The academy trust recognises that the parishes of Ridge and South Mimms have been amalgamated into one single parish area (South Mimms and Ridge). To ensure our admission arrangements can be implemented accurately and as intended, the parishes of Ridge and South Mimms will continue to be considered separately to determine the parish and priority area for each applicant.

### **Distance Measuring and Home Addresses**

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 which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the 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 LA to determine address. If two applications, with different addresses are received from the same LA, it will be for that LA to determine permanent address. If two applications are received from two different LAs, 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 deadline for the 2024/25 transfer application process is 2nd December 2023 for secondary and upper applications and 1st February 2024 for primary, junior and middle applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2024/25 application process in September 2023.

*\*If, because of the nature or 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**

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;
    - The family has returned to an existing property;
    - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
    - Official/public records show an alternative address at the time of the application
  - When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

### **Address Visits**

Where suspicions lie as to the validity of an address, the Admissions & Transport Team may make unannounced visits to the applicant's claimed address or any other address suspected to be the normal permanent residence of the child's primary carer or the address where the child resides for the majority of the week. The aim of these visits is to verify that the address information provided on the application form is accurate. All visits will be made by two members of the Admissions & Transport Team.

If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the Admissions & Transport Team within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the applicant will be asked to explain why and provide evidence why they did not respond within the specified time.

If, following the initial investigation or any further investigation, the Admissions & Transport Team concludes that, on the balance of probability, a fraudulent address has been used on an application, correspondence will be sent to the applicant confirming this decision. This will outline the factors taken into account in making the decision as well as the action which will be taken with the application. It will also set out which address will be considered to be the child's permanent home address for the purpose of their application for admission to school.

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

A 'straight line' distance measurement is used in all home to school distance measurements. Distances are measured by Hertfordshire County Council 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.

### **Tie Break**

A tie-break is used if two applications have addresses that measure the same distance from a school. For example, if two applications had identical home to school distance measurements, a random tie-break would be used to decide which applicant is offered a place. The tie-break is administered independently of the school.

Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. Where there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority. If two applications were received from the same block of flats, the lower door number would be deemed nearest as logically this will be on the ground floor and therefore closer. In cases where the application of the admissions criteria would result in twins or siblings of a multiple birth being allocated to different schools, one of which is Beaumont School, the Board of Trustees will admit over the published admission number to avoid this occurrence.

## **Section 4 – How to Apply**

All applicants must complete the Hertfordshire County Council's **COMMON APPLICATION FORM (CAF)** indicating your preferred schools, including Beaumont, in rank order of preference. The CAF should be completed online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). If parents are unable to apply online they should contact the CSC on 0300 123 4043.

Parents applying under the 'Children of Staff' Rule must ensure they tick the relevant box on the Common Application Form (HCC's online or paper form). Evidence to substantiate the claim should be sent direct to the school.

## **Section 5 – Continued Interest Lists, In-Year Admissions, Appeals and In-Year Appeals**

### **Continued Interest Lists**

All unsuccessful applicants (who do not gain a place at a higher ranked school) will automatically be added to the school's continuing interest list. A child's position on the CI list will be determined by the admissions criteria outlined in this policy and a child's place on the list can change as other children join or leave it. Any places which become available will be allocated by the county council in accordance with the admission rules set out in this document. A 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

Beaumont must admit any student who is admitted through the appeal process, or who is the subject of a 'direction' by the Local Authority, or allocated to us according to the local Fair Access Protocol and for these cases we will consider going over PAN on a case by case basis. Any such students take precedence over the continuing interest list.

### **In-Year Admissions**

The school will remain part of Hertfordshire County Council's coordinated in-year admissions scheme. Application forms can be accessed via [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear) or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form).

### **Appeals**

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 online application system please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. Out of County residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details, 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 Appeals**

Hertfordshire 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 log in and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

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

Students will be admitted to Beaumont School in Year 7 at the age of 11 irrespective of physical or academic ability, or, age 12 if they are summer born children where a family choose to delay their entry to Reception by an academic year.

### **For Children Other Than Summer Born Delayed Entry**

If parents/carers believe 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. 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, the governing body/HCC officers will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions based on 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.

## **Section 6 – Sixth Form Admissions**

Admission to the Sixth Form will be for any student who meets the minimum academic standards expected as set out in the Sixth Form prospectus, in the order of priority set out in the Procedure for Admission to the Sixth Form.

The PAN for external students is 150. The governing body will review all external applications and determine the admissions rule for which a student qualifies. Children with an Educational Health Care Plan that names the school will be admitted and will count towards the school's published admissions number, provided they meet the academic

requirements. In the event of oversubscription to the Sixth Form from external students, places will be offered to students who meet the academic requirements by applying the following criteria in the order given:

**Rule 1** Children Looked After and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.

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

**Rule 3** Sibling. Applicants with a sibling already at the school at the time of application unless the sibling is in Year 13.

**Rule 4** Applicants who are children of staff.

**Rule 5** Applicants who live nearest to the school.

A tie-break is used if two applications have addresses that measure the same distance from a school. For example, if two applications had identical home to school distance measurements, a random tie-break would be used to decide which applicant is offered a place. The tie-break is administered independently of the school.