

# The Knights Templar School

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## Admission Policy for 2018/19

Knights Templar School is a co-educational, all-ability school for children aged 11-18.

The Published Admission Number (PAN) for Year 7 is 210. Students will also be admitted at 16+ provided they meet the entry requirements as per the 6<sup>th</sup> Form Admission Criteria.

All applicants must complete the Common Application Form of their home Local Authority. Hertfordshire residents should apply online to Hertfordshire County Council or complete the secondary transfer form. Families resident in other authorities must complete the form provided by the authority in which they live. Applicants for Knights Templar School **do not** need to complete a Supplementary Information Form (SIF).

All deadlines within the Hertfordshire Coordinated Scheme of Admissions will be adhered to, and the offer of places will be sent out by Hertfordshire County Council on behalf of the School.

If there are fewer applications than places available at a school, all applicants will be admitted. If the School receives more applications than it has places available, the following criteria will be applied in the order they are printed below.

**Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names the school.** Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

**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 become subject to a residence order or special guardianship)**

**Rule 2 Medical or social needs: Children for whom it can be demonstrated that they have a particular medical or social need to attend Knights Templar.**

**Rule 3 Siblings living in the Priority Area \*: Children who have a sibling at the Academy at the time of application, unless the sibling is in Year 13.**

**Rule 4 Children living in the Priority Area who live nearest to the school who do not already have a sibling attending the School.**

**Rule 5 Children of Staff \*\* ( See definition)**

**Rule 6 Siblings living outside the Priority Area \*: Children who have a sibling at the School at the time of application, unless the sibling is in Year 13 .**

**Rule 7 Children living outside the Priority Area, who live nearest to the school.**

\* The Priority Area for the School consists of Baldock, and the Parishes of Ashwell, Bygrave, Caldecote, Clothall, Edworth, Hinxworth, Newnham, Radwell, Rushden, Sandon, Wallington and Weston (the Priority Area referred to in the admission rules above is the same as that used by the County Council).

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- \*\* Children of Staff – are defined as children of employees (or their partner) who have been employed at the School for two or more years on the date of application and who live in the same house as the member of staff from Monday to Friday

### **Tie-Break**

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. In the case of two applicants with exactly the same priority under the admissions rules, but only one place being available, places will be offered to both families.

### **Notes on the Admission Arrangements:**

#### **Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>)**

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements 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.<sup>3</sup> Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

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

<sup>1</sup> Child arrangements order

*Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.*

<sup>2</sup> Special guardianship order

*Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.*

<sup>3</sup> This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

### **Children with Special Education Needs and/or Disabilities**

Where the School is named in a Statement of Special Educational Needs or Education, Health and Care Plan, the School has a duty to admit the child. In the case of applicants with special educational needs but without a Statement, or of applicants with a disability, the oversubscription criteria will be applied as fairly to them as to all other applicants.

### **Medical or Social Need**

Applications must be supported by professional evidence which explains why your child needs to attend Knights Templar School. The Admissions Team will consider and determine the outcome of all the applications made under this rule. They will determine whether the professional evidence provided is sufficiently compelling to meet the requirements for this rule. The supporting information must relate specifically to the School, and must clearly demonstrate why it is the only school that can meet your child’s needs. The professional evidence should be in the form of a letter from a professional involved with your family such as a doctor, psychologist or social worker. 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. Evidence pertaining to the need of the family or child to attend Knights Templar School because of an aptitude or interest in a specialism will not be considered under this rule in accordance with section 2.30 of the School Admissions Code.

### **Siblings**

A sibling is defined as a sister/brother, half sister/brother, adopted sister/brother or a 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.

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.

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. This means the older sibling must be in Year 7 to Year 12 at the time of application. If a place is obtained for a child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

### **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 Admissions Team will offer a place to the other child(ren).

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

A 'straight line' distance measurement is used in all home to school distance measurements 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.

In applying these admission arrangements, 'permanent home address' is defined as the permanent place of residence of the parent with whom the applicant spends the majority of his time. The home address must be the address where the applicant is living at the time of application and the closing date for applications. If a child lives at more than one address Monday to Friday (for example due to a separation), the address you use should be the one which the child lives at most of the time during the week. Please write a joint letter to explain your individual situation at the time of application. Only one address can be used to process your application.

If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), 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 Admissions Team may refuse to base an allocation on an address which might be considered only a temporary address.

The School may check the authenticity of your address and proof of residence or further information may be requested following the offer of a place. The Admissions Team will withdraw the offer of a place where they believe a fraudulent address has been given.

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

Only in exceptional circumstances will a child younger than 11 years of age or older than 12 years of age on 1 September of the year in which he/she is due to transfer to secondary school be considered for admission. The Admissions Team will have regard to the advice of the Headteacher of the Primary School that the child attends and that of other relevant professionals, such as an Educational Psychologist, when deciding whether an application should be considered outside of the child's chronological year group. All applications, however, should be made at the normal time.

## **Continuing Interest List**

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. This list will be held for all year groups until the end of each academic year. To retain a place on CI, families must at the end of the academic year, confirm their interest by making an In Year application which can be made online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). Any places which become available will be allocated in accordance with the admission rules set out in this document.

## **Fair Access**

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

## **Appeals**

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link "register an appeal". If the application was not made using Hertfordshire's online application system parents should contact the Customer Service Centre (0300 123 4043) to request an appeal pack.

## **Late Applications**

Any online or paper application received after the statutory deadline, 31 October, will be treated as a late application. Late applications are not dealt with until all on-time applications have been considered. You are much less likely to be offered a place at one of your preferred schools if you apply late. If there are exceptional circumstances why you were unable to make your application by the closing date, you should contact your Local Authority giving your reasons and supplying support evidence where appropriate.

## **In Year Admissions**

Parents wishing to apply for a place outside the normal time of transfer will need to complete an 'In Year application form', available from Hertfordshire County Council.

In the case where there are more applicants than spaces available, the admission criteria listed above will be used to decide which child(ren) should be offered a place.

The school is committed to admitting its fair share of children who qualify under the locally agreed Fair Access Protocol. Outside the normal admissions rounds the Admissions Team is empowered to give priority to a child where admission is requested under the Fair Access Protocol, even if the required year group is full or above the Published Admission Number.

## **Sixth Form admission arrangements**

The school will admit up to 80 external students to its Sixth Form.

Minimum Entry requirements are 3 A\* - C grades at GCSE and grade 4 in English and Maths for a full level 3 programme. Criteria for admission to particular courses are available within individual subject booklets on the school website.

If the school is oversubscribed, priority will first be given to:

- i) Children looked after or previously looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship)
- ii) Children for whom it is their nearest Hertfordshire maintained school or academy that is non-faith and non-partially selective and makes provision for children of the relevant gender
- iii) Distance (if two applicants have the same home-school distance both shall be admitted)