

## The Grange Academy

### Admissions Arrangements 2023-24

#### 1. Process of Application

Applications for places in the normal admissions round for Year 7 at The Bushey Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

#### 2. Procedures where The Bushey Academy is oversubscribed

##### 2.1 Admission Criteria

The published admission number for Year 7 in 2022/23 is 210. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education, Health & Care Plans where The Bushey Academy is the named school, the criteria will be applied in the order in which they are set out below:

**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<sup>1</sup> or a special guardianship order<sup>2</sup>.

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)

**Rule 2:** Pupils who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the academy) on the roll of the academy (Proof of the sibling relationship will be required if a place is offered). This includes children 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.

**Rule 3:** The remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity; i.e. pupils who live the nearest distance at the close of the Hertfordshire County Council (HCC) admission application date as designated by HCC's computerised mapping system. The home to school distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the pupil's home to the address point of the school". The full explanation of how HCC measure this distance is available from HCC's website: [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). Where a pupil lives for a part of each week at different addresses, the 'home' address will be the one taken from the Common Application Form (proof of the child arrangements order will be required if a place is offered).

##### 2.2 Tie Break

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. When there is a need for a tie break where two different addresses are 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 GIS measurement system and the distances are automatically available with application information in SEAM. The HCC's admissions database has an individual random number assigned, between 1 and 1 million, against each 2 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.

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

### 2.2.1 Siblings

In the event of a tie break under the sibling criterion, random allocation will be used. 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."

### 2.2.2 Distance

In the event of a tie break under the distance criterion, random allocation will be used. 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."

### 2.2.3 Multiple Births

Children from multiple births will be considered under the admissions criteria as individual children. In the event that the last available place is offered to one twin or child from a multiple birth, the other twin or siblings from the multiple birth will be offered a place.

## 3. Operation of Continuing Interest List

Where The Grange Academy receives more applications for places than there are places available at secondary transfer, parents may decide to place their child's name on the continuing interest list. Until 31 December names will be ranked according to the above criteria. Those applicants who have been unsuccessful in obtaining a place for the start of year 7 are offered the right of appeal in the summer term of year 6. Those who are unsuccessful or who do not appeal may request to be placed on the continuing interest list. The continuing interest list will be maintained until the applicant reaches the end of the first half term of the Autumn Term in Year 10.

### 3.1 Appeals – Year 6/7 Transition

Parents 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, log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

## Explanatory notes and definitions

The following definitions apply to terms used in the admissions criteria:

**Rule 1: 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 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. 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.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked 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.

## IN-YEAR ADMISSIONS

### 4. In-Year Admissions Procedures

- i) The academy is not part of the LA’s co-ordinated scheme for In-Year Admissions. Those parents who wish to be considered for a place in any year group must contact the Admissions department at the academy to request an application form.
- ii) Where no vacancy exists, parents will be advised of their right to appeal.
- iii) The academy operates a continuing interest list. This list will be maintained until the applicant reaches the end of the first half of the Autumn Term in Year 10.

#### 4.1. Criteria

When a vacancy arises the academy will offer the school place according to the following criteria in strict order:

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<sup>1</sup> or a special guardianship order<sup>2</sup>.
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
3. Children of EU and UK Service personnel (Armed Forces). The academy 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 Unit postal address or quartering area.
4. Those who have moved to the immediate area (Bushey/Watford Town) within the last 90 calendar days and are without a school place or an offer of a school place.
5. Those who have a current sibling at the academy (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the academy) on the roll of the academy. (Proof of the sibling relationship will be required if a place is offered). This includes children 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.

Any remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity as designated by HCC's computerised mapping system. The home to school distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the pupil's home to the address point of the school". Where a pupil lives for a part of each week at different addresses, the 'home' address will be the one taken from the Common Application Form (proof of the child arrangements order will be required if a place is offered).

In the event of a tie break under the distance criterion, random allocation will be used.

In addition to the above criteria the academy complies with all elements of the School Admissions Code including admitting students who have a Statement of Special Educational Needs or Education, Health & Care Plan, where The Grange Academy is the named school; who are currently, or have previously been in the care of the local authority; and students under the Local Authority's 'Fair Access Protocol'. In these cases students will not need to wait until a place becomes available but will be admitted immediately even if this causes the academy to exceed its published admission number (PAN) in a particular year group. The School Admissions Code should be consulted for full details of rights and responsibilities with regard to In-Year Admissions.

#### **4.2 In-Year Admissions Appeals**

Parents/guardians wishing to appeal should ask the academy for an appeal form via: [admissions@thegrange.futureacademies.org](mailto:admissions@thegrange.futureacademies.org). Please return your form to the Grange Academy Admissions at London Road, Bushey, WD23 3AA.

#### **4.3 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".

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 the circumstances of the case”.

The schools Academy trust, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. This decision will be based upon the circumstances of each case including the view of parents, the Principal, 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. 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 Principal and senior leadership of the school.

## **The Grange Academy Sixth Form Admissions Arrangements 2023-34**

### **Admission Criteria**

The external PAN for Year 12 is 25. Sixth Form places will firstly be offered to existing Year 11 students who wish to continue their education in the academy’s Sixth Form.

### **Over Subscription Criteria**

In the event that the academy is under-subscribed by internal applicants, then places for external applicants will be allocated (to students meeting the entrance requirements) by applying the oversubscription criteria in the order set out on page 1 of the admissions arrangements.

### **GCSE Entry Requirements**

To gain entry to the sixth form students must fulfil the GCSE average points score and GCSE English and Maths expectations for their chosen pathway. In addition, each subject has their own entry criteria.

- Students applying to enter the Sixth form require the below entry requirements:
  - Red Pathway:** average points score of 5.5+, plus 5 9-5 grades including 6 in English and Maths. Individual subject criteria will apply.
  - Blue Pathway:** average point score of 4.0+, plus 5 9-4 grades including 5 in English and Maths. Individual subject criteria will apply
  - Purple Pathway:** average point score of 3.5+, plus 5 4-3 grades including at least one 4+ in English and/or Maths. Individual subject criteria will apply

For further information on the different pathways please view the Sixth Form Pathways document which is available on the academy website.

- A statement of the applicants predicted grades will be requested from the Principal of their current school. Applicants are placed in rank order on the basis of their top six full-course GCSE grades. Conditional offers are made on predicted grades and a school reference and then students are ranked highest and on the basis of spaces in each A level subject path way.

### **Sixth Form Appeals**

Unsuccessful applicants to the Sixth Form have the right to appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission. If you wish to appeal please email [school.appeal@hertfordshire.gov.uk](mailto:school.appeal@hertfordshire.gov.uk) once you have received notification from the school that your sixth form application has been unsuccessful.

## Process of Application for the Sixth Form

**Internal Applicants:** All students wishing to continue into the Sixth Form from Year 11 are required to complete a Sixth Form Application/Options form and return it to the Academy's Sixth Form Administrator by the published closing date.

**External Applicants:** Applications for Sixth Form must be made to the Academy, using the application form available on the Academy website, by the published closing date. Please note that A level subjects may be subject to change.

## The Grange Academy

### Sixth Form Application/ Options Form 2023-2024: External Applicants

If you are seeking a place for your child at The Grange Academy, you should complete this application form and return it to the Sixth Form Administrator at the academy. Please complete this form using black ink and CAPITAL LETTERS. You must include recent copies (less than 3 months old) of two forms of proof of address, one of which must be a council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement. Your child's home address at the date of application is important in deciding whether or not a place can be offered if the academy is oversubscribed. The academy reserves the right to reject an application and/or withdraw an offer of a place should it be established that false information has been given.

#### INFORMATION ABOUT STUDENTS LAST/PREVIOUS SCHOOL

Current Year Group: \_\_\_\_\_

Name of School currently attending/last attended:

\_\_\_\_\_

Address of School: \_\_\_\_\_

Phone number: \_\_\_\_\_

Leaving Date (if applicable): \_\_\_\_\_

#### STUDENT INFORMATION

**STUDENT DETAILS (In cases of parents living separately but with a shared care arrangement, the child's principal address must be used.)**

Legal Surname: \_\_\_\_\_

Legal Forename: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_

Preferred First Name: \_\_\_\_\_

Gender:  Male  Female Date of Birth (Day/Month/Year):     /     /

Address: \_\_\_\_\_

Postcode: 

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#### PARENT/GUARDIAN DETAILS

Parent/Guardian Name: Mr/Mrs/Ms/Miss/Dr \_\_\_\_\_

Relationship to Student:

Does the student live with this person?  Yes  No (Please give details of address below)

**Address** (if different from student): \_\_\_\_\_

**Home Phone No.** \_\_\_\_\_ **Mobile Phone No.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**CHANGE OF ADDRESS** [6]

**Are you moving home?**  **Yes**  **No**

**If Yes, what is the date of your house move?**      /      /

**New home address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**In the form below, please write down the examinations you are going to complete prior to starting Sixth Form:**

<b>PUBLIC EXAMINATIONS</b>			
<b>Subject:</b>	<b>Level (GCSE/BTEC etc.)</b>	<b>Mock Exam Result:</b>	<b>Predicted grade:</b>



**Please indicate on the form below the courses that you would like to study in Year 12. Mark the courses 1 to 4 into the selected course box [  ] below, 1 being your first choice.**

Your choices should be sensible and based on your current predicted grades, the entry criteria for the course(s) and the combination that is going to allow you to achieve the highest grades possible in order to maximize your choices on leaving school. Although each applicant will be considered on an individual basis, achieving Level 5 in English is a requirement across many A Level subjects. The Sixth Form team will consider your options along with information from KS4 assessments and predicted progress and confirm an offer by the end of the Spring Term. For information on Pathways and Entry requirements, please view the Sixth Form Pathways document available on the academy's website.

### OPTIONS

**Please tick, to indicate your chosen pathway below.**

<input type="checkbox"/> <b>Red</b>	<input type="checkbox"/> <b>Blue</b>	<input type="checkbox"/> <b>Purple</b>
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**A-level courses** A level subjects may be subject to change.

<input type="checkbox"/> <b>Art</b>	<input type="checkbox"/> <b>French</b>	<input type="checkbox"/> <b>Music</b>
<input type="checkbox"/> <b>Biology</b>	<input type="checkbox"/> <b>Geography</b>	<input type="checkbox"/> <b>Physics</b>
<input type="checkbox"/> <b>Business</b>	<input type="checkbox"/> <b>Government &amp; Politics</b>	<input type="checkbox"/> <b>Physical Education</b>
<input type="checkbox"/> <b>Chemistry</b>	<input type="checkbox"/> <b>History</b>	<input type="checkbox"/> <b>Psychology</b>
<input type="checkbox"/> <b>Drama &amp; Theatre Studies</b>	<input type="checkbox"/> <b>Mathematics</b>	<input type="checkbox"/> <b>Sociology</b>
<input type="checkbox"/> <b>English Literature</b>	<input type="checkbox"/> <b>Media</b>	<input type="checkbox"/> <b>Spanish</b>

**Applied A Level**

<input type="checkbox"/> <b>Criminology</b>
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**BTEC courses**

<input type="checkbox"/> <b>Health &amp; Social Care</b>	<input type="checkbox"/> <b>Business Studies</b>	<input type="checkbox"/> <b>I.T.</b>
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Please answer **ALL** of the following questions, having read our admissions criteria.

1. Is this child a Looked After Child, or previously Looked After Child?

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<sup>1</sup> or a special guardianship order<sup>2</sup>.

**Yes**     **No**

If yes, we will need to see a supporting letter from this child's social worker and/or advisory teacher.

The academy 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 Unit postal address or quartering area.

**DECLARATION****DECLARATION AND SIGNATURE OF PARENT / GUARDIAN**

I/we confirm that: 1) To the best of my/our knowledge, all of the information given above is correct, and I understand that should I have provided any false information the academy may reject this application and/or withdraw the offer of a place, 2) I/We undertake to notify the academy if any of this information changes before any offer of a place is made and 3) I also confirm that I have read and understood the **Sixth Form Pathway and Subject Information Booklet** before making my choices for admission into The Grange Academy Sixth Form.

**Name of Parent/Guardian**

(please delete as appropriate): \_\_\_\_\_

I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.

**Signed by parent/guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The information provided on this form is subject to the Data Protection Act 1998. The information provided is for use by the school and the Local Authority. It may also be disclosed to the Governing Body. Information gathered on this form will be held on computer records. Maintenance of these records and the information contained therein will be subject to the provision of the Data Protection Act 1998.

## The Grange Academy IN YEAR ADMISSION APPLICATION FORM

If you are seeking a place for your child at The Grange Academy you should complete this application form and return it to the Admissions Officer at the Academy.

**Please complete this form using black ink and CAPITAL LETTERS.** You must include recent copies (less than 3 months old) of two forms of proof of address, one of which must be a council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement. Your child's home address at the date of application is important in deciding whether or not a place can be offered if the academy is oversubscribed. The academy reserves the right to reject an application and/or withdraw an offer of a place should it be established that false information has been given.

1. Child's Surname: ..... First Name(s): .....

2. Child's date of birth (d,m,y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Gender: Male / Female

3. Permanent home address: .....  
*(If parents are separated/divorced please give addresses of both parents, see Item 5 below)*

.....

.....Post Code: .....

4. Full name(s) of parent or legal guardian (at the permanent home address) (Mr/ Mrs/ Miss)

.....

5. Name and address of parent (if different from above) .....

.....

.....Post Code: .....

6. Home phone number: .....

Mobile phone number: .....

*(Please state which parent this number relates to)*

Email address: .....

7. Current year group:.....

8. Are you moving house? **YES / NO** Date of move: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NEW** home address: .....

.....

.....Post Code: .....

**Please answer ALL of the following questions, having read our admissions criteria.**

**1. Is this child a Looked After Child, or previously Looked After Child?**

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<sup>1</sup> or a special guardianship order<sup>2</sup>.

If yes, we will need to see a supporting letter from this child's social worker and/or advisory teacher.

Yes  / No

The academy 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 Unit postal address or quartering area.

**2. Will your child have a sibling living at the same address and currently attending the academy?**

Yes  / No

If yes, please give the name of the sibling: .....

**3. Is your child without a school place?**

Yes  / No

**4. Have you moved to the area within the last 90 days?**

Yes  / No

If you are applying under this criterion, we will need to see documents relating to your move.

**5. Distance**

Any remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity as designated by HCC's computerised mapping system. The home to school distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the pupil's home to the address point of the school". Where a pupil lives for a part of each week at different addresses, the 'home' address will be the one taken from the Common Application Form (proof of residency will be required if a place is offered).

**Please note the following:**

Please make sure that you have enclosed supporting evidence where appropriate, along with a stamped addressed envelope for us to return this evidence where necessary. Ensure that you affix the correct postage if you are sending this application by Royal Mail, as we cannot guarantee that we will collect or pay for items which have been underpaid.

**Declaration**

I/we confirm that:

- To the best of my/our knowledge, all of the information given above is correct, and I understand that should I have provided any false information the academy may reject this application and/or withdraw the offer of a place.
- I undertake to notify the academy if any of this information changes before any offer of a place is made.

Signed: .....

Full name: .....  
Parent/Guardian (please delete as appropriate)

Date: .....

The information provided on this form is subject to the Data Protection Act 1998. The information provided is for use by the school and the Local Authority. It may also be disclosed to the Governing Body. Information gathered on this form will be held on computer records. Maintenance of these records and the information contained therein will be subject to the provision of the Data Protection Act 1998.