

# In-Year Admissions Application Form 2017/2018

Application for Admissions into Years 7-11 from September 2017

This completed form should be returned to the Admissions Officer at The John Warner School.



Applicant Details (Please use block capitals)					
Legal Forename:			Legal Surname:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			Date of Birth:	DD	MM
Current Year Group					
<input type="checkbox"/> Year 6	<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

Parent/Carer Details				Same address as pupil?
Parent(s)/Carer(s) Details:	Title	Forename	Surname	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Title	Forename	Surname	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address Details	House Name/No:	Street:		
	Town:	County:	Post Code:	
Is the above address your current home address? <input type="checkbox"/> Yes <input type="checkbox"/> No			Is the above address: <input type="checkbox"/> Freehold <input type="checkbox"/> Rented	
Tel Home:		Tel Mobile:		Tel Other:
Email:				

If your application is being made under Criterion 3 (Sibling), please state the name(s) and year group(s) of the applicant's brother or sister who currently attends The John Warner School.	
Do the siblings reside at the same address? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:	Year Group:
Name:	Year Group:

Current School	
Name of School:	Location of School:
Reason(s) for wishing to change schools (please also ask the current school to complete Form A and return with this application)	

In the event that the school is required to apply the over subscription criteria, please state under which criteria you wish this application to be considered. You may select more than one. Please ✓ as appropriate:				
<input type="checkbox"/> Criterion 1 Looked After Children <b>*Documentation required</b>	<input type="checkbox"/> Criterion 2 Staff	<input type="checkbox"/> Criterion 3 Sibling	<input type="checkbox"/> Criterion 4 Distance <b>*Documentation required</b>	
*A full explanation of each criterion can be found over the page, please read carefully before submitting your application and ensure that you provide us with the necessary paperwork.				

**Please read the notes over the page and complete the check boxes before returning**

Office Use Only <input type="checkbox"/> CT <input type="checkbox"/> UB <input type="checkbox"/> RA <input type="checkbox"/> AC <input type="checkbox"/> SS	Office Use Only Entered by _____ on ____/____/____	Paperwork checked and accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---	--

If applying under Criteria 1 or 4, please tick the relevant boxes to show that you have **provided all the documentation** required. We will not be able to accept this form unless you include all the documentation asked for. Further information along with frequently asked questions can be found on our school website on our admissions pages [www.johnwarner.herts.sch.uk](http://www.johnwarner.herts.sch.uk)

---

**This completed form should be returned directly to the Admissions Officer at The John Warner School.**

Does your child have an Education Health Care Plan or a statement of special needs?  Yes  No

Are you or your partner working as a UK service personnel or crown servant?  Yes  No

*If yes, please include an official MOD, FC or GHQ letter showing relocation date.*

Was your child previously looked after but was then adopted or became subject to a residence order or special guardianship order? *If yes, please apply under Criterion 1.*  Yes  No

Do you have parental responsibility?  Yes  No

Does another person also have parental responsibility?  Yes  No

If yes, do they agree with this application being made?  Yes  No

---

### Criteria 1 (Looked After Children)

Please indicate which of the following best describes your child's circumstances:

Looked-after child       Adopted from care       Child Arrangement Order from care       Special Guardianship Order from care

Which Local Authority was/is your child looked after by: \_\_\_\_\_ and in what year(s) were they looked after: \_\_\_\_\_

I include a letter from Social Services, other relevant statutory bodies or an appropriate professional  Yes

I include a copy of Adoption Certificate **and** evidence to show that my child was in care before being adopted  Yes

---

### Criteria 4 (Distance) you **must provide all of these documents** showing the names of all adults living at the property.

Most recent council tax statement  Yes

A current original utility bill  Yes

Rental agreement (if renting)  Yes       Private Rental     Council/Housing Association

12 month rental agreement  Yes      What date did the rental start? \_\_\_\_\_

Stamped Address Envelope (if posting)  Yes

---

### Parental Declaration

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the date that you sign this form. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months. 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 parent/carer that claims child benefit will be considered as the child's main residence. If the family is not in receipt of child benefit, 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 you deliberately give false information, the offer of a school place may be withdrawn. All of the information I have given on this form is correct and up-to-date. I understand that you may contact my child's current school about this application and will share the information in this application with the local authority.

I confirm that I have parental responsibility for this child and the agreement of all persons with parental responsibility.

I enclose all the required supporting documentation.

I confirm that the address given on this form is the child's main residence

I confirm that I have enclosed the Form A duly completed by the applicant's current school

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Parent/Carer

## Admissions Policy for Entry to The John Warner School for the School Year Commencing September 2017

### Policy and Numbers

The school is an Academy for students of 11 to 18 years of age; it is a co-educational, all ability secondary school.

The main principle of admission to the school is to maintain the character as an academy, providing for the needs of young persons within the 11 to 18 age range. There is however, no guarantee of a place for children living in the immediate area.

The school participates in the Hertfordshire Local Authority coordinated scheme for ordinary Year 7 September admissions and all deadlines within that should be adhered to by applicants. The school is responsible for coordinating its own in-year admissions.

The John Warner School is required by its funding agreement to admit children with a statement of special educational needs or EHC (Education, Health and Care) Plan that names the school. Therefore, children with a statement or EHC that names the school will be admitted outside of the usual system.

The published admission number (PAN) for **September 2017 will be 225**.

### Oversubscription

Where applications for admission exceed the number of places available, the following criteria will be used to decide which pupils to admit. 90% of allocations will be made using Criteria 1 to 4 in the order set out below and the remaining 10% of allocations will be made using Criterion 5.

**1: Looked After Children or Previously Looked After as defined below.** Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1. (See Appendix A)

**2: Children of staff.** (See Appendix B)

**3: Children who have a sibling at the same address who is a pupil at the school at the time of application.** For the purpose of this clause siblings would include sister, brother, half, step, adoptive and looked after children, provided they also live at the same address. (See Appendix C)

**4: Home to school distance.** After places have been allocated using criteria 1, 2 and 3, home to school distance is used to allocate any remaining places within the 90% of places allocated to criteria 1, 2, 3 and 4. (See Appendix D)

**5: The remaining places will be allocated to children who show an aptitude for Technology on the basis of an assessment of aptitude carried out by the school.** (See Appendix E)

### Application Process for Year 7 Entry

In line with the admission co-ordination arrangements for all Hertfordshire schools approved by the Secretary of State, all parents must complete Hertfordshire LA's Secondary Transfer Forms (STF). These forms must be completed and returned as described in the County Council transfer information.

In addition, we strongly encourage parents to complete the school's Supplementary Information Form (SIF). The SIF enables governors to collect information which they will need to consider applications fully. If an applicant does not complete the SIF, the Governing Body will apply the school's oversubscription criteria using the information submitted on the STF. This may result in the application being given a lower priority against those criteria due to lack of available information. SIFs are available from the school, the school's website and via Hertfordshire Local Authority's website at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions). The SIF should be completed and returned to the school's Admissions Officer by the date shown on the form.

### Late Applications

Applications received after the closing date will be deemed as late and will be dealt with as prescribed under Hertfordshire's Coordinated Admissions Scheme. You are much less likely to be offered a place at our school if you apply late.

### After Allocation Day

You will be required to accept or decline the place that has been offered to you by the stated deadline. If you do not respond then we reserve the right to withdraw the place offered to you in order to offer it to another child who wants it. In the event of a parent not responding then the school will send one reminder letter with a response deadline.

Parents who are unsuccessful in their application to the school have the right to appeal to an independent panel. Parents who wish to appeal can contact the school to request appeal guidance and an appeal pack. 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 on line application system please contact the school or Customer Service Centre on 0300 123 4043 to request an appeal pack.

A continued interest (waiting) list will be drawn up and revised in accordance with the criteria set out above. Such places as become available will be allocated strictly in accordance with the oversubscription criteria. A child will move down the list if another child is added who has higher priority under the criteria.

Secondary transfer waiting lists will automatically be carried forward into the first academic year and a letter will be sent in the autumn term to ascertain whether or not you wish to remain on this list. Those that were on the continued interest list under Criterion 5 (Technology Aptitude Test) will, at the start of the new academic year, be considered under Criteria 1, 2, 3 and 4.

### Multiple Births

In the event that a twin or triplet is offered a place under the admission rules the remaining twin or triplets will also be offered a place. Where one multiple birth sibling takes the last available place, the remaining multiple birth siblings will also be offered a place as over PAN admissions.

### Tie-Break

In any case where a 'tie-break' is needed under any of the above oversubscription Criteria, priority will be given to the child or children living nearest to the school (as defined at Appendix D). When there is a need for a further tie-breaker where two or more 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 or more identical addresses of separate applicants, the tiebreak will be random allocation which will be independently supervised.

### Children Out of Year Group

If parents/carers believe that 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. The Admissions Committee of the Governing Body would then meet to decide whether the application would be accepted or not. There is no guarantee that an application will be accepted on this basis.

### In-Year Admissions

Admissions for all other Year Groups during the school year commencing in September 2017 will be dealt with directly by the Admissions Committee of The John Warner School.

### In Year Application Process

Parents should contact the school and complete the In-Year Application Form. This form enables governors to collect information which they will need to consider applications fully. The form should be completed and returned to the school's Admissions Officer.

### In-Year Continued Interest (Waiting) Lists

The school will hold a continued interest list for all oversubscribed year groups. Applications for inclusion on a continued interest list must be made to the school using the In-Year Application Form which should be completed and returned directly to the school. Applications will be ranked according to our oversubscription criteria (1-4) only, as described above. Some pupils take precedence over the continued interest list; these include Fair Access Protocol admissions and Children with Education Health and Care Plans or statements of special needs which name the school or where the Academy is subject to a direction from the Secretary of State. At the end of each academic year, parents/carers will be written to by the school and asked if they wish to remain on the continued interest list.

### Appeals for In-Year Applications

Parents who are unsuccessful in their application to the school have the right to appeal to an independent panel. Parents who wish to appeal can contact the school to request appeal guidance and an appeal pack. Appeal applications must be completed and returned to the Local Authority within the timescale given.

## Appendices

### Appendix A - Criterion 1: Looked After Children or Previously Looked After as defined below.

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 (section 22(1) of The Children Act 1989).

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 arrangement order or a special guardianship order.

**Adopted:** all children adopted from local authority care in England and Wales who are of compulsory school age will have highest priority.

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

**Special guardianship order:** under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

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

## Appendix B – Criteria 2 : Children of staff at the school.

Where the member of staff has been employed under contract of employment with the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited under a contract of employment to fill a vacant post for which there is a demonstrable skill shortage. Staff included are as follows:

- All full time teaching staff
- All full time support staff, defined as those on a 38 week and above contract
- All part time teaching staff with a 50% and above timetable
- All part time support staff who work at least 16 hours per week for 38 weeks or more

The above definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

## Appendix C - Criterion 3: Children who have a sibling at the same address who is a pupil at the school at the time of application.

A sibling means 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.

\*Children previously looked after are those children adopted or with a special guardianship order or child arrangement order.

\*\*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 respite placement or very short term or bridging foster placement.

Where a place is obtained and the child admitted to the school and it is subsequently identified that this place was gained fraudulently, there will be no sibling connection available to subsequent children from that family.

## Appendix D - Criterion 4: Home to School Distance.

Home to school distance will be calculated using the Hertfordshire County Council's 'straight line' distance measurement system. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Proof of residence will be required (this must be the permanent address at the time of application) and must show the names of all adults residing at the property. At the time of application means the closing date for applications. The offer of a place may be withdrawn if sufficient proof of residency is not met. This sufficient proof must include all documents listed on the Supplementary Information Sheet. All original documentation will be returned after checking providing a stamped addressed envelope is supplied. Applications via email will not be accepted. Without this documentary proof the school will be unable to consider applicants under this criterion. The Governing Body reserves the right to withdraw a place or an offer of a place if incorrect or misleading information has been given. Spot checks will be carried out on some applications and we may contact and swap information with the child's current school. Further proof of residence or other information may be requested and must be provided.

In those cases where there is a **shared parental responsibility** for a child, the child's 'home' is the address at which the child lives for the greater part of the school week, i.e. Monday to Friday and the address that the child benefit/child tax credit is paid to. If you are not in receipt of either child benefit or tax credit then alternative proof will be requested.

Applicants who are living in **private rented accommodation** must also provide a **current** signed Tenancy Agreement of at least **12 months** showing the start date of their tenancy which **must be at least six months prior to the application date**. If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (under 12 months, for an unspecified period or have been there less than six months), 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 Governors may refuse to base an allocation on an address which might be considered only a temporary address.

For **Housing Association or Council** rentals, then a copy of the rental agreement showing the start date must be provided.

If the family is in the process of **moving home**, applicants must provide (a) a solicitor's letter confirming the intended **date of completion**, or (b) a signed Tenancy Agreement of at least **12 months** showing the start date of their tenancy. In ordinary admissions for Year 7, new addresses will only be considered up to the date when applications under the Hertfordshire County Council Coordinated Scheme close. The school reserves the right at a later stage to require evidence that the child is living at the new address.

## Appendix E - Criterion 5: Technology Aptitude Test

After 90% of places have been allocated using Criteria 1 to 4, the remaining places will be allocated to children who show an aptitude for Technology on the basis of an assessment of aptitude carried out by the school. Pupils seeking entry to the school on the basis of an

aptitude for technology will involve a half day on **Wednesday 5<sup>th</sup> October 2016** at the school and will include only those pupils who are seeking a place on this basis. Parents who requested a place under this criterion will be written to on **26<sup>th</sup> September 2016** with further details; test results will be posted home on **19<sup>th</sup> October 2016**.

The tests form part of our oversubscription criteria for **secondary transfer** and involve the children sitting two papers: a non-verbal reasoning paper (40 minutes) and a spatial awareness test (45 minutes), both papers look for the ability to recognise similarities, analogies and patterns in unfamiliar designs. A sample question will be read out and then a period of time will be given for the children to complete each section of the multiple choice questions. The scores are then converted to an age-standardised score which takes into account the fact that some children are very young in the year groups. There is no pass mark for these tests, places are strictly offered in descending order of each applicant's total standardised test scores. The tests that will be conducted will be for an aptitude for technology and will not be concerned with ability. This test can be taken by any child in Year 6 who is due to transfer to secondary school.

In the event of a tie-break being required under this criterion, rankings will be sorted by using the straight line distance measurement from the applicant's home to The John Warner School by using both post codes; that which is closest to the school will take the higher ranking.

In the event that applications for places under this criterion are less than 10% of the total, any remaining places will be added to the places available under Criteria 1 to 4 in that order until all the places have been allocated. Children who have a sibling who attends the school should not ordinarily take the aptitude test as they will normally fall within criterion 3. Applications must be received by the closing date stated on the form; late applications will be unable to apply under this criteria. You should obtain a receipt from the school for any hand delivered applications and if posting then you must retain proof of postage. The school cannot be held responsible for any late postal applications or those retained by the postal service for incorrect postage being paid.

You should advise the school before the test if your child has any special requirements that you feel may disadvantage them when sitting the test. We are unable to offer students assistance on the day of the test if we have not been advised in advance. If your child is sick on the day of the test, please telephone the school in the morning.

---

**The John Warner School** (Admissions Officer: Mrs J Rich)  
Stanstead Road, Hoddesdon, Herts EN11 0QF  
T: 01992 462889 ✉: [admissions@johnwarner.herts.sch.uk](mailto:admissions@johnwarner.herts.sch.uk)  
[www.johnwarner.herts.sch.uk](http://www.johnwarner.herts.sch.uk)

### Receipt (OFFICE USE ONLY)

If you are posting this form then please obtain proof of postage. This form was received at The John Warner School by \_\_\_\_\_ (staff initials)

Date

# IN-YEAR STUDENT TRANSFER INFORMATION FORM



Please request an appropriate member of staff from your child's current school to complete this part of the application form and return it with your application. Alternatively the school may complete an electronic version of this form which can be downloaded from the admission pages of our website and email back directly to [admissions@johnwarner.herts.sch.uk](mailto:admissions@johnwarner.herts.sch.uk)

**We will not be able to process your application until we have received this information from the current school.**

## Student Details

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: Female  Male

Current Year Group:  Year 7  Year 8  Year 9  Year 10  Year 11

## School Details

Current School: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

School Email Address: \_\_\_\_\_

Admission Date: \_\_\_\_\_

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

UPN Number: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

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

## Attendance

Please complete the current school year's attendance figures (or previous if the beginning of a new school year). It would also be helpful if you could attach a copy of the current attendance certificate.

Present %: \_\_\_\_\_ Authorised Count: \_\_\_\_\_

Unauthorised Count: \_\_\_\_\_ Punctuality: Good  Average  Poor



**Any significant medical issues?**

**Relationships with staff and other students:**

**Family background issues and home school relationships:**

**Behaviour:**

**Please add any other comments that you think we may find useful to enable this transition to go ahead:**

Please send this completed form to the Admissions Officer at The John Warner School or email to [admissions@johnwarner.herts.sch.uk](mailto:admissions@johnwarner.herts.sch.uk). Thank you.