

ADMISSION TO LEVENTHORPE - SEPTEMBER 2022

Leventhorpe provides education for both boys and girls from age 11 to 18, with the expectation that most parents will be seeking a continuous school-based education for their children throughout this period. The number to be admitted to Year 7 in September 2022 is 240. The school is a successful Business and Enterprise Academy and the lead school for School Centres Initial Teacher Training within the Bishop's Stortford Educational Trust (BSET). It has been recognised by the DfES as a "High Performing Specialist School" and by Ofsted as "Outstanding" in each individual category judged, as well as "Outstanding" in overall effectiveness (2012).

Leventhorpe's motto is "Excellence, Commitment and Respect" and these qualities, combined with a creative and innovative teaching environment, form the school's ethos. Parents applying for a place for their child are expected to support the school's ethos and aims in matters of work, discipline, extra-curricular activities and uniform.

Admission Arrangements for Entry to Year 7 in September 2022

There are **two forms** that must be completed when applying for a place at Leventhorpe in order for your application to be assessed correctly. These are:

1. **Local Authority Form.** The form you should complete depends on where you live. No application for a place at Leventhorpe will be accepted unless an application is submitted to the relevant Local Authority by the date specified.
2. **Leventhorpe's Supplementary Information Form.** This is obtainable from the school and should be completed and returned to the school **no later than 31st October 2021 and by 4pm on Friday 1st October 2021 if you wish your child to be considered under criterion 8 (Music Aptitude)**. If a Supplementary Information Form is not completed the governing body will apply their admission arrangements using the information submitted on the Local Authority Form only, which may result in your application being given a lower priority.¹

If there are more applications for admission than places available at Leventhorpe, the Governing Body will allocate places over which it has discretion, in each case by applying the eight criteria set out in this document. If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for

¹ Parents wishing to apply under musical aptitude and returning the school's Supplementary Form by 4pm on Friday 1st October 2021 will be informed of the outcome of the test before the Local Authority closing date for applications (31st October 2021).

admission will be given to those children who meet the criteria set out below, in order:

(a) At least 222 allocations will be made using the following seven criteria in the order set out below:

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 arrangement order or a special guardianship order).

See below for further clarification regarding Children Looked After

2. Children previously looked after by the state abroad because he or she would not otherwise have been cared for properly. Hertfordshire County Council's "Virtual School" will be asked to verify all such applications.

3. Children who, at the closing date for applications, have a sibling currently attending Leventhorpe – see below for definition of sibling

4. Children of staff who are directly employed by the Rivers Multi Academy Trust who have worked at Leventhorpe School for two or more years or where the member of staff was or will be recruited to fill a post for which there is a skills shortage. The staff member must be the child's legal parent (by blood, adoption or step-parent) and have been living at the same address as the child for a minimum of 2 years.

5. Children who, at the closing date for applications, attend one of the following priority primary schools: Hatfield Heath, High Wych, Little Hallingbury, Mandeville, Reedings, Sheering, Spellbrook, St Andrews (Much Hadham).

6. Children who reside permanently within the parishes of Gilston and Eastwick.

See below for further clarification regarding home address

7. Should there be places unfilled after applying criterion 6, then places will be offered on the basis of shortest straight-line distance between permanent residence to the School as determined by Hertfordshire County Council, with those living closer being accorded a higher priority. Addresses are routinely checked and places may be withdrawn if a false address has been given. *See below for further clarification regarding home address*

In the event of being oversubscribed within any criterion then selection will be determined by applying Criterion 7 (distance).

(b) After applying (a) above, up to 18 places will be allocated from all of the applications remaining using criterion 8 below:

8. Students who can demonstrate a proven aptitude in music - this will be determined on the basis of an aptitude test. Priority will be given to those with the highest scores in this test. Parents should apply for their child to take the test on Leventhorpe's Supplementary Information Form and return the form to the school by 4pm on Friday 1st October 2021.

In the event of a tie-break being required under criterion 8 then places will be allocated using criteria 1 – 7 in order. Should less than 10% of places be allocated under criterion 8 then any remaining places will be allocated using criteria 1 – 7.

You should apply under more than one criterion if you can.

Other Information

At secondary transfer Leventhorpe will admit over the school's published admission number when a single twin/multiple birth child is allocated a place at the school. Random allocation will be used as a tie-break in criteria 1 - 7 above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. The Governing Body will normally only consider one application for admission to the school for a student in any one academic year. In a case where circumstances relevant to the application have substantially altered the governors may, at their discretion, consider a further application within the school year.

Parents/carers may seek a secondary school place for their child outside of their normal age group. This will have been previously discussed with the primary school that the child attends. To enable the school to advise as to whether your application to Leventhorpe in the preferred year group will be accepted, parents must provide the school with evidence as to why the original request to be educated outside of the chronological year group was made. The school should be in receipt of this information by 30th September 2021 so that the request can be processed and a decision can be communicated to parents before the main admissions deadline of 31st October 2021. The Governing Body is ultimately responsible for making this decision for applications made to Leventhorpe. Accepted applications will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and using the admissions criteria (1-8) above. There is no guarantee that an application will be accepted. 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.

Make sure that you return your Leventhorpe Supplementary Information Form to Leventhorpe on time. You must also submit your Local Authority Application to the appropriate Local Authority on time or you may not be offered a place at any school.

Change of Address

If your family is in the process of moving house your new address will not be considered until a move into the area has actually taken place or proof of future residence is provided (e.g. a solicitor's letter indicating that there has been an exchange of contracts). New addresses will be considered up to 3rd December 2021.

Criterion 8

Schools are allowed to offer up to 10% of their total number of places to those who can demonstrate a proven aptitude in certain subjects. Leventhorpe will offer up to 18 such places on the basis of proven aptitude in music. This will be determined by a musical aptitude test, the date and time of which will be notified to parents who indicate a wish for their child to be considered under this criterion. Students will need to achieve a certain minimum score in this test in order to be considered under this criterion.

Failure to gain a place at Leventhorpe

- 240 places will be offered by applying the admissions arrangements. If you fail to gain a place at Leventhorpe, your Local Authority should offer you a place at a different school.
- Whether or not you accept such a place, you can ask to be placed on the Continuing Interest List of Leventhorpe. If a place at Leventhorpe becomes vacant during the year, the school will offer it to someone from the Continuing Interest List, in strict accordance with the admission arrangements. As the year progresses, the Continuing Interest List may include people who have just moved into the area and want a place for their child. They will have the same status as others on the list and, depending on which of the criteria they match, may be offered a place first.
- Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol may be admitted over the planned admission number and may take precedence over others on the Continuing Interest List.
- It is the responsibility of parents to contact the school to state their continued interest at the start of each academic year.
- You only have the right to appeal if you have been refused a place upon application. Parents wishing to appeal who applied through Hertfordshire's online system should log into 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 and log in to www.hertfordshire.gov.uk/schoolappeals and click on the link “log into the appeals system”.

In-Year Applications

All applications must be made on the Leventhorpe Application Form. When applications are received by Leventhorpe for admission other than for the start of Year 7, any available places will be allocated using the admissions criteria (1-8 in the order above). Parents wishing to apply should contact the school directly in the first instance. If you have been refused an in-year place you have the right to appeal. In-year appeals can also be submitted via Hertfordshire’s online system at:

<https://www.hertfordshire.gov.uk/actWeb/inYearAppeals/index.cfm/appeals/home>

On rare occasions, parents/carers may seek a secondary school place for their child outside of their normal age group. If parents/ carers believe their child 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 should be placed outside their normal age appropriate cohort. The Governing Body is ultimately responsible for making this decision for applications made to Leventhorpe. There is no guarantee that an application will be accepted. 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.

Admission Arrangements for Entry to the Sixth Form in September 2022

All Year 11 students attending Leventhorpe will be allocated places in the Sixth Form if they meet the entry requirements for at least three full time A’ Level courses that they wish to study or similarly weighted BTEC qualification equivalents. Students from other schools will also be admitted provided that they meet the same requirements and there are spaces available in classes. The school’s planned admission number for external students is 70 each academic year.

Where applications from students who meet the entrance requirements for their chosen courses exceed the number of places available the following criteria will be applied, in the order set out below, to decide which students to admit

1. Looked After (children in public care) and those previously in care (see explanatory note below).
2. Students previously looked after by the state abroad because he or she would not otherwise have been cared for properly. Hertfordshire County Council’s “Virtual School” will be asked to verify all such applications.
3. Priority will then be given to appropriately qualified applicants who live nearest to the school. Should two applicants have the same home-

school distance then a random allocation will be made and that process will be independently verified.

Sixth Form Admission Appeal Procedures

Parents can appeal an admission decision refusing a sixth form place at Leventhorpe in accordance with current legislation and the Admissions Code. Please call the admissions helpline 01992 588548 to request an appeal pack. Applicants cannot appeal more than once in an academic year except where exceptional circumstances exist.

Explanatory Notes and Definitions for the Admission Arrangements for Leventhorpe School 2022/2023

Looked after Children (criterion 1)

All children adopted from care who are of secondary school age are eligible for admission under rule 1.³

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.

¹ *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.

² *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.

³ *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.*

Definition of Sibling (criterion 3)

For applications under the sibling rule a sibling is defined as: 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 after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of application.

A sibling must be on the roll at Leventhorpe at the time of application or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family. 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.

Definition of Home Address

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 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/Child Tax Credit/ Universal Credit will be considered as the child's main residence. Evidence of receipt of Child Benefit/Child Tax Credit/ Universal Credit will be requested in this instance. If a family is not in receipt of Child Benefit/Tax or Universal Credit alternative documentation will be requested.

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

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

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 using a computerised mapping system. 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.