

**Mount Grace School**  
*Committed to Excellence*

<b>Policy</b>	<b>Draft Admission Rules</b>	<b>Responsibility of</b>	<b>Headteacher</b>
<b>Date of Ratification</b>		<b>Date of Review</b>	

The Admission Rules have been revised in the light of consultation.

Mount Grace School is a mixed 11-18 specialist comprehensive school.

**Policy**

The published admission number for the school year commencing 1st September 2012 is 174 pupils. In line with the school's specialist status as an Applied Learning, Business and Enterprise College up to 10% of pupils (17) will be admitted on the basis of their aptitude for languages. This aptitude will be measured by the school's testing procedures (see note 5). Section 324 of the Education Act 1996 requires the governing bodies of the school and all maintained schools to admit a child with a statement of special educational needs that names their school.

**The Hertfordshire County Council Co-ordinated Scheme**

The school participates in the Hertfordshire County Council co-ordinated scheme for admissions. All deadlines within this scheme must be adhered to by applicants. Hertfordshire County Council will make offers of places on behalf of the school.

**The Supplementary Information Form**

In addition to completing the Hertfordshire Standard Transfer Form (The Common Application Form) either online or in paper form, we encourage parents to complete the school's Supplementary Information Form and return it to the Admissions' Officer at Mount Grace School, Church Road, Potters Bar, EN6 1EZ. This is so that the governors can collect information which they need to consider applications fully. If an applicant does not complete the Supplementary Information Form, the Governing Body will apply the school's oversubscription criteria using the information submitted on the Common Application Form. This may result in the application being given a lower priority against those criteria due to lack of available information. Supplementary Information Forms are available from the Admissions' Officer at Mount Grace School, Church Road, Potters Bar, EN6 1EZ or from the school's website and at [www.mountgrace.org.uk](http://www.mountgrace.org.uk)

**Over Subscription**

When applications for admission exceed the number of places available the following criteria will be applied, in the order set out below, to decide which pupils to admit. These criteria will continue to be used to allocate places should any fall vacant after the initial allocation. 90% of allocations (157) will be made using the following criteria (Rule 1 to Rule 4) in the order set out below and the remaining 10% of allocations will be made using criterion (Rule 5).

**Rule 1 Children in public care.**

If you are applying on behalf of a child in public care, please send a supporting professional letter from the child's social worker and/or the child's advisory teacher to the school for the governors to consider. If you apply online, please ensure that the letter includes the child's full name, date of birth and Unique Application Code (UAC).

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

A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. If you think your child has a particular medical or social need to go to Mount Grace School, you must provide supporting evidence from a doctor, psychologist or other professional involved with your child. The supporting evidence must relate specifically to Mount Grace School under Rule 2 and must clearly demonstrate why it is the **only** school that can meet your child's needs. If you are applying online and applying under Rule 2, please send your supporting evidence, which should include your child's name, date of birth and Unique Application Code (UAC), to the school for the governors to consider. We give medical priority to children who have an exceptional illness or disability which means that they can only go to Mount Grace School. We give social priority to children whose education would be seriously affected if they did not go to Mount Grace School. We will let you know the result in the letter we will send you offering your child a school place.

**Rule 3 Children who have a sibling at the school at the time of application, unless the sibling is in Year 13.**

Note: A sibling means the sister, brother, half brother or sister, adopted brother or sister, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday.

**Rule 4 Children living nearest to the school.**

This applies to all other children who live nearest to the school, being the straight line distance measurement provided by Hertfordshire County Council's GIS system as outlined in the "Moving On" booklet.

**Rule 5 Aptitude in Modern Foreign Languages, MFL (See note 5).** 17 places will be allocated on the basis of aptitude in MFL. An assessment of aptitude in MFL will be carried out by the school. Priority will be given to those with the highest score in this test. In the event of a tie-break being required under this criterion, places will be allocated using criteria 4 (home-school distance using the home-school measurement system used by Hertfordshire County Council as outlined in the County's admission arrangements and application literature). In the event that applications for places under this criterion are less than 10% of the total (17), any remaining places will be added to the places available under criteria 1, 2, 3 and 4 (in that order until all the places have been allocated).

**Note 1:**

Children in public care (Children, Looked After). This means a child who is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for his/her admission to the school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school. Applicants must send the school a letter from the child's social worker and/or advisory teacher confirming the child's looked after status.

**Note 2:**

Children for whom it can be demonstrated that they have a particular medical or social need that makes Mount Grace School the most suitable school. A panel from the Governors' School Admissions' Committee will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must clearly demonstrate why Mount Grace is the most suitable school and must state the difficulties which would be caused if the child had to attend another school. All applications are considered individually but a successful application must include the following:

- For medical needs, specific professional evidence from a registered health professional such as a doctor that justifies why Mount Grace School is the most suitable school for the child's individual medical needs; and/or
- For social needs, specific professional evidence from a local authority social worker that outlines exceptional family circumstances that justifies why Mount Grace School is the most suitable for the child's individual social needs; and
- A statement of the difficulties that would be caused if the child had to attend a school nearer to the child's home address

Applications under criterion 2 will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances since the initial application was submitted.

**Note 3:**

- A sibling must be a sister, brother, half brother or sister, adopted brother or sister, or the child of the parent/carer or partner, and in every case living at the same address Monday to Friday during term time
- This criterion will apply to children who have a sibling at the school at the time of application, unless it is anticipated that the sibling will have left the school before the date of proposed admission of the applicant
- Twins or multiple births: In the event of one sibling being allocated a place at the school because they have a Statement of Special Educational Needs which names the school, or they have been offered a place under any of the criteria, all other multiple birth siblings of that sibling will then also be offered a place

**Note 4:**

Home to school distance will be measured using the straight line distance measurement provided by Hertfordshire County Council's GIS system as outlined in the "Moving On" booklet. Distance is measured to two decimal places. The distance from the child's home address to the school is measured using the Hertfordshire County Council computerised mapping system. A child's home address is defined as that at which the child is living from Monday to Friday during term time. 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. Measurements are taken from the address point for the child's home address (as supplied by the Post Office) to the school's address point. The measurement for applicants living in flats or multi-occupation dwellings is also taken from the address point as supplied by the Post Office. In the event of there being two or more applicants at a flat or multi-occupational dwelling vying for the last available place the tie-breaker of a random lottery will be used. Parents applying under this criterion must provide proof

that the home address submitted, whether owned or rented, is the permanent residence of the applicant. This proof must include the following three documents:

- An original Child Benefit Annual Statement; and
- The most recent Council Tax statement; and
- An original utility bill, not older than three months from the date of application

These documents should be attached to the Supplementary Information Form and sent to the Admissions' Officer at Mount Grace School, Church Road, Potters Bar, EN6 1EZ. Applicants who are living in rented accommodation must also provide:

- A signed tenancy agreement of at least 12 months showing the start date of your tenancy

If a family is in the process of moving home applicants must provide:

- A solicitor's letter confirming that contracts have been exchanged and giving the date of completion; or
- A signed tenancy agreement of at least 12 months showing the start date of your tenancy.

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.

All documentation will be returned after checking. 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 is given. In such cases siblings of that child will have no right of admission to the school under criterion 3.

**Note 5:**

All applicants for places under **Rule 5** must take a practical test of aptitude for MFL. The test of aptitude may be taken by any child in Year 6 who is due to transfer to secondary school. It will take place in the Autumn Term before the admission year. A child with an aptitude in MFL is one who is identified as being able to benefit from teaching in MFL and who demonstrates a particular capability to succeed in MFL. The test will be for aptitude in MFL and will not be concerned with ability, prior learning or experience in MFL, or any other aptitude. Full details of the test may be obtained by contacting the Admissions' Officer at Mount Grace School, Church Road, Potters Bar, EN6 1EZ. Parents wishing to make an application under this criterion must complete the Aptitude Test for MFL Form and return it with the Supplementary Information Form. Those unable to attend on the date set by the school for the test due to compelling reasons will be offered one alternative date.

### **Application Process for Entry in September 2012**

In line with the new admission arrangements for all Hertfordshire schools approved by the Secretary of State, all parents must complete Hertfordshire County Council's Secondary Transfer Form. This must be returned by the date shown in the County Council transfer information book. In addition, for the reasons given earlier in this publication, Mount Grace School strongly recommends that all parents complete the school's own Supplementary Information Form and return it to the Admissions' Officer at Mount Grace School, Church Road, Potters Bar, EN6 1EZ.

When completing the school's own Supplementary Information Form please remember to:

- Indicate clearly under which criterion or criteria (you may state more than one) you are seeking to secure a place for your child;
- Ensure all documentation (see checklist) is securely attached to the Supplementary Information Form; and return the school's Supplementary Information Form direct to the Admissions' Officer at Mount Grace School, Church Road, Potters Bar, EN6 1EZ by the deadline for all applications set by Hertfordshire County Council.

Parents whose children are allocated a place for September 2012 are allowed two weeks (from the date of the 'offer' letter) to respond to the Admissions' Officer on behalf of the Governing Body, Mount Grace School, Church Road, Potters Bar, EN6 1EZ in writing, accepting or rejecting the offer. In the event of parents not responding in writing, either accepting or rejecting the offer, they will receive one 'reminder' letter. Parents must then reply within one week of the date of the 'reminder' letter. In the event of a parent rejecting the offer of a place or failing to respond, this place will be allocated to another pupil on the school's continuing interest list (waiting list). CI places will be allocated in accordance with the schools' published admission rules and in line with HCC's published deadlines. Parents who are unsuccessful in their application to the school have the right to appeal to an independent panel. Parents who wish to appeal should contact the Admissions' Officer at Mount Grace School, Church Road, Potters Bar, EN6 1EZ for information on the appeals process and for details of when appeals will be heard.

### **Continuing Interest or Waiting Lists**

The school intends to hold continuing interest lists (waiting lists) for any oversubscribed year after 1st September in each school year. Parents who wish to be placed on the continuing interest list (waiting list) should contact the Admissions' Officer at Mount Grace School, Church Road, Potters Bar, EN6 1EZ stating their interest. All applications outside the normal admissions' round will be coordinated by Hertfordshire County Council. The school will communicate the availability of any places to Hertfordshire County Council when required to do so.

### **In Year Admissions**

The school's in year admission arrangements will work within the remit of Hertfordshire's agreed scheme of in year coordination. The governing body remains responsible for the allocation of all places in accordance with the school's published admission rules but all applications for, and allocations to, the school must be made via a pupil's home authority.

In year admissions will be dealt with in accordance with the criteria set out above.