

Hendon School Admission Policy

The school has an agreed admission number of 200 pupils in each of years 7 to 11. The school will accordingly admit at least 200 pupils in the relevant age group each year if sufficient applications are received (excluding H.A.R.P). The school will admit up to 300 students across Years 12 and 13.

Governing Criterion

The performance on a standardised test of ability such that students are admitted in proportion to the distribution of performance within the general population. Our published admission number for Year 7 will be 200.

Only Year 7 applicants are required to take a standardised national test (this will consist of verbal, non-verbal and numerical reasoning tests set by the NFER). On the basis of the results of the test applicants are placed in one of three bands:

Band A: scoring equivalent to the top 25% of the population as a whole - 25% (50) places

Band B: scoring equivalent to the middle 50% of the population as a whole - 50% (100) places

Band C: scoring equivalent to the lowest 25% of the population as a whole - 25% (50) places.

Once placed within a band, the actual standardised score and the position within the band are disregarded.

CRITERIA USED TO FILL THE PLACES IN EACH BAND (Years 7-11)

Where applications for admission to years 7 to 11 exceed the number of places available, the following criteria will be applied in order to decide which students to admit.

The criteria listed below are applied independently to the groups of applicants in each band in the sequence indicated in order to determine the offer of places.

In the event of under application to any band whilst the school remains overall oversubscribed, applicants will be selected from the adjacent band (in the case of band B, alternatively from bands A and C) on the basis of the criteria listed. In the event of there being no further applicants in the adjacent band, places will be offered on the basis of the criteria below to any remaining applicants irrespective of band.

CRITERION 1

All looked after children and previously looked after children (see the definition in Section 22(1) of the children's act 1989) for whom placement at Hendon School is deemed by the London Borough of Barnet to be appropriate

CRITERION 2

Children who are deaf or who have an Autistic Spectrum Condition (ASC) for whom placement at Hendon School is deemed by the London Borough of Barnet and the school to be appropriate. The PDS (provision for Deaf students) and the HARP (Hendon Autistic Resource Provision) offer a maximum of 20 students in each provision.

CRITERION 3

Children with brother* or sister* already at the school and still expected to be at the school when

transfer takes place. For the purpose of criterion 3, 'brother' or 'sister' means either
(a) a child having at least one natural parent (or by legal adoption) in common with the applicant, or
(b) a child related to the applicant as a stepsibling by the inter-marriage of one of each of their parents prior to the date of application, and living at the same address Monday - Friday.

CRITERION 4

Children who have previously been on the school register and came off the register due to a change in the home address

CRITERION 5

Children of any permanent members of staff. A 'Staff Child' is defined in these criteria as a child who lives as the staff member's son or daughter in the same house, including natural born, adopted, step and foster son or daughter;

CRITERION 6

Distance will be used as a 'tie-breaker' if two or more applicants are equally qualified for a place in any of the above criteria. The distance of children's homes will be measured from the main school gate in straight line, those living nearer being accorded priority. For year 7 applications the distance between these points is calculated using Barnet Council's computerised geographical information system. For Year 8 to 11 applications this is calculated using an online programme

The school may ask for proof of address where it is unclear whether the child meets the published oversubscription criteria. The home address will be determined as the address that the child resides for the greater proportion of the week.

If two students are equally placed in terms of distance for one remaining place, then the Chair of the Governing Body shall toss a coin to decide the remaining place.

Note: When the over-subscription criteria are applied for one remaining place to applications made on behalf of twins, triplets and other multiple-births, the school will admit all siblings even if this means the Published admissions number is exceeded.

The Admissions Forum or the local education authority may require the School to admit exceptionally a child, either outside the normal admission arrangements or in excess of the published admission limit under the fair access protocol.

Sixth Form admissions

The School will admit up to 300 students across Years 12 and 13. Academic entry requirements are set for entry into the Sixth Form, these entry requirements are the same for internal and external applicants. Students who currently attend Hendon School will be given priority over external applicants. The highest priority for oversubscription criteria is given to looked after children and previously looked after children who meet the academic entry criteria.

According to the School code of admissions published by the Department for education, consultation needs to take place on admission arrangements at least once every 7 years. The school will next consult on admissions in the Autumn term of 2014

APPLICATION INFORMATION

Hendon School does not have its own application forms for Year 7 entry

If you live in Barnet you can now apply for your child's school place online. The secure online system will be available 24 hours a day, seven days a week and the application forms should only take between five and ten minutes to complete.

Once the application has been submitted on line, parents will be able to log back into the system and change their application, right up to the closing date which is **24th October 2014** (preferred date) final closing **date 31st October 2014**.

Testing Day for all applicants will be held on **4th and 5th December 2014**.

Results of applications will be posted to parents on offer day which is **2nd March 2015**.

Further information is available on the Barnet website:

www.barnet.gov.uk/school-admissions

E mail enquiries regarding admissions should be made to: martinc@hendonschool.co.uk

Right to Appeal

Parents have the right to appeal after an admission to Hendon School is refused. The law entitles parents to appeal against the decision to an independent Appeal panel. This panel is completely independent of the school and the local authority.

If parents wish to appeal, this must be done in writing, setting out clearly the grounds and any evidence for appeal. An appeal form will not be accepted unless the grounds for appeal are clearly stated

The deadline for lodging an appeal for admission into Year 7 for September 2015 is as follows

Last day for lodging appeal forms for a place in Year 7 to start in September 2015	25th April 2015. You MUST state the reasons for your appeal and supply any documentary evidence at this stage.
Appeals will take place between	1st and 30th June 2015
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel -	<i>At least 10 school days before the hearing.</i>

Any <i>additional</i> or supporting evidence -	<i>You are advised that additional paperwork received on the day of the appeal hearing will not be taken into account.</i>
Letter from the Clerk informing you of the decision of the independent appeal panel	<i>No later than 7 days following the appeal</i>

E mail enquiries regarding appeals should be made to: martinc@hendonschool.co.uk

Year 8- 11 admissions are managed by Hendon School