

HENDON SCHOOL



Learning Together Across the World

Admission Arrangements Policy

Date of Ratification:	November 2023
Date of Next Review:	November 2024
Trustee Committee:	Admissions Committee
School Staff Responsible:	AHT with Responsibility for Admissions
Nominated Trustee:	Chair of Admissions Committee
Policy Held:	School Policy File

Version control

The table below summarises the changes that have been made to the policy at this review (version 1.0) and will be updated going forward:

Version	Date	Summary of changes
2.0	May 2023	Dates updated for 2024 admission deadlines (p.g.5) Dates updated for 2024 appeals process (p.g.6) Updated entry requirements [maths/science] (p.g.10) Updated qualification Criminology (p.g.11)
1.0	September 2022	Dates updated for September 2023 entry (p.g.2) Numbers in each band changed to reflect PAN (p.g.2) Parents will receive an email rather than letter (p.g.3) Contact arrangements if test letter not received (p.g.3) Number of students in HARP/PDS is 21 (p.g.4 and p.g.7) Dates updated for September 2023 entry (p.g. 6 and 7)

Hendon School is an Independent State Funded School (Academy) in the London Borough of Barnet and its own Admission Authority.

Hendon is a mixed wide-ability school with an agreed admission number of 208 pupils in year 7.

APPLICATIONS FOR A PLACE IN YEAR 7 AT SECONDARY TRANSFER

All applicants seeking a place in year 7 are required to take a standardised test of ability such that students are admitted in proportion to the distribution of performance within the general population. This is not a selective test, it is used to measure ability to ensure that the intake is truly comprehensive.

Only Year 7 applicants are required to take a non-verbal standardised national test. 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% (52) places

Band B: scoring equivalent to the middle 50% of the population as a whole - 50% (104) places

Band C: scoring equivalent to the lowest 25% of the population as a whole - 25% (52) places.

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

The test will take place on **Saturday 2nd December 2023**. Details of this test are published on the school's website from 1 October annually.

The Trustees deem that it is parental or guardian responsibility to ensure that their child takes the test. If parents do not receive an email inviting their child to the test by 25th November, parents are advised to contact the school via VIP@hendonschool.co.uk

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.

For all in year admissions, a waiting list will be kept for all year groups. This waiting list will not be banded, and students will be selected by distance to school. From time to time, the school may ask parents if they wish their child's name to remain on the waiting list.

The criteria listed below are applied. Outside the criteria, applicants who hold an Education Health Care Plan (formerly known as a Statement), which names Hendon School, will be offered a place without the need to take the standardised test. Each of these applicants will be offered a place within a band after consultation with the Headteacher of their current school. i.e. Primary School in the case of secondary transfer applicants.

CRITERION 1

'Looked after' children and children who were 'looked after' but cease to be so because they were adopted, or became subject to a residency order, or special guardianship immediately following having been 'looked after', children applying who are in the care of a local authority under the provision of the Children Act 1989.

A child is regarded as having been looked after both inside and outside of England if it appears to the admission authority that the child was in the care of or was accommodated by a public authority, a religious organisation, or another provider of care whose sole or main purpose is to benefit society.

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 21 students in each provision.

CRITERION 3

Children with a 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

In the cases of (a) and (b) above, the children must be 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 and have moved back to the area.

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

The remaining places available in each band will be offered on distance. 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 Years 8 to 11 applications this is also calculated by the local authority.

In the case of any tiebreaker required for any of the criteria, it will be distance from the main school gate in a straight line, with the nearer applicant being offered a place.

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 school may ask for proof of address from all applicants or 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 and from where any child benefit is claimed.

Where proof of address is required, the school will ask to see originals of the following.

- (a) Current Council Tax bill for the address from which the application is made.
- (b) Two utility bills (not mobile phone) dated within the last six months
- (c) Current Mortgage statement or tenancy agreement.
- (d) Proof of termination of former address (if applicable for in year applications)

If two applicants are equally placed in terms of distance for one remaining place, the admissions committee will draw lots, which will be supervised by an independent person.

The school will work with the local authority, through the Fair Access Protocol, to offer places over and above the published admission number to support children in need, who do not have a school place.

Requests for children to be educated outside their chronological age group will be considered by trustees on an individual basis and will only be granted in exceptional circumstances.

APPLICATION INFORMATION

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

If you live in Barnet, you can apply for your child's school place online from 1st September 2023. 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 online, parents will be able to log back into the system and change their application, right up to the closing date which is 31st October 2023.

Testing Day for all applicants will be held on Saturday 2nd December 2023.

Results of applications will be available online to parents on offer day which is 1st March 2024

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 Appeals panel. This panel is completely independent of the school and the local authority.

If parents wish to appeal, this must be done in writing by submitting an online form, setting out clearly the grounds and any evidence for appeal. An appeals 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 2024 is as follows.

Last day for lodging appeal forms for a place in Year 7 to start in September 2024	4pm on 28 th March 2024 You MUST state the reasons for your appeal and supply any documentary evidence at this stage
Appeal hearings will take place	27 th May 2024
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the hearing
Any additional or supporting evidence	18 th May 2024 You are advised that additional paperwork received on the day of the appeal hearing will not be considered.
Letter from the Clerk informing you of the decision of the independent appeal panel	No later than 14 days following the appeal

Further information is available on the Barnet website:

www.barnet.gov.uk/school-admissions

E mail enquiries regarding admissions should be made to:

admissions@hendonschool.co.uk