

Secondary Transfer Admissions 2010 Frequently Asked Questions

Who is responsible for Admissions at the School?

The Governors are responsible for all school admissions. There is a Governors Admissions Committee of which the Headteacher is a member.

Can I speak directly with the Headteacher, or arrange a meeting to discuss my application?

Prior to submission of applications, the Headteacher holds an Open Evening and several Open Mornings when she is available to speak to individual families about the admissions process. She is unavailable to speak to parents once applications have been submitted and allocations made. This is because if she were to speak to one family she would have to speak to all, and with the number of requests received, it would neither be reasonable nor feasible to do.

What is the breakdown of the Admission Number for each year in the School?

Year	2006	2007	2008	2009	2010
7	208	208	208	208	208
8	208	208	208	208	208
9	178	208	208	208	208
10	178	178	208	208	208
11	178	178	178	208	208

In 2005 the school admission number at secondary transfer increased from 178 to 208.

Is the School full?

Yes. The School's Published Admission Number (PAN) is 208. The School's Indicated Admission Number (IAN) is also 208. The latter is derived using a formula based upon the available space with the school, i.e. the net capacity.

What is the breakdown of places allocated under each criterion at secondary transfer 2010?

On 1st March 2010 places were allocated in the following way :

Criterion	No of Places Allocated
Children with Statements	1
Criterion 1 – Looked After Children	0
Criterion 2 – Distance (10% Closest to School)	21
Criterion 3 – Siblings	106
Criterion 4 – Musical Aptitude	21
Criterion 5 – Academic Ability	21
Criterion 6 – Distance WD3 Priority	38
Criterion 7 – Distance Outside WD3	0
Total	208

Please note that these figures can change throughout the secondary transfer process.

What was the last distance place allocated for secondary transfer 2010?

On 1st March 2010 :

The furthest distance awarded a place was 2397.32 metres

What was the last Academic Ability and Musical Aptitude test score allocated a place for secondary transfer 2010?

484 applicants sat the Academic Ability test. Scores ranged from 282 (highest) down to 152 (lowest). The lowest mark to be allocated a place at 1 March 2010 is **242**. 21 places were awarded under this criterion.

250 applicants sat the Musical Aptitude aural test. Applicants scoring 43 or above in this test were invited back to the performance assessment. 93 applicants sat the performance assessment. Scores from that assessment ranged from 45 (highest) down to 15 (lowest). The lowest mark to be allocated a place at 1 March 2010 is **31**. 21 places were awarded under this criterion.

How is distance measured from an applicant's home to the school?

Distances are measured using the "shortest designated route" as determined by Hertfordshire Local Authority. Details are found within the Information Booklet at the back of the School Prospectus, or from Hertfordshire Local Authority directly.

Does the school operate a continuing interest list during the secondary transfer process?

Yes. Applicants who have been refused a place can have their name added to the continuing interest list. The secondary transfer continuing interest list will continue to operate until 31st December 2010.

How often will the continuing interest list be updated during the secondary transfer process?

The continuing interest list will be updated throughout the secondary transfer process every time a vacancy occurs and is filled. It will not be possible to notify you every time a change is made.

What is a Pupil Audit?

The Pupil Audit sent to you towards the end of the Spring Term 2010 will give you your position on the continuing interest list for each of the criteria under which you have applied.

For example, a position of "20" for distance means there are 19 applicants above you on the continuing interest list.

It will also include the last distance place awarded measured in metres and the individual scores in the musical aptitude and academic ability tests.

How do I find out my child's test scores?

The Pupil Audit sent to you in at the end of the Spring Term 2010 will detail your child's test scores.

It will also include the last distance place awarded measured in metres, the last music score allocated a place, and the last academic score awarded a place.

How do I find out my child's position on the continuing interest list during the secondary transfer process?

You will receive a letter before the end of the Spring Term 2010, and once all offers have been made and acceptances received. This will give you a Pupil Audit which will detail the position of your application on the continuing interest list **for each of the criterion under which you have applied.**

Is there more than one Continuing Interest List and why?

At secondary transfer, the school operates three continuing interest lists (Distance, Musical Aptitude and Academic Ability). You will be on the continuing interest lists for each of the criteria under which you have applied.

What happens if a vacancy occurs during the Secondary Transfer Process?

If a vacancy occurs from within the following groups : Statemented Children; Criterion 1 (looked after children); Criterion 2 (10% closest to school); Criterion 3 (Siblings); Criterion 6 (Distance with priority given to WD3 postcodes) or Criterion 7 (Distance outside WD3) then the place will be offered to the next nearest applicant as measured by the shortest designated route.

If a vacancy occurs from Criterion 4 (Musical Aptitude) then the place will be offered to the applicant with the highest score for Musical Aptitude.

If a vacancy occurs from Criterion 5 (Academic Ability) then the place will be offered to the applicant with the highest score for Academic Ability.

This arrangement will continue until 31 December 2010.

What happens if I make an In-Year application for admittance to Year 7 after the allocation date of 1st March 2010?

As the in-year admission criteria refer only to Looked After Children, Siblings and Distance, the application will be judged against these three criteria should a vacancy occur. It is not possible to offer the Academic Ability or Musical Aptitude test other than for secondary transfer. These tests are held in the Autumn term of Year 6.

What is an In-Year Admission?

It is an admission in years 7 to 11 at any time other than secondary transfer. In-Year admission criteria are different to those of secondary transfer. A copy of the In-Year admissions criteria and policy can be found on the school's website.

What if I didn't select St Clement Danes School as one of my initial preferences, but following allocation day I now want to be considered for a place?

An In-Year application form must be completed. This can be obtained directly from the school or send a stamped, addressed A4 envelope with 90p postage to the school and it will be posted to you. Alternatively it is downloadable from the school website : www.stclementdanes.org.uk, ADMISSIONS, IN-YEAR ADMISSIONS.

If an applicant sat either the academic ability or musical aptitude test for other schools, then they will have to obtain these scores from the school where the test was sat. These scores must be verified and will only be accepted if they are on headed school note paper. Owing to the volume of work at this time it is not possible for the St Clement Danes School admission team to source this information.

If an applicant has not sat the academic ability or musical aptitude tests and has missed the reserve date, it will not be possible to schedule another test day and the application will not be considered under criteria 4 or 5. To be considered in the first reallocation of the continuing interest list, the school requires this information before 16th March 2010.

What is a late application?

This is an application that is made after the closing date for admission.

How are late applicants dealt with?

The closing date for applications is published by the Local Authority in the 'Moving On' Booklet, and also by the School on the Supplementary Information Form (the school's application form). Applicants who complete a Secondary Application Form by the deadline will be deemed on-time applicants.

Applications received by the Local Authority and the School after the closing date for applications but before the allocation date in March will be considered as 'late applications'. These 'late applications' will be considered after the allocation date in March and at the first reallocation of the Continuing Interest list. It will not be possible for late applicants to sit either the academic ability test or musical aptitude test if the application is received after the test date or the reserve test date.

Can I get a breakdown of Secondary Transfer allocations for St Clement Danes School for the last five years?

	2010	2009	2008	2007	2006
Statement/Public Care	1	2	4	3	2
Sibling	106	105	84	92	82
Past Sibling	n/a	n/a	n/a	7	2
Staff	n/a	n/a	n/a	3	1
Parental Attendance	n/a	n/a	n/a	n/a	n/a
Musical Aptitude	21	21	21	21	21
Academic Ability	21	21	21	21	21
Distance	59	59	78	61	79

Can I get information about how many Secondary Transfer appeals were upheld over the last three years?

	2009	2008	2007
Appeals Lodged	69	57	31
Appeals Withdrawn	18	24	6
Appeals Heard	51	33	25
Appeals Rejected	51	28	24
Appeals Upheld	0	5	1

How are the Published Admission Number (PAN) and Indicated Admission Number (IAN) derived?

The Governors of the school, in consultation with the DCSF and the Local Authority, determine the PAN. At St Clement Danes School, the PAN is 208 in Years 7 to 11. This is the maximum number that the school can admit in any year group. The IAN is the number of students the school can admit derived from its size or net capacity. The IAN for St Clement Danes school is 208.

What is the Net Capacity for the school?

The net capacity is measured by the Local Authority using a formula designed by the DCSF. The net capacity figures show the number of students that can be accommodated within the school. In 2008 the net capacity was calculated to be 1348.

How many students are in the school?

In January 2010 the school census gives the school population as 1318.

How does the projected school population compare with the Net Capacity?

The school's 2008 Net Capacity of 1348 will remain the same because at the present time no extra building expansion work is planned.

The projected school population will exceed net capacity once the school is fully expanded in 2011/12.

How many students are there in the teaching groups?

There is no standard number. It would depend upon key stage, subject and ability band.

How many teachers are there at the school?

The January 2010 Census shows the number of teachers to be 113. This includes full and part-time teachers.

How do I appeal against the Governors' decision not to award my child a place at the school?

If you wish to appeal against the Governors' decision not to award you a place, then you will need to write to the Appeals Administrator, c/o St Clement Danes School, Chenies Road, Chorleywood, Hertfordshire WD3 6EW. You will then be sent an Appeal Form and the Guidance for Parents booklet. Hertfordshire Local Authority are organising all St Clement Danes appeals. From this information you will note that the Authority will require your completed Appeal Form to be returned to them by 4pm on 22 March 2010.

1 March 2010

FAQs will be updated throughout the Secondary Transfer Process