



IN-YEAR ADMISSIONS POLICY

1 GENERAL INFORMATION

- 1.1 St. Clement Danes School is a Voluntary Aided Co-educational Secondary School which educates students between the ages of 11 and 18. The school is proud of its long history, rich traditions and values its all-ability ethos. The school was founded as a secondary school in 1862. As a Voluntary Aided School the Admissions Committee of the Governing Board, which includes the Headteacher, are responsible for all admissions to the school. The school does not have a religious affiliation. It has been supported throughout its history by the Trustees of the Holborn Estate Charity (founded in 1551) and, more recently, the St. Clement Danes Charitable Foundation.
- 1.2 St. Clement Danes School provides access to specific curricular and extra-curricular opportunities and facilities which are a strength of the school. At Secondary Transfer, 10% of the intake is admitted on the basis of aptitude in music and a further 10% on their proven academic ability.
- 1.3 It is the Governors Policy that students will be taught within their normal age group.
- 1.4 The definition of an In-Year admission is an application received at any time other than secondary transfer (which is defined as up to allocation day in March).

2 SIBLING

- 2.1 St. Clement Danes School has always valued the tangible sense of community. Hence the Governors place great importance upon Admission Criterion 2. The Governors wish to educate brothers and sisters, regardless of ability.
- 2.2 For the purposes of the School's Admission Criteria, a sibling is defined as an applicant who has at least one natural parent (or parent by legal adoption) in common with a student at the school or an applicant who is related as a step-sibling to a student by the inter-marriage of one of each of their parents prior to the date of application. In every case the siblings must reside in the same house Monday to Friday.

3 DISTANCE

- 3.1 A home address is defined as the permanent place of residence of the parent whom the applicant spends the majority of his/her time. The home address must be the address where the applicant is living at the time of application. The school may check the authenticity of the address stated. Proof of residence may be requested and must be provided. Where parents/guardians share responsibility for part of the week then both home addresses must be quoted and the address of the parent who receives the child benefit will be considered as the permanent home address of the child. The distance from the school to an applicant's home address is measured using "shortest designated route" as determined by Hertfordshire Local Authority.
- 3.2 If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless the applicant can show that they have relinquished all ties to the previous address, or that the



move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.

4. CONTINUING INTEREST LIST

- 4.1 The school is usually fully subscribed in all year groups and operates a continuing interest list for applicants who wish to be considered should a place become available in the relevant year group. Applicants who have been refused a place can have their name added to the continuing interest list. If a place becomes available, all candidates on the continuing interest list are reviewed, and the place is allocated to the student considered to have the strongest case for admission under the In-Year admissions criteria. It is the policy of the school to obtain information regarding the student from the present or previous school once an offer has been made.
- 4.2 It is not School policy to give ranked positions on the Continuing Interest List for any year other than at Secondary Transfer. The reason is that in the unlikely event a place becomes available, the School has to prioritise above the In-Year Admissions criteria Looked After Children, Children with Statements of Special Educational Needs and hard to place students. In addition, families who move nearer to the school will be given higher priority. Therefore an accurate and up to date ranked Continuing Interest List would be impossible to maintain.
- 4.3 The Governors Policy is not to consider repeat applications during the same academic year unless there have been significant changes in circumstances relevant to the application.
- 4.4 Children of a new appointee to a post at the school will be given priority on the continuing interest where the Governors can demonstrate a skills shortage for the post being filled.
- 4.5 Applicants subject to the “in year fair access protocol”, which operates in South West Hertfordshire will take precedence over applicants on the continuing interest list.

5. SPECIAL EDUCATIONAL NEEDS

- 5.1 The Governors will allocate a place to a child with a Statement of Special Educational Needs where St. Clement Danes is the school named in the Statement. These places are allocated following appropriate professional consultation and provided the Governors believe that the school is suitable for meeting the identified needs of the child, and that the attendance of the child would be compatible with the education of other students; and that the school is able to deploy its resources efficiently without prejudice to other students in the school.

6.0 WITHDRAWAL OF A PLACE

The Governors of the school will withdraw an offer of a place if the place is not accepted within a reasonable time or the Governors offered the place on the basis of a fraudulent or intentionally misleading application from a parent. Applicants must inform the Governors of any change in circumstances relating to the application immediately, in writing, and a decision will be made as to whether or not this affects the position of the application.



7.0 APPEALS

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 organise all St Clement Danes appeals.

The Admission Criteria and Policy for In-Year Admission are reviewed annually by the Governors of St. Clement Danes School.

**Governors Admissions Committee
St Clement Danes School
February 2010**