



ADMISSION POLICY FOR SECONDARY TRANSFER 2012

1. GENERAL INFORMATION

- 1.1 St. Clement Danes School is a co-educational, all ability Academy 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 an Academy 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 Every secondary transfer applicant must ensure that they have completed a Secondary Application Form from their county of residence in addition to the St Clement Danes School Application Form which is also known as a Supplementary Information Form. If the applicant attends a school outside Hertfordshire then they can obtain a Secondary Application Form from their Local Authority
- 1.3 It is the Governors Policy that students will be taught within their normal age group.

2. SIBLINGS (Criterion 3)

- 2.1 St. Clement Danes School has always valued the tangible sense of community. Hence the Governors place great importance upon Admission Criterion 3. 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.
- 2.3 A brother or sister is considered to have a sibling connection only if their older brother or sister will be attending the school at the date of admission of the younger sibling. Such are the staying on rates at St Clement Danes School, that the Governors will allocate places to siblings of year 11 and 12 students who can reasonably be expected to continue their education at St Clement Danes during the next academic year.
- 2.4 In the case of twins/multiple births from the same household if only one twin qualifies for admission, the school will allocate places to both children conditional on both twins attending the school. If the qualifying twin withdraws, then the second place is forfeit. This principle will apply to other multiple births such as triplets.

3. SELECTIVE CRITERIA (Criteria 4 and 5)

- 3.1 Admission criteria 4 and 5 allow parents to apply for a place if their child has particular abilities and/or aptitudes which would benefit from the unique environment provided at the school. As the sibling criterion is ranked higher than criteria 4 and 5 it is not usual practice for sibling applicants to sit either the musical aptitude test (criterion 4) or the academic ability test (criterion 5).
- 3.2 For the application to be considered under criterion 4, i.e. Musical Aptitude, the applicant will sit a written aptitude test in music. The test is based entirely on responses to aural tests and does not require any knowledge of music theory or previous musical knowledge. The test consists of four main types of questions namely pitch, melody, texture, and rhythm. Candidates who achieve a high mark in the aural test will be asked back to perform a single piece on their chosen instrument or vocally.



Their aptitude for music will be assessed from this performance and as there is a free choice of instrument and piece, it will allow candidates of all abilities and all cultures to succeed. Details of the type of questions asked in the aural test are found within the information booklet within the School Prospectus.

- 3.3 Candidates applying under criterion 5, i.e. Academic Ability, will be required to take a verbal reasoning test and a mathematics test, which will be used to assess their academic ability. No minimum score will be required to gain admission; places will be allocated in descending order of each applicant's standardised test score, priority being given to applicants obtaining the highest standardised score. Applicants for these criteria will be sent exemplar test papers prior to the academic test.
- 3.4 A reserve list will operate for both the musical aptitude test and academic ability test, in strict merit order, from which subsequent offers will be made, should there be any withdrawal. In the case of applicants with the same score, the place will be allocated to the applicant whose permanent home address is closest to the school.
- 3.5 The tests for musical aptitude and the academic ability will be administered with other local schools. Applicants to more than one of these schools under the criteria requiring a proven measure of academic ability or musical aptitude will be assessed by these jointly administered tests.

Additional information giving details of the musical aptitude test and the academic ability test are available in the Information Booklet found within the School Prospectus.

4. DISTANCE (Criteria 2, 6 and 7)

- 4.1 The Governors are strongly committed to supporting the local community. Therefore under Criterion 2, 10% of places will be allocated to families whose permanent home address is closest to the school and who have no sibling connection. Criteria 6 and 7 are for any remaining places that will be allocated on distance. 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 and before the closing date for applications. Where parents/carers 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 school may check the authenticity of the address stated. Proof of residence may be requested and must be provided. The distance from the school to an applicant's home address is calculated using a straight line distance measurement provided by Hertfordshire County Council's GIS system.
- 4.2 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.
- 4.3 St Clement Danes School is an autonomous admitting authority and as such will make the decision as to whether or not to accept a change of address during the secondary transfer process.



5. TIE BREAK

- 5.1 The distance criteria (Criteria 2, 6 and 7) are measured to two decimal places. If the next allocation is to two or more applicants and their distances are identical to two decimal places, then a random selection will be made.
- 5.2 Within the selective criteria (Criterion 4 – Musical Aptitude and Criterion 5 – Academic Ability) if the next allocation is to two or more applicants with identical scores then the place will be offered to the nearest applicant. If the applicants have identical scores and distance measurements to two decimal places, then a random selection will be made.
- 5.3 Random selection will be carried out independently by an Admissions Officer at Hertfordshire Local Authority.

6. APPLICATION PROCESS

- 6.1 St Clement Danes School participates within the co-ordinated admission arrangements operated by the Local Authority. All applicants are required to complete the Secondary Application Form provided by the Local Authority in which they must rank St Clement Danes as one of their preferences if they wish their application to be considered by the school. All applicants are requested to complete a St Clement Danes Application Form (also known as a Supplementary Information Form) in order for the Governors Admissions Committee to be able to apply the admission rules to the application.
- 6.2 The Local Authority's Secondary Application Form must be completed and returned to the Local Authority. The School's own Application Form, once completed, must be returned to the School. Both forms must be received by the closing date for admissions (**21st October 2011**), in order for the application to be considered on time. If the school does not receive a Supplementary Information Form, i.e. the school's own application form, by the closing date for applications, then the school will be unable to judge the application against its own admission criteria. If the school receives an application form after the test date and reserve test dates, then it will not be possible for the applicant to take the tests or for their application to be considered under Criteria 4 and 5.
- 6.3 The closing date for applications is published by the Local Authority in the 'Moving On' Booklet, and also by the School on the Application Form. Applicants who complete a Secondary Application Form by the deadline will be deemed on-time applicants.
- 6.4 Applications received by the Local Authority and the School after the closing date for applications but before the allocation date the following March will be considered as 'Late Applications'. These 'Late Applications' will be considered after the allocation date of 1st March 2012. 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 either the test date or the reserve test date.
- 6.5 If an application is made to St Clement Danes school after the allocation date on 1st March 2012 then the school will take the following action:

If it is a new application to the school and parents/carers have not previously been part of the secondary transfer co-ordinated process, then the application will be slotted into the continuing interest list. If the applicant has been part of the co-ordinated secondary transfer process but did not list St Clement Danes school as an initial preference, then the application will only be considered as late if there are extenuating circumstances as to why the application was not received on time.



7. CONTINUING INTEREST LIST

- 7.1 Applicants who have been refused a place can have their name added to the continuing interest list and should a place become available, their case will be considered along with other applicants on the continuing interest list. The list will cease to operate at the end of the Autumn term 2012.
- 7.2 Following allocations, unsuccessful applicants will be given their position on the continuing interest list. Positions on the continuing interest list will be updated following the first reallocation and then again at Appeal stage if this is relevant. Positions on the continuing interest list will not be updated any more frequently.
- 7.3 If your child is allocated a place at a school that you ranked higher than St Clement Danes on the Secondary Application Form then the Governors would not normally add the applicants name to the continuing interest list as they would assume your preference had been met.
- 7.4 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.
- 7.5 The Governors' Policy is not to consider repeat applications during the same academic year unless there has been a significant change in circumstances relevant to the application

8. INFORMATION

- 8.1 Applicants and their parents are provided with comprehensive information about the school and the application process. This information is available in the School Prospectus and additional information booklet given to each applicant.
- 8.2 The School and the Headteacher provide information at the Open Evening, held in October, for all prospective applicants.
- 8.3 The School holds Open Mornings prior to the deadline for application. On these occasions a member of the Senior Leadership Team is available to provide further information requested by individual parents.
- 8.4 Following the deadline for application, the Headteacher does not meet with applicants.
- 8.5 If an applicant or unsuccessful applicant requests further information, they may be directed to the sources of information already provided if this is applicable.
- 8.6 The School will provide further information for unsuccessful candidates. This will take the form of positions on the waiting lists in March 2012 and a comprehensive Pupil Audit published after the first re-allocation. The school also provides detailed generic information on the school's website (www.stclementdan.es.org.uk) under the FAQ section.



9. STATEMENT OF SPECIAL EDUCATIONAL NEEDS

- 9.1 Applicants with a Statement of Special Educational Needs must complete the school's Secondary Transfer Application Form and submit all the relevant documentation before the closing date for admission. The Governors will allocate a place to a child with a Statement of Special Educational Needs where St. Clement Danes School is the only school named in the Statement and the Statement has been submitted before the final date for submitting applications. These places are allocated following appropriate professional consultation and provided that Governors believe the school is suitable for meeting the identified needs of the child; 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.

10. WITHDRAWAL OF A PLACE

- 10.1 The Governors of the school will withdraw an offer of a place if a parent fails to respond to an offer 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, and in writing. A decision will then be made as to whether or not this affects the application or the place offered.

11. 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.