

Ratified by FGB
Date: 7th December 2017

Goffs Academy



RESPECT • CONFIDENCE • ACHIEVEMENT

Admissions Policy

Title	Admissions Policy
Version	Version 3/15
Author/Title	Mark Ellis
Committee Responsible	Pastoral
Trustee Link	Martin Jackson
Date approved by Pastoral Committee	19 th October 2017
Date approved by the Board of Trustees	7 th December 2017
Review Date	July 2018

Enquiries & comments:

Any enquiries and comments about this publication may be made to: Mark Ellis – Vice Principal

Telephone: 01992 424200 | **e-mail:** admin@goffs.herts.sch.uk

Address: Goffs Academy, Goffs Lane, Cheshunt, Herts, EN7 5QW

GOFFS ACADEMY
ADMISSIONS POLICY AND PROCEDURES

This admissions policy complies with the Department For Education School Admissions Code (February 2012).

Procedure for Secondary Transfer

1. An admissions committee of the Board of Trustees determines the admissions arrangements of Goffs Academy. This committee reports directly to the Board of Trustees.
2. The Committee normally convenes towards the end of the Autumn Term to apply the entry criteria to the applicants for places to the school. The Committee consists of the Associate Principal, the Vice Principal, Admissions Student Support Officer, SENCO, and relevant Trustees.
3. Applications must be made on your home Local Authority's (LA) Common Application Form (online or paper) and sent directly to the LA. The school receives a list of applicants and applies the criteria strictly as outlined in this policy.
4. An initial list of places to be offered is created by the Admissions Student Support Officer and the Vice Principal and presented to the Committee for discussion and ratification.
5. A list of reserves is agreed so that in the event that some applicants do not accept offers of places or are not allocated them by the LA, then the next applicant in reserve will be offered a place.
6. The list is sent to Hertfordshire County Council (HCC) for further processing.
7. HCC considers this list together with the preferences indicated by parents and adjustment lists may be sent to the school.
8. Alternative applicants are added and the list returned. This process continues until all the places have been satisfactorily allocated.
9. Offers of places are made by HCC at the beginning of March. Parents are given 10 working days in which to accept the places. Any offer not taken up is re-offered to the next person on the reserve list.

10. At the end of April the offer list is closed and parents are informed that all places have been filled. At this point applicants who have not been offered a place may appeal in writing if they wish. Appeals must be received by the school by the end of May.

Appeals

1. Parents have a right of appeal against non-admission to this school. Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details, log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".
2. The Appeals process is handled by Hertfordshire County Council on behalf of the Governors.
3. Appellants apply directly to Hertfordshire County Council (see point 1) who arrange an independent appeal panel to hear the appeals.
4. These appeals take place during the Summer Term and the school is informed of the outcome at the end of the process.
5. The school has a right to be represented at the appeal hearings and this is normally done by a member of the Senior Leadership Team.
6. Any late appeal is normally added into the process if it can be heard during the sitting. Any appeal request received after the deliberation date will still be heard.
7. No applicant is allowed more than one appeal in any academic year unless their circumstances have changed significantly.

Admissions Criteria for 2019-20

Parents who wish to apply for places for their children at Goffs Academy are asked to complete the Goffs Supplementary Information Form and return it to the school office by the closing date for applications. If a Supplementary Information Form is not completed, the Board of Trustees will apply the admissions criteria using the information submitted on the Common Application Form only, which may result in your application being given a lower priority. In addition parents must complete the application form of their home authority online at hertsdirect.org/admissions.

In accordance with admissions law and the Admissions Code, we take into account children who we have to admit, either because they are placed under the Fair Access Protocol or because they have statements of special educational needs (or an Education, Health and Care Plan) naming the school because of their needs. Accordingly any child with a statement that names Goffs Academy will be admitted.

Goffs' published admission number is 240. In the event of oversubscription, places will be allocated according to the following criteria, in the order shown:

1. Looked After Children as defined in section 22 (1) of the Children Act 1989 and previously looked after children. Children are previously looked after if they were looked after but ceased to be so because they were adopted or became subject to a special guardianship order or residency order.
2. Children who can prove that they have a particular medical or social reason why they must go to the school. (See note (i) below).
3. Children who will have an older brother or sister at the school at the time of admission. (See note (ii) below).
4. Children of Staff employed by Goffs. (See note (iii) below).
5. Children with an aptitude in foreign languages up to a maximum of 10% for the year, as measured by the school's testing procedures. (See note (iv) below).
6. Children attending the named feeder primary schools will be allocated places at the school on a quota basis in the proportions set out below. (See notes (v), (vi), (vii) and (viii) below).
 - a) Andrews Lane School 5%
 - b) Bonneygrove School 15%
 - c) Cuffley School 10%
 - d) Dewhurst St Mary's School 3%
 - e) Fairfield's School 22%

- | | |
|----------------------------|-----|
| f) Flamstead End School | 22% |
| g) Goffs Oak School | 10% |
| h) St Paul's School | 3% |
| i) Woodside Primary School | 10% |

Please note that it is the percentage of places remaining following application of criteria 1 to 5 not the percentage of students in Year 6 in the feeder primary school.

Please note that student must be on roll at the feeder school at 31/10 each year.

If any student from a feeder school does not take up their place, criterion 6 will be re applied to ensure that feeder school, where possible, receives its full allocation.

If a named feeder primary school does not use its full allocation, any surplus places will be allocated under this criterion to a child/ children from the other feeder schools living closest to the school using a straight line distance measurement from each applicant's home to the main entrance to the school. (See note (vii) below)

7. Any remaining places will be allocated to children living closest to the school, using a straight line distance measurement from each applicant's home to the main entrance to the school. (See note (vii) below) In the event of a 'tie break' random allocation will be used. Please note this will be supervised by an independent adjudicator.

In the event of over-subscription within any of the criteria 1-6, a tiebreak of the applicant living closest to the school will be used, using a straight line distance measurement from each applicant's home to the main entrance to the school. If two children live the same distance from the school random allocation will be used as a tie break and this random allocation process will be independently supervised.

Notes:

(i) All applications are considered individually but a successful application should include the following:

- a) Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or;*
- b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs;*
- c) If the requested school is not the nearest school to the child's home address, clear reasons why the nearest school is not appropriate;*
- d) For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.*

Evidence should make clear why only Goffs Academy is appropriate. Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously “looked after” but not meeting the specific criteria outlined in Rule 1 may be made under this rule.

(ii) Students that have a brother or sister continuing at the school at the time of transfer of the younger child. Goffs’ definition of a brother or sister (a sibling) is:

- a) A brother or sister sharing the same parents.*
- b) Long term fostered children.*
- c) A half brother or sister, where 2 children share one common parent.*
- d) A step brother or sister where two children are related by a parent’s marriage or partnership. The parents have co-habited in a permanent relationship (as if they were husband and wife or civil partners) for a minimum of 2 years.*
- e) Siblings must live at the same address. (Sufficient proof will need to be provided)*

(iii) Priority will only be given to children of staff employed by Goffs in either or both of the following circumstances:

- a) Where the member of staff has been employed by Goffs for 2 years or more at the time at which the application to the school is made, and/or*
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.*

Please note that the child must be living at the same address as the staff member.

(iv) The test of aptitude may be sat by any child and will take place at Goffs Academy in the Autumn Term prior to your application being submitted in the admission year. Parents will be informed of their child’s score prior to the closing date for applications. The test does not assume knowledge of any particular foreign language. Full details of the test may be obtained by contacting the Admissions Student Support Officer on 01992 424200. 10% of places will be allocated by this criterion unless there are insufficient applicants for the test to do so.

(v) These percentages will be reviewed every two years to reflect the numbers of children from each school applying, the number of children taking up places at Goffs and the number of

students in Year 6 at the feeder primary schools from September 1st of the entry year, taken over a three-year period.

(vi) Where the number of places that can be allocated to the school do not exactly fit the published percentage, the allocation is rounded to the nearest whole number

(vii) Places are allocated to students in each feeder school based on the shortest designated route from the student's home address to Goffs Academy, using HCC's computerised mapping system and as defined in HCC's Admissions booklet i.e. *a straight line measurement from the child's home address to the address point of the school.*

(viii) The address you give us should be your child's current permanent address. This applies even if you think you might move house. If you move after submitting your application you must write to Goffs with proof of your new address. (Please refer to the [Moving On](#) booklet for more information.)

(ix) With reference to rule 7 above, there is a national problem with parents using false addresses or moving temporarily wholly or mainly to secure a place at an oversubscribed school. This practice is unfair as it excludes genuine applicants from places that should rightfully be theirs. In order to ensure that all applicants are treated fairly the Board of Trustees of Goffs Academy may require further verification of addresses in some circumstances. Such circumstances include, but are not limited to:-

1. Where the family have not lived at the given address continuously for 12 months immediately prior to application;
2. Where the family still possess a property previously used as a home address; and/or
3. Any other circumstances in which the Governing Board consider that there is doubt as to whether the address given is genuine or that it is merely temporary.

Such checks may include verification of home addresses used at primary schools and documentary evidence such as bills, land registry documents and tenancy agreements.

The Governing Board acknowledge that there are circumstances in which a family may have recently moved for acceptable reasons and will take into account such factors, based on their findings of fact on the balance of probabilities, when deciding whether an address is genuine or not. Where it is established that the offer was obtained through a fraudulent or intentionally misleading application the offer may be withdrawn, in some cases after the student has started at the school

The LA can only process the application from one address. If your child lives at a different address from you or another parent/carer Monday to Friday, please provide the LA with the Parental Responsibility Order or Residence Order for the person the child lives with.

If there are reasons why your child is not living at the same address as you (for example if you and your child's other parent/carer do not live together), both parents should declare this to the LA individually in a letter sent with the application.

If your child regularly lives at more than one address Monday to Friday, the address provided should be the address where your child spends the majority of his/her time. Both parents should declare this to the LA individually in a letter sent with the application.

If your child lives at more than one address Monday to Friday, and he/she spends an equal amount of time with each parent/carer, both parents should declare which address should be used, individually, in a letter and send it with the application directly to the LA.

Please note that any proof of address must have the child's name on it i.e. child benefit letter or children's tax credit letter.

Twins or Multiple Birth Children

If a parent has more than one child going through the secondary transfer process at the same time parents must make a separate application for each of them. If one child is offered the last place available and parents have applied for the same school for the other child(ren), the school will try to offer a place for the other child or children (the only exception is for a child placed through random allocation). In the event of only one child being offered a place, we recommend that parents contact Goffs Academy on 01992 424200.

Admissions under the Fair Access Protocol

Goffs is committed to admitting its fair share of children who are vulnerable and/or hard to place, as set out in HCC's county wide protocol. Children who qualify under this category can be admitted even if the year group is full, and on, or above the Published Admission Number. Please note students will be admitted above/before children on the continued interest list. The continued interest list is a waiting list. Children on the continued interest list will be ranked according to the oversubscription criteria and any children added to the list must be slotted in according to where they are in the priority list. This means that children on the list will move up and down as more children are added and **not** on a 'first come first served' basis. Following the normal point of Year 7 entry the Continued Interest list will be kept until Christmas of the admissions year.

In-Year Admissions

Goffs' in-year admissions arrangements are co-ordinated by HCC. In-year applications should be made directly to HCC. HCC will provide a composite prospectus on how in-year admissions can be made and will on request provide information to a parent about the places still available at Goffs and other schools within the local area.

The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at "www.hertfordshire.gov.uk/schoolappeals".

Students in Year 6 that are unsuccessful in their application to Goffs will automatically be placed on our Continued Interest list. Places are not determined by the date or position of the student being placed on the list, but in line with our published criteria.

Where a place becomes available it will be filled from the Continued Interest list. If there is an appeal in process and the child named on the appeal meets the criteria and is top of the list the appeal will be withdrawn and the child will be offered a place.

Admissions of Children Outside of Their Normal Age Group

Parents of gifted and talented children, or those that have experienced or missed part of a year, for example due to ill health, can seek places outside their normal age group. Goffs will make this decision based on the circumstances of each case.

Fraudulent Applications

Goffs will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Goffs will take action in the following circumstances:

- a) When a child's application address does not match the address of that child at their current school;
- b) When a child lives at a different address to the applicant;
- c) When the applicant does not have parental responsibility;
- d) When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;

- The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
- Council tax information shows a different residence at the time of application.
- If a child starts at Goffs and their address is different from the address used at the time of application.

Applying for Places in Goffs' Sixth Form

Goffs Sixth Form Admissions Policy

Students applying for Sixth Form places will need to complete an application form.

Goffs Sixth Form welcomes students into Year 12 from Goffs Academy and the wider community. The entry criteria and conditions described below apply both to students who are currently at Goffs (internal students) and students who are applying from other schools (external students).

The following apply to all students intending to enter the Sixth Form:

- Students are expected to make a written commitment to abide by the rules and expectations of Goffs' Sixth Form, including but not limited to those referring to attendance, behaviour, uniform, academic expectations and community involvement. A student's place in the Sixth Form may be removed if students do not abide by these expectations.
- Students must achieve a minimum of 5 A*-C (9-4 for English and Maths) grades at GCSE or equivalent BTEC qualifications to study in the Sixth Form. Additional entry requirements for each individual subject will determine each student's pathway and therefore available option choices.
- Unless approved by the Assistant Principal prior to the 1st September students in the Sixth Form must study a minimum of 3 full-time subjects during Year 12 and Year 13.
- Students must meet the minimum course requirements for their intended courses of study (please see additional information on Goffs' website for specific course requirements). The majority of students will be expected to study 4 subjects in Year 12.
- There is no guarantee that students will be allocated their preferred combination of subjects. Due to the varying demand for subjects, this will be confirmed during the enrolment process, starting on GCSE results day in August.
- Maximum numbers of students on each course will be established dependent on demand for this subject and staffing arrangements. In the case of the number of applicants (who meet the minimum course requirements) for a particular subject exceeding the number of places available, priority will be given to applicants who opted for this subject in the first round of Sixth Form option choices. In the event of students achieving the same grade raw marks will be used to distinguish between students. Students who miss out on a place to study a particular subject will be offered alternative courses for which they meet the entry criteria.

Oversubscription criteria

- In the case of applications to the Sixth Form exceeding the number of places available, in line with national guidance, initial priority will be given to Looked After or previously Looked After children.

- Thereafter places will be allocated to those applicants living closest to the school. In the event of over-subscription of the criteria a tiebreak of the applicant living closest to the school will be used, using a straight line distance measurement from each applicant's home to the main entrance to the school. If two students live the same distance from the school random allocation will be used as a tie break and this random allocation process will be independently supervised.

The Enrolment process

- Initial application forms for Goffs Sixth Form should be received by December of the admission year. Application forms are available at Sixth Form Open Evening, on the school website at www.goffs.herts.sch.uk or by request from GHa@goffs.herts.sch.uk or 01992 424200.
- Students will be expected to confirm their final option choices following confirmation of option blocks.
- The final stage of this process will take place following the release of GCSE results. Decisions on admission to the Sixth Form will not be taken by an individual member of staff, and will be decided by a pre-arranged Enrolment Team.

Progression from Year 12 into Year 13

- Entry into Year 12 is no guarantee of successful entry into Year 13, and will depend on students successfully meeting the criteria described below.
- Students are required to achieve a minimum of 3 D grades at AS level in order to progress into Year 13.
- Students studying BTEC/OCR subjects are expected to achieve a minimum of a Pass based on the work completed in Year 12 in order to progress into Year 13.
- Students may have significantly higher target grades than those described above; all students are expected to work towards meeting or exceeding their target grades.
- When making decisions on whether an individual student is allowed to progress into Y13, individual circumstances will be taken into account if a student has come very close to meeting these grades, and the Enrolment Team will use tracking data and internal assessment results to assist with these decisions. Final decisions on whether students are allowed to progress into Year 13 will be made by the Enrolment Team following results day. This team comprises of the Senior and 6th Form Leadership Teams.

Additional information

- Students can only begin a year of study if they are under 19 years of age on the first day of term for the ensuing academic year.

- Entrance into the Sixth Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school Sixth Forms that apply at the time.
- In accordance with national government legislation, students entering the Sixth Form who have not achieved a minimum of a grade 4 at GCSE in both English and Maths will be required to attend compulsory classes in these subjects as part of their Sixth Form curriculum.

Appeals

- Any student denied entry to either Year 12 or Year 13 has the right to appeal against this decision. If a student or parent wishes to appeal against a decision, this request should be made in writing to the Principal.

Withdrawal of places

Goffs Academy has the right to withdraw a place if fraudulent information or misleading information has been given resulting in another child having been 'cheated' of a place.

Decisions will be made on a case by case basis.