

Ratified by Board of Trustees  
Date: 8<sup>th</sup> July 2021

# Goffs Academy



RESPECT • CONFIDENCE • ACHIEVEMENT

## Admissions Policy

<b>Title</b>	Admissions Policy
<b>Author/Title</b>	Peter Petrou
<b>Committee Responsible</b>	LABs
<b>Trustee Link</b>	Kathy Dunnett
<b>Date approved by LAB Committee</b>	22 <sup>nd</sup> October 2020
<b>Date approved by the Board of Trustees</b>	8 <sup>th</sup> July 2021
<b>Review Date</b>	December 2021

**Enquiries & comments:**

**Any enquiries and comments about this publication may be made to:** Peter Petrou – Vice Principal

**Telephone:** 01992 424200 | **e-mail:** [admin@goffs.herts.sch.uk](mailto: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 September 2021.*

**Procedure for Secondary Transfer**

1. A 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 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. Applicants are ranked in order based on our admissions arrangements so that in the event that some applicants do not accept offers of places or are not allocated them by the LA, the next applicant 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 (see below).



## 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](http://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 Trustees.
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 2022-23

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 [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/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 an Education, Health and Care Plan (“EHCP”) naming the school because of their needs. Accordingly, any child with an EHCP 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<sup>1</sup> and previously looked after children. This includes a child from outside of England. 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 child arrangement order. This includes a child from outside of England. The child’s previously Looked After status will be decided in accordance with the definition outlined in The Children and Social Work Act 2017<sup>2</sup>. Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked status and adoption is confirmed by Hertfordshire’s “Virtual School”.
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school; (See note (i) below).

---

<sup>1</sup> “child looked after” is a child who is:

a) in the care of a local authority, or  
b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

<sup>2</sup> The Children & Social Work Act 2017:

i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and  
ii. to have ceased to be in that state care as a result of being adopted.

A child is in “state care” if he or she is in the care of, or accommodated by –

(a) a public authority,  
(b) a religious organisation, or  
(c) any other organisation the sole or main purpose of which is to benefit society.



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 (both teaching staff and support staff) employed by the school (either on a full or part time basis) (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). Pupils from all of the following primaries are ranked according to the shortest straight line distance and then allocated the remaining places, up to the percentage quota for their respective primary school.

a) Andrews Lane School	5%
b) Bonneygrove School	14%
c) Brooklands School	3%
d) Burleigh School	3%
e) Cuffley School	10%
f) Dewhurst St Mary's School	4%
g) Downfield School	3%
h) Fairfields School	16%
i) Flamstead End School	16%
j) Goffs Oak School	9%
k) Hurst Drive School	2%
l) Millbrook School	2%
m) St Paul's School	4%
n) Woodside Primary School	9%

Please note that the above percentages refer to 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 to be allocated places.

**Please note that students must be on roll at the feeder school at 31/10 in the year of application.**

If any student from a feeder school does not take up their place, criterion 6 will be re applied to ensure that each 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 school (see note (vii) below).

7. Any remaining places will be allocated to children living closest to the school, using HCC's computerised mapping system (see note (vii) below). In the event of a 'tie break' random allocation will be used. Random allocations will be administered by HCC on behalf of the Trustees of the school. Every child entered onto the HCC admissions database has an individual random number assigned between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

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 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) Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school. Few applications under Rule 2 are agreed.

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.

The school is responsible for determining whether the evidence provided is sufficiently compelling to meet the requirements for 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 and adopted.
- c) A half brother or sister, where 2 children share one common parent.
- d) A stepbrother 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 the school in either or both of the following circumstances:

- a) Where the member of staff has been employed by the school 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) In order to determine a reasonable percentage allocation to each feeder school, the following sources of evidence have been considered:

- The number of applications and subsequent allocations to Goffs and Goffs-Churchgate, over a 3 year period
- The location of primary schools
- The availability of other secondary school provision



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 1<sup>st</sup> 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 a straight line distance from the student's home address to Goffs Academy. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.
- (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 [HCC Admissions pages at www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) for more information.)
- (ix) With reference to rule (vii) 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 Board of Trustees 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 Board of Trustees 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.





Full information regarding the correct address from which to make an application is available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

### **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**

The Continued Interest list is not a waiting list, i.e. the length of time spent on the list does not indicate how likely you are to get a place. 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. Please note that the Continued Interest is cleared at the end of July each year. Parents are required to re-apply should they wish to remain on the Continued Interest list.



## **In-Year Admissions**

In-year applications should be made directly to Goffs Academy. We will notify HCC of the application, and will contact applicants directly with the outcome of the application. If an application is unsuccessful, we will include registration details to enable you to login and appeal online at "[www.hertfordshire.gov.uk/schoolappeals](http://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 when a place becomes available 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.



- e) When a child enters for the language aptitude test more than once; a child is only eligible to sit the language aptitude test when they are in Year 6 and applying to Goffs for the subsequent academic year. The school will ask Primary Schools to verify the information provided on language aptitude test applications

## **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 ([Sixth Form Admissions - Goffs Academy](#)).

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 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 1<sup>st</sup> 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).
- 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**

- The Published Admission Number (PAN) for Year 12 will be 20, but more places may be available subject to the take up by internal applicants



- 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. This includes a child from outside of England.
- Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School".

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 school. If two students live the same distance from the school random allocation will be used as a tie break. Random allocations will be administered by HCC on behalf of the Trustees of the school. Every child entered onto the HCC admissions database has an individual random number assigned between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

### **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](http://www.goffs.herts.sch.uk) or by request from [GHa@goffs.herts.sch.uk](mailto: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.

### **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 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.

