

ADMISSION TO LEVENTHORPE - SEPTEMBER 2018

Leventhorpe provides education for both boys and girls from age 11 to 18, with the expectation that most parents will be seeking a continuous school-based education for their children throughout this period. The number to be admitted to Year 7 in September 2018 is 240. The school holds specialist school status as a Business and Enterprise School and is also a Teaching School. It has been recognised by the DfE as a “High Performing Specialist School” and by Ofsted as “Outstanding” in each individual category judged, as well as “Outstanding” in overall effectiveness (2012).

Leventhorpe’s motto is “Excellence, Commitment and Respect” and these qualities, combined with a creative and innovative teaching environment, form the school’s ethos. Parents applying for a place for their child are expected to support the school’s ethos and aims in matters of work, discipline, extra - curricular activities and uniform.

Admission Arrangements for Entry to Year 7 in September 2018

There are **two** forms that must be completed when applying for a place at Leventhorpe in order for your application to be assessed correctly. These are:

- (i) **Local Authority Form.** The form you should complete depends on where you live. Hertfordshire residents must use the form supplied by Hertfordshire Local Authority. Essex residents must use the form supplied by Essex Local Authority. No application for a place at Leventhorpe will be accepted unless an application is submitted to the relevant Local Authority by the date specified.
- (ii) **Leventhorpe’s Supplementary Information Form.** This is obtainable from the school and should be completed and returned to the school by **31st October 2017 and by 6th October 2017 if you wish your child to be considered under criterion 6 (Music Aptitude)**. If a Supplementary Information Form is not completed the governing body will apply their admission arrangements using the information submitted on the Local Authority Form only, which may result in your application being given a lower priority.¹

If there are more applications for admission than places available at Leventhorpe, the Governing Body will allocate places over which it has discretion, in each case by applying the six criteria set out in this document.

(a) At least 222 allocations will be made using the following five criteria in the order set out below:

1. Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order). Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. A “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)

2. Children who, at the closing date for applications, have a brother or sister currently attending Leventhorpe. They also need to live at the same permanent address as the prospective student from Monday to Friday.

¹ Parents wishing to apply under musical aptitude and returning the school’s Supplementary Form by 6th October 2017 will be informed of the outcome of the test before the Local Authority closing date (31st October 2017).

'Brothers and sisters' includes stepbrothers, stepsisters, half-brothers, half-sisters and adopted brothers and sisters.

'Currently attending' means children who are actually at the school, or children who have been offered a place, but have not yet started at the school.

Where a place for an older child has been obtained using false information or outside the normal operation of criteria 1 – 6 there will be no automatic sibling link for subsequent children from that family.

3. Children of staff who are directly employed by the Governing Body of Leventhorpe Trust for two or more years or where the member of staff was or will be recruited to fill a post for which there is a skills shortage. The staff member must be the child's legal parent (by blood, adoption or step-parent) and have been living at the same address as the child for a minimum of 2 years.

4. Children who, at the closing date for applications, attend one of the following priority primary schools: Hatfield Heath, High Wych, Little Hallingbury, Mandeville, Reedings, Sheering, Spellbrook, St Andrews (Much Hadham).

5. Should there be places unfilled after applying 4, then places will be offered on the basis of shortest straight line distance between permanent residence to the School as determined by Hertfordshire County Council, with those living closer being accorded a higher priority. Addresses are routinely checked and places may be withdrawn if a false address has been given.

In the event of being oversubscribed within any criterion then selection will be determined by applying Criterion 5 (distance).

(b) After applying (a) above, up to 18 places will be allocated from all of the applications remaining using criterion 6 below:

6. Students who can demonstrate a proven aptitude in music - this will be determined on the basis of an aptitude test. Priority will be given to those with the highest scores in this test. Parents should apply for their child to take the test on Leventhorpe's Supplementary Information Form and return the form to the school by **6th October 2017**.

In the event of a tie-break being required under criterion 6 then places will be allocated using criteria 1 – 5 in order. Should less than 10% of places be allocated under criterion 6 then any remaining places will be allocated using criteria 1 – 5.

You should apply under more than one criterion if you can.

Other Information At secondary transfer the twin or multiple birth sibling of any child allocated a place will also be admitted. Students with an EHCP (Education, Health and Care) Plan which names the school will be admitted. Random allocation will be used as a tie-break in criteria 1 - 5 above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. The Governing Body will normally only consider one application for admission to the school for a student in any one academic year. In the case where circumstances relevant to the application have substantially altered the governors may, at their discretion, consider a further application within the school year.

Make sure that you return your Leventhorpe Supplementary Information Form to Leventhorpe on time. You must also submit your Local Authority Application to the appropriate Local Authority on time or you may not be offered a place at any school.

Change of Address If your family is in the process of moving house your new address will not be considered until a move into the area has actually taken place or proof of future

residence is provided (e.g. a solicitor's letter indicating that there has been an exchange of contracts). New addresses will only be considered up to 4th December 2016.

Criterion 6 Schools are allowed to offer up to 10% of their total number of places to those who can demonstrate a proven aptitude in certain subjects. Leventhorpe will offer up to 18 such places on the basis of proven aptitude in music. This will be determined by a musical aptitude test, the date and time of which will be notified to parents who indicate a wish for their child to be considered under this criterion. Students will need to achieve a certain minimum score in this test in order to be considered under this criterion.

Failure to gain a place at Leventhorpe

- 240 places will be offered by applying the admissions arrangements. If you fail to gain a place at Leventhorpe, your Local Authority should offer you a place at a different school.
- Whether or not you accept such a place, you can ask to be placed on the Continuing Interest List of Leventhorpe. If a place at Leventhorpe becomes vacant during the year, the school will offer it to someone from the Continuing Interest List, in strict accordance with the admission arrangements. As the year progresses, the Continuing Interest List may include people who have just moved into the area and want a place for their child. They will have the same status as others on the list and, depending on which of the criteria they match, may be offered a place first.
- Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol will take precedence over others on the Continuing Interest List.
- *It is the responsibility of parents to contact the school to state their continued interest at the start of each academic year.*
- You only have the right to appeal if you have been refused a place upon application. Hertfordshire parents wishing to appeal who applied online should log into their online application and follow the appropriate link. Essex residents and those who did not complete their applications online will need to contact the Customer Service Centre on 0300 123 4043 for further information on how to appeal.

In-year applications – Admission Arrangements for Entry at Other Times All applications must be made on the Leventhorpe Application Form. When applications are received by Leventhorpe for admission other than for the start of Year 7, any available places will be allocated using the criteria in place at that time. Details of criteria are available from the school and published on the school's website. Parents wishing to apply should contact the school directly in the first instance.

Admission Arrangements for Entry to the Sixth Form in September 2018

All Year 11 students attending Leventhorpe will be allocated places in the Sixth Form if they meet the entry requirements for at least three full time A' Level courses that they wish to study or similarly weighted BTEC qualification equivalents. Students from other schools may also be admitted provided that they meet the same requirements and there are spaces available in classes. The school intends to admit 70 such students to the Sixth Form each year. Children Looked After (children in public care) and those previously in care who, immediately after leaving care, became subject to an adoption, residence or special guardianship order, will be given priority providing they meet the minimum course requirements.