



RICKMANSWORTH SCHOOL

Determined Admission Arrangements for Secondary Transfer 2026-2027

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Version Author:	Chris Hambleton
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OVERVIEW

Purpose

This policy governs the process of application from primary school for admission to secondary school (secondary transfer). It applies to children in Year 6 who transfer to Year 7 during the period when applications are required and processed in the co-ordinated scheme of admissions.

The Trustee's policy is a statement of principles which are enacted in accordance with the published arrangements. The execution of the policy is delegated to a senior member of staff with responsibility for admissions.

The determined admission arrangements complies with the statutory guidance 'Schools Admissions Code 2021'.

A reference copy of this document is kept on the shared drive and it will be brought to the attention of all members of staff.

Review Process

The admission arrangements will be consulted in accordance with statutory guidance. The document will be reviewed on a yearly basis.



Tony Walker
CHAIR OF TRUSTEES



Matt Fletcher
HEADTEACHER

ADMISSION ARRANGEMENTS FOR SECONDARY TRANSFER

Rickmansworth School ("The School") is a very popular 11-18 secondary school that serves the local community.

Application for a place in Year 7

Applications to the school first must complete the [Hertfordshire County Council Common Application Form \(CAF\)](#) indicating the 4 preferred schools, including Rickmansworth School, in rank order of preference by 31 October. Rickmansworth DfE number is 919/5400.

The School's Supplementary Information Form (SIF) is available on [The School's website](#) under the heading secondary transfer. This form is not mandatory however if it is not completed the School is only able to take into account the information submitted in the CAF. This could result in a child not being fully considered in all the criteria such as academic or music.

Published Admission Number (PAN)

The School will admit pupils of all abilities to Year 7. The number of intended admissions in September 2026 is 240 pupils. This is the School's Published Admission Number (PAN) and reflects the School's capacity. In the event of there being more than 240 applications, oversubscription criteria will be applied.

Coordination

Rickmansworth School (the School) will participate in the Hertfordshire co-ordinated schemes of admissions for all maintained schools.

Oversubscription Criteria Summary

1. Looked after children and previously looked after children within England. Children previously looked after from outside England and subsequently adopted.
2. Not more than (10%) 24 places will be allocated to children, who do not qualify under any other Criterion, based on the nearness of their permanent home AddressBase Premium address point and the AddressBase Premium address point of the School at the time applications are required. See note (a).
3. Applicants who are children of a parent or legal guardian who is a permanent member of the school staff. See note (b).
4. Children with a sibling on the School's roll in Years 7 to 12 and who is reasonably expected to be on the School's roll in September of the admitting year. See note (c).
5. Not more than (10%) 24 places will be available for applicants with a proven aptitude in music in descending order of merit as determined by the

School's assessment arrangements. See note **(d)**.

6. Not more than (25%) 60 places will be available by reference to academic ability in descending order of merit as determined by the School's assessment arrangements. See note **(e)**.

7. Nearness of the child's permanent home AddressBase Premium address point and the AddressBase Premium address point of the School. (See oversubscription criteria 1, 2 and Tie Break situation)

Oversubscription Criteria

Where the number of applications for admission exceeds the number of places available, places will be allocated by the Governing Body under the following oversubscription criteria in the order set out in the sections below. While no place can be guaranteed, we intend to allocate places to children who qualify under criteria (1), (2), (3), and (4).

Thereafter, under criteria (5) and (6), applicants will be placed in categories as follows:

(i) Those resident in the area defined by postcodes **beginning with** WD17, WD18, WD19, WD23, WD24, WD25, WD3, WD4, WD5, HA6-2 and HA6-3. This is our priority catchment area.*

ii) Other candidates.

There are **up to** 84 places in total under criteria (5) and (6). Of the 84 places we intend to admit up to 82 (97%) pupils from our priority catchment area, (i) above. The remaining 2 places will be allocated to category (ii) music applicants (applicants from outside our priority catchment area). If there are insufficient music applicants, then we will allocate to the next oversubscription criteria.

If there are insufficient applicants from category (i) of the criteria being allocated to reach 97%, the number will be made up with category (ii) applicants **within the same criteria**.

If there are insufficient applicants once places have been allocated under criteria (1)–(6) – including category (i) and (ii) applicants within criteria (5) and (6)–the remaining or unallocated places will be assigned to Criterion (7).

Children with a EHC Plan

Under section 37 of the Children and Families Act (2014) the school named in a final or amended Education, Health and Care (EHC) Plan must admit the child. Schools must admit children with an EHC Plan that names their school. Any such admission will have priority over all over-subscription criteria. In the event that a child with an EHC Plan withdraws or discards the offer of a place following Allocation Day (but only up to and including the commencement of the academic year), the School reserves the right to offer such place to children who qualify under Criterion (7) [Nearness of the child's permanent home AddressBase Premium address point and the AddressBase Premium address point of the School].

OVERSUBSCRIPTION CRITERIA DETAILS

1. Looked After Children and Previously Looked After Children within England and Children previously looked after from outside England and subsequently adopted

Places are allocated to Looked after children and previously looked after children within England. This includes children previously looked after from outside England and subsequently adopted.

These children will be prioritised under Criterion (1).

Highest priority will also be given to 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.

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) at the time of making an application to a school.

All children adopted from care who are of compulsory school age are eligible for admission under criterion (1).

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under criterion (1).

Children who were not “looked after” immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under criterion (1). Applications made for these children, with suitable supporting professional evidence, can be considered under criterion (2) and (7).

All Criterion 1 applications must be confirmed as ‘qualifying’ by a Local Authority. No offers will be made under Criterion 1 without such confirmation.

In the event that a child who qualifies under Criterion (1) withdraws or discards the offer of a place following Allocation Day and up to and including the commencement of the academic year, the School reserves the right to offer such place to children who qualify under Criterion (7).

2. and 7. Distance

- a) All applications will be assessed under Criterion (2). Those eligible for one of the 24 places will be placed in descending rank order with respect to nearness of the applicant’s permanent residence to the School. Home-school distance measurements are provided for all applicants by Hertfordshire County Council. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of the applicant’s permanent residence to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. It does not take into account the actual or expected route a child will travel to school. The address points used for both residential properties and schools for

admissions purposes provided by the Local Education Authority are not moved or manipulated by the admissions team. Address points are not consistently the boundary edge, front door or centre of the building.

Home address is defined as follows:

The address provided must be the child's current permanent address at the time of application.

- "At the time of application" means the closing date for applications.
- "Permanent" means that the child has lived at that address for at least a year.

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 6 months and the child must be resident in the property at the time of application. If because of the nature of the agreement it is not possible to provide a 6 month tenancy agreement, alternative proof of address will be requested.

The application can only be processed using one address.

Where parents live apart and share responsibility for a child, we will require a **joint declaration** from both parents confirming how the child divides their time between the two addresses. This should also state which of the two addresses is to be used for the application. If the child's residence is not split equally between the two addresses we will use the address where the child spends most time during the school week.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

Historically there have been a number of fraudulent applications made for the School and in most cases these were families residing within close proximity. In order to ensure a fair and equitable process, the Trustees will request that all applicants allocated a place within our distance criteria (2) and (7) provide proof of their permanent residence. Documents you could use as proof of your child's address should be either:

- Child Tax Credit letter
- Letter from a GP or other NHS provider

The Governing Body reserves the right to investigate any applicant where an address may be considered as temporary and/or fraudulent. In all cases noted below, it must be demonstrated that any ties with a previous property are relinquished.

To assist parents/carers in identifying your child's "nearest" school in accordance with Hertfordshire County Council's admission arrangements, please visit www.hertfordshire.gov.uk/admissions Once you have followed the online instructions and noted all disclaimers, you will be provided with a list of the ten closest schools to your address.

The School in association with Hertfordshire County Council may begin investigative procedures in the following circumstances:

- i. When a child's application address does not match the address of that child at their current school;
- ii. When a child is attending a primary school situated in a different local authority to that of the School or the residential address;
- iii. When a child lives at a different address to the applicant;

- iv. When the applicant does not have parental responsibility;
- v. When a family move residence at any point during the Secondary Transfer process;
- vi. When one or more of the following applies:
 - a. The family has moved from a property where their application was less likely to be successful; or
 - b. The family has returned to an existing property which was occupied prior to the closing date of applications;
 - c. The family lived in rented accommodation for a short period of time (anything less than 6 months) over the application period and in particular if the end date of the term of the tenancy precedes the commencement of term;
 - d. Council tax information shows a different residence at the time of application;
 - e. The address on the application for the South West Herts Consortium School Tests is different to the address used at the time of application;
- vii. When a child starts at the School and their address is different from the address used at the time of application.
- viii. When a child starts at the School and they change address within the first academic year.

In the case of (vii) and (viii) above, if it is found that the family have returned to an existing property, such an application will be investigated and if deemed to have been made fraudulently, the Trustees may withdraw the offer of a school place and/or refuse future applications made on behalf of the applicant's siblings. In all instances as set out above, the applicant may be at risk of the offer of a place being withdrawn as a result of an application that has been investigated and deemed to have been made fraudulently.

'Permanent Home Address' is also applicable where a family lives aboard a narrowboat or barge defined for these purposes as "houseboat". Such application will be required to be supported by the relevant documentation from The Canal and River Trust including, but not limited to, proof of permanent mooring rights and craft licence/standard canal and river licence. Seasonal mooring permits are not considered proof of Permanent Home Address due to their transitory nature.

Applications from children from overseas

An application for a school place will not normally be accepted from overseas addresses.

Although some Local Authorities will accept overseas applicants, the coordinating authority for this School, Hertfordshire County Council, will not allocate a school place to a child until they are resident in the UK.

The exception to this is for children of UK service personnel and crown servants. In these cases the coordinating authority for this School will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

If an applicant owns a property in the UK but is not living in it, perhaps because they are working abroad at the time of application, such address will not be accepted for the purposes of admission until the child is resident at that address.

Other children from overseas do not generally have an automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

3. Children of Staff

- b)** Application under this criterion must be submitted by the staff (teaching and non-teaching, full time and part time) employee parent. Members of staff must hold a contract of employment with Rickmansworth School and either have been i) employed at the School for two or more years at the time at which the application for admission to the School is made or ii) recruited to fill a post for which there is a demonstrable skill shortage. This criteria does not apply to staff who are contracted by third parties to work at the school, such as catering and cleaning staff. Children of staff includes step children.

The staff employee parent does not have to live with the child, but in all cases, including step children, the member of staff must have a parental responsibility for the child.

4. Siblings

c) i) A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently¹ in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll at the time the younger child starts or has been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

Parents who submit applications under Criterion 4 must confirm that an elder sibling of the applicant is on the School's roll at the time the application is required. Children with a sibling on the School's roll in Years 7 to 12 must be reasonably expected to be on the School's roll in September of the admitting year.

This requires that the elder sibling is reasonably expected to meet the sixth-form entry criteria, details of which are outlined in the Determined Admissions Arrangements to the Sixth Form Policy.

¹A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school

ii) Where applications are made on behalf of twins and only one twin qualifies for admission the School intends to allocate places to both children conditional on both twins attending the School. If the qualifying twin withdraws, then the second place is forfeit. Where the first twin is the last placed offered, the School in this circumstance would admit over-PAN in order to offer a place to the sibling twin. This principle will apply to other multiple births, such as triplets.

5. Musical Aptitude

d) The Admissions Code requires admission tests to take place - and the outcomes to be notified to parents - before they apply for a place at any school. All potential applicants for places under Criterion 5 therefore must sit a written test of musical aptitude. **If your child has not taken this test, your child is not eligible to apply under this Criterion.** When completing the SIF you **MUST** supply the South West Herts Consortium Schools Test Reference Number or your application will not be considered under the Musical Ability Criterion. The test does not require any previous knowledge of music or music theory. Further details are to be found on the [School Admissions](#) page on our website.

There will be one main test session in the September prior to the Hertfordshire County Council Secondary Transfer application deadline. Those unable to attend on this date due to compelling religious or medical reasons will be offered one alternative date. Late registration for this test will not be permitted. Candidates will be notified in advance of the test venue. The music test will be administered jointly with St. Clement Danes School, Croxley Danes School, Parmiter's School, Queens' School, Rickmansworth School, Watford Grammar School for Girls and Watford Grammar School for Boys.

A limited number of candidates will be invited back to perform a single piece on their chosen instrument or vocally. This will be a free choice of piece, which should last no longer than three minutes. As there is a free choice of instrument and piece, it will allow candidates of all abilities and all cultures equal opportunity to succeed. Those invited back will be given an individual appointment during the school day. If your child does not progress to the audition (2nd) stage of the test, Criterion 5 will not be applicable to you.

The outcome of the test of musical aptitude will be notified to parents in October. Details of key dates regarding testing are available on the South West Herts Schools Consortium website.

6. Academic Ability

e) As with note (d), potential applicants under Criterion 6 will be required to take a verbal reasoning test and mathematics test before parents apply to any school. **If your child has not taken this test, your child is not eligible to apply under this Criterion.** When completing the SIF you **MUST** supply the South West Herts Consortium Schools Test Reference Number or your application will not be considered under the Academic Ability Criterion. No minimum score will be required to gain admission, places being offered strictly in descending order of candidates' standardised test scores. Preparation for the tests is unnecessary. The tests will be administered by the school

jointly with St. Clement Danes School, Parmiter's School, Queens' School, Rickmansworth School, Watford Grammar School for Girls and Watford Grammar School for Boys. Eventual applicants to more than one school under criteria requiring a proven measure of academic ability will be assessed by these jointly administered tests.

Information about the tests (including examples of questions) and details of arrangements will be made available to all academic test candidates. The test date for applicants from the Admission Area is published on the School website. Those unable to attend on this date due to compelling religious or medical reasons will be offered one alternative date. Late registration for this test will not be permitted.

Parents who consider their child to be disadvantaged under the terms of the Disability Discrimination Act or to have special educational needs must provide independent written evidence prior to the time they elect to take the tests so that appropriate provision can be made. If you do not provide this independent written evidence prior to the time elected to take the test, the test centre will not be in a position to provide the appropriate provision. Parents will be informed in advance of the test date of any special arrangements to be made for their child for the tests. Further information with regard to the tests can be obtained at www.swhertsschools.org.uk

Details of key dates regarding testing are available on the South West Herts Schools Consortium website.

The outcome of the academic test will be notified to parents in the October prior to the Hertfordshire County Council Secondary Transfer application deadline.

Tie-Break Situation

If a tie-break is needed between applicants that are equally entitled to a place, then an offer will be made to the applicant whose permanent home address is closer to the School. Such applications will be assessed with respect to nearness of the applicant's permanent residence to the School. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point from the applicant's permanent residence to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. It does not take into account the actual or expected route a child will travel to school. The address points used for both residential properties and schools for admissions purposes provided by the Local Education Authority are not moved or manipulated by the admissions team. Address points are not consistently the boundary edge, front door or centre of the building. Where the distance is the same between two applicants then random allocation² will be used.

Children Out Of Year Group

The School's policy preference is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the

² Random Allocation: Each name will be issued a number and drawn randomly, with the first name drawn taking priority. This will be supervised by a person who is wholly independent of the school.

needs of individual children. This is in line with DfE guidance which states that “in general, children should be educated in their normal age group”.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child³ may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group. Decisions however will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group.

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”.

The School’s governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governors’ decision will be based upon the circumstances of each case and the views of both parents and the Headteacher. There is no guarantee that an application will be accepted on this basis. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not their preferred age group.

Late Applications

Late applications are those received by the School from the Local Authority after their published closing date.

Late applications for Secondary Transfer shall be assessed under all criteria except where the application has been received too late for assessment by test (Academic or Music), the dates of which are published on the South West Herts Consortium website. This does not affect applications made under any other criteria in line with the co-ordinated scheme of admissions.

Applications for Secondary Transfer received from the Local Authority after places have been offered shall be placed on the waiting lists and will be ranked in order using the

³ The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

published oversubscription criteria. Late applicants will not be disadvantaged since no priority is given to children based on the date of receipt of their application or on the date when their name was added to the waiting list.

Appeals

For the Secondary transfer intake

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 and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system"

For In Year Admissions

We will write to you with the outcome of your application. If you have been unsuccessful, we will provide the appropriate registration details to enable you to access the Hertfordshire County Council appeals process.
www.hertfordshire.gov.uk/schoolappeals