

THE ASTLEY COOPER SCHOOL



Admission Arrangements 2024/25

Updated February 2023

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The Astley Cooper School Proposed Admission Arrangements for 2024/25

All admissions to The Astley Cooper School are managed and decided through Hertfordshire County Council.

Hertfordshire's Statutory School Admissions Consultation & Determination guidance document which includes timelines, advice on oversubscription criteria, HCC's admission arrangements and FAQs is available on the Grid [here](#).

Secondary Key Dates	Date
Closing date for online applications to be submitted to the LA	31 Oct 2023
Statutory deadline for receipt of paper applications	31 Oct 2023
Applications available to FD/VA schools and academies	06 Dec 2023
FD/VA schools/academies provide LA with ranked lists of applicants	04 Jan 2024
Allocation information available to secondary schools	28 Feb 2024
Allocation information despatched to parents	01 March 2024
Date by which parents/carers may accept or reject place offered	15 March 2024
Date by which parents/carers return appeal forms	March 2024 (exact date TBC)

The school will have a published admission number of 180.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

Oversubscription criteria

Rule 1 Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangement order or special guardianship order.

Rule 2 Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

HCC officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3 Sibling: Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school*.

Note: the 'normal age range' is the designated range for which the school provides, for example Years 7 to 11 in a 11-16 secondary school, Years 7 to 13 in a 11-18 school.

Rule 4 Children who live in the priority area for whom it is their nearest¹ Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective. *Note: Non-partially selective means that the school does not offer any places based on academic ability.*

Rule 5 Children who live in the priority area who live nearest to the school (priority area 6).

Rule 6 Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.

Tie break

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. 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

Continuing Interest

After places have been offered, Hertfordshire County will maintain a continuing interest (waiting) list on behalf of the school. A child's position on CI will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. CI lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of allocation). To retain a CI application after this time, parents must make an In Year application.

Out of Year Admissions

Children Out of Year Group. Students will be admitted to The Astley Cooper School in Year 7 at the age of 11 irrespective of physical or academic ability, or, age 12 if they are summer born children where a family chose to delay their entry to Reception by an academic year.

¹ *Please see the 'Explanatory notes and definitions 2022/23' document for a full explanation/definition

In Year Admissions

Hertfordshire County Council co-ordinate In Year Admissions for all community and voluntary controlled schools. Information about how to apply and the online application form can be found at www.hertfordshire.gov.uk/inyear The oversubscription criteria outlined above is used to prioritise all In Year applications to community and voluntary controlled schools.

Fair Access

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

Priority Areas

The coeducational priority areas in the admission rules are based on the following towns, parishes/ unparished areas. These apply to Rules 4 and 5. Academies and foundation schools (agreed or proposed) that will be retaining the county county's priority areas as part of their admission arrangements for 2024/25 have been included for information but are marked with an asterisk*

	Priority Area	Towns/Parishes/Unparished areas	Schools
1	Hitchin	Hexton, Hitchin, Holwell, Ickleford, Langley, Lilley, Offley, Pirton, Preston, St. Ippolyts, Wymondley.	The Priory*
2	Letchworth Garden City	Letchworth	Fernhill*, The Highfield*
3	Baldock and surrounding villages	Ashwell, Baldock, Bygrave, Caldecote, Clothall, Edworth, Hinxworth, Newnham, Radwell, Rushden, Sandon, Wallington, Weston	The Knights Templar*
4	Buntingford, Puckeridge and Royston	Anstey, Ardeley, Aspenden, Barkway, Barley, Braughing, Brent Pelham, Buckland, Buntingford, Cottered, Great Munden, Hormead, Kelshall, Meesden, Nuthampstead, Reed, Royston, Standon, Therfield, Westmill, Wyddial.	
5	Stevenage	Aston, Benington, Datchworth, Graveley, Great Ashby, Knebworth, Stevenage, Walkern.	Barclay*, Barnwell*, Marriotts, Nobel*, Thomas Alleyne*
6	Hemel Hempstead, Kings Langley, Berkhamstead, Tring, Garston, Watford, Chorleywood and Rickmansworth	Abbots Langley, Aldbury, Berkhamsted, Bovington, Chipperfield, Chorleywood, Croxley Green, Flaunden, Great Gaddesden, Hemel Hempstead, Kings Langley, Little Gaddesden, Maple Cross, Nash Mills, Nettleden with Potten End, Northchurch, Rickmansworth, Sarratt, Tring, Tring Rural, Watford, Wigginton.	The Astley Cooper*, Hemel Hempstead*, Longdean*, Laureate Academy*, Kings Langley*, Westfield *
7	Harpenden and St. Albans	Ayot St. Lawrence, Colney Heath, Flamstead, Harpenden, Harpenden Rural, Kimpton, King's Walden, London Colney, Markyate, Redbourn, Ridge, Sandridge, St. Michael, St. Pauls Walden, St. Stephens, St. Albans, Shenley, Wheathampstead.	Beaumont,* Katherine Warrington*, Roundwood Park*, Samuel Ryder*, Sir John Lawes*

8	Welwyn Garden City, Hatfield, Potters Bar and Brookmans Park	Ayot St. Peter, Codicote, Essendon, Hatfield, North Mymms, Potters Bar, South Mymms, Welwyn Garden City, Welwyn, Woolmer Green.	Monks Walk*, Onslow St. Audreys*, Ridgeway Academy*, Stanborough*
9	Ware and Hertford	Bayford, Bengoe Rural, Bramfield, Brickendon Liberty, Great Amwell, Hertford, Hertford Heath, Hertingfordbury, Hunsdon, Little Berkhamsted, Little Munden, Sacombe, Stanstead St. Margarets, Stapleford, Tewin, Thundridge, Ware, Wareside, Watton-at-Stone, Widford	Simon Balle*
10	Bishop's Stortford and Sawbridgeworth	Albury, Birchanger, Bishop's Stortford, Eastwick, Elsenham, Furneux Pelham, Gilston, Great Hallingbury, High Wych, Little Hadham, Little Hallingbury, Much Hadham, Sawbridgeworth, Sheering, Stocking Pelham, Thorley.	
11	Borehamwood, Bushey and Watford Rural	Aldenham, Bushey, Elstree, Borehamwood, Watford Rural	
12	Hoddesdon, Broxbourne, Turnford and Cheshunt	Broxbourne, Cheshunt, Hoddesdon, Nazeing, Northaw & Cuffley, Stanstead Abbots, Waltham Cross.	Robert Barclay* Haileybury Turnford*,

The Astley Cooper School will use the same definitions and measuring system as outlined in Hertfordshire County Council's admissions on the HCC website.

Sixth Form arrangements

The school will admit 20 external students to its Sixth Form.

Minimum entry requirements:

Astley Cooper has an inclusive Sixth Form, with entry criteria set on a subject by subject basis. These criteria are updated annually to reflect any changes in the demands of new syllabuses and are publicised on the school's website.

We offer both Level 2 and Level 3 qualifications.

For Level 3 qualifications, a minimum of a grade 5 is normally required in a chosen subject, as well as a grade 4 in English and Maths.

If the school is oversubscribed, priority will first be given to:

- i) Child looked after and previously looked after in England
- ii) Child previously looked after from abroad
- iii) Students in priority area 6

Tie break

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be

deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. 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

Appeals

In Year appeals

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged

September 2024 entry

The online appeals portal is the same for all parents and is found here: [School Admission Appeal | Hertfordshire County Council](#)

In order to set up an account, the following codes are needed:

- Application Reference Number
- Child ID

Transfer appeals

Hertfordshire parents can access the codes they need in order to set up an appeals account via their [admissions account](#). They can see them on the page where they are told their allocation.

Parents who live out-of-county or who applied on paper will need to contact our Customer Service Centre on **0300 123 4043** in order to obtain their registration details to gain access. These they will be sent via automated email.

Appeals resulting from secondary transfer and under 11s applications for admission in September 2023 will be heard according to the following timetable:

	Allocation day	Appeals lodged by	Appeals to be heard between
Secondary Transfer	1 March 2023	4pm on 29 March 2023	2 May – 15 June 2023 (excluding 29 May – 2 June)
Under 11s (Primary Reception, Junior / Middle)	17 April 2023	4pm on 16 May 2023	13 June – 18 July 2023

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

Appellants will be sent notification of their appeal hearing at least 10 clear working days in advance of the hearing.

Appellants will be sent a copy of the school's case 7 working days in advance of the hearing.

Additional supporting information

If an appellant wishes to any supporting evidence after lodging an appeal, they will need to get that to the Appeals Team at least **7 working days** before your hearing, (*not counting the day of postage or the hearing date*).

Please remember that any confidential medical/social evidence submitted to the Admission Authority (AA) in support of your application will not be provided to an appeal panel. If you wish to rely on this in support of your appeal you will need to submit this documentation to the Appeals Team.

If the appellant has a short document (like a doctor's letter which was not previously available), this will be accepted up to 4 working days before the hearing. Any additional evidence received after this deadline will not be circulated and the panel may not accept any additional information taken to the hearing.



APPLICATION FORM

INTO KEY STAGE 5

PLEASE ENSURE YOU COMPLETE ALL THE INFORMATION CAREFULLY

Home School:

Full name: Tel:

Address: Post Code.....

Male/Female/prefer not to say

In the boxes below please enter your KS4 subjects, mock exam results and your predicted grades.

SUBJECT	MOCK RESULT	PREDICTED GRADE	SUBJECT	MOCK RESULT	PREDICTED GRADE

Please fill in the boxes below with your choices at the appropriate Level:

Pre-Apprenticeship students need to state the placement want to be considered for

A-Level 'Level 3' students make **three choices** from the blocks. These can be all A-Levels, all BTECs or a mixture of A-Levels and BTECs. EPQ would be a fourth choice.

	A	B	D	E	Retakes?
Level 3 A-Levels/BTECs					GCSE Maths GCSE English
Pre-Apprenticeship Programme					GCSE Maths GCSE English

Signature of Applicant:

Signature of Parent/Carer: Date: