

## The Henrietta Barnett School Admissions Policy for Entry in 2023-2024 (Determined)

### YEAR 7 ADMISSIONS

#### Registrations and Applications

The School participates in the co-ordinated admissions process operated by the London Borough of Barnet.

In order for an application to be considered two forms must be completed:

1. A Common Application Form (CAF) from the Local Authority in which you live. You must name The Henrietta Barnett School as one of your choices and return the form to your Local Authority by the published deadline.
2. The Henrietta Barnett School Entrance Test Entry Form. This is available from the School website or School office and must be returned to the School by 5pm on Friday 15<sup>th</sup> July 2022.

**Late Applications:** A late application is an application received by the Local Authority before the first day of term in September, but not made in time to enable the Local Authority to offer a place on National Offer Day. Late applications will be processed by the Local Authority after all on-time applications have been processed. Parents are strongly advised to submit their applications on time.

If you submit the Entrance Test Entry Form after the deadline date above but before the Entrance Test takes place, the School will try to accommodate your daughter to sit the test if possible. If you do not fill in the Entrance Test Entry Form, or you submit it after the day of the Entrance Test, it will mean that your daughter will not be able to take the School's Entrance Test. Any candidate who does not take the test will continue to be ranked, but missing the test will affect their priority; they will be ranked after those who have sat the test. If places continue to be available after the normal admission allocation, and if there are no ranked candidates who have sat the test, the school will administer a further test.

If your daughter has **special educational or medical needs** which may require special arrangements to be made for her to sit the Entrance Test, you must inform the School so that appropriate arrangements can be made **before** the Test sitting. There is a section of the Entrance Test Entry Form where this information, along with supporting evidence, is requested. It may not be possible to consider reports and documentation received after the Entrance Test Entry Form deadline due to administrative constraints. It is for the School to decide what adjustments are appropriate having taken account of all the information provided.

If there are special circumstances at the time of the tests, such as illness, you **must** inform the School no later than the candidate's drop off time on the day of the tests.

A candidate may take the Entrance Test for admission to Year 7 once only.

If you submit your form on paper and require acknowledgement of your Entrance Test Entry Form, please include a stamped addressed postcard that we will return on receipt of your form. It is the responsibility of parents to check that their forms have been received in time by both their Local Authority and the School. If you have not received your acknowledgement postcard from the School by the closing date, or did not send an acknowledgement card please contact the Admissions Office at the School to confirm your application has been received.

## **Entrance Test**

The Entrance Test consists of two rounds.

### **Round One**

Round One will consist of a verbal, non-verbal and English test set by a nationally recognised body.

Applicants will receive details of the Round One Entrance Test by Monday 22<sup>nd</sup> August 2022. Information regarding Year 7 entry is regularly updated on the School website. Please do not contact the Admissions Office unless you have not received your invitation letter by Thursday 25<sup>th</sup> August 2022.

The Round One Entrance Test will be held in morning or afternoon sessions of 1<sup>st</sup> and 2<sup>nd</sup> September 2022. Your daughter will be invited to attend one morning or afternoon session on one of these days; unfortunately this cannot be changed under any circumstances. Two days are being used in order to reduce the numbers of candidates in each session, allowing the school to take steps to mitigate the Covid-19 risks. In the event of a further lockdown preventing the test taking place on these dates, we will post the revised test date on the school's website as soon as it is known. The tests will take place at The Henrietta Barnett School. Candidates are not able to sit them elsewhere.

A supplementary date approximately one week later will be available for candidates who, due to illness, are unable to attend the Entrance Test on the original date. A doctor's certificate, which covers the date of the Round One Test, will be required to confirm that illness was the reason for non-attendance at the Entrance Test.

Following the First Round Tests, the results of the verbal, non-verbal and English questions will be standardised, combined and placed in rank order.

On the basis of this rank order, the top 300 candidates will be invited back to sit the second round of Tests. If there is a tie at the cut-off score, then all those with the tied score will be invited to sit the Second Round test.

### **Round Two**

The Second Round Test is in English and Mathematics and will take place in School on one day in early October 2022. As above, in the event of a further lockdown preventing the test taking place on the date proposed, we will post the revised test date on the school's website as soon as it is known.

Candidates will be able to take the Test once only and will be tested on literacy and numeracy appropriate to Key Stage 2. Candidates will be asked to apply their skills and knowledge to new situations.

In late October, in order to help them decide how they wish to complete their Local Authority CAF, the School will write to parents of candidates who have sat the First Round Tests and met the required standard for the Second Round Test stating one of the following:

i) The candidate falls under Category One (Looked After Children) or Two (Pupil Premium) of the Oversubscription Criteria (see below) and therefore if they apply to the School, they will be offered a place,

Or

ii) The candidate performed well enough in Round One to enable her to sit the Round Two test and therefore, if they apply to the School, they may be offered a place at the School.

Following the Second Round Test, the results will be standardised and combined with the results from the first round, and placed in rank order before being submitted to the Local Authority who will offer the highest ranked applicants in accordance with parental preference and over-subscription criteria. The results of both Tests will be used to determine the final rankings.

Candidates who are not invited to sit the Second Round will be informed of this prior to the deadline for the submission of the CAF. At this point they will be able to request their overall standardised score and also the cut off score for the top 300 candidates.

Scores and rankings will not be released for candidates invited to sit Second Round tests on the basis that those who may eventually be offered a place at the School should arrive as equals.

Second Round candidates who are subsequently not offered a place by the Local Authority on National Offer Day, and who do not wish to remain on the Waiting List for the School, can request their test scores.

Following the entrance test process outlined above, the final ranked order of candidates will be passed to the Local Authority who will make the offer of places on National Offer Day according to the oversubscription criteria below and in accordance with parental preference as indicated on the CAF.

Applicants whose Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs names the School will be admitted.

### **Published Admission Number**

The Published Admission Number for Year 7 is 104.

### **Oversubscription**

If the school is oversubscribed, priority for admission will be given to those candidates who meet the criteria set out below, in the following order:

1. A 'looked after child' or a 'previously looked after child', providing that the candidate is capable of following The Henrietta Barnett School education. A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A 'previously looked after child' is one who, immediately after being a looked after child, became subject to an adoption, child arrangements, or special guardianship order, or a child who appears to the Governing Body to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) and ceased to be so as result of being adopted only. In this category, a candidate will be considered to have the necessary capability if they are ranked in the top 300 applicants in the Round One test.

Applications in this category will need to be supported with documentary evidence confirming the child's status.

2. Candidates who are eligible for Pupil Premium funding, providing that the candidate is capable of following The Henrietta Barnett School education. In this category, a candidate will be considered to have the necessary capability if they are ranked in the top 300 applicants in the Round One test. Candidates will be considered for a Pupil Premium place only if they provide written confirmation, directly from their current school, of their Pupil Premium eligibility. This evidence must be received by Friday 15<sup>th</sup> July 2022. Please note that the School will not contact the current school directly for this information – the candidate is responsible for ensuring that their current school provides it.
3. Candidates who currently live within 3 miles of the school at the point when they submit their application to the Local Authority in October, providing that the candidate is capable of following The Henrietta Barnett School education. In this category, a candidate will be considered to have the necessary capability if they sit the Round Two test. In the unlikely event that there are more candidates in this category than places available, then places will be allocated in rank score order.

Distance from the School is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, and the school's main entrance on Central Square using the London Borough of Barnet's computerised geographical information system. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday – Friday.

4. All remaining candidates in rank score order.

Where candidates are equally ranked, geographical proximity to the School as measured by the London Borough of Barnet (as described above) will be used to decide the final placings. Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order using Barnet Council's computerised system and places will be offered accordingly.

### **Year 7 Waiting List**

Any child refused a place at the school will automatically be put on the Waiting List unless a higher preference school has been offered. A waiting list will be maintained until the end of the first term after which it will be cleared. If you would like your child to remain on the waiting list after that time please contact the school.

## **YEAR 12 ADMISSIONS**

### **Admissions Criteria**

The Henrietta Barnett School offers the A level curriculum in the Sixth Form.

In addition to transferring students from The Henrietta Barnett School Year 11, applications are welcome from students currently attending other schools. A minimum (Published Admission Number - PAN) of 30 places will be offered annually to external applicants. In September 2020 we enrolled 49 external applicants.

### **Minimum GCSE Requirements**

For all applicants, both internal and external, the minimum requirement for entry into the Sixth Form is:

- (a) At least six grade 7s or above at GCSE (grade A or above)
- (b) At least a grade 6 in English Language and Mathematics, if these subjects are not being taken in the Sixth Form.
- (c) Please also note that there are specific individual minimum entry requirements for each subject, which can be found on our website. The School cannot guarantee an offer of a place on specific courses. Applicants who meet the entry requirements but who cannot be accommodated in their preferred subjects will be offered an alternative course.

### **Registrations and Applications: Conditional Offers**

All students in the current Year 11 who meet the academic entry criteria will continue into the Sixth Form, if they wish.

External candidates must complete the School's Application Form.

The Application Form will be available on the School website from November 2022 and must be completed and submitted online by 31st January 2023 at 5pm.

### **Registrations and Applications: Post GCSE Results Day August 2023**

It is possible that the School may have some places available in the Sixth Form post GCSE Results Day in August 2023. Please visit the School's website in the Summer Term for further information.

## Oversubscription

Applicants whose Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs names the School will be admitted.

Where the number of external applicants who have met the entry requirements for admission exceeds the number of places available, they will be offered a conditional place in the following order:

1. A 'looked after child' or a 'previously looked after child' as defined above.
2. Rank order according to predicted grades points score (see explanation below) based on their top 7 predicted GCSE grades in the list of subjects below, which must include Mathematics, English Language and English Literature.

The offer becomes a confirmed offer only if:

- 1) the applicant's top 7 GCSE grades taken from the list of subjects below, which must include Mathematics, English Language and English literature, score at least the total points given in their offer letter (see details about Point Scores below); and
- 2) The applicant meets the minimum GCSE requirements for entry into the Sixth Form outlined above.

If particular subject choices are oversubscribed, then priority will be given to those with the higher rank (as defined above). Once the subject is full, alternative courses will be offered.

If conditional offer holders do not achieve the required points total in their offer letter, then they will be re-ranked according to the total points of the applicant's top 7 GCSE grade scores, along with any candidates who apply on Results Day in August without a conditional offer. Any remaining places will be offered solely on the basis of this ranked list.

Where candidates are equally ranked, geographical proximity to the School will be used to decide the final placings. Distances will be measured according to the same criteria as for Year 7 entry that is used by Barnet Council. Where a candidate lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the candidate spends the majority of school nights Monday – Friday. Where two or more applicants ranked equally in the test live equidistant from the School, places will be allocated by random allocation (this process will be supervised by somebody independent of the School).

## Subject List

Mathematics

English Language

English Literature

Sciences: Biology, Physics, Chemistry, Computing *or* Combined Science

Geography

History

Languages: French, German, Spanish, Latin or Classical Greek (must be studied as part of the school curriculum)

Music

Art

Design & Technology

Drama

Classical Civilisation

Religious Studies

[IGCSE examinations of these subjects will be accepted if that is the course offered at the candidate's school]

## Calculating GCSE Point Scores

For the purposes of this Admissions Policy, the points scored for a GCSE subject equal the number grade achieved [for example, a grade 9 will score 9 points, grade 6 scores 6 points, etc. Legacy GCSE/IGSCE grades will be scored as: A\*= 8.5 points, A =7, B = 5.5, C=4, etc.].

All Sixth Form courses last for two years and applicants are expected to commit themselves in good faith to remaining for the full duration of the course.

## Year 12 Waiting List

Any child refused a place in Year 12 will automatically be put on the waiting list. A waiting list will be maintained until the end of the first term of Year 12 after which it will be cleared.

## YEAR 7 – 11 IN-YEAR ADMISSIONS

An in-year application for admission is one made on or after the first day of term in September for a place in Year 7, or for admission to any other year group at any time.

In-year applications should be made directly to the London Borough of Barnet via their website which can be accessed here:

<https://www.barnet.gov.uk/schools-and-education/school-admissions/year-admissions/secondary-year-application>

Following receipt of an in-year application, parents will be notified in writing of the dates that their child will be able to undertake the school's selection tests full details of which are published on the school's website which can be accessed here: <https://www.hbschool.org.uk/373/admissions>

Once the outcomes of the tests are known, the in-year application will be processed and parents notified in writing of the outcome. If the child reaches the required standard in the tests and a place is available, it will be offered. If the child reaches the required standard, but either there is no place available in the PAN (in-year applications to Year 7) or the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources (all other year groups), the application will be refused. If the child does not reach the required standard, the application will be refused.

Where two or more in-year applications for children who have reached the required standard are processed at the same time, and the school determines that at least one, but not all, of the children can be admitted within the PAN (in-year applications to Year 7) or without prejudicing the provision of efficient education or the efficient use of resources (all other year groups), the oversubscription criteria set out above will be applied to determine which child(ren) are offered the place(s).

Where a place is offered, arrangements will be made for the candidate to be admitted. Where the application is refused, parents will be provided with the reasons why this is along with full details of the statutory right of appeal.

## ADMISSION OUTSIDE THE 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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

a) Complete the LA Common Application Form, the Sixth Form Admissions form or the In-year admission form, as appropriate

b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The School will make decisions 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;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- The views of the head teacher.

## **APPEALS**

If you have not been offered a place at The Henrietta Barnett School, the law entitles you to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the school and the Local Authority. The proceedings of the Panel are informal and are usually held at the school. Parents (or student in the case of a Sixth Form appeal) have the opportunity, if they wish, to question the Schools' Representative and to put their case to the Panel.

### **Year 7**

Appeal details will appear on the school website no later than the day before National Offer Day in March 2023. In 2020-2021, 2849 applications were received for 104 places in Year 7. There were 11 appeals, none of which were successful.

### **Year 12**

In the case of applications for Year 12, any appeal must be lodged within 20 school days of receipt of the letter refusing a place at the school. Appeals for Year 12 will be held in the Autumn Term. In 2020-2021 there was one appeal, which was unsuccessful.

### **In-Year**

In the case of applications for In-year admissions, any appeal must be lodged within 20 school days of receipt of the letter refusing a place at the school. Appeals will be held within 30 school days of any appeal being lodged with the Appeal Panel's Clerk. In 2020-2021 there were no appeals.