

## Future Academies Watford Admission Arrangements 2024-25

Future Academies Watford is an all ability 11-18 Secondary Academy.

The Published admission number for Year 7 in 2024-25 is 210.

### Year 7 September Admissions

#### 1. Process of application

Applications for places in the normal admissions round in Year 7 at Future Academies Watford will be made in accordance with Hertfordshire County Council's co-ordinated admissions arrangements. Application forms can be obtained from the Local Authority and admissions can be made online: [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

Future Academies Watford does not require applicants to complete a supplementary information form (SIF).

All deadlines within the secondary transfer process must be adhered to by applicants. Hertfordshire County Council will make offers of places on behalf of the school.

If applicants for admissions exceed the number of places then the following criteria will be applied, in the order set out below, to decide which pupils to admit.

#### 2. Consideration of applications

The Academy will consider all applications for places. Where fewer than 210 applications are received, the Academy will offer places to all those who have applied.

#### 3. Procedures where Future Academies Watford is oversubscribed

- 3.1 The published admission number for Year 7 in 2024-25 is 210. Where the number of applicants for admissions is greater than the published admissions number, applicants will be considered against the criteria set out below. After admission of children with an Educational, Health and Care Plan where Future Academies Watford is the named school, the criteria will be applied in the order in which they are set out below:

#### **Rule 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<sup>1</sup> or a special guardianship order<sup>2</sup>)**

- 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.
- These children will be prioritised under Rule 1.
- Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement 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).

- All children adopted from care who are of compulsory school age are eligible for admission under Rule 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 Rule 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 Rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under Rule 2.
- <sup>1</sup> Child arrangements order Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.
- <sup>2</sup> Special guardianship order Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.
- 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”.
- The child’s previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:  
*‘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 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. public authority;
  - b. a religious organisation; or
  - c. any other organisation the sole or main purpose of which is to benefit society.

## **Rule 2:**

**Social and Medical: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.**

- Applications must be supported by professional evidence which explains why your child needs to attend Future Academies Watford. The Local Authority, on behalf of the Admissions Committee, will determine whether the professional evidence provided is sufficiently compelling to meet the requirements for this rule. The supporting information must relate specifically to the school, and must clearly demonstrate why it is the only school that can meet your child’s needs.
- 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 one school 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.
  - Applications for children previously "looked after" but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

### **Rule 3**

**Pupils who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the academy) on roll, in years 7 to 13, at the academy (proof of the sibling relationship will be required if a place is offered).**

- This definition includes a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application. A 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.

### **Rule 4**

**Children of a parent/Legal parent/Legal Guardian employed to work at the academy for two years or more at the time at which the application for admission to the school is made, or where the member of staff has been recruited to meet a demonstrable skills shortage.**

- A parent means the mother, father, stepmother or stepfather of the child and in every case, living at the same permanent address as the child.

### **Rule 5**

**The remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity; i.e. pupils who live the nearest distance at the close of the Hertfordshire County Council (HCC) admission application date as designated by HCC's computerised mapping system.**

- The home to school distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the pupil's home to the address point of the school."

*"A 'straight line' distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address Base Premium address point of your child's house to the*

*address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and Individual residences”.*

- Parents who are applying under rule 5 will need to provide proof that the home address quoted is the permanent residence of the applicant: this proof should include either a photocopy of (custodial) parent’s driver’s licence, child benefit letter or utility bill. The school may check the authenticity of the address stated. Further proof of residence or other information may be requested and must be provided.

### 3.2 Tie Break

- a. **Siblings** – In the event of a tie break under the sibling criterion, random allocation will be used.
- b. **Children of staff** – In the event of a tie break under the children of staff criterion, random allocation will be used.
- c. **Distance** – In the event of a tie break under the distance criterion, random allocation will be used. 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.”
- d. **Multiple Births** – Children from multiple births will be considered as individuals under the admissions criteria. In the event that the last available space is offered to one twin or child from a multiple birth, the other twin or sibling will be offered a place, taking the Academy over PAN. There will be no displacement to other children, however further offers will not be made from the continuing interest list until the number allocated drops below the original PAN.

### 4. Operation of Continuing Interest Lists

- Where Future Academies Watford receives more applicants for places than there are places available at secondary transfer, parents may decide to place their child on the continuing interest list. Until 31<sup>st</sup> December names will be ranked according to the above criteria. Those applicants who have been unsuccessful in obtaining a place for the start of Year 7 are offered the right to appeal in the summer of Year 6.
- Those who are unsuccessful or who do not appeal may request to be placed on the continuing interest list. The continuing interest list will be maintained until the applicant reaches the end of the first half term of the Autumn Term in Year 10.

### 5. In-Year Admissions

- The Academy is not part of the Local Authority co-ordinated scheme for In-Year admissions. Those parents who wish to be considered for a place in any year group must contact the Admissions department at the Academy to request an application form, or download from the website.
- Where no place exists, parents will be advised of their right to appeal.
- The academy operates a continuing interest list. This list will be maintained until the applicant reaches the end of the first half of the autumn term in Year 10.
- Criteria
  - a. 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 arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>. 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).

- b. Medical or Social: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
  - c. Children of UK Services personnel (UK Armed Forces). The Academy 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 and a Unit postal address or quartering area.
  - d. Those who have moved into the area within the last 90 calendar days and are without a school place or an offer of a school place. Confirmation will be required from the child's previous school.
  - e. Those who have a current sibling at the academy (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the academy) on the roll of the academy (proof of the sibling relationship will be required if a place is offered).
  - f. The remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity; i.e. pupils who live the nearest distance at the close of the Hertfordshire County Council (HCC) applications date as designated by the HCC's computerised mapping system. The home to school distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the pupil's home to the address point of the school".
- In addition to the above criteria the academy complies with all elements of the School Admissions Code including admitting children who have an Education, Health and Care Plan, where Future Academies Watford is the named school; who are currently, or have previously been in the care of the local authority; and pupils under the Local Authority's 'Fair Access protocol'. In these cases pupils will not need to wait until a place becomes available but will be admitted immediately even if this causes the Academy to exceed its published admission number in a particular year group. The Schools Admissions Code should be consulted for full details of rights and responsibilities with regard to In-Year Admissions.
  - In year application forms can be found on the school website or collected from the school's reception.

## 6. Children out of year

- The school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the 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".
- If parents/guardians 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 Academy Trust, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. This decision will be based upon the circumstances of each case including the view of parents, the Principal, the child's social academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific

year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Principal and senior leadership of the school.

## **7. Process of Application for the Academy Sixth Form**

- Applications for Sixth Form must be made direct to the Academy, using the application form available in the Sixth Form prospectus or on the Academy website, by the published closing date.
  - All students wishing to continue into the Sixth Form from Year 11 are required to complete a Sixth Form Options form and return it to the Head of Sixth Form by the published closing date.
- 7.1 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 arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>. 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)
  - 7.2 Medical or Social: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
  - 7.3 The annual sixth form admissions number for external students is 50.
  - 7.4 A statement of the applicants predicted grades will be requested from the Principal of their school. Applicants are placed in rank order on the basis of their top six full – course GCSE grades. Conditional offers are made on predicted grades and a school reference and then students are ranked highest and on the basis of space in each A level subject pathway. Students who have applied to join Year 12 are ranked by GCSE point score following the publication of public examination results. Full entrance criteria can be found in our Sixth Form prospectus.
  - 7.5 Application forms can be downloaded from the school website or collected from the school reception.

### **Tie Break**

Where two or more students have equal priority having applied all criteria, places will be allocated by distance with those living closest to the school being accorded the highest priority. The final tie break will be by random allocation. Every student entered onto the HCC admissions database has an individual random number assigned between 1 and 1 million, where there is a need for a final tiebreak the random number is used to allocate the place, with the lowest number given priority.

After registration day in September 2022, where there are still vacancies in subjects, the Head of Sixth form will receive any further applications from new candidates or from those who have applied and not received an offer at that point.

## **8. Parents have the right of appeal against Non–Admission to the school.**

- Future Academies Watford will write to you with the outcome of your application and if you have been unsuccessful, the County Council will write to you with registration details to enable you to login and appeal online at:  
<http://www.hertfordshire.gov.uk/schoolappeals>
- 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](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link “log into the appeals system”.

[illegible]

### Section D: A Level/Level 3 Subject Options

#### A Levels

Art  
Biology  
Chemistry  
Physics  
Economics  
Maths  
Drama  
History

Geography  
Spanish  
Media Studies  
Physical Education  
Psychology  
Religious Studies  
Sociology

### Section E: Your Subject Choices

Choice 1:

Choice 2:

Choice 3:

Choice 4:

### Section F: Confirming your Application

Thank you for your application to Future Academies Watford Sixth Form. We will acknowledge your application via email within 7 working days. If you have any queries, please contact a member of the Sixth Form Team by emailing [g.gardner@watford.futureacademies.org](mailto:g.gardner@watford.futureacademies.org)

#### DATA PROTECTION ACT 2018

I agree to Future Academy Watford processing personal data contained in this form, or other data which the School may obtain from me or other people whilst I am a student. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason. I understand that the information on me may be passed on to the Education Funding Authority for statistical use. For further information please refer to our Privacy Notice on the Academy website [www.watford.futureacademies.org](http://www.watford.futureacademies.org)

#### DISABILITY DISCRIMINATION ACT 1995

The School is committed to ensuring that disabled people, including those with learning difficulties are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled people are not substantially disadvantaged.

Student's Signature: \_\_\_\_\_ Parent/Guardian's Signature: \_\_\_\_\_



## Future Academies Watford

### IN YEAR ADMISSION APPLICATION

Horseshoe Lane, Garston Watford, Herts, WD25 7HW

If you are seeking a place for your child at Future Academies Watford you should complete this application form and return it to the Admissions Manager at the Academy.

**Please complete this form using black ink and CAPITAL LETTERS.** You must include recent copies (less than 3 months old) of two forms of proof of address, one of which must be a council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement.

Your child's home address at the date of application is important in deciding whether or not a place can be offered if the academy is oversubscribed. The academy reserves the right to reject an application and/or withdraw an offer of a place should it be established that false information has been given.

1. Child's Surname:.....

First Name(s):.....

2. Child's date of birth: ..... Gender: Male / Female

3. Permanent home address: .....

*(If parents are separated/divorced please give addresses of both parents, see Item 5 below)*

.....

.....Post Code: .....

4. Full name(s) of parent or legal guardian (at the permanent home address)  
(Mr / Mrs / Miss)

.....

5. Name and address of parent (if different from above) .....

.....

.....Post Code: .....

6. Home phone number: .....

Mobile phone number: .....

*(Please state which parent this number relates to)*

Email address: .....

7. Current year group:.....

8. Are you moving house? **YES / NO** Date of move: .....

**NEW** home address: .....

..... Post Code: .....

**Please answer ALL of the following questions, having read our admissions criteria.**

**1. Is this child a Looked After Child, or previously Looked After Child?**

Looked After Children and previously Looked After Children in accordance with Section 22 of the Children Act 1989. Previously Looked After Children are children who were Looked After, but ceased to be so because they were adopted (or became subject to a child arrangements order under the terms of the Children Act 1989, Section 8 or Special Guardianship order, defined by Section 14A of the Children Act 1989).

If yes, we will need to see a supporting letter from this child's social worker and/or advisory teacher.  
Yes ☐ / No ☐

The academy 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.

**2. Will your child have a sibling living at the same address and currently attending the academy?**  
Yes ☐ / No ☐

If yes, please give the name of the sibling: .....

**3. Is your child without a school place? Yes ☐ / No ☐**  
**Have you moved to the area within the last 90 days? Yes ☐ / No ☐**

If you are applying under this criterion, we will need to see documents relating to your move.

**4. Distance**

Any remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity as designated by HCC's computerised mapping system. The home to school distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the pupil's home to the address point of the school". Where a pupil lives for a part of each week at different addresses, the 'home' address will be the one taken from the Common Application Form (proof of residency will be required if a place is offered).

**Please note the following:**

Please make sure that you have enclosed supporting evidence where appropriate, along with a stamped addressed envelope for us to return this evidence where necessary. Ensure that you affix the correct postage if you are sending this application by Royal Mail, as we cannot guarantee that we will collect or pay for items which have been underpaid.

**Declaration**

I/we confirm that:

- To the best of my/our knowledge, all of the information given above is correct, and I understand that should I have provided any false information the academy may reject this application and/or withdraw the offer of a place.
- I undertake to notify the academy if any of this information changes before any offer of a place is made.

Signed: .....

Full name: .....  
Parent/Guardian (please delete as appropriate)

Date: .....