

# ADMISSIONS POLICY FOR ENTRY TO YEAR 7 IN SEPTEMBER 2012

## ADMISSION NUMBERS

The Admission Numbers for Year 7 are as follows:

Year of Entry	Day	Board	Total
7	68	52	120

We received significantly more applications for September 2011 entry than the 120 places published.

## OVERVIEW

Hockerill is a co-educational state day and boarding school. It has a significant proportion of boarding students and is, therefore, essentially organised and staffed as a boarding school: but within this boarding structural framework, it also serves as a centre of educational excellence for the local community. It attaches great importance to the international dimension of the College community and the curriculum and to its status as a high performing specialist Language College and Music College. It intends to remain relatively small and to continue to develop a challenging academic curriculum. In the lower College this is modelled on the International Baccalaureate (IB) Middle Years programme and within the Sixth Form the College offers only the academically demanding IB Diploma programme.

The Governors would like to encourage applications from parents who will actively support the College's traditional values on behaviour, dress and prep and whose children will make the most positive contribution to the College's strong sense of community, its outstanding range of extra-curricular opportunities (including sport, music and drama) and its unique international ethos.

If there are more applications than places available, then places will be allocated by applying the criteria under "Oversubscription Criteria" below, for day places or boarding places as the case may be.

## DAY PLACES

### Application Procedure

The day student admissions procedure is set within the Hertfordshire co-ordinated arrangements. A Secondary Transfer Form (STF) must be submitted by Hertfordshire residents to the Local Authority by the closing date. Residents outside Hertfordshire should comply with their own local authority's arrangements where necessary.

Parents/Carers should also complete the College's Day Supplementary Information Form and return it to the College by the closing date for application. If a Supplementary Information Form is not completed the governing body will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.

## OVERSUBSCRIPTION CRITERIA

If there are more applications for day places than there are day places available, then places will be allocated by applying the following criteria in the order set out below:

1. Children who are looked after by a Local Authority in England and Wales, in accordance with Section 22 of the Children Act 1989.
2. Children who have a sibling as a day student at the College at the time of application unless the sibling is in the last year of the normal age range of the school, [Year 13] or the sibling has already indicated that he or she will not be attending the school at the date of admission. N.B. throughout this policy a sibling means the sister, brother, half brother or sister, or child of the parent /carer permanently living at the same address as that brother or sister
3. Children who are successful in gaining one of the places available to those who demonstrate the greatest aptitude for modern foreign languages and/or music. *12 places may be allocated in this way. 7 of these places will be based solely on aptitude for languages, 3 will be based solely on aptitude for music and 2 on a combination of both languages and music. Please see the Aptitude Tests description below.*
4. Children for whom there are compelling medical grounds. All evidence to support a case for admission on these grounds, including a letter from an appropriate professional, must accompany the application and will be treated in the strictest confidence. Such evidence should clearly demonstrate why there is a compelling

case for entry to the College. The admissions panel will objectively assess all the evidence provided and decide whether, in their view, a medical need to attend the College is shown.

5. Children for whom there is a demonstrable reason why in the future it is likely that that pupil will need to take advantage of the College's boarding facilities in order to safeguard the continuity of their education. *In this case a clear, fair and objective statement of evidence must accompany the application. This must include corroborative evidence that this situation would materialise in the near and foreseeable future.*
6. Any further places will be allocated in the following manner:
  - o Up to 33% of these places will be allocated to pupils attending the following schools: All Saints, St. Joseph's, Summercroft, Thorn Grove, St. Michael's, Windhill.
  - o Up to 33% of these places will be allocated to pupils attending the following schools: Hillmead, Manor Fields, Richard Whittington, Northgate, Thorley Hill.
  - o Up to 33% of these places will be allocated to pupils attending other schools.

In the case of over-subscription within any criterion priority will be given to children who live nearest to the College measured by using the Hertfordshire Local Authority's computerised mapping system. When there is a need for a tie breaker where two different address measure 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 distances of separate applicants, the tie break will be random.

In considering applications for admissions the College, in common with all other schools, is required to admit any child with a statement of special educational needs that names the College.

Multiple births: in cases where there is one remaining place available and the next child on the list is a one of a twin, triplet or other multiple birth group then the following will apply: both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admissions number.

#### **Aptitude Tests**

The **Aptitude Tests** will take place at the College on *19 November 2011*. The language and music aptitude tests do not assess a child's current abilities but rather their propensity to acquire competence in these areas in the future. They seek to determine a child's attitude towards developing these skills. In languages they seek to determine aptitude for listening, for the logical structure of language and for communicating. In music they seek to determine aptitude for identifying and developing the essential elements of music; tempo, dynamics, pitch and timbre.

The Aptitude Tests are open to all applicants. Applicants may sit either or both tests.

#### **NOTES FOR DAY APPLICANTS**

1. Parents/carers should note that Hockerill College have a timetable that operates from Monday – Saturday, with lessons finishing at 12.20pm on Saturdays.
2. Those wishing to apply for a day place may also apply for a boarding place providing these are listed as separate choices on the application to the local authority. Applications for each are treated separately and, therefore, the oversubscription criteria for day would be applied to the day application and the oversubscription criteria for boarding would be applied to the boarding application.
3. Decisions on allocation of places will be communicated in line with the nationally co-ordinated process on **01 March 2012**.
4. Parents/carers will be asked to confirm acceptance of any day place offered and lack of confirmation of acceptance may lead to withdrawal of an offer of such a place.
5. In the event that a child is not allocated a place at Hockerill Anglo-European College Parents/Carers can request a place on the continuing interest list within the timescale specified by the relevant Local Authority. It is the responsibility of the parents/carers to contact the school to state their continued interest at the start of each academic year. Parents/carers also have the right to appeal to an Independent Appeal Panel: details may be obtained by contacting the Registrar at the College.

#### **Additional Statutory Information:**

A number of Hockerill's key policies are available on the website [www.hockerill.herts.sch.uk](http://www.hockerill.herts.sch.uk)

*The governors' policy on special educational needs is available upon request. There have been no changes to this policy during the last year.*

## BOARDING PLACES

### Application Procedure

The boarding student admissions procedure is set within the Hertfordshire co-ordinated arrangements. A Secondary Transfer Form (STF) must be submitted by Hertfordshire residents to the Local Authority by the closing date. Residents outside Hertfordshire should comply with their own local authority's arrangements where necessary.

Parents/carers should also complete the College's Boarding Supplementary Information Form and return it to the College by the closing date for application. If a Supplementary Information Form is not completed the governing body will apply their admission arrangements using the information submitted on the information provided to us by the relevant local authority only, which may result in your application being given a lower priority.

Parents/carers of prospective applicants should also read carefully: Notes 1 and 2 "Conditions applying to all applicants for boarding admission" and "Suitability for Boarding"

### OVERSUBSCRIPTION CRITERIA

If there are more applications for boarding places than there are boarding places available, then places will be allocated by applying the following criteria in the order set out below:

The following criteria apply in the event of oversubscription for boarding places.

1. Children who are looked after by a Local Authority in England and in Wales, in accordance with Section 22 of the Children Act 1989.
2. Candidates who have satisfied the Governing Body that they have a significant degree of boarding need (see below).
3. Children who have a sibling (as defined above) at the College at the time of application unless the sibling is in the last year of the normal age range of the school, [Year 13] or the sibling has already indicated that he or she will not be attending the school at the date of admission.
4. Should any places remain after applying the above criteria the Governors will use a random allocation system.

### Boarding Need

Places allocated under this criterion will first be offered to children of members of the UK Armed Forces, who because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

This category also includes children of Crown Servants serving abroad; children at risk or with an unstable home environment; children whose parent/s spend much of the year abroad for work purposes; children whose parent/s is/are temporarily or permanently resident abroad; children who will be subject to a high degree of mobility over the next 7 years; children whose parents' work pattern compromises their effective care outside the normal day school hours.

### NOTES FOR BOARDING APPLICANTS

#### 1. Conditions applying to all applicants for boarding admission

- a) Applicants for a boarding place at Hockerill Anglo-European College must have full UK or EU passports or already have the right of abode in the UK and entitlement to UK state education.
- b) All applicants must attend for an interview to establish suitability for boarding as stated in the Admissions Code published by the Department for Education (DfE).
- c) Applicants whose parents do not normally live in the UK or who travel frequently away from home may be required to identify an adult guardian who resides within reach of the College.
- d) All applicants for boarding places will be asked to verify ability to pay the boarding fees and expenses incurred at the College and to pay a deposit on receipt of an offer.

Those wishing to apply for a day place may also apply for a boarding place providing these are listed as separate choices on the application to the local authority. Applications for each are treated separately and, therefore, the oversubscription criteria for day would be applied to the day application and the oversubscription criteria for boarding would be applied to the boarding application.

## 2. Suitability for Boarding

Candidates for boarding places are assessed to determine their suitability for boarding **prior to the application of the oversubscription criteria**. This assessment includes the following:

- a) An interview which includes the opportunity for each child to be present without their carers.
- b) Information from the candidate's present school and/or a previous school where the candidate is not currently at school or has recently changed school
- c) Consideration of any other information that the parent / carer of the candidate may wish to provide to support the candidate's application or which may be provided at the request of the parent / carer by another person
- d) Information provided by a Local Authority (or equivalent authority outside England and Wales) where relevant.

In determining whether or not a candidate is suitable to board, Hockerill Anglo-European College has regard to the following questions:

*Does the candidate wish to board?*

*Does the candidate have experience of staying away from their parents / carers whether or not s/he is currently a boarder?*

*Does the candidate show evidence of self-reliance and independence?*

*Does the candidate show evidence of understanding and relishing the challenges of a communal life?*

*Does the candidate show understanding of the responsibilities of being a member of a boarding community?*

*Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?*

3. Decisions will be communicated in line with the nationally co-ordinated process on **01 March 2012**. Parents/carers will be asked to confirm acceptance of any boarding place offered and lack of confirmation of acceptance may lead to withdrawal of an offer of such a place
4. Applicants not allocated a place at Hockerill Anglo-European College can request a place on the continuing interest list within the timescale specified by the relevant Local Authority. It is the responsibility of the parents to contact the school to state their continued interest at the start of each academic year.
5. Unsuccessful applicants also have the right to appeal to an Independent Appeal Panel, and details may be obtained by contacting the Registrar at the College.
6. A boarding place is distinguished by statute from a day place and a place accepted as a boarding place may not subsequently be converted to a day place. However after Year 11 a boarding place may be relinquished and a subsequent application made for a Year 12 day place.

## IN YEAR ADMISSIONS

The College's in year admission arrangements will work within the remit of Hertfordshire's agreed scheme of in year co-ordination. The governing body remains responsible for the allocation of all places in accordance with the College's published admission rules but all applications for, and allocations to, the College must be made via a pupil's home authority where relevant.

## ADMISSIONS POLICY FOR SIXTH FORM ENTRY IN SEPTEMBER 2012

### ADMISSION NUMBERS

The Admission Numbers (ie. numbers for those students who are transferring from another school) for each category are as follows:

Year of Entry	Day	Board
12	20	40

These admission numbers represent an estimate of the minimum number of external candidates likely to be admitted. It is estimated that the total intake of both internal and external candidates to the Sixth Form will be 125 and if fewer internal candidates remain at the College after Year 11 the number of places for external applicants will be increased.

### OVERVIEW

Hockerill is a co-educational state day and boarding school. It has a significant proportion of boarding students and is, therefore, essentially organised and staffed as a boarding school: but within this boarding structural framework, it also serves as a centre of educational excellence for the local community. It attaches great importance to the international dimension of the College community and the curriculum and to its status as a high performing specialist Language College and Music College. It intends to remain relatively small and to continue to develop a challenging academic curriculum. In the lower College this is modelled on the International Baccalaureate (IB) Middle Years programme and within the Sixth Form the College offers only the academically demanding IB Diploma programme.

The Governors would like to encourage applications from parents who will actively support the College's traditional values on behaviour, dress and prep and whose children will make the most positive contribution to the College's strong sense of community, its outstanding range of extra-curricular opportunities (including sport, music and drama) and its unique international ethos.

All candidates for a Sixth Form place will need to obtain at least GCSE Grade A (or equivalent) in subjects they intend to study at IB Higher Level and at least GCSE Grade B (or equivalent) in subjects they intend to study at standard level.

In addition, the following conditions of offer apply to the International Baccalaureate Diploma programme:-

- 1) Acceptance of CAS (Creativity, Action and Service) programme
- 2) Acceptance of TOK (Theory of Knowledge) course
- 3) Acceptance of Extended Essay
- 4) Acceptance of attendance requirements
- 5) Acceptance of minimum of 12 hours of study at home or in boarding prep per week

If there are more applicants satisfying the admissions threshold than places available then places will be allocated by applying the following criteria in the order set out below:

1. Children who are looked after by a Local Authority in England and Wales, in accordance with Section 22 of the Children Act 1989.
2. Candidates who are already students at the College.
3. Candidates who have a brother/sister who is a student at the College.

Applicants wishing to take advantage of the College's boarding facilities should study the Notes for Boarding Applicants.

Applicants joining Hockerill Anglo-European College Sixth Form from another school will be considered on the basis of their estimated grades/examination results. The College welcomes and gives full consideration to applicants from the international community. All prospective applicants and their parents/carers will be invited to discuss their application with senior College staff for advice on options and entry requirements.

### NOTES

1. A copy of the sixth form application form is available from the The Registrar, Hockerill Anglo-European College, Dunmow Road, Bishop's Stortford, Herts CM23 5HX.
2. Applications for sixth form are processed by the College and should be made to the address in 1.
3. In the event that a child is not allocated a place at Hockerill Anglo-European College parents/carers can request a place on the continuing interest list within the timescale specified by the relevant Local Authority. It is the responsibility of the parents/carers to contact the school to state their continued interest at the start of each academic year. Parents/carers also have the right to appeal to an Independent Appeal Panel: details may be obtained by contacting the Registrar at the College.