



THE
ADEYFIELD ACADEMY

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Determined Admission Arrangements Policy

Date:	September 2025
Review Date:	September 2026
Co-ordinator:	Miss L Polson

Signed by..... Dawn Mason (Principal)

Signed by..... Kim Bristow (Chair of Governors)

THE ADEYFIELD ACADEMY

Admissions Arrangements 2025/26

1. General principles

The Adeyfield Academy is a warm, welcoming 11-18, mixed comprehensive school, part of the ATLAS Multi Academy Trust, committed to an inclusive education for all learners. Students are admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The main principle of admission to The Adeyfield Academy is to maintain the integrity of the character of the school providing a superb breadth of learning opportunities for young people in the community of Hemel Hempstead. Applications are welcome from parents whose children are likely to make a full and committed contribution to the life of the school and to benefit from the additional opportunities provided.

2. Year 7 admission rules

- The published admission number (PAN) for Year 7 for September 2025 will be 180.
- The school will admit any pupils who have an Educational Health Care Plan (EHCP) that names The Adeyfield Academy.
- If fewer applications are received than places available, all applicants will be offered a place. If more applications are received, than places available, the following criteria will be used to prioritise applications.

2.1. Oversubscription criteria:

Rule 1 – Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

Rule 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.

A panel of Hertfordshire County Council 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 - Siblings on roll: Students who have a sibling on roll at the school at the time of the admission.

Rule 4 - Children of Staff: Children of members of staff who have been employed at the school, on a permanent contract, for two or more years at the time at which the application is made, whether full time or part time, teaching or education support staff. Children of a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purpose of this rule, the child of a member of staff is defined as any child for whom a member of staff has parental responsibility. Parental responsibility is defined as:

He/She is the child's natural mother, natural father or has demonstrable legal parental responsibility,

for which evidence is provided. Further information on parental responsibility can be found at:
http://www.direct.gov.uk/en/Parents/ParentsRights/DG_4002954

Rule 5 – Students whose permanent address is closest to the school address point.

2.2. Definitions and notes

Rule 1: Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order¹ or a special guardianship order)

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 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)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.3.

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.

1. 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.
2. 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.
3. This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

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

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.

Applications for children adopted but previously looked after abroad will be considered under this rule and accepted if the child's previously looked after status and adoption is confirmed. Hertfordshire's "Virtual School" will be asked to verify all such applications.

All applications are considered individually but a successful application should include the following:

- a) Evidence that the child was previously cared for by the state abroad because they would not otherwise have been cared for adequately and has been subsequently adopted

OR

- b) Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- c) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- d) If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- e) 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. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

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.

Further details on the Rule 2 process can be found in the [Rule 2 protocol](#).

Sibling children who have a sibling on the school roll or linked to the school at the time of admission. The purpose of these rules means that the sister, brother, half-brother or sister, adopted brother or

sister, a child looked after or previously looked after, or child of the parent or partner and in every case living permanently in a placement within the home as part of the family from Monday to Friday at the time of this admission.

Distance

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 AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

2.3. Tie-break

These rules are applied in the order they are printed above. If more children qualify under Rules 1, 2, 3, 4 and 5 than there are places available, a tie-break will be used by applying the next rule to those children.

Where there is a need for a tie-breaker where two different addresses 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 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.

2.4. In Year Admissions

The Academy is part of the Hertfordshire County Council's coordinated In Year admissions scheme. In-year applications should be made online at www.hertfordshire.gov.uk/admissions. A paper application form can be requested from the Customer Service Centre, 0300 123 4043. The oversubscription criteria outlined above is used to prioritise all In Year applications.

2.5. Continuing Interest (Waiting lists)

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list 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. Continuing interest 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 remain on the CI list after this time, parents must confirm they are still interested in a place by completing an In Year application form.

2.6. Fair Access Protocol

The school participates in the Hertfordshire County Council's Fair Access protocol and will admit children under this protocol before children on continuing interest and if necessary above the PAN.

2.7. Multiple births

The school will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

2.8. Children Out of Year Group

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/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".

Governors will decide whether the application will be accepted on the basis of the information submitted. The governors make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), 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. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

The governing body of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are ultimately responsible for making this decision for applications made to their school.

The exception to this will be summer born children who delayed their entry into Reception and have been educated out of year ever since. The parents of a summer born child may choose not to send that child to school until the September following their fifth birthday, which means that they would transfer to secondary school a year late.

2.9. Appeals

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".

2.10. For In Year Admission

Hertfordshire County Council will write to you with the outcome of your application and if you have been unsuccessful, we will include registration details to enable you to login and appeal online at: www.hertfordshire.gov.uk/schoolappeals

2.11. Home address

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 12* months and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

If we receive more than one application with different address details and parents don't agree, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If two different applications are received for the same child from the same address but contain different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child's home LA will determine if the application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadline for the 2025/26 transfer application process is 2 December 2024 for secondary and upper applications and 3 February 2025 for primary, junior and middle applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2025/26 application process in September 2024.

* If, because of the nature of the agreement, it is not possible to provide a 12 month tenancy

2.12. Fraudulent applications

Hertfordshire County Council in conjunction with the school will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the shared anti-fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they and their child(ren) are permanently residing at the address given on the application form.

2.13. Applications from children* from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

Applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC 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 HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

HCC on behalf of the school will also consider accepting applications from children* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (*2 December 2024 for secondary transfer*) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of

admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

**Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.*

3. Sixth Form Admission Arrangements

The published admissions number for external students is 30. Students will be admitted to Year 12 in accordance with our Single Equality Policy. Admission into the Sixth Form does not guarantee a place on any particular course. The academy publishes separate course entry requirements.

3.1. Entrance Requirements

The post 16 curriculum

We are proud to offer a wide range of challenging and highly accredited subjects at Post 16 **Level 3**:

Academic - A Levels

Minimum academic entry requirements to study A Levels are dependent on the individual subject requirements which are outlined in the booklet below. Students should have achieved at least 40 points at GCSE to study A Levels but for some subjects there are specific minimum requirements.

See individual subject requirements for entry grades to study A Level in the Curriculum Booklet on our website <https://www.adeyfieldschool.org/>.

Level 3: Vocational - BTEC

Minimum academic entry requirements to study BTECs are:

Students must have achieved at least 36 GCSE points, calculated as follows, from their best 8 GCSE results:

Grade 9 or 8 = 8 points, Grade 7 = 7 points, Grade 6 = 6 points, Grade 5 = 5 points etc.

See individual subject requirements for entry grades to study BTECs on our website <https://www.adeyfieldschool.org/>.

Level 3 Vocational and Academic

Students can study a combination of A Level and Vocational subjects if they have achieved at least 36 GCSE points.

All students will continue to study Maths and/or English if they do not achieve Grade 4 or above at GCSE.

We reserve the right to refuse places on non-academic grounds such as behaviour.

3.2. Sixth form criteria

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

1. Students who are looked after or were previously looked after (children looked after or children previously looked after who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order).
2. Students for whom it can be demonstrated that they have a particular medical or social need to go to the academy, (evidence must be provided by a professional dealing with the child's case) Governors will make the decisions on all sixth form medical/social applications.
3. Students whose permanent address is closest to the academy's address point.

Where there is a need for a tie-breaker where two different addresses 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 addresses of separate applicants, the tie-break will be random and independently verified.



THE ADEYFIELD ACADEMY

Sixth Form Application Form (External Students)

Forename:

Surname:

Address:

..... Post Code:

Home Telephone: Mobile No:

Date of Birth: Female ☐ Male ☐

Current School:

Current Courses Studied:

SUBJECT	LEVEL (eg GCSE)	EXAMINATION BOARD	DATE OF EXAMINATION (mm/yyyy)	PREDICTED GRADE

Examinations Completed:

SUBJECT	LEVEL (eg GCSE)	EXAMINATION BOARD	DATE OF EXAMINATION (mm/yyyy)	PREDICTED GRADE

Proposed Courses of A Level/ BTEC or Work Based Learning study

Please refer to the course entry requirements and enter your chosen options of three A Levels/ BTEC'S if you are choosing Work Based Learning enter your Industry of interest into the 1st choice box below:

1st choice	
2nd choice	
3rd choice	
4th choice	

Predicted GCSE Grades

Please provide the name of a contact at your current school (usually Head of Year) from whom we can request your predicted grades.

Name of member of staff:

Name of school:

On completion, this form should be signed by the parent or applicant and must be returned to:

Head of 6th Form, The Adeyfield Academy, Longlands, Hemel Hempstead, Hertfordshire HP2 4DE.

Name of Parent/Carer:

Signature:

E-mail:

Mobile No:

OR

Signature of student:

E-mail:

Date:.....

If you have any questions, please telephone 01442 406020 or e-mail admin@adeyfield.sch.uk



APPLICATION FORM

INTO KEY STAGE 5



PLEASE ENSURE YOU COMPLETE ALL THE INFORMATION CAREFULLY

Home school:

Full name: Tel:

Address: Postcode:

Male / Female (please circle)

In the boxes below please enter your KS4 subjects, mock exam results and your most likely outcome.

SUBJECT	MOCK RESULT	MOST LIKELY OUTCOME	SUBJECT	MOCK RESULT	MOST LIKELY OUTCOME

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

Work-based learning students need to state the placement they want to be considered for.

Level 3 students make three choices from the subject list. EPQ would be a fourth choice.

Level 3 ☐

Subject choices:

1. _____
2. _____
3. _____

Reserve:

4. _____

Level 2 ☐

Areas of work / industry you are interested in:

1. _____
2. _____

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Please take some time to complete a letter of application to the Sixth Form. We are interested to know what you think you can bring, in terms of both skills and personal contributions, to Sixth Form life. You may be interested in sport, music, dance, art or drama and feel that these interests might be employed mentoring younger students as part of the community project, which is an essential part of life as a senior student in our school. You may enjoy debate, fundraising, politics or working with members of staff to help others. These are all very important qualities which you will develop in the Sixth Form, so let us know your thoughts and interests.

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

Signature of Parent/Guardian/Carer:

Learning Without Limits 14