

THE BISHOP'S STORTFORD HIGH SCHOOL

London Road, Bishop's Stortford, Hertfordshire, CM23 3LU

Telephone: 01279 868686, Website: www.tbshs.org



NOTES ON COMPLETING THE SUPPLEMENTARY INFORMATION FORM

- Please complete and return the Supplementary Information Form (SIF) no later than 31 October 2021 and by 1 **October 2021** if you wish your son to take an aptitude test. The form is available on our website **or** paper copies are available. Please ensure the correct postage is used on all correspondence. **Any letters without correct postage will not be accepted by the school.**
- You must also ensure that you complete a **Secondary Transfer Application Form/Common Application Form**, for the county in which you live. This is the county to which you pay your council tax. The form may be completed on-line or by submitting a paper version to your local authority and no application will be considered without this being completed.
- Please ensure you have read the Admission Criteria for Entry in September 2022 document which gives details on the criteria used and over-subscription information.
- You may apply under more than one criterion.

Notes relating to particular criteria;

- If you are applying under Criterion 1, we will use the information given to us by the Local Authority in which you live to confirm eligibility.
- If you are applying under Criterion 2 this will be verified by *Hertfordshire County Council's "Virtual School"*.
- We will use school records to verify siblings applying under Criterion 3.
- We will use school records to verify employment of staff applying under Criterion 4.
- Your son must be attending one of the listed schools at the closing date of application to be considered under Criterion 5.
- Schools are placed in groups dependent on their straight line distance to TBSHS with the intention of providing places for students living in the wider community, as well as those living in Bishop's Stortford.
- We will use the over-subscription criteria stated on the Admission Criteria for Entry in September 2022 document.
- The Musical Aptitude Test will take place on Saturday 9 October 2021 and the Sporting Aptitude Test will take place on Tuesday 12 October 2021. Parents will be notified of times and further information via email **after** 4 October 2021. If you have not heard from the school by 6 October please contact us. Emails to parents/carers advising of the results of these tests will be sent **by** 22 October 2021. Please contact the school if you have not received the results by this date. Students applying under this criterion are expected to participate in the musical and/or sporting life of the school.
- Siblings to a student already at The Bishop's Stortford High School **do not need** to be entered for the Aptitude tests.
- Please note that we are unable to change any information on your Supplementary Information Form. Aptitude test applications and changes to tests will be not be accepted after the deadline of 1 October 2021. **Please ensure you fill the form out correctly.**
- Applications after the deadline of 1 October 2021 will not be considered for the Aptitude tests.

Further information

- The Local Authority will confirm your address. The address provided **must** be the child's permanent address at the time of application (has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months). 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 which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.
- Should your application be unsuccessful, Governors will consider any new information after the date of allocation, which is 1 March 2022.
- **Please note that you must inform The Bishop's Stortford High School and your Local Authority if any of your details change through the Admissions process (i.e home address).** If your family is in the process of moving house your new address will not be considered until a move into the area has actually taken place or proof of future residence is provided (e.g. a solicitor's letter indicating that there has been an exchange of contracts). New addresses will be considered up to 4 December 2021.
- The Bishop's Stortford High School uses the HCC central clerking service for the administration of admission appeals. Parents can appeal against an admission decision, in accordance with current legislation and the School Admission Appeals Code. 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, log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system". The closing date for appeals will be published on our website.
- The Governing Body will review its admissions arrangements annually in line with current legislation and the School Admission Appeals Code.
- **Please only return 1 copy of the Supplementary Information Form. An acknowledgement of receipt will be emailed.**