

# THE BISHOP'S STORTFORD HIGH SCHOOL

London Road, Bishop's Stortford, Hertfordshire, CM23 3LU  
Telephone: 01279 868686, Website: [www.tbshs.org](http://www.tbshs.org)



## ADMISSION CRITERIA FOR ENTRY IN SEPTEMBER 2019

### Introduction

The number of registered pupils at The Bishop's Stortford High School (TBSHS) at the beginning of 2017/18 school year was 1199. TBSHS is an all-ability single sex boys 11-16 school, with a co-educational Sixth Form admitting boys and girls at 16+.

The Published Admission Number for the year commencing September 2019 is 156.

Boys and girls are also admitted at age 16+ provided that they have the appropriate qualifications. The number of intended admissions to the Sixth Form for the year commencing September 2019 will be 200. The PAN for external applicants is 45.

In determining admissions to TBSHS the Governing Body are mindful that they have an overriding statutory duty to the general principle that pupils should be educated in accordance with the wishes of their parents provided those are compatible with the provision of efficient education.

### The aims of the School

The Governing Body would like to encourage applications from prospective pupils from both the local area and surrounding villages who will, together with their parents, fully subscribe to a traditional disciplined environment, which aims to enhance the current Christian ethos of the School and promote excellence in all its pupils.

The Governing Body would particularly encourage a full commitment to, and participation in, the extra-curricular life of the School, for example in music, sport and creative performance, much of which takes place outside normal school hours and at weekends.

For Sixth Form entry the Governors wish to maintain the practice of offering places to those for whom a suitable course is available.

### The Application Process

To apply for a Year 7 place at transfer time you must ensure that you complete a **Secondary Transfer Application Form/Common Application Form** online or in paper form, for the county in which you live by **31 October 2018**. Hertfordshire residents should access all the relevant information at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). In addition, we encourage parents to complete the school's Supplementary Information Form (SIF) available on our website or paper form and return it to: The Admissions Officer, The Bishop's Stortford High School, London Road, Bishop's Stortford, Herts CM23 3LU by the closing date of **31 October 2018** (or **5 October 2018** if you wish your son to take an aptitude test).

Where a SIF is not completed the Governing Body will apply the admissions arrangements using the information submitted on the Secondary Transfer Form (STF)/Common Assessment Framework (CAF) only. This may result in an application being given a lower priority.

## The Admissions Process

If there are more applications for admission than places available at The Bishop's Stortford High School, the Governing Body will allocate places by applying the six criteria set out in this document.

All 156 places will be allocated simultaneously and no places will be held in reserve for any purpose.

The School will retain a list of continuing interest from 1 September 2019; Arrangements for In-Year Admissions can be found on the school website.

Pupils with a statement of special educational needs or an EHC (Education, Health and Care) Plan that names the school will be admitted.

Thereafter: 90% of places will be allocated using the following five criteria in the order set out below with 10% reserved for aptitude tests.

<b>Criterion 1</b>	Children looked after or previously looked after (children who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order)
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<b>Criterion 2</b>	<p>Boys who have a sibling attending the school, in Years 7 - 13, at the closing date for applications will be admitted.</p> <p>A sibling is defined as a brother, sister, half-brother, half-sister, adopted brother, adopted sister, step-brother, step-sister or a child of parent/carer of a child looked after/previously looked after living permanently* at the same address from Monday to Friday.</p> <p>*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 child in a respite placement or very short term or bridging foster placement.</p>
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<b>Criterion 3</b>	<p>Sons of staff who have been permanently employed directly by the school for two or more years at the closing date for applications; or a member of staff who has been recruited to fill a vacant post for which there is a demonstrable shortage.</p> <p>The staff member must be the child's legal parent (by blood, adoption or step-parent) and have been living at the same address as the child for a minimum of 2 years.</p>
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<b>Criterion 4</b>	<p>After criteria 1-3 have been applied (and allowing 10% for aptitude), 95% of the remaining places (i.e. those so far unallocated) will be allocated to each of the following groups of primary schools. Places allocated will be based on the percentage of the total number of applications received from that group. For example, if 60 applications are received from Group A out of a total of 400 applications received under Criterion 4, <math>(60/400 \times 100 = 15\%)</math> then 15% of the remaining places will be allocated to Group A. This example is for illustrative purposes only.</p> <p>There is no hierarchy between or within each group.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Group A</th> <th>Group B</th> <th>Group C</th> <th>Group D</th> <th>Group E</th> <th>Group F</th> <th>Group G</th> </tr> </thead> <tbody> <tr> <td>Richard Whittington</td> <td>Manor Fields</td> <td>All Saints</td> <td>Little Hallingbury</td> <td>Hatfield Heath</td> <td>Albury</td> <td>Furneux Pelham</td> </tr> <tr> <td>Thorley Hill</td> <td>St Joseph's</td> <td>Hillmead</td> <td>Spellbrook</td> <td>High Wych</td> <td>Elsenham</td> <td>Henham &amp; Ugley</td> </tr> <tr> <td>Thorn Grove</td> <td>St Michael's</td> <td>Northgate</td> <td></td> <td>Little Hadham</td> <td>St Mary's Hatfield Broad Oak</td> <td>Rodings Primary School</td> </tr> <tr> <td></td> <td>Windhill 21</td> <td>Summercroft</td> <td></td> <td>St Andrew's Much Hadham</td> <td>Takeley</td> <td></td> </tr> </tbody> </table>	Group A	Group B	Group C	Group D	Group E	Group F	Group G	Richard Whittington	Manor Fields	All Saints	Little Hallingbury	Hatfield Heath	Albury	Furneux Pelham	Thorley Hill	St Joseph's	Hillmead	Spellbrook	High Wych	Elsenham	Henham & Ugley	Thorn Grove	St Michael's	Northgate		Little Hadham	St Mary's Hatfield Broad Oak	Rodings Primary School		Windhill 21	Summercroft		St Andrew's Much Hadham	Takeley	
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**OVERSUBSCRIPTION FROM ANY PRIMARY SCHOOL GROUP A TO G**

Recent experience shows that applications from any one group of primary schools will exceed the number of places available. In these circumstances, places will be allocated to pupils who live closest to TBSHS by Hertfordshire County Council's 'straight line' distance measurement system which is used for 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.

**Criterion 5**

5% of further places (i.e. after 1-3 have been applied and allowing 10% for aptitude) will be allocated to any other applicant. In case of over subscription, places will be allocated to pupils who live closest to the school, measured by the straight-line distance from the applicant's home address as determined by the Local Authority's distance measuring system.

Up to 10% (15 in total) of the Published Admission Number (156) will be allocated using the following criterion;

**Criterion 6**

Up to 8 places will be allocated to pupils with a proven aptitude in sport. Aptitude will be assessed using an appropriate sporting aptitude test.

Up to 7 places will be allocated to pupils with a proven aptitude in music. Aptitude will be assessed by an appropriate musical aptitude test.

***GUIDANCE NOTES FOR PARENTS***

- In the event of a group in Criterion 4 running out of applicants for an available place, all the remaining applicants in the other groups will be compiled into a mixed distance list. The applicant at the top of the list (nearest distance) will be allocated that available place.*
- For applications received for twins or other multiple births, it is the Governors' policy that in the event of the admission of one such child under one of the above criteria, the twin brother(s) would also be offered a place(s) at TBSHS.*
- Should two applicants have the same home-school distance; a random allocation will be made. This will be independently supervised.*
- Parents who consider their son to be eligible under Criterion 6 are reminded that entry is competitive, i.e. applicants will need to meet the necessary threshold in order to be considered under this criterion.*
- Applicants wishing to be considered for a place under Criterion 6, sport aptitude, must tick the correct box on the Supplementary Information Form (SIF) indicating that they wish to take the test. They will be required to attend the School for a specific sporting aptitude test on Tuesday 16 October 2018 (time to be advised).*
- Applicants wishing to be considered for a place under Criterion 6, music aptitude, must tick the correct box on the Supplementary Information Form (SIF) indicating that they wish to take the test. They will be required to attend a specific musical aptitude test on Saturday 13 October 2018 (time and location to be advised)*
- Emails informing parents/carers of the applicant's score and whether this would have met the threshold in previous years will be sent by 25 October 2018. Please contact the school if you have not received the results by this date.*
- 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](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system" 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.*

Students remaining on the Continued Interest list in September 2019 will be ranked according to the In-Year Admissions Criteria which can be found on the school website. Prior to September 2019 Continuing Interest will follow the criteria set out above.

The criteria are subject to review annually.