

# 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 2019 and by **4 October 2019** if you wish your son to take an aptitude test. The form can be downloaded via 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 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 2020 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.
- We will use school records to verify siblings applying under Criterion 2.
- We will use school records to verify employment of staff applying under Criterion 3.
- The Local Authority will confirm your address.
- 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 2020 document.
- The Musical Aptitude Test will take place on Saturday 12 October 2019 and the Sporting Aptitude Test will take place on Tuesday 15 October 2019. Parents will be notified of times and further information via email after 4 October 2019. If you have not heard from the school by 9 October please contact us. Emails to parents/carers advising of the results of these tests will be sent by 24 October 2019. 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.

### Further information

- Should your application be unsuccessful, Governors will consider any new information after the date of allocation, which is 01 March 2020.
- **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 Primary School or 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 4th December 2019.
- 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](http://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.