



MONK'S WALK  
SCHOOL

KNIGHTSFIELD  
WELWYN GARDEN CITY  
HERTFORDSHIRE  
AL8 7NL

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## Admissions Policy 2022-23 Including Post 16 Study (For admissions September 2022)

Status:	Statutory
Reviewed By:	Trust Board
Date of Approval:	<b>July 2021</b>
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Policy review date:	January 2022
Author:	Amber Cook

**Monk's Walk is an all ability 11 – 18 comprehensive school.**

**The Published Admission Number for Year 7 in 2022/23 is 236**

**To apply for a place at this school you must complete the Hertfordshire Council's Secondary Transfer Form. The school participates in the Local Authority Co-ordinated Admissions Scheme. All published admissions information and application forms can be obtained from the Local Authority and admissions can be made on line at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).**

**Under Section 324 of the Education Act 1996, Monk's Walk will admit children with an EHC (Education, Health and Care) Plan that names the school. Such students will be admitted within the school PAN.**

**Monk's Walk School does not require applicants to complete a Supplementary Information Form (SIF)**

**All deadlines within the secondary transfer process must be adhered to by applicants. The closing date for applications is October 31, 2021. Hertfordshire County Council will make offers of places on behalf of the school. If applications for admission exceed the number of places then the following oversubscription criteria will be applied, in the order set out below, to decide which pupils to admit.**

**If the school has fewer applications than places available all applicants will be offered a place**

### **Admissions Rules for Monk's Walk School for September 2022 Entry**

#### **Rule 1**

**Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.**

#### **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 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 2 decisions are made by a panel of officers on the County Council on behalf of the Board of Trustees of the School.**

#### **Rule 3: Sibling**

**Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range'**

is the designated range for which the school provides, for example Years 7 to 11 in an 11-16 secondary school, Years 7 to 13 in an 11-18 school.

#### **Rule 4**

**Children of staff**

#### **Rule 5**

**Children who live in the priority area and for whom Monk's Walk is their nearest Hertfordshire maintained school or Academy that is non-faith, co-educational, and non-partially selective. Note: Non-partially selective means that the school does not offer any places based on academic ability. The priority area consist of the following parishes and areas: Ayot St Peter, Codicote, Essendon, Hatfield, North Mymms South Mymms, Potters Bar, Welwyn Garden City, Welwyn and Woolmer Green. A map of the priority area is available below.**

#### **Rule 6**

**Children who live in the priority area who live nearest to the school.**

#### **Rule 7**

**Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.**

#### **Tie Break**

**When there is a need for a tie break where two different addresses are 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.**

#### **Notes**

- > The Board of Trustees of Monk's Walk School will engage the Local Authority to apply the admissions rules, appeals process and in-year admissions for Monk's Walk.**
- > This includes the use of the definitions and arrangements as currently determined by the Local Authority and include their policy and practice on twins and multiple births, late procedures, fraudulent applications and the measuring system.**
- > Hertfordshire parents wishing to appeal who applied on line should log on to their online application and click on the link "register an appeal". If you did not apply using Hertfordshire's online application system please contact the Customer Service centre on 0300 123 4043 to request an appeal pack.**
- > A continued interest list is held by the local authority on behalf of the school to re-allocate any places that become available. These places are re-allocated using the admission rules outlined, and following the procedures outlined by the Local**

**Authority in their published information. A continuing interest list will be held for every year group up to the end of the summer term. A new application will be required to remain on the continuing interest list for the new academic year.**

**> Fair Access Protocol - The school is committed to take its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed, and county wide protocols. Children who qualify under this category can be admitted even if the year group is full before those on the school's continuing interest list.**

Definitions and Explanatory notes

The following definitions apply to terms used in the admissions criteria:

Rule 1: Children looked after and previously looked after

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 previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement 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.

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.

<sup>1</sup> 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.

<sup>2</sup> 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.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

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

Definition 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.

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

- a) Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or**
- b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.**
- c) If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.**
- d) 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 who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

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

### Rule 3: Definition of sibling

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after\* and in every case living permanently\*\* in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

\*Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

\*\*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.

Multiple births:

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

### Rule 4: Children of Staff

The school will admit a child of a member of staff provided that:

- a) the member of staff (defined below) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a member of the full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable, or a member of the full-time support staff (on a 38 week and above contract), or of the part-time support staff who work 50% and above as determined by their role (on a 38 week and above contract) whose role and activities can be demonstrated to provide a significant impact on student achievement at the school. A panel from the Governors' Admissions Committee will determine whether the member of staff meets the requirements for this rule.

Children of staff must live at the same address as the member of staff on a permanent basis. This definition does not include contract staff. Where a service such as catering has been 'in house' and is subsequently 'contracted out', children of staff will not be eligible for admission under this criterion. This definition does not include peripatetic staff employed by HCC.

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 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. If a family is not in receipt of Child Benefit/Tax Credit, alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

A child of a member of staff is defined as any child whom a qualifying member of staff:

- has parental responsibility for\*, or
- looks after on a permanent day-to-day basis (but does not have parental responsibility).

\*A qualifying member of staff has parental responsibility if:

- a. They are the child's natural mother; or,
- b. They are the child's natural father and either were married to the mother on the day of the child's birth or subsequently, or have entered into a legal parental responsibility agreement with the mother, or have been granted a residence order from the court directing the child will live with them, or registered or re-registered the child's birth after 1 December 2003, or,
- c. The child lives with them as the result of a court order.

Fraudulent applications:

The school, in liaison with Hertfordshire County Council, 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. Action will be taken 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:
  - o The family has moved to a property from which their application was less likely to be successful
  - o The family has returned to an existing property
  - o The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
  - o Council tax information shows a different residence at the time of application
  - o When a child starts at the allocated school and their address is different from the address used at the time of application

Home to school distance measurement for purposes of admissions:

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. 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.

Rule 5: Definition of "nearest school" The "nearest school" definition for rule 5 is "the nearest Hertfordshire maintained school or academy that is non-faith, co-educational, and non-partially selective (note – non-partially selective means that the school does not offer any places based on academic ability)".

Co-educational schools/academies which select partially on ability are:

**Dame Alice Owens**  
**Parmiters**  
**Queens**  
**Rickmansworth**  
**St Clement Danes**

#### 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.

\*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.\*

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.

For the Secondary application process, 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. If the family already has an established alternative private address, that address will be used for admission purposes.

The school, in liaison with HCC, will also consider accepting applications from children\* (as defined above) 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 cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of county council officers and communicated with parents within six 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 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”. The school’s governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governor’s decision will be based upon the circumstances of each case including the view of parents, the headteacher, 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. Similarly there is no right of appeal for a place in a specific year group at a school. 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 the school.

\*Advice on the admission of summer born children” December 2014

### **Late applications**

After on time applications have been dealt with and preferences allocated, late applications that can be allocated a ranked school will be processed. Finally, all Hertfordshire children whether on time or late who were not able to have a preference satisfied through the iterative process will be allocated a school place.

Applications that are received late, after 31 October and before 1 February will be allocated a place on national allocation day (1 March 2022). These applications will then be considered as “on time” for the first run of continuing interest

All other late applications will be considered at the second run of continuing interest.

Continuing interest

After places have been offered, the school, in association with HCC will maintain a continuing interest (CI) list. A child’s position on a CI list will be determined by the admission criteria for the school. All children with an unsatisfied higher preference will automatically be placed on CI.

All schools in Hertfordshire will continue to fully co-ordinate admissions throughout the continuing interest process with all applications and offers made by the LA. Co-operation between admission authorities will ensure that each child is offered only one school and that school is the highest preference that can be offered.

Children wishing to remain on CI after the summer term (date to be specified) must make an In Year application to confirm their ‘continued interest’ in a place at the relevant school(s).

Transfer 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](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link to log into the appeals system.

### **In Year Admissions**

The school will remain part of the county council’s co-ordinated In Year admissions scheme. You can make an In Year application online via [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear) or request a paper copy from the Customer Service Centre on 0300 123 4043. Parents/carers should return the application form direct to the county council (address on the form).

## In Year Admission Appeals

The county council will write to you with the outcome of your application and if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

## Sixth Form

**The Published Admission Number for the 6<sup>th</sup> Form in 2022/23 is 20. Students will be admitted at age 16+ provided they meet the entry qualifications for their proposed programme of study, as per 6<sup>th</sup> Form entry rules. Monk's Walk School is a member of the Welwyn & Hatfield Sixth Form Consortium which has a common entry policy.**

**Students will need to meet specific entry criteria for each post 16 course. These criteria can be found in the Welwyn & Hatfield Sixth Form Consortium prospectus and will be released for admission in 2022 nearer the time.**  
<https://www.welwynhatfieldconsortium.org.uk/>

## Appeals process

All students who wish to enter the sixth form are considered on an individual basis. Students who meet the entry criteria will be offered a place at the discretion of the school admissions committee. Should a place not be offered then appeals should be made in writing to the committee via [admin@monkswalk.herts.sch.uk](mailto:admin@monkswalk.herts.sch.uk)

Application Form  
SECTION 1: Personal Details

<b>Forename:</b>	<b>Surname:</b>
<b>Address:</b>	
<b>Postcode:</b>	<b>Telephone No:</b>
<b>Current school:</b>	
<b>Gender:</b>	<b>Date of Birth:</b>
<b>Student Mobile No:</b>	<b>Student E-mail:</b>

SECTION 2: Predicted Grades at Key Stage 4

Subject	Grade	KS4 Point Score
English Language		
English Literature		
Mathematics		

Subject	Grade	KS4 Point Score

<b>Total number of points</b>	$\div$	<b>Total number of subject</b>	$=$	<b>Predicted average point score (APS)</b>

Checked by Head of Post 16:

SECTION 3: Your Course Choices

Your course choices must meet the general and subject specific entrance criteria. Please refer to the entrance criteria sheet before entering your course choices.

Your Choices: A Levels or Vocational Courses

Students who wish to take more than 3 A levels must have approval from their Head of 6<sup>th</sup> Form before submitting an application.

Block	Subject	Site	Do your predicted grades meet subject entrance criteria? Enter Yes/No	Office use only: A / R / U
<b>A</b>				
<b>B</b>				
<b>C</b>				
<b>D</b>				

Additional qualifications

If you wish to take one of the following additional qualifications, please tick the appropriate box. These qualifications can be taken, at your home school, in addition to your chosen academic and vocational subjects.

Further Mathematics     Core Mathematics     Extended Project Qualification

Financial Studies LIBF L3 diploma at Stanborough

Additional qualifications approved by Head of Post 16:

Students who do not achieve 9-4 in English and/or Maths will be required to attend retake lessons and resit the exam(s).

Please approach one or more of the following to help you complete this form:

In your school:

- **Head of Sixth Form**
- **Subject Teachers**
- **Form Tutor**
- **Head of Year**
- **Careers Teacher**

YC Hertfordshire provide additional advice on Careers Advice & Guidance

YC Hertfordshire

The Campus, Welwyn Garden City

Tel: 01992 588220 or [www.ychertfordshire.org](http://www.ychertfordshire.org)

.....  
Course Allocation

The consortium intends to deliver the courses offered in the blocking form. If student uptake numbers are very low for a class then the course may not run. During this academic year there may be a need to change the subjects offered in the blocks. Students will be informed of any course closures or block changes that affect their choices. Under normal circumstances all students are expected to choose classes at their home site wherever this fits with their other choices.

.....  
Progression to Year 13

It is important for all students to be on the correct courses that can give them the best possible outcomes. Students starting Advanced Level subjects in September 2022 are expected to achieve at least a D grade in two subjects to progress to their second year. These grades will be determined through internally set end of Year 12 exams.

If this standard is not met there will be a review of, and possible amendment to, that student's course provision. As part of the review, the student's attitude to work and their attendance will be considered. Attendance at a student's home site's programme of activities on Wednesday afternoons and/or Friday mornings is compulsory and this will also be taken into consideration when reviewing progression. Any changes made to course provision will be in the best interests of the student's potential achievement; full support will be given should there be a need for a change of course or institution.

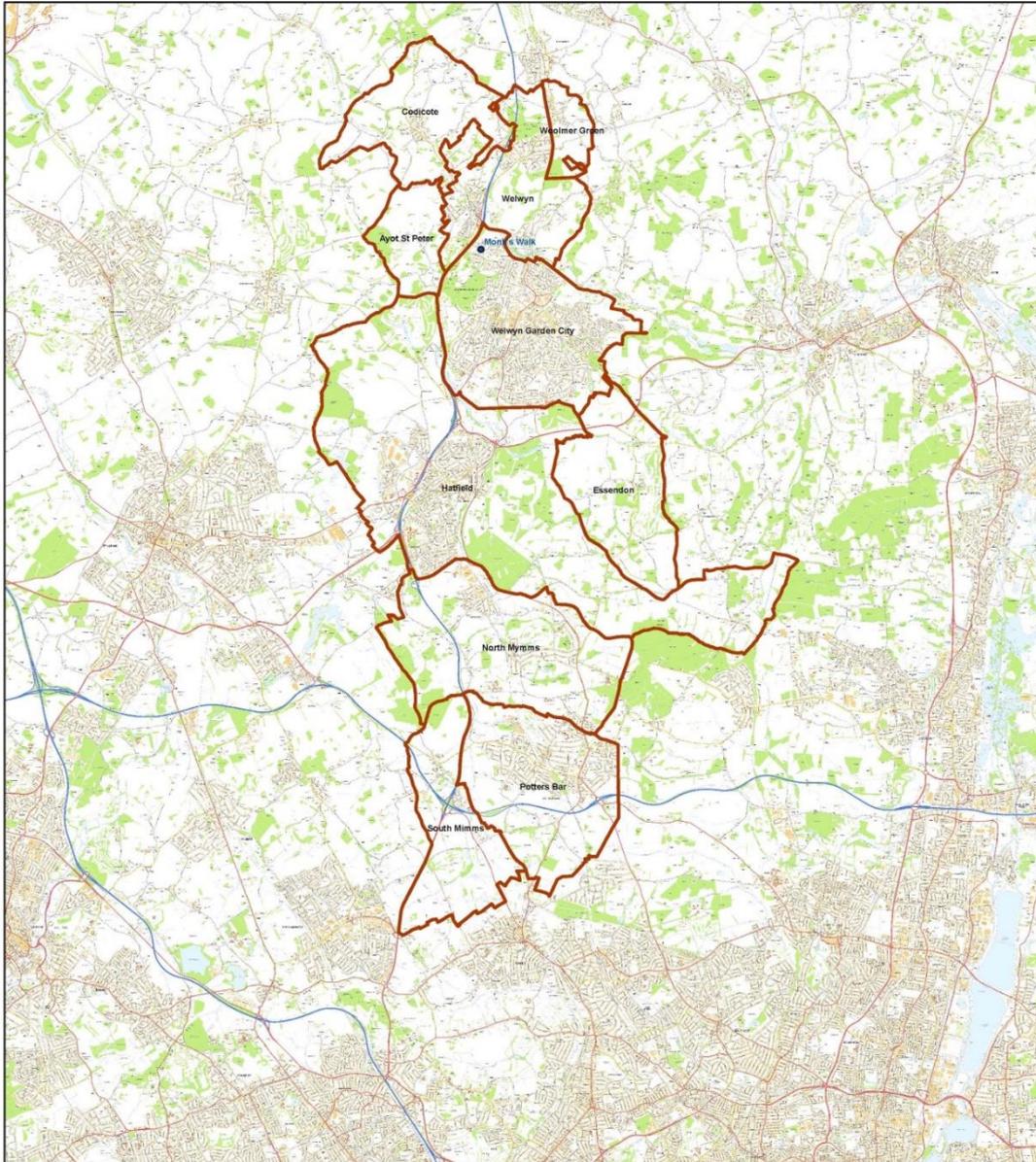
Changes in staffing or student numbers can occasionally necessitate amendments to a student's timetable. This can lead to a student needing to move blocks or teaching sites, or to groups being combined. We will always aim to keep any disruption to teaching and learning to a minimum in these circumstances.

.....  
**The school is required to hold student application data for regulatory purposes. The information will only be disclosed to the Department for Education, the Local Authority and approved agencies. MIS users and administrators will have access with appropriate permission levels.**

**By signing the Application Form below you are consenting to the school storing the above information for internal use and safe-guarding purposes.**

<b>Student signature:</b>	<b>Date:</b>
<b>Parent/Carer signature:</b>	<b>Date:</b>
<b>School signature:</b>	<b>Position: HoY / SLT    Date:</b>

## Monk's Walk School Priority Area



Key	
●	Monk's Walk School
▭	Parishes/towns & unparished areas in the Priority Area

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