

## How are places offered?

Hertfordshire County Council coordinates admissions to all maintained schools and academies in Hertfordshire. If you live in Hertfordshire your application for secondary or upper schools, including any schools outside Hertfordshire, should be made online.

Many schools have more applications than there are places available. When schools are oversubscribed a set of admission criteria (rules) are used by the school's admitting authority to decide which children should be offered places. Different schools have different admission rules so it is important that you check the admission arrangements for all the schools you are interested in.

**The admission authority for foundation, voluntary aided schools and academies is the governing body or academy trust.**

## What do I have to do?

### 1. You should choose up to four schools and rank them in order of preference

- To help you make this decision you can:
- Find schools in your area by looking at the school directory online
  - You can also find schools which are close to your home address using the "Find Your Nearest School" facility at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)
  - Read the admission rules for schools you are interested in and consider whether your child would be offered a place.
  - Arrange to visit schools. A leaflet giving dates of open events was distributed to all pupils in July 2016. Information is also available online at [www.hertfordshire.gov.uk/schoolsdirectory](http://www.hertfordshire.gov.uk/schoolsdirectory)
  - Consider the home to school transport policy and whether your child will qualify for free transport to any of the schools you list on your

**The admission authority for community and voluntary controlled schools is the local authority in which the school is located.** The admission authority for Hertfordshire community schools is Hertfordshire County Council.

A summary of admission rules for all schools in Hertfordshire can be found in the online school directory. You need to read the full arrangements for the schools you are interested in to get the complete picture. Full details can be obtained at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or from the schools direct.

Information about schools outside Hertfordshire can also be found on this website.

application form. The transport policy is available at [www.hertfordshire.gov.uk/schooltransport](http://www.hertfordshire.gov.uk/schooltransport)

- Consider other sources of information, e.g. the school prospectus or Ofsted reports.

### 2. You must make an application by 31 October 2016

You should apply online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

If you are applying to a foundation, voluntary aided school or academy, check the online directory or contact the school to see if you need to complete a supplementary information form (SIF). SIFs are used by some schools to obtain the additional information needed to apply their own admission rules correctly, for example faith schools may ask for evidence of religious attendance or faith membership.

## What happens next?

### 3. We will offer your child a school place on 1 March 2017

Online applicants will receive an allocation email on 1 March 2017. This is the easiest way to obtain your school allocation. Individual allocation emails will be sent before parents can access the online allocation system on [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

Online applicants will be able to view their school offer online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) after allocation emails have been sent on 1 March 2017.

Parents/carers will **only** be sent an allocation letter by first-class post on 1 March if they applied on a paper form.

If your child qualified for more than one school, you will be offered the highest ranked school at which your child qualified for a place.

## Home to School Transport

Very few children are entitled to home to school transport and you should ensure your child has a reliable method of travelling to the schools you list on your application form. The county council's full home to school transport policy and other guidance on home school transport is available at [www.hertfordshire.gov.uk/schooltransport](http://www.hertfordshire.gov.uk/schooltransport)

### School travel website

A Hertfordshire school travel website providing information on home to school journeys is available for parents. Using the Journey Planner you can plan a journey from your home to/from a selected Hertfordshire school, or schools in

If your child did not qualify for any of the schools you ranked, we will usually offer a place at the nearest school to your home address with places still remaining (this only applies to Hertfordshire residents). This could be a school outside Hertfordshire.

### 4. What can you do if you are not happy with the school you have been offered?

Full details and guidance will be available on allocation day at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) and in the "What Can You Do Now?" leaflet.

neighbouring authorities. You are offered four travel options – public transport; walking; cycling; driving.

Visit the travel website at [www.hertfordshire.gov.uk/schooltravel](http://www.hertfordshire.gov.uk/schooltravel)

Information about public bus routes which may run to schools is available at [www.intalink.org.uk](http://www.intalink.org.uk)

Please contact individual schools about any local arrangements they may have in place with bus and coach operators.