

# Simon Balle All-through School

## Admission Arrangements 2021-2022

### Admissions Policy

Simon Balle All-through School is an all ability co-educational school for students aged 4-18 years. The number of students admitted at 5 (Rising 5) years of age to Reception is 60 and the number of students admitted at 11 years of age to Year 7 is 180.

From 2022/23 the school will continue to have 180 Year 7 places but only 120 places will be available for external students. 60 places will be taken by pupils already on roll in Year 6 at the school. If fewer than 60 pupils transfer the additional places will be offered to external students. If more than 60 pupils transfer (for example because Year 6 is over number as a result of successful appeals) the school will allocate 120 external places but will not allocate additional places until the number of pupils allocated falls to 179 or below. Students can be admitted at aged 16+ to our Sixth Form provided they meet the entry qualifications for their proposed programme of study.

### Admission Arrangements for entry into Simon Balle All-through School in September 2022 for both Reception (Rising 5s) and Year 7 Students a

The school allocates places using the same admission arrangements for both primary and secondary pupils. These arrangements replicate the oversubscription criteria used by Hertfordshire County Council (HCC) for secondary admissions, with the addition of a rule prioritising children of staff.

The school participates in the Local Authority Co-ordinated Admissions Scheme and to apply for a place at this school parents must complete the Hertfordshire County Council's (HCC) Application Form. Applications should be made online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions), or parents can request an application form from the Customer Service Centre on 0300 123 4043. As required by Section 324 of the Education Act 1996, Simon Balle All-through School will offer a place to children with an Education, Health and Care Plan (EHC) that names the school.

### Over-subscription

If applications for admission exceed the number of places then the following criteria will be applied, in the order set out below, to decide which pupils to admit.

**Rule 1 Children looked after** and children who were previously looked after, including those who were previously looked after outside England, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order. \*(see explanatory notes).

**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. To access a copy of the Rule 2 Protocol please use the link –

[https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/secondary-and-upper-schools/admission-rules-secondary-and-upper-schools/admission-rules-secondary-and-upper-schools.aspx#DynamicJumpMenuManager\\_1\\_Anchor\\_1](https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/secondary-and-upper-schools/admission-rules-secondary-and-upper-schools/admission-rules-secondary-and-upper-schools.aspx#DynamicJumpMenuManager_1_Anchor_1)

HCC officers will determine on behalf of the Governing Body 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 3 Children of Staff.** A member of staff is defined as a person who has a permanent contract of employment with the Governing Body of the School at the time of application and qualifies under the following circumstances: (a) the member of staff has been employed at the school for two years at the time at which the application for admission to the school is made; or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. In all cases the child must be the child, adopted child or step child of the member of staff and living with the staff member at the same permanent address.

**Rule 4 Sibling:** Children who have a sibling (living at the same permanent home address) at the school at the time of application (Siblings must be in Reception to Year 12 and exclude pupils who first joined the school in the 6<sup>th</sup> form, Years 12 and 13) (see explanatory notes).

**Rule 5** Children who live in the priority area for whom it is their nearest\* school or academy. (There is a different definition of 'nearest' for primary and secondary applications – see explanatory notes).

**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.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.

### **Tie Break**

Where there is a need for a tie break where two different addresses measure 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 2 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.

HCC allocates places on behalf of the School's Governing Body.

### **Continuing Interest**

After places have been offered, HCC will maintain a continuing interest (waiting) list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. CI lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of allocation). To retain a CI application after this time parents must make an In Year application.

### **Priority Areas**

On conversion to Academy, the Governing Body kept the same parishes in its priority area. Bayford, Bengoe Rural, Bramfield, Brickendon Liberty, Great Amwell, Hertford, Hertford Heath, Hertingfordbury, Hunsdon, Little Berkhamsted, Little Munden, Sacombe, Stanstead St. Margarets, Stapleford, Tewin, Thundridge, Ware, Wareside, Watton-at-Stone and Widford. Parish information is available from the "Find Your Nearest School" facility available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or from your Council Tax bill.

### **Distance Measurement**

The distance is measured using a straight-line home-school measurement system as outlined in the definitions. Further information about distance is available from the "Find Your Nearest School" facility available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or from your Council Tax bill.

### **Late Applications for Year 7 Applications**

All applications received after the national deadline, **31st October 2020**, will be treated as late applicants. They will be considered in keeping with the 'Late Applications' arrangements set out in Hertfordshire's Admissions Arrangements as part of the Co-ordinated Admissions arrangements.

### **Late Applications for Reception Applications**

All applications received after the national deadline, **15<sup>th</sup> January 2021**, will be treated as late applicants. They will be considered in keeping with the 'Late Applications' arrangements set out in Hertfordshire's Admissions Arrangements as part of the Co-ordinated Admissions arrangements.

### **Fair Access**

The school participates in the HCC's Fair Access protocol and will admit children under this protocol before children on continuing interest and over Published Admission Number (PAN) if necessary.

### **Appeals**

Parents have a right to appeal against non-admission to Simon Balle All-through School. If a child is not offered a place at Simon Balle All-through School, the home Local Authority should offer the child a place at another school. The parents have the right to appeal to an Independent Appeal Panel. At transfer time parents wishing to appeal who applied through Hertfordshire's online system should log into 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 120 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 'log into the appeals system'.

### **In Year Admissions**

The In Year process will be co-ordinated by HCC on behalf of the school. Parents must fill in the home Local Authority In Year Form when applying for an In Year place. Hertfordshire parents should complete the online application form available at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>. Places will be offered only if spaces are available and the over subscription rules will be applied. 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). The school will hold a Continuing Interest list for each year group and at the end of each academic year students will be automatically removed from the list. To retain a continuing interest place parents must make a new In Year application. More information is available at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>.

The Governing Body reserves the right, in exceptional circumstances to admit a student out of their age group (refer to Children Out of Year Group below).

### **Supplementary Information Form**

The school does not have an additional form to fill in. Parents must make an application direct to Hertfordshire county Council and should complete the online application form at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>.

Members of staff applying for a place under the 'children of staff' rule must write to the School Admissions Officer providing details of their child and permanent home address prior to 31 October 2020.

## 6<sup>th</sup> Form Arrangements

Simon Balle All-through School will accept applications from external students. The number of admissions to Simon Balle All-through School from outside will be up to 50 students depending on capacity within subject areas.

Further information regarding entry requirements and pathways and the current 6<sup>th</sup> Form Prospectus and online application form is available on the school website at <http://www.simonballe.herts.sch.uk/>.

If applications for admission exceed the number of places then the following criteria will be applied, in the order set out below, to decide which pupils to admit.

**Rule 1 Children looked after** and children who were previously looked after, including children who were previously looked after outside England, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order. \*(see explanatory notes).

**Rule 2: Sibling:** Children who have a sibling (living at the same permanent home address) at the school at the time of application (Siblings must be in Reception to Year 12 and exclude pupils who first joined the school in the 6<sup>th</sup> form, Years 12 and 13) (see explanatory notes).

**Rule 3** Children who live in the priority area for whom it 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.

**Rule 4:** Children who live in the priority area who live nearest to the school.

**Rule 5:** Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

Students who do not meet the entry requirements for the 6<sup>th</sup> form may be refused a place. Once parents have received written notification from the school with its decision to refuse admission, they should email [school.appeals@hertfordshire.gov.uk](mailto:school.appeals@hertfordshire.gov.uk) if they wish to make an appeal

## Explanatory notes for the admission arrangements for Simon Balle All-through School

**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, but ceased to be so because they were adopted (or became subject to a child arrangements order\* or a special guardianship order\*\*)**

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 looked after, but ceased to be so because they were adopted, or became subject to a child arrangements 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. This definition has been amended in accordance with guidance issued by the DfE in May 2014, "School admission of children adopted from local authority care".

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.

\*Child Arrangements Order – under the terms 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.

\*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.

\* A letter from the child's social worker, advisory teacher or other professional will be required as evidence to confirm eligibility for Rule 1.

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

The child's previously looked after 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, this includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.**

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:

Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or

Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs

If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate

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 needs.

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 previously 'looked after' but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the 'Rule 2 protocol' available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

### **Definition of sibling:**

A sibling means the sister, brother, half-brother or half-sister, adopted brother or sister, or child of the parent/carer or partner, 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 application.

A sibling must be on the roll of the named school at the time the child starts or have been offered and accepted a place.

If a place is obtained for a child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

Following allocation of secondary places on National Allocation Day and once the place has been accepted a primary sibling link can be added to an application at the first run of the primary continued interest list.

\*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 respite placement or very short term or bridging foster placement.

**Multiple births:**

The governing body of Simon Balle All-through School, as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated a place at a school.

**Home address:**

The address provided should 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 the address for a 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 the 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.

If two different applications are received for the same child from the same address, e.g. Containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

**Fraudulent Applications**

The school, in conjunction with the 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 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:
  - The family has moved to a property from which the application was less likely to be successful
  - The family has returned to an existing property
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
  - Official/public records show a different residence at the time of application

• When a child starts at the allocated school and their address is different from the address used at the time of application.

• Parents/carers will need to show that they have relinquished residency ties with their previous property and them, and their child(ren) are permanently residing at the address given on the form.

**Home to school distance measurement for purposes of admissions:** A 'straight line' distance measurement is used in all home to school distance measurements for admission purposes for Simon Balle All-through School. The county council's computerised mapping system is used and distances are measured 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. .

### **Definition of "nearest school"**

#### **For primary admissions**

Children for whom it is their nearest school or academy.

This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

#### **For secondary admissions**

The "nearest school" 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").

### **Applications from children from overseas**

All children of compulsory school age (5 to 16 years) in the UK 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.

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 Primary and Secondary transfer processes, applications will not normally be accepted from, nor places allocated to, overseas address. The exception to this (for both In Year and the 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.

Applications will also be considered, and places offered in advance of these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative "work" address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes as long as evidence is provided that it will be the child's permanent residence.

HCC will 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 of late applications (5 December 2021 for secondary transfer and 5 February 2022 for the Under 11s process - tbc) cannot be taken into account before the National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 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 who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK.\*

### **Age of Admission and Deferral of Places**

The school's policy is that children born on and between 1 September 2016 and 31 August 2017 would normally commence primary school in Reception in the academic year beginning in September 2021. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the same academic year or until **the term in which** the child reaches compulsory school age. Summer born children are only able to 'defer' entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place or deferring entry should contact the individual school(s) to discuss further. When considering requests the school will take into account the individual circumstances of the child.

### **\*Summer born children (1<sup>st</sup> April – 31<sup>st</sup> August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2017 and 31 August 2017 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2021 they should contact the home LA for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2022) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a reception place they are advised to discuss their child's needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the reception year group) they must let their current school/nursery know before the end of the Spring term in 2021 (before the Easter break).

### **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.

The governing body of Simon Ball All-through School are responsible for their own admissions and are ultimately responsible for making this decision for applications made to the school.

### **Nursery Education**

Children are eligible to access a free early education (nursery) place from the term after which they are three until the child reaches compulsory school age, the beginning of the term following their fifth birthday. This entitlement is delivered in Hertfordshire by childminders, preschools, day nurseries, independent schools, maintained schools and academies. If a parent wants to defer their child's entry into a 'reception' class until the term after which they are five, the setting where the child is accessing their free early education entitlement will continue to receive funding for the hours a child is attending up to 15 per week, 570 hours per year. Children will be admitted if they are eligible for funding and meet the relevant admission criteria.

Simon Balle All-through School does not offer nursery provision and the admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. Should the school provide nursery provision in the future the school's nursery arrangements will be outlined on the school website.

Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery does not guarantee admission to the school.

October 2020

# 6th Form Application

February 2020

## Dear Families

Our ethos and values are at the very core of what we do, from reception to Sixth Form. We have a clear vision of what we want our students to be like so that we can say with certainty that we are 'creating tomorrow's citizens today'.

At Simon Balle we are committed to offering the best possible teaching and learning and the strongest possible guidance in the Sixth Form, within a caring school community. Our students will leave us having had a fantastic educational experience. They will have achieved the highest possible grades that they can and thus be able to go out into our globally competitive world with the skills, attributes and behaviours equipped for 21st century living. They will be self-motivated to achieve their very best, be resourceful and resilient, able to accept others for who they are. Our students will be positive people, creative in their thinking, respectful and responsible in their actions. Simon Balle students will have discovered what they find interesting and thus be passionate about their learning. They will therefore possess confidence and have a sense of self-worth, empowered to make decisions and able to self-improve.

Sixth Form education is a new experience in many ways for a student: they have chosen to stay in education and they have decided which courses to study; they will probably want to work outside of school hours in order to become more financially independent; they may want to learn how to drive; they will undoubtedly want to socialise with friends. Your son/ daughter will need your help to ensure that a sensible balance is maintained and that they do not, for example, find themselves too tired from a job to be able to do justice to their school work. We all have to share the expectations and the ethos to continue to make the Sixth Form a great place to be.

**Alison Saunders**  
**Headteacher**

## Notes on completion of this form

Please complete this form electronically and send to: [sixthformregistration@simonballe.herts.sch.uk](mailto:sixthformregistration@simonballe.herts.sch.uk)  
You will need Microsoft Word in order to fill this in electronically, if you're unable to do so then please contact the sixth form team who will send a hard copy to you.  
For any queries, please email the team at the same address.

# Forms for completion

## 1. Student Information Sheet

<b>STUDENT DETAILS</b>			
<b>Legal surname</b>		<b>Preferred surname (if different)</b>	
<b>Legal forename</b>		<b>Preferred forename (if different)</b>	
<b>Middle names</b>		<b>Home phone number</b>	
<b>Date of birth</b>		<b>Gender</b>	
<b>Student's home address</b>			
<b>Post code</b>			

Parents' marital status (i.e. married/ divorced/ separated/ single/ other)	
If parents are divorced/ separated, who is the student's legal guardian?	
With whom does the student live?	
Is there a Court Order in operation with regard to the child? (Please attach a copy)	
Is the student in care?	
If answer above is yes, please give the name of the Care Authority, start date and provide relevant documentation	
Is either parent in the Armed Services?	
If answer above is yes, please give details	
Is the student currently in receipt of Free School Meals?	
Has the student been in receipt of Free School Meals at any time in the last 6 years (your child may be eligible to receive help from Pupil Premium)? (Please give details and dates)	
Names of any siblings attending Simon Balle All-through School	

**PARENT DETAILS – Contact 1**

Please give details of ALL persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order you wish them to be contacted in an emergency. If a parent does not live in the family home please tick the absent parent box.

**PLEASE WRITE THE E-MAIL ADDRESS CLEARLY (particularly ‘-’ and ‘.’)**

Full Name			
Relationship to child		Absent parent (Y/N)	
Parental responsibility?			
Home address (if different)			
Home phone number			
Work phone number			
Mobile phone number			
Email address			

**Education details**

Previous secondary school or college	
Address	
Has your child been excluded from another school?	
If answer is yes above, please provide details	

**Parent confirmation**

(Please ensure this section is signed and sent back to the school. If you are sending this back electronically, please type your name into the box below)

**I undertake to co-operate with the school in ensuring that my child attends school, wears the correct uniform and observes the school rules.**

Parent/ Carer	
Date	

## **2. Privacy Notice for Students Attending Simon Balle All-through School**

Please refer to the privacy notice for information on how and why we collect student data, what we do with it and what rights parents and students have.

<http://smartfuse.s3.amazonaws.com/simonballe.herts.sch.uk/uploads/2018/05/GDPR-Privacy-Notice-pupils.pdf>