

# Simon Balle All-through School

Creating tomorrow's citizens today



## **Determined Policy - Simon Balle All-through School** **Admission Arrangements 2026-2027**

### **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.

The school will 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.

90% of allocations (108) will be made using the following criteria (1 to 5) in the order set out below and up to a maximum of 10% of the allocations (12) will be made using criterion (6).

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 2026 for both Reception (Rising 5s) and Year 7 Students**

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 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 children 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangement order or a special guardianship order. (see explanatory notes)

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 this rule.

**Rule 2 Medical or Social: Children** for whom it can be demonstrated that they have a particular medical or social need to attend the school. \*(see explanatory notes)

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.** (See explanatory notes for full definition)

**Rule 4 Children who live in Hertford (within Hertford Town boundary) and Hertford Heath (within Hertford Heath boundary)**

4.1 Children who have a sibling\* (see explanatory notes) living at the same permanent home address at the school at the time of application and who have their permanent home address within the town of Hertford and Hertford Heath as indicated on the maps available within this document.

4.2 Children who have a sibling\* (see explanatory notes) living at the same permanent home address at the school at the time of application and who have their permanent home address outside the town of Hertford and Hertford Heath, for whom it is their nearest school, as indicated on the maps available within this document or a printed copy available from the School Office.

4.3 Children who at the time of application have their permanent home address within the town of Hertford and Hertford Heath and for whom it is their nearest\* school. (There is a different definition of 'nearest' for primary and secondary applications – see explanatory notes).

4.4 Children who at the time of application have their permanent home address within the town of Hertford and Hertford Heath and who live nearest to the school on the basis of distance using HCC's straight line home-school measurement system (nearest first).

**Rule 5 Children who live outside Hertford (outside Hertford Town boundary) and Hertford Heath (outside Hertford Heath boundary)**

5.1 Children who have a sibling\* (see explanatory notes) living at the same permanent home address at the school at the time of application and who have their permanent home address outside the town of Hertford and Hertford Heath as indicated on the maps available within this document.

5.2 Children who at the time of application have their permanent home address outside the town of Hertford and Hertford Heath and for whom it is their nearest\* school. (There is a different definition of 'nearest' for primary and secondary applications – see explanatory notes).

5.3 Children who at the time of application have their permanent home address outside the town of Hertford and Hertford Heath and who live nearest to the school on the basis of distance using straight line home-school measurement system (nearest first).

**Rule 6 Musical Aptitude Test For Year 7 Applicants Only**

Children who live in the Priority Area with a proven aptitude in Music. The Musical Aptitude Tests, for those children who wish to be considered for a place based on musical ability, will take place in September of the preceding academic year i.e. in September 2025 for the 2026/27 academic year admission. Students who apply for the test must live in the priority area for the school as listed under Priority Areas. Up to ten percent of the PAN (12 places) will be allocated on the basis of both a written / aural and a performance musical aptitude test.

Parents will be notified of the results of these tests before the Local Authority closing date for the return of online Secondary Transfer Application Form (STAF) on 31st October 2025. If, on receiving these results, parents decide they wish to apply to the school, they must list Simon Balle All-through School as one of their preferences on their home Local Authority online Secondary Transfer Application Form (STAF). Parents should be aware that the results of the test do not guarantee a place at the school. A reserve list will operate in strict merit order, from which subsequent offers will be made, should there be any withdrawals. In the event of a tie for the final place(s), priority will be given to those students living in closest proximity to the school, using the home school measurement system used by Hertfordshire County Council.

***The sibling rule excludes those pupils who successfully joined the school through Rule 6 - Musical Aptitude Test unless living in Hertford/Hertford Heath.***

***Students already attending the primary phase at Simon Balle, and/or living in Hertford/Hertford Heath with siblings already attending the school, do not need to apply under Rule 6.***

#### **Priority Areas for Rule 6 only**

The Priority Area includes the following
Bayford, Bengo 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 <a href="http://www.hertfordshire.gov.uk/admissions">www.hertfordshire.gov.uk/admissions</a> or from your Council Tax bill.

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 tiebreak 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 tiebreak 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 remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In Year Application Form.

### **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). Information about your parish/town is available on your Council Tax bill.

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

All applications received after the national deadline, 31st October 2025, 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 2026, 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.

### **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 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 '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 [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear). Parents can request an In Year Application Form from the HCC Customer Service Centre – 0300 123 4043. 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 [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

### **Fair Access Protocol**

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

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 for Music Aptitude Test Applicants ONLY**

The school does have an additional form to complete for those students wishing to be considered under the Musical Aptitude Test. Parents must also make an application direct to Hertfordshire County Council and should complete the online Secondary Transfer application form at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

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

Simon Balle All-through School 6<sup>th</sup> Form has a PAN of 50 for external students. Entry to individual courses will be dependent upon capacity within subject areas.

Admission to Simon Balle All-through School 6<sup>th</sup> form is dependent upon a student meeting the entry criteria as specified by the subject requirements. 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/>.

### **Over-Subscription**

In the event of oversubscription from external applicants, 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 children 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangement order or a special guardianship order. (see explanatory notes)

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 this rule.

**Rule 2 Children of Staff.** (See explanatory notes for full definition)

**Rule 3 Sibling:** Children who have a sibling (living at the same permanent home address) at the school at the time of application unless it is anticipated that the sibling will have left the school before the date of the proposed admission of the applicant. (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 or those applicants with siblings who successfully joined the school through Rule 6 - Musical Aptitude Test unless living in Hertford/Hertford Heath) (see explanatory notes).

**Rule 4** 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 5** Children who live in the priority area who live nearest to the school.

**Rule 6** Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

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**

Priority will be given to children who live nearest to the school measured by using the Hertfordshire Local Authority's 'Find your nearest School' online facility. The measurement is taken from the point of your child's house to a point of distance which has been agreed by the Governors on the school site. Should two applicants have the same home to school distance a random allocation will be made and that process will be independently supervised.

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 submit an appeal.

### **Priority Areas**

The Priority Area includes the following
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 <a href="http://www.hertfordshire.gov.uk/admissions">www.hertfordshire.gov.uk/admissions</a> or from your Council Tax bill.

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

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

**Rule 1: Children looked after** and children who were previously looked after, including those children 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.

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.

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 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**

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 at the following link  
<https://www.hertfordshire.gov.uk/media-library/documents/schools-and-education/admissions/rule-2-protocol.pdf>

### **Definition of 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. A new member of staff to the school must have satisfactorily completed their probationary period by the time of allocation. The member of staff must still be employed at the school at the time the student is admitted.

This definition does not include contract staff. This definition does not include peripatetic staff employed by HCC.

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, permanent home address and how they meet the criteria prior to the application closing date for both primary and secondary applications.

### **Definition of sibling**



A sibling is defined as: the sister, brother, half-brother or half-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 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.

**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 or those applicants of siblings who successfully joined the school through Rule 6 - Musical Aptitude Test unless living in Hertford/Hertford Heath.**

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. If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

### **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 and the other twin/multiple birth child has applied but not been allocated.

### **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

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12\* months **and** the child must be resident in the property at the time of application.

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 where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

If we receive more than one application with different address details and **parents do not agree**, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If two different applications are received for the same child from the same address but contain different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child's home LA will determine if the application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadline for the 2026/27 transfer application process is 2 December 2025 for secondary and upper applications and 2 February 2026 for primary, junior and middle applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2026/27 application process in September 2025.

Other than children applying under Oversubscription Criteria 1-3, parents may be required to provide proof that the home address submitted is the permanent residence of the child. Governors reserve the right to withdraw places or offers if fraudulent or intentionally misleading information is given at any time during the application process.

\*If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

### **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:
  - o The family has moved to a property from which the 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 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.

### **Address Visits**

Where suspicions lie as to the validity of an address, the Admissions & Transport Team may make unannounced visits to the applicant's claimed address or any other address suspected to be the normal permanent residence of the child's primary carer or the address where the child resides for the majority of the week. The aim of these visits is to verify that the address information provided on the application form is accurate. All visits will be made by two members of the Admissions & Transport Team.

If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the Admissions & Transport Team within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the applicant will be asked to explain why and provide evidence why they did not respond with the specified time.

### **Home to school distance measurement for purposes of admissions**

A 'straight-line' distance measurement system is used in all home to school distance measurements in Hertfordshire. 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. Maps showing address points for individual residences and schools are available on request to HCC.

### **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. 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.

#### **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)". 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.

### **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 an 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 the parents provide evidence of the address and that the child will be living there.

HCC will consider accepting applications from children\* (as defined below) 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 (2 December 2025 for secondary transfer and 2 February 2026 for the Under 11s process) 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.

Children from overseas, other 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), or have a UK passport describing them as a British citizen or British subject with the right of abode and normally have unrestricted entry to the UK. Freedom of movement into the UK for European Economic Area and Swiss citizens ended at the end of 2020. EEA (Irish citizens aside) and Swiss national children entering the UK after the end of 2020 are now treated the same as other foreign nationals. This means they will no longer have the right to enter the country to access a state-funded school unless they fall within certain immigration categories. Find out more about visas and immigration and the EU Settlement Scheme for European Economic Area and Swiss citizens

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

The school’s policy is that children born on and between 1 September 2021 and 31 August 2022\* would normally commence primary school in Reception in the academic year beginning

in September 2026. 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 defer the date their child is admitted to school 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.

Where parents wish, children can attend part-time until they reach 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.

#### **\*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 2022 and 31 August 2022 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2026 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 2027) 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 2026 (before the Easter break).

#### **Children Out of Year Group (except applications for Reception from Summer born)**

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".

Applications from summer born children who initially started Reception a year later than normal and who remain educated out of year group, will automatically be accepted and processed as 'out of year group' when the child moves to another community or voluntary controlled school, for example from an infant to junior school or through the secondary process.

For all other out of year group applications Simon Balle All-through School, as the relevant admitting authority through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the Co-Headteachers, 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 Co-Headteachers and senior leadership of the school.

The governing body of Simon Balle 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 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 itself offer nursery provision. However, Simon Balle works very closely in partnership with Busy Lizzies at Simon Balle who run an on-site Nursery (both 15 and 30 hours). (Busy Lizzies also work in partnership to offer our wrap-around childcare, breakfast club for Nursery - Year 6, and After School Club for Nursery - Year 2.) The admission arrangements for Busy Lizzies Nursery mirror the admission arrangements for Simon Balle All-through School; applications must be made to Busy Lizzies directly - <http://busylizziesatsimonballe.co.uk/>


Parents of children who are admitted to Nursery provision at Busy Lizzies at Simon Balle must apply in the normal way for a place at Simon Balle if they want their child to transfer to our Reception classes. Attendance at Busy Lizzies Nursery does not guarantee admission to the school.

**December 2024**

# Hertford Parish map

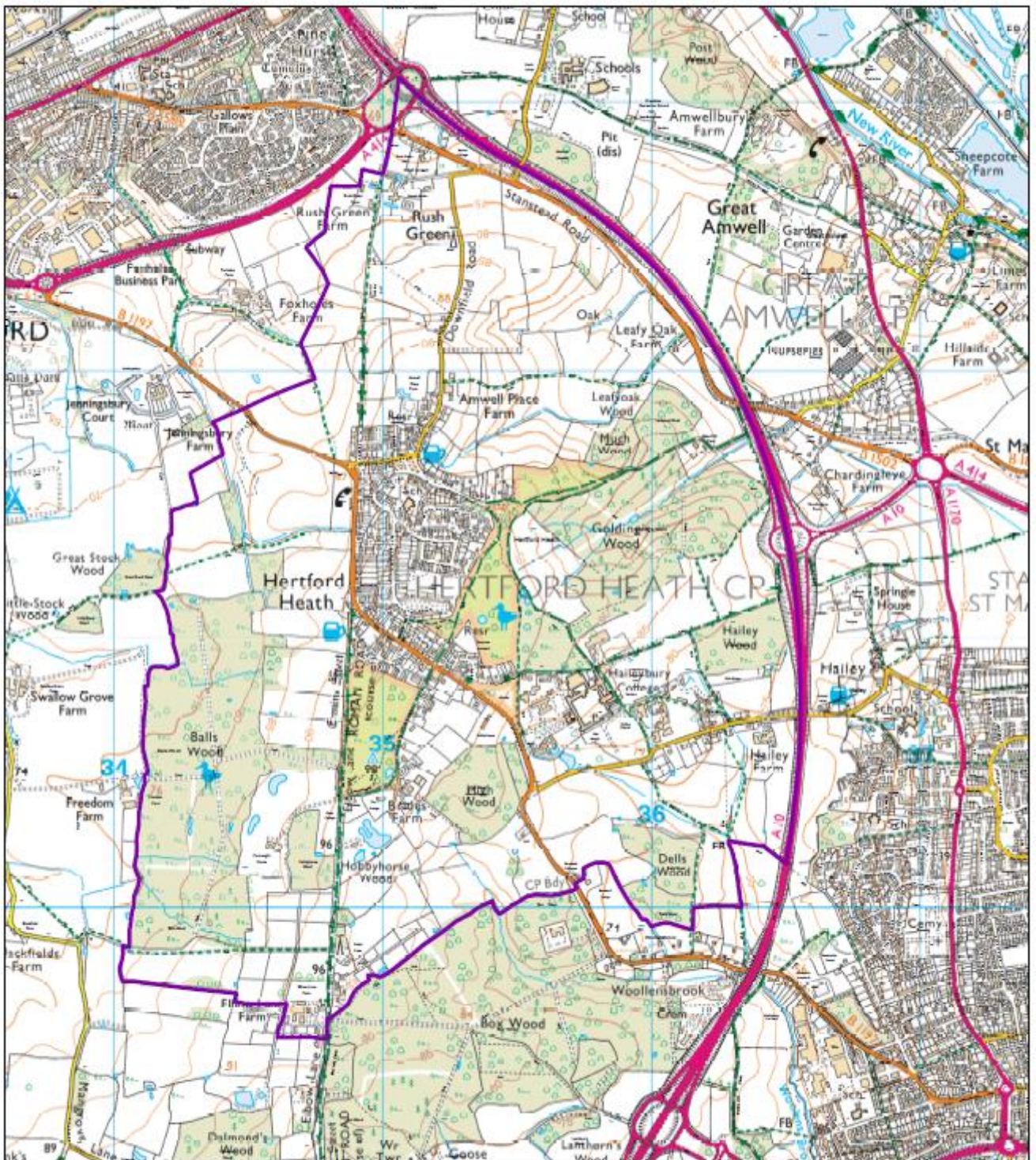


## Key


 Hertford parish boundary

- OS LICENSED DATA (Standard)  
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# Hertford Heath Parish map



## Key

 Hertford Heath parish boundary

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## Priority Areas

The Priority Area includes the following

Bayford, Bengo 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.

# SIMON BALLE ALL-THROUGH SCHOOL

## Musical Aptitude Test - Information

**(for full details see school website, Admissions – Simon Balle All-through School)**

Round 1: The test will be sat with all applicants and will assess musical ear and understanding. Applicants should ask for the Headteacher of their current school to send a letter detailing any access arrangements if required. Please indicate on the form if the applicant requires any medication on the day.

Round 2: Applicants who receive the qualifying mark will be invited to Round 2. This will consist of performing either on a chosen instrument(s) or vocally followed by a discussion.

The marking criteria will be based on exam board marking schemes which will be applied to the chosen piece. Applicants may benefit from choosing a slightly easier piece which they can perform successfully.

The Musical Aptitude Test (MAT) dates are in the Autumn term of the year of application (i.e. September 2025 for admission in September 2026). Anyone wishing to apply under this criterion must complete and return the Supplementary Information Form (SIF) to the School by the relevant deadline shown in the table below (SIF - which can be found below and on the school website).

### **Key Dates - Year 7 Entry September 2026**

W/c 2nd June 2025	SIF Registration opens for musical aptitude test
1st September 2025	SIF Registration closes for musical aptitude test
W/c 1st September 2025	Letters detailing time of musical aptitude test sent to applicants applying under Rule 6
W/c 15th September 2025	Round 1 - Musical aptitude test (written)
20th September 2025	Open Morning for prospective parents
W/c 29th September 2025	Round 2 - Musical aptitude test (performance)
W/c 13th October 2025	Results for aptitude tests sent to parents by Simon Balle All-through School
31st October 2025	Closing date for the online Secondary Transfer Application Form (STAF). HCC online applications to be submitted to the LA.
2nd March 2026	Allocation of places: Letters or emails will be sent out by the local education authority to all parents who have applied using the online Secondary Transfer Application Form (STAF).

1. This SIF form must be completed for all Musical Aptitude applicants. The September date is our final deadline. A MAT late applicant would be someone who was registered for the tests, but, for unavoidable reasons, was unable to sit the test on the main date. As an example, an unavoidable reason would include: a religious holiday or pre-arranged school trip that clashed with the test date, illness on the test date, backed up by a doctor's note, or the bereavement of a close family member at the time of the summer tests.

2. After the tests have been completed and following the publication of the results, anyone wishing to continue with their application for a place on the basis of musical aptitude must ensure that Simon Balle All-through School is included as a preference on the online Secondary Transfer Application Form (STAF) and submitted to their home Local Authority (available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) for families resident in Hertfordshire). This must be completed by the national deadline date of 31 October 2025.

3. The written / aural musical aptitude test is in two parts. All students who apply under this criterion will be invited to sit a written aptitude test. The test does not require any formal knowledge of musical theory. The written test is taken with other children.

### **Performance test and discussion (Round 2 - invited applicants only)**

Applicants who receive the qualifying mark in the written test will be allocated a 4 minute slot for an instrumental or vocal performance followed by a discussion. There is a totally free choice of piece, enabling all candidates of all cultures an equal chance to succeed. The discussion will focus on the written statement provided as part of the SIF and will inform us about musical interests and ambitions.

*Full details of the musical aptitude tests can be found on the school website*

- Both the written and performance attitude tests will take place at Simon Balle All-through School. Exact timings will be confirmed via email before the tests. If the school is unable to accommodate all applicants on the given date, a further date will be arranged.
- There are no practice papers for the Music Test.

# SIMON BALLE ALL-THROUGH SCHOOL

## SECONDARY TRANSFER SUPPLEMENTARY INFORMATION FORM (SIF)

### For Musical Aptitude Test Applicants ONLY

Please read the following points before completing this form:

- All applicants for secondary transfer under Rule 6, proven musical aptitude, are asked to complete this google form by 1st September 2025
- All enquiries should be directed to: [music@simonballe.herts.sch.uk](mailto:music@simonballe.herts.sch.uk)
- This form should ONLY be used for Musical Aptitude applications
- Please complete all sections of this form. Upon submission, you should receive automatic email verification of what you have completed.

First Name	
Surname	
Date of Birth	/ /
Name of Parent/Carer	
Relationship to Child	
*Child's Permanent Home Address <small>*(the home address must be as at 31st October 2025. No other address will be considered)</small>	Postcode:
Contact Numbers and Email	Daytime:..... Evening: ..... Mobile: ..... Email: .....
Address of Parent/Carer if different from child	Postcode:
Is any medication required to be taken during the test (e.g.	No..... Yes (please specify) .....

EpiPen, inhaler)?	.....
Please indicate musical aptitude (what instrument(s) do you play (or sing) and what is your current standard?	Voice: ..... Instrument (e.g. violin): .....
Accompanist required:	Yes..... No .....
Musical Statement (no more than 200 words).  Please provide further information about your musical interests, experiences and any ensembles or choirs you currently take part in.	
<p>Signed: ..... Date: .....</p> <p>Name (print): .....</p> <p>You must also include Simon Balle All-through School as one of your preferences when you submit your Common Application Form to your Local Authority</p>	

# SIMON BALLE ALL-THROUGH SCHOOL

## 6<sup>TH</sup> FORM APPLICATION FORM

### Notes on completion of this form

Please complete this form and send to: [sixthformregistration@simonballe.herts.sch.uk](mailto:sixthformregistration@simonballe.herts.sch.uk)

For any queries, please email the 6<sup>th</sup> form team at the same address. If you wish to complete and online form, please refer to our website.

## 6<sup>th</sup> Form Student Application/Information Sheet

<b>STUDENT DETAILS</b>			
Legal surname		Preferred surname <i>(if different)</i>	
Legal forename		Preferred forename <i>(if different)</i>	
Middle names		Home phone number	
Date of birth		Gender	
Student's home address			
Post code			
Is the applicant a looked after child? Please give details			
Is the applicant a child of a member of staff? Please give details			
Names of any siblings attending Simon Balle All-through School			

<b>PARENT DETAILS</b>	
<i>PLEASE WRITE THE E-MAIL ADDRESS CLEARLY (particularly '-' and '_')</i>	
Full Name	
Relationship to child	
Home address <i>(if different)</i>	
Home phone number	
Work phone number	
Mobile phone number	
Email address	

<b>Education details</b>	
Previous secondary school or college	
Address	
Please list the predicted exam grades	



## 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.

<https://cdn.realsmart.co.uk/simonballe/uploads/2020/10/21115823/GDPR-Privacy-Notice-students.pdf>