

The Thomas Alleyne Academy Determined Admission Arrangements 2027/28

Thomas Alleyne Academy is an 11-18, mixed comprehensive school. It is part of the Hart Schools Trust, a multi academy trust formed in September 2013. The Trust is sponsored by North Hertfordshire College (trading as the Hart Learning Group) with which it shares a mission to create social and economic value through learning.

The main principle of admission is to maintain the comprehensive nature of the school, providing for the needs of children who attend schools within the Trust and the local area.

The Thomas Alleyne Academy's Published Admission Number (PAN) is 180.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education Health and Care Plan (EHCP) that names their school. These children will be admitted as part of the school's PAN but before the oversubscription criteria are used.

If there are fewer applications than places available, all applicants will be offered a place. If there are more applications than places available, the criteria outlined below will be used to allocate places.

The admissions process is managed by Hertfordshire County Council on behalf of the governors of the school and applications must be made online at www.hertfordshire.gov.uk/admissions. The closing date will be 31st October 2026.

OVERSUBSCRIPTION CRITERIA

Rule 1: Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted. 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 order¹ or a special guardianship order².

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 for whom it can be demonstrated that they have a particular medical or social need to go to the school.

A Panel of Hertfordshire County Council (HCC) Officers acting on behalf of the Trust will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: Sibling: Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides, for example Years 7 to 11 in an 11-16 secondary school, Years 7 to 13 in an 11-18 school.

¹ **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.

² **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.

Rule 4: Children of Staff

The school will admit a child³ of a member of staff provided that:

- a) The member of staff has been employed by Hart Schools Trust at the Thomas Alleyne Academy for two or more years at the time at which the application for admission to the school is made; and/or
- b) The member of staff is recruited to fill a vacant post within Thomas Alleyne Academy for which there is a demonstrable skill shortage

This rule will be applied to both teaching and non-teaching members of staff on both full-time and part-time contracts permanent contracts.

Rule 5: 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 6: Children who live in the Stevenage 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 allocation.

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council’s admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break this random number is used to allocate the place, with the lowest number given priority.

The Thomas Alleyne Academy will use the same definitions and measuring system as Hertfordshire County Council as outlined in the “Definitions” section below.

PRIORITY AREAS

The co-educational priority areas in the admission rules are based on the following towns, parishes/un-parished areas. These apply to Rules 6 and 7.

Priority Area 5	Towns/Parishes/Unparished areas	Schools
Stevenage	Aston, Benington, Datchworth, Graveley, Great Ashby, Knebworth, Langley, Wymondley, Stevenage, Walkern.	Barclay, Barnwell, Marriotts, Nobel, Thomas Alleyne

³ This will include children of staff not living at the same address as the member of staff. It will also include the children of a partner living at the same address as a member of staff.

CONTINUING INTEREST (YEAR 7 PLACES)

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for the school. 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.

Continuing interest 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.'

FAIR ACCESS

The school participates in the county council's Fair Access Protocol (FAP). FAP children will be admitted above those on the school's Continuing Interest List and also above the PAN if necessary.

APPEALS

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

IN-YEAR ADMISSIONS

The Thomas Alleyne Academy is part of the County Council's co-ordinated In-year admissions scheme. In year applications should be made online at www.hertfordshire.gov.uk/admissions. [Forms can be requested by calling 0300 123 4043.](http://www.hertfordshire.gov.uk/admissions)

IN-YEAR APPEALS

- The County Council will write to you with the outcome of your application and if you have been unsuccessful, will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals

Definitions & Explanatory Notes

DEFINITIONS

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

RULE 1: Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order⁴ or a special guardianship order⁵)

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under Rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

A “child looked after” is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under Rule 1. Children in the process of being placed for adoption are classified by law as children looked after provided 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.

Children previously looked after abroad 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:

“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

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,

⁴ **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.

⁵ **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.

(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 previously “looked after” but not meeting the specific criteria outlined 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:
<https://www.hertfordshire.gov.uk/media-library/documents/schools-and-education/admissions/rule-2-protocol.pdf>

RULE 3: Sibling

Definition of sibling:

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently⁶ in a placement within the home as part of the family household from Monday to Friday at the time of this application.

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

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

Multiple births:

The Governors of Thomas Alleyne Academy will admit over the school's published admission number when a single twin/multiple birth child is allocated a place at a school.

RULE 4: Children of Staff Members

The school will admit a child⁷ of a member of staff provided that:

- a) The member of staff has been employed by Hart Schools Trust at the Thomas Alleyne Academy for two or more years at the time at which the application for admission to the school is made and/or
- b) The member of staff is recruited to fill a vacant post within Thomas Alleyne Academy for which there is a demonstrable skill shortage

This rule will be applied to both teaching and non-teaching members of staff on both full-time and part-time contracts permanent contracts. This will include children* of staff not living at the same address as the member of staff. This will include children* of staff not living at the same address as the member of staff. It will also include the children of a partner living at the same address as a member of staff.

RULES 5, 6 and 7: 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.

⁶ A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

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.

⁷ The definition of child will include both biological and adopted children.

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 months⁸ 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 with 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 don't 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 final late deadline for the 2027/28 transfer application process is 1st December 2026. If this date changes, amendments will be published on the HCC admissions web pages at the start of the 2027/28 application process in September 2026.

Fraudulent applications:

The school, in liaison with Hertfordshire County Council, will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided.

Action will be taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school;

⁸ 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.

- 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 their 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 they, and their child(ren) are permanently residing at the address given on the application form.

Home to school distance measurement for purposes of admissions:

HCC on behalf of the Governors of the school measures using a straight line home to school distance. These 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.

Definition of “nearest school” for secondary/upper admissions

The “nearest school” definition for rule 5 is the nearest Hertfordshire maintained school or academy that is non-faith, co-educational, and non-partially selective.

Note – non-partially selective means that the school does not offer any places based on academic ability.

Coeducational schools/academies which select partially on ability are:

Dame Alice Owen's School
 Parmiter's School
 Queens' School
 Rickmansworth School
 St Clement Danes School

Applications from children⁹ from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

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 Primary and Secondary, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for 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.

HCC will also consider accepting applications from children¹⁰ whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (Tuesday 1 December 2026 for secondary transfer) cannot be taken into account before 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.

⁹ 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 normally have unrestricted entry to the UK.

¹⁰ 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 normally have unrestricted entry to the UK.

Children Out of Year Group

The Thomas Alleyne Academy and HCC'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".

Out of Year Group Admissions

In year 7, the academy will accept applications to year 7 out of the 'correct' start date by age, if the child has been educated at Primary school outside their normal year group (that is, if they are applying with the rest of the year group which they have been educated with so far).

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 Thomas Alleyne Academy, as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted.

The panel makes decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), 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 individual schools.