Barnwell School

Determined Admission Arrangements for 2027/28

Barnwell School has a Published Admission Number (PAN) of 210.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (Education. Health and Care) Plan that names the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

Oversubscription criteria

Rule 1	**Children looked after** and children who were previously looked after, including those who appear (to the admission authority) to have state care outside England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order[1] or a special guardianship order[2]
Rule 2	**Medical or Social:** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. *A panel of HCC officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*
Rule 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 a 11-16 secondary school, Years 7 to 13 in a 11-18 school.
Rule 4	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 nonpartially selective. *Note: Non-partially selective means that the school does not offer any places based on academic ability.*
Rule 5	Children who live in the priority area who live nearest to the school (priority area 5).
Rule 6	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.

Please refer to Annex 1 for further details and definitions for Barnwell Schools admissions arrangements.

Tie break

Where there is a need for a tie-break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break, the random number is used to allocate the place, with the lowest number given priority.

Please see Annex 1 for a full explanation/definition.

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".

Continuing Interest

After places have been offered, the school's continuing interest (waiting) list will be maintained by Hertfordshire County Council. A child's position on the continuing interest 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, on behalf of the school's governing body, 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 continuing interest list after this time, parents must confirm they are still interested by completing an In-Year application form.

In Year Admissions

Barnwell School is part of Hertfordshire County Council's coordinated In Year Admissions scheme. Information on how to apply and the on-line application form can be found at www.hertfordshire.gov.uk/inyear The oversubscription criteria outlined above is used to prioritise all In Year applications.

Parents can make an In Year Application via the HCC website www.hertfordshire.gov.uk/admissions or contact the Customer service centre on 0300 123 4043 for a paper application form. The application form should be returned direct to the County Council.

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"

Fair Access

Barnwell School participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest and over the Published Admission Number (PAN) if required.

Priority Areas

The co-educational priority areas in the admission rules for Stevenage are based on the following parishes/unparished areas. These apply to Rules 4 and 5. Academies and Foundation schools that will be retaining the county's priority areas as part of their admission arrangements for 2027/28 have been included for information but are marked with an asterix*

5	**Stevenage**	Aston, Benington, Datchworth, Graveley, Great Ashby, Knebworth, Stevenage, Walkern.	Barclay*, Barnwell*, Marriotts, Nobel*, Thomas Alleyne*

All admissions to Barnwell School are managed and decided through Hertfordshire County Council on behalf of the Governing Board of the School. All necessary information on how to make an application is found at www.hertfordshire.gov.uk/admissions

Date of birth	01/09/2016 – 31/08/2017
School start date	September 2027
Applications open	01 September 2026
Closing date for online applications to be submitted to the LA	31 October 2026
Statutory deadline for receipt of paper applications	31 October 2026
Last date for an application to be considered on time	01 December 2026
Last date for a late application to be received for an allocation to be made on national allocation day	29 January 2027
Allocation information despatched to parents	01 March 2027
Date by which parents/carers may accept or reject place offered	08 March 2027
Date by which parents/carers return appeal forms	March 2027 (Exact date TBC)

Sixth form arrangements

Minimum entry requirements:

Barnwell School has an inclusive Sixth Form, with entry criteria set on a subject by subject basis. These criteria are updated annually to reflect any changes in the demands of new syllabuses and are publicised on the school's website.

We offer both Level 2 and Level 3 qualifications.

Each subject offered has its own entry requirements, so please refer to the Barnwell School website, Sixth Form page for details of the entry criteria for each subject and on how to apply to Barnwell Sixth Form. https://www.barnwellschool.co.uk/

If the school is oversubscribed, priority will first be given to:

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

ii) Students 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.

Admission to the Sixth Form:

The capacity for Year 12 is 150. Priority will be given to students already at the school. All internal students who meet the criteria are eligible for a place in the Sixth Form. Barnwell Schools will admit external students to its Sixth Form. A minimum of 30 places will be offered annually to external candidates who apply to the Sixth Form. Applications are made directly to the Sixth form, and details of how to apply are included on the Schools website.

If there are more applicants than there are places remaining within a particular category, and where there are siblings or there is no difference in the distance to the school from the applicants home address, a random allocation will be used to allocate the final available place(s). This method will be independently witnessed.

Appeals

Once a parent has received written notification from the school with its decision to refuse admission, email school.appeals@hertfordshire.gov.uk."

Annex 1

Explanatory notes and definitions for the admission arrangements for Barnwell School for 2027/28

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 who appear (to the admission authority) to have state care outside England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order[1] or a special guardianship order[2]

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 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.

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 arrangements 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.

[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.

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:

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 in the Rule 2 protocol https://www.hertfordshire.gov.uk/media-library/documents/schools-andeducation/admissions/rule-2-protocol.pdf

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Definition of sibling

For applications to Barnwell School, 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[1] and in every case living permanently[2] 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 Barnwell School at the time the younger child starts or have 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.

[1] See Rule 1 definition regarding looked after and previously looked after children.

[2] 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 Barnwell School.

Multiple births

Barnwell School, as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at the school and the other twin/multiple birth child has applied but not been allocated.

To maximise the chances of your children being allocated places at the same school, it is recommended that you list the same schools in the same order across all applications. If you are applying for single-sex schools, it is possible that one child will be allocated a place and the other will not. Please be aware that it is not possible to allocate a place at a school that is not ranked on the application form, unless a non-ranked allocation is offered.

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.

A signed tenancy agreement showing that your tenancy began on or before 1 December 2027. Where the tenancy arrangement does not include a fixed term, or where additional evidence is required to confirm that the address is the child's normal place of residence, we may request further proof of address and verify this through the Shared Anti-Fraud Service where necessary..

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.

Barnwell School 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 resolved.

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 2027/28 transfer application process is 1st December 2026 for secondary and upper applications and 1st February 2027 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 2027/28 application process in September 2026.

Fraudulent applications

Barnwell School and Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school.
- When a child lives at a different address to the applicant.
- When the applicant does not have parental responsibility.
- When the 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 (less than one year) over the application period.
  - Official/public records show an alternative address at the time of the 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.

Address Visits

Where suspicions lie as to the validity of an address, the Admissions and 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 and Transport Team.

If an address appears to be unoccupied at the time of the visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the

Admissions and Transport Team within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that the 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 within the specified time.

Home to school distance measurement for the purposes of admissions

A 'straight line' distance measurement is used in all home to school distance measurements for admissions to Barnwell School. 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 Barnwell School are available on request.

Definition of "nearest school" for Barnwell School admissions

For Barnwell School, the "nearest school" definition for rule 4 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

For all coeducational community schools this definition applies to rule 4.

Applications from children* from overseas

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

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.
For the Secondary transfer processes, 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, Barnwell School 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 as long as the parents provide evidence of the address and that the child will be living there.

Barnwell School will also consider accepting applications from children* 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 (2 December 2025 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.

Children from overseas, other than those mentioned above, 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 (EEA) 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 national. 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. Find out more about visas and immigration https://www.gov.uk/browse/visas-immigration and the EU Settlement Scheme https://www.gov.uk/settled-status-eu-citizens-families for European Economic Area and Swiss citizens.*

Children Out of Year Group

Hertfordshire County Council'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 transfer process.

For all other out of year group applications, the school, as the relevant admission authority, will request HCC to decide on whether the application will be accepted on the basis of the information submitted. The decision will be 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.

All admissions to Barnwell School are managed and decided through Hertfordshire County Council on behalf of the Governing Board of the School. All necessary information on how to make an application is found at www.hertfordshire.gov.uk/admissions