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**HITCHIN BOYS' SCHOOL**  
An Academy Trust

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## Hitchin Boys' School Determined Admission Arrangements 2022/2023

The admission number for September 2022 is 210. Boys will be admitted at the age of 11 or after having completed National Curriculum Year 6.

The school participates in the Hertfordshire Local Authority co-ordinated scheme for Admissions and all deadlines within that should be adhered to by applicants.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. The school will also admit any child with an Education Health and Care Plan that names the school.

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.

**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 or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.

**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 Hertfordshire County Council 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 Siblings living in the priority area:** Children who live in the priority area, (including for this purpose the parish of Baldock), and who have a sibling at the school at the time of application, excluding brothers who a) first entered the school in the Sixth Form (Year 12) or b) are in Year 13 which is the last year of the normal age range of the school. \*

\* However, numbers allocated to siblings from the parish of Letchworth are subject to the limit mentioned below - see rule 6.

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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.*

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Head Teacher: Mr F Moane

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**National Support School**  
designated by



National College for  
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#### **Rule 4 Children of Staff:**

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

- a) Children of permanent members of staff whose permanent home address is in the Priority Area for Hitchin Boys' School and
- b) the member of staff (defined below) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- c) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a member of the full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable, or a member of the fulltime support staff (on a 38 week and above contract), or of the part-time support staff who work 50% and above as determined by their role (on a 38 week and above contract) whose role and activities can be demonstrated to provide a significant impact on student achievement at the school.

The staff member must be:

- the child's parent by blood or adoption, or have legal parental responsibility for the child, OR
- cohabiting with one of the child's parents AND have been living with the child in the same house Monday- Friday for a minimum of two years.

A panel from the Governors' Admissions Committee may determine whether the member of staff meets the requirements for this rule.

This definition does not include contract staff.

#### **Children who live in the priority area<sup>1</sup>**

#### **Rule 5 - Children who live in the parish of Hitchin.**

The school will allocate 120 places to children whose permanent home address is in the parish of Hitchin.

In the event of more than 120 applications for consideration under this rule, places will be allocated as follows:

- a) firstly, to Boys for whom it is their nearest Hertfordshire maintained school or academy that is non-faith and non-partially selective and makes provision for children of the relevant gender;
- b) secondly, if there are places remaining, to Boys in the parish of Hitchin for whom it is **not** their nearest Hertfordshire maintained school or academy that is non-faith and non-partially selective and makes provision for children of the relevant gender.

The tiebreak for rule 5a and 5b is distance<sup>2</sup>, with those that live closest to the school having the highest priority.

A maximum of 120 places will be allocated under this rule. If fewer than 120 places are allocated, the balance will be added to the places available to applicants from the rest of the priority area and distributed under rule 6.

## **Rule 6 - Children who live in the rest of the priority area by parish, on a proportional basis.**

Any remaining places will be allocated to each parish/unparished area or town in the rest of the priority area in proportion to the number of applications made, with the exception of the Parish of Letchworth where the total number of places allocated under rules 1 to 6 will not exceed 20. In the event of there being more applications than places available to a particular parish/unparished area or town, places will be allocated as follows:

- a) to Boys for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, non-partially selective and makes provision for children of the relevant gender;
- b) to Boys for whom it is **not** their nearest Hertfordshire maintained school or academy that is non-faith and non-partially selective and makes provision for children of the relevant gender.

The tiebreak for rule 6a is distance<sup>2</sup>, with those that live closest to the school having the highest priority. The tiebreak for rule 6b differs, with all places being allocated on a random<sup>3</sup> basis.

Any unused places are reallocated to parishes to remain as near to the originally established proportions as possible. This is achieved by considering each place to be redistributed in turn and assigning it to the most under allocated/least over allocated parish.

If, following the distribution of places through parish proportionality, all applications in the rest of the priority area have been satisfied and places remain available, they will be allocated firstly to any outstanding applicants from Hitchin prioritised as outlined in Rule 5 and then to any outstanding applicants from the parish of Letchworth, prioritised as outlined above.

### **Children who live outside the priority area**

**Rule 7 Siblings living outside the priority area:** Children who live outside the priority area and who have a sibling at the school at the time of application, excluding brothers who a) first entered the school in the Sixth Form (Year 12) or b) are in Year 13 which is the last year of the normal age range of the school.

### **Rule 8 Random**

Any remaining places will be offered to children living outside of the priority area, on a random<sup>3</sup> basis.

### **Notes**

<sup>1</sup> *The priority area for Hitchin Boys' School is based on the following towns / parishes / unparished areas:*

*Codicote, Graveley, Hexton, Hitchin, Holwell, Ickleford, King's Walden, Knebworth, Langley, Letchworth Garden City, Lilley, Offley, Pirton, Preston, St. Ippolyts, St. Pauls Walden, Weston, Wymondley*

<sup>2</sup> *A 'straight line' distance measurement; from the address point of the child's home, supplied by Address Base Premium, to the address point of the school is used in all home to school distance measurements for community and VC schools in Hertfordshire and will also be used by Hitchin Boys' School. The measurement is undertaken by a computerised mapping system to two decimal places.*

<sup>3</sup> *Places will be allocated on a random basis, based on the principle that every child will be allocated an individual random number once their name has been entered onto the HCC admissions database. If a preference is expressed for Hitchin Boys' School, this number will be used in the random process. HCC undertakes the random allocation process independently on behalf of the school.*

### **Tiebreak**

These rules are applied in the order they are printed above. If more children qualify under Rules 1, 2, 3, and 4 than there are places available, a tie-break will be used by applying the next rule to those children.

Where there is a need for a tie-breaker 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

### **Continuing Interest Lists (Waiting Lists)**

After places have been offered, Hertfordshire County Council will maintain the school's continuing interest (waiting) list. A child's position on the 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 end of the summer term. To retain a continuing interest a new In Year application must be made for the next academic year.

### **In Year Admissions**

The school is part of the Hertfordshire County Council's coordinated In Year admissions scheme. In year applications should be made online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

A paper application form can be requested from the Customer Service Centre, 0300 123 4043. Places will first be allocated in accordance with rules 1-4 above and then as follows:

Rule 5: Children who live in the priority area (including for this purpose the parish of Hitchin) for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, non-partially selective and makes provision for children of the relevant gender.

If more children qualify under rule 5 than places are available, the tiebreak would be those that live closest to the school.

Rule 6: Children in the priority area on a random basis

Rule 7: Children outside the priority area on a random basis.

Parish proportionality will not be taken into account for In Year allocations.

### **Fair Access**

The school participates in the Hertfordshire 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.

### **Sixth Form admission arrangements**

The School will admit to its Sixth Form any student of the appropriate age with a Statement of SEN or an EHCP that names the school.

The schools will admit up to 30 external students to its Sixth Form.

Minimum academic entry requirements are 5 GCSE passes at Grade 4 or above, including Grade 4 English and Maths for A level courses. Some subjects will require grade 6, 7 or 8 at GCSE; 5 GCSE passes at grades 9 – 4 are required for all other courses.

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

- i) Children looked after or previously looked after including children who appear to have been in state care outside of England.
- ii) Children for whom it is their nearest Hertfordshire maintained school or academy that is non-faith and non-partially selective and makes provision for children of the relevant gender

- iii) Distance (if two applicants have the same home-school distance both shall be admitted)

### 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](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

For **In Year Admissions**, 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)

### Definitions and Explanatory notes for the admission arrangements for Hitchin Boys' School for 2022/23

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 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<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.

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 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.

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](#)

**Definition of sibling:**

A sibling means the brother, half-brother, adopted brother, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup>, and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of the application.

A sibling must be on the roll of the named school at the time the younger child starts.

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:**

Hitchin Boys' School 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 an application has also been received for the other twin/multiple birth. The exception to this is when the last place is offered to a child under the random element of the school's rules. In these circumstances, places will not be offered before allocation to the other twin/multiple births because it would compromise the random element of the allocation process. In these circumstances the school will admit above the PAN after the allocation process has been completed.

**Home address:**

The address provided must be the child's current permanent address at the time of application. 'At time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address.

If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time.

If a child lives at two addresses equally, the address of the parent/carer that claims Child Tax Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If your child is allocated a place under Rule 5, Children who live in the Hitchin Parish, the school will ask for evidence that the address provided is the child's permanent address at the time of application. This evidence must be received and verified when you accept the place and before the child can take up his place. Failure to provide this evidence may lead to the offer of a school place being withdrawn.

**Fraudulent applications:**

Hitchin Boys' 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.
- When a child lives at a different address to the applicant.

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<sup>1</sup> 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.

<sup>2</sup> 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.

- 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.
  - Council tax information shows 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.

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

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. 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.

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

For allocations under rules 5 & 6 the "nearest school" is defined as the nearest Hertfordshire maintained non-faith, non-partially selective school or academy that caters for children of the appropriate gender.

### **Priority Areas**

Priority areas are determined by administrative parishes/towns/unparished areas. Your home parish/town or unparished area is clearly identified on your Council Tax statement/bill. If you are unsure which area you live in you can use the "Find Your Nearest School" facility available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

### **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.

*\*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 or are European Economic Area nationals normally have unrestricted entry to the UK.*

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 application process 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 an HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria. If the family already has an established alternative private address, that address will be used for admission purposes.

The school, in liaison with HCC, will also consider accepting applications from children\* (as defined above) whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the



overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of county council officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address. Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12-month rental agreement.

### **Children Out of Year Group:**

The school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance\* which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The school's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governor's decision will be based upon the circumstances of each case including the view of parents, the headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of the school.

*\*Advice on the admission of summer born children" December 2014*

## Admissions to Secondary School

### Parish places - Initial proportionality and subsequent redistribution example

#### Initial parish places formula

This formula is used by all single sex schools which use parish proportionality rules to determine how many places should be assigned to each individual parish. The calculation is undertaken after places have been allocated to children qualifying under a higher admission rule.

$$\frac{\text{Total on-time applicants from the individual parish (inclusive of applicants qualifying under a higher admission rule)} \times \text{No of places remaining for allocation under parish proportionality rules}}{\text{Total number of on-time applications from parishes in the priority area (inclusive of applicants qualifying under a higher admission rule)}}$$

*Note: In the case of both Hitchin Boys' School and Hitchin Girls' School, the figures for all 3 elements of this calculation exclude the Parish of Hitchin as applicants qualify under a rule separate from the parish proportionality rules.*

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#### Example of single sex parish proportionality calculation

This example illustrates how parish proportionality places are calculated, and if necessary, redistributed.

It does not reflect a previously administered allocation process and is provided purely to demonstrate both how the calculations work and are applied to each parish.

Total number of places available at school (Published Admission Number)	100
Number of applicants allocated under higher admission rules (iteration 1)	50

In this example, the school has a total of 100 places to allocate based on its Published Admission Number (PAN). 50 places are allocated to children who qualify for a place under a higher admission rule (SEN, Children Looked After, Social/Medical, Siblings, Children of Staff etc.)

*Note: In the case of both Hitchin Boys' School and Hitchin Girls' School, the 'Hitchin parish' rule is administered before parish proportionality is calculated, as both schools specifically assign 120 places to the parish of Hitchin. The 'Hitchin parish' rule is classed as a higher admission rule. Proportionality is then calculated for the remainder of parishes in the priority area. The parish of Hitchin is not included in the parish redistribution process.*

## Initial proportionality workings and parish places

Total number of places available at school (Published Admission Number)	100
Number of applicants allocated under higher admission rules (iteration 1)	50

Therefore 50 places remain to be assigned to parishes in the priority area for allocation under the proportionality rules. The initial proportionality and parish places calculation for this example is as follows:

Parish in the priority area	Total on-time applicants from parish <i>(inclusive of applicants qualifying under a higher admission rule)</i>	Initial parish places as a % <i>(Total on-time applications from parish / Total on-time applicants from priority area x 100)</i>	Initial allocation of places for parish	Adjusted allocation of places for parish*
Parish A	12	15.18987	7.59494	7
Parish B	9	11.39241	5.69620	6
Parish C	1	1.26582	0.63291	1
Parish D	5	6.32911	3.16456	3
Parish E	5	6.32911	3.16456	3
Parish F	0	0.00000	0.00000	0
Parish G	14	17.72152	8.86076	9
Parish H	25	31.64557	15.82278	16
Parish I	6	7.59494	3.79747	4
Parish J	2	2.53165	1.26582	1
<b>Total</b>	<b>79</b>	<b>100.00000</b>	<b>50.00000</b>	<b>50</b>

\*The initial allocation of places for each parish is rounded up or down in accordance with the following process:

1. The “whole” number of places assigned to each parish is added up. In this example, 45 whole places have been assigned, which leaves 5 to assign.
2. These 5 places are assigned to the parishes with the highest decimal place (maximum of 1 for each parish), i.e. Parishes G, H, I, B & C.
3. We now have adjusted parish places. The remainder of the allocation process will retain this distribution of places across all parishes, unless a parish cannot fulfil its quota (i.e. there are no remaining children in that parish requiring a place). In the event that a parish cannot meet its quota, the ‘initial parish places as a %’ figure is used to help determine which parish(es) the unfulfilled place(s) should be redistributed too.

## Results of first iteration (round of allocations) and preparation for redistribution of places for second iteration

The table below is designed to give an example of what could happen under the parish proportionality rules during an iteration.

Priority area parishes#	Adjusted initial allocation of places for parish	Allocations made under parish proportionality rules during iteration 1 *	Initial parish places as a % <i>(Total on-time applications from parish / Total on-time applicants from priority area x 100)</i>	% Currently allocated to parish <i>(Allocations made to parish under parish proportionality / Total number of places available at school for allocation under parish proportionality x 100)</i>	Applicants still requesting place from parish under parish proportionality rules <i>(pre iteration 2)</i>	Parish does not have any remaining pupils requesting a place and therefore the place(s) must be redistributed to other parishes in the priority area <i>(for iteration 2)</i>
Parish A	7	5	15.18987	10.00000	0	2
Parish B	6	6	11.39241	12.00000	2	
Parish C	1	0	1.26582	0.00000	0	1
Parish D	3	3	6.32911	6.00000	0	
Parish E	3	3	6.32911	6.00000	1	
Parish F	0	0	0.00000	0.00000	0	
Parish G	9	9	17.72152	18.00000	4	
Parish H	16	16	31.64557	32.00000	8	
Parish I	4	4	7.59494	8.00000	2	
Parish J	1	1	2.53165	2.00000	0	
<b>Total</b>	<b>50</b>	<b>47</b>	<b>100.00000</b>	<b>94.00000</b>	<b>17</b>	<b>3</b>

- The number of allocations to some parishes can be less than the adjusted allocation figure for the parish as a result of applicants being successful at higher preference schools during the iteration e.g. 7 places would have been allocated to Parish A but, as the iteration ran across other schools, 2 children were successful in obtaining a place at higher preference schools, leaving 5 allocated at the end of the iteration.

In this particular example, the outcome of the first iteration has meant that two parishes (A and C) have places remaining (3 in total) that need to be redistributed for allocation to other parishes in the priority area which still have children requesting a place.

## Redistribution of 'unused' parish places (pre iteration 2)

There are 3 places available for redistribution. Each of these places will be redistributed individually, by determining the most under-allocated or least over-allocated parish, as demonstrated below:

### *First parish place to be redistributed*

Priority area parishes	Adjusted initial allocation of places for parish	Allocations made under parish proportionality rules (pre iteration 2)	Initial parish places as a % (Total on-time applications from parish / Total on-time applicants from priority area x 100)	% Currently allocated to parish (Allocations made to parish under parish proportionality / Total number of places available at school for allocation under parish proportionality x 100)	Applicants still requesting place from parish under parish proportionality rules (for iteration 2)	Most under allocated/least over allocated parish (% Currently allocated to parish – Initial parish places as a %)
Parish A	7	5	15.18987	10.00000	0	- 5.18987
Parish B	6	6	11.39241	12.00000	2	0.60759
Parish C	1	0	1.26582	0.00000	0	- 1.26582
Parish D	3	3	6.32911	6.00000	0	- 0.32911
Parish E	3	3	6.32911	6.00000	1	<b>- 0.32911</b>
Parish F	0	0	0.00000	0.00000	0	0.00000
Parish G	9	9	17.72152	18.00000	4	0.27848
Parish H	16	16	31.64557	32.00000	8	0.35443
Parish I	4	4	7.59494	8.00000	2	0.40506
Parish J	1	1	2.53165	2.00000	0	- 0.53165
<b>Total</b>	<b>50</b>	<b>47</b>	<b>100.00000</b>	<b>94.00000</b>	<b>17</b>	

The first parish place to be redistributed is assigned to **Parish E** because it is the 'most under allocated' parish with applicants still requesting a place (as shown by the negative figure).

**Parish E** is assigned an additional place, and this is incorporated into the calculation before the second parish place is redistributed.

**Second parish place to be redistributed**

Priority area parishes #	Adjusted initial allocation of places for parish	Allocations made under parish proportionality rules (pre iteration 2)	Initial parish places as a % (Total on-time applications from parish / Total on-time applicants from priority areas x 100)	% Currently allocated to parish (Allocations made to parish under parish proportionality / Total number of places available at school for allocation under parish proportionality x 100)	Applicants still requesting place from parish under parish proportionality rules (pre iteration 2)	Most under allocated/least over allocated parish (% Currently allocated to parish – Initial parish places as a %)
Parish A	7	5	15.18987	10.00000	0	- 5.18987
Parish B	6	6	11.39241	12.00000	2	0.60759
Parish C	1	0	1.26582	0.00000	0	- 1.26582
Parish D	3	3	6.32911	6.00000	0	- 0.32911
Parish E	3	4	6.32911	8.00000	0	1.67089
Parish F	0	0	0.00000	0.00000	0	0.00000
Parish G	9	9	17.72152	18.00000	4	<b>0.27848</b>
Parish H	16	16	31.64557	32.00000	8	0.35443
Parish I	4	4	7.59494	8.00000	2	0.40506
Parish J	1	1	2.53165	2.00000	0	- 0.53165
<b>Total</b>	<b>50</b>	<b>48</b>	<b>100.00000</b>	<b>96.00000</b>	<b>16</b>	

The second place to be redistributed is assigned to **Parish G** as it is the 'least over allocated' parish with applicants still requesting a place. Unlike the previously redistributed place, none of the parishes which are 'under allocated' (shown with a negative figure) have applicants still requesting a place; therefore a place cannot be assigned to those particular parishes.

**Parish G** is assigned an additional place and this is incorporated into the calculation before the third parish place is redistributed.

**Third parish place to be redistributed**

Priority area parishes#	Adjusted initial allocation of places for parish	Allocations made under parish proportionality rules (pre iteration 2)	Initial parish places as a % (Total on-time applications from parish / Total on-time applicants from priority area x 100)	% Currently allocated to parish (Allocations made to parish under parish proportionality / Total number of places available at school for allocation under parish proportionality x 100)	Applicants still requesting place from parish under parish proportionality rules (pre iteration 2)	Most under allocated/least over allocated parish (% Currently allocated to parish – Initial parish places as a %)
Parish A	7	5	15.18987	10.00000	0	- 5.18987
Parish B	6	6	11.39241	12.00000	2	0.60759
Parish C	1	0	1.26582	0.00000	0	- 1.26582
Parish D	3	3	6.32911	6.00000	0	- 0.32911
Parish E	3	4	6.32911	8.00000	0	1.67089
Parish F	0	0	0.00000	0.00000	0	0.00000
Parish G	9	10	17.72152	20.00000	3	2.27848
Parish H	16	16	31.64557	32.00000	8	<b>0.35443</b>
Parish I	4	4	7.59494	8.00000	2	0.40506
Parish J	1	1	2.53165	2.00000	0	- 0.53165
<b>Total</b>	<b>50</b>	<b>49</b>	<b>100.00000</b>	<b>98.00000</b>	<b>15</b>	

The third and final place to be redistributed is assigned to **Parish H** because it is the 'least over allocated' parish with applicants still requesting a place. As with the previously redistributed place, none of the parishes which are 'under allocated' (shown with a negative figure) have applicants still requesting a place; a place cannot therefore be assigned to those particular parishes.

**Parish H** is assigned the final place in this redistribution process.

**Finalised parish redistribution workings prior to iteration 2**

Priority area parishes#	Adjusted initial allocation of places for parish	Allocations made under parish proportionality rules (pre iteration 2)	Initial parish places as a % (Total on-time applications from parish / Total on-time applicants from priority area x 100)	% Currently allocated to parish (Allocations made to parish under parish proportionality / Total number of places available at school for allocation under parish proportionality x 100)	Applicants still requesting place from parish under parish proportionality rules (pre iteration 2)	Most under allocated/least over allocated parish (% Currently allocated to parish – Initial parish places as a %)
Parish A	7	5	15.18987	10.00000	0	- 5.18987
Parish B	6	6	11.39241	12.00000	2	0.60759
Parish C	1	0	1.26582	0.00000	0	- 1.26582
Parish D	3	3	6.32911	6.00000	0	- 0.32911
Parish E	3	4	6.32911	8.00000	0	1.67089
Parish F	0	0	0.00000	0.00000	0	0.00000
Parish G	9	10	17.72152	20.00000	3	2.27848
Parish H	16	17	31.64557	34.00000	7	2.35443
Parish I	4	4	7.59494	8.00000	2	0.40506
Parish J	1	1	2.53165	2.00000	0	- 0.53165
<b>Total</b>	<b>50</b>	<b>50</b>	<b>100.00000</b>	<b>100.00000</b>	<b>14</b>	

The redistributed places are then allocated to the children who best meet the admission criteria from within each parish i.e. nearest applicants will qualify for a place before random applicants. The second iteration is then completed.

If additional places are returned during any iteration, the redistribution process described above will reoccur. The iterative process continues until all children have been allocated their highest preference school possible.



## Frequently asked questions about the parish proportionality calculation, the admission rules and the redistribution process

**1. The parish I live in was only assigned 2 places in the previous 2 years admission rounds. Does this mean it will receive 2 places again this year?**

*No. The proportionality calculation is based entirely on the number of applications received from parishes in the priority area in that specific year. The number of applicants changes from year to year. The number of children allocated under the higher admission rules can also have an impact.*

**2. Is it possible for children living in the priority area who qualify on a random basis to be allocated and those that have it as their “nearest school” not?**

*Yes. Once the parishes are assigned their quota using the parish proportionality calculation, the admission rules are applied to each parish individually. It is therefore possible that a parish local to the school, where children qualify under the “nearest school” rule, may not have enough places available under the proportionality calculation for all children for whom it is the “nearest” school. A more distant parish may only have children who qualify for the school on a random basis, and therefore will only allocate children under this rule.*

**3. I live in a priority area parish and have established that I will be considered for the school on a random basis. Do I stand a better chance of being allocated the single sex school if I put it down as my first preference?**

*No. Each applicant who is considered on a random basis is treated equally. Every applicant is assigned an individual random number prior to each iteration<sup>1</sup> and this number will be used during the allocation process.*

**4. During the redistribution process, what happens in the event that 2 or more parishes are equally entitled to the next place?**

*The parish is selected randomly by the system.*

**5. What happens if a child allocated under a higher admission rule is then successful in obtaining a place at a higher preference school later in the iterative process? Is this place redistributed for allocation to a parish in the priority area?**

*Yes. Any places which are returned from higher admission rules later in the process are reallocated through the redistribution process. The parish entitled to the place will be the parish that is the most under allocated / least over allocated at that point in time.*

**6. What happens during the iterative process if there are not enough applicants in the priority area to allocate up to the school's Published Admission Number (PAN)?**

*The school would move on to the next admission rule in their arrangements, which will normally involve children living outside of the priority area.*

<sup>1</sup> School Admissions Code – December 2014: Section 1.35



**REGISTRATION FOR ENTRY TO THE SIXTH FORM AT  
HITCHIN BOYS' SCHOOL IN SEPTEMBER 2022**

**Hitchin Boys' School Admission Arrangements 2022/2023**

The School will admit to its Sixth Form any student of the appropriate age with a Statement of SEN or an EHCP that names the school.

The schools will admit up to 30 external students to its Sixth Form. Minimum academic entry requirements are 5 GCSE passes at Grade 4 or above, including Grade 4 English and Maths for A level courses. Some subjects will require grade 6, 7 or 8 at GCSE; 5 GCSE passes at grades 9 4 are required for all other courses.

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

- i) Children looked after or previously looked after including children who appear to have been in state care outside of England.
- ii) Children for whom it is their nearest Hertfordshire maintained school or academy that is non-faith and non-partially selective and makes provision for children of the relevant gender.
- iii) Distance (if two applicants have the same home-school distance both shall be admitted).

<b>Student Name:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
<b>Current School Name and Address:</b>	
<b>Telephone Number:</b>	
<b>CURRENT GCSE SUBJECTS</b>	<b>TARGET GRADE</b>

Please list in order of preference the three subjects you would like to study in Year 12. A fourth subject is usually only applicable if you are studying Further Maths as one of your first three choices.

1.

2.

3.

(4.)

**Parent/Carer Contact Details:**

**Name(s):**

**Relationship to student:**

**Telephone:**

**Email:**

**Notes:**

**Student Signature:**

**Date:**

*Please complete this form and return to:*

Mrs E Christou, Head of Sixth Form, Hitchin Boys' School, Grammar School Walk, Hitchin, Herts SG5 1JB