



ST GEORGE'S SCHOOL
Supplementary Information Form
Application for admission for a day place 2025 (year 7)

PLEASE RETURN THIS FORM TO ST GEORGE'S SCHOOL, HARPENDEN ACADEMY TRUST
BY 23rd OCTOBER 2024

THIS FORM SHOULD BE USED FOR SECONDARY TRANSFER ONLY

- Please tick to confirm that St George's School is one of your preferred schools on the online school admissions service in Herts (www.hertfordshire.gov.uk/admissions) or the LA in which you live for children living outside Herts.
- For those living in Hertfordshire, please tick to confirm that you will have applied online to Hertfordshire County Council, or to your own LA if you live outside Hertfordshire, by the deadline of 31st October. Application received after 31st October will be treated as late (as detailed on www.hertfordshire.gov.uk/admissions).

CHILD'S SURNAME: FORENAME(S):

CHILD'S DATE OF BIRTH:

ADDRESS:

.....

..... POST CODE:.....

Please tick to confirm that the address given is the child's normal residence to be used for measuring the distance to the School. (Please see Note 7)

TELEPHONE NUMBER (with code):

E MAIL ADDRESS.....

FOR OFFICE USE

Date received:

PARENTS ARE ASKED TO COMPLETE THE FOLLOWING SECTIONS AS FULLY AS POSSIBLE.

ADMISSIONS CRITERION 1

Is the child a child looked after or a child who has previously been looked after including those previously looked after outside England? (please see Note 1)

This information should be provided to Hertfordshire County Council in the on-line application

Please move to next criterion

ADMISSIONS CRITERION 2

Is a parent of the child a member of staff of St George's School?

(please see Note 2)

This information should be provided to Hertfordshire County Council in the on-line application.

If the member of staff has been employed by the school for less than two years but was employed to fill a vacant post for which there is a demonstrable skill shortage, this should be evidence by a letter from the school's Personnel Department.

Please tick if this statement is enclosed.

Please move to next criterion

ADMISSIONS CRITERION 3

Does your child have a sibling currently at the school as a day pupil?

(please see Note 3)

This information should be provided to Hertfordshire County Council in the on-line application

Please move to next criterion

ADMISSIONS CRITERION 4

Does your child have a sibling who has previously attended the school as a day pupil? YES NO

(please see Note 4)

Name of pupil(s)

Period attended school House.....

Please move to next criterion

ADMISSIONS CRITERION 5

Are you and your child members of a Christian Church?

YES NO

(Please see Note 5)

If yes, please give details and ask your Church Leader to sign the statement to support your application. If the statement is not to be included with the application please supply your Church Leader with a stamped envelope addressed to the Admissions Officer (Day Admissions) at the school.

.....
.....

Please tick if this statement is enclosed.

Please tick if this statement is not enclosed, but has been given to your Church Leader to send to the Admissions Officer (Day Admissions).

ONLY APPLICANTS THAT ARE WITHIN THE SCHOOL'S PRIORITY AREAS (addresses in the civil parishes of Ayot St Lawrence, Flamstead, Harpenden, Harpenden Rural, Kimpton, Kings Walden, Markyate, Redbourn, St Paul's Walden and Wheathampstead) **SHOULD ANSWER THE FINAL QUESTION** to allow the correct assessment of your application:

- **Are there any medical or social reasons why St George's School is uniquely well suited for your child?** (Please see Note 6)
YES NO

Please state the reasons fully. It is essential that you provide evidence from a qualified professional in order that further consideration is given under this criterion.

.....
.....

Please tick if the evidence is included.

Please tick if the evidence will be forwarded under separate cover.

ALL APPLICANTS COMPLETE THIS DECLARATION:

To the best of my knowledge the information given by me in connection with this application is correct and I agree to notify the school immediately of any change of address, telephone number or other circumstances. The school will check any information provided on this form or submitted in connection with the application and will withdraw an offer of a place if any false or misleading information is given.

Signed (Parent/Guardian) Date

Full name.....

Please ensure that you have completed and returned the Hertfordshire LA STF by the deadlines indicated at the top of the first page of this form (children living in Hertfordshire) or have completed and returned the form from the LA in which you live (children living outside Hertfordshire).

Please return this form to The Admissions Officer, St George's School, Sun Lane, Harpenden, Herts, AL5 4TD, by 23rd October 2024.

Notes for completion of Supplementary Information Form

Note 1

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 5.

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.

Note 2

Children with a parent who is a member of staff at St George's School. A parent means the mother, father, step-mother or step-father of the child and in every case living at the same permanent address as the child. A member of staff is defined as a person who has a permanent full time or part time contract of employment with the Governors/Academy Trust of St George’s School at the time of application, including teaching and non-teaching staff and qualifies in the following circumstances:

- (a) where the member of staff 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, or
- (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This should be evidenced by a letter from the school’s Personnel Department.

Note 3

A “sibling” means the sister, brother, half brother or sister, a child looked after or previously looked after, or child of the parent or partner and in every case living permanently in the same home for at least four nights of the school week at the time of this application. This definition of sibling does not include cousins.

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 a place is obtained for an older child following use of information assessed by the school as fraudulent or wilfully misleading, there will be no sibling connection priority given to subsequent children from that family.

Note 4

The definition of “sibling” is the same as note 3 above. The sibling must have been a day pupil at the school for three years or more and the applicant must have been living for the whole of that three year period at the same address for at least four nights of the school week. The integrity of this connection must be verifiable using the record as held on the school's management system.

Note 5

To be considered under this criterion, it is a requirement that at least one parent physically attends an eligible Christian Church (as defined in this note) with the child at least once a month over a continuous two year period immediately prior to the date of application. The child must be in attendance with a parent(s) and not just attending Sunday School or any specific Youth service/session/meeting/club on their own or with siblings, or attending a church service with or in their current school.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for the worship, the requirements of the admissions arrangements in relation to attendance will only apply to the period when the church has been available for public worship.

Please ask for the enclosed form to be signed by the Church leader and return it with the application or under separate cover to the Admissions Officer at the School. The applicant and Church leader are required to indicate if there is a potential conflict of interest in this referencing process because the Church leader and applicant or their family are relatives.

A church or other organization will be deemed to be an eligible Christian Church if it is a member of Churches Together in Britain and Ireland (website: www.ctbi.org.uk) or is in association with the Evangelical Alliance (website: www.eauk.org) or is a member of a local ecumenical group of other Christian Churches as verified by their Church leaders. The school reserves the right to not accept an application as satisfying criterion 5 where the school is unable to establish that the Church claimed has a clear, verifiable, and consistent place of worship.

Note 6

For children whose normal residence is within the school's priority areas. Application 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. Documentary evidence from a third party medical consultant, social worker or other related sector professional will be required if applicants wish to be considered under this criterion. This will be assessed by the Governor's Admissions Panel and its decision communicated to parents in writing shortly after allocated places have been advised by the LEA.

Note 7

The child's normal residence is considered to be the one at which he or she spends at least four nights of the school week. Measurements are made by Hertfordshire County Council who use a specialist software package to calculate them. The definition of home-school measurement corresponds to the one used by Hertfordshire County Council in the County's admission arrangements and application literature. It is a straight line distance measurement. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of a child's house to the address point of the school. Address point data is provided by Addressbase premium data and is a nationally recognised method of identifying the location of schools and individual residences.

If the main address has changed temporarily then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address. This will include if the address where the child resides is part of an informal or private fostering arrangement, care by close family, or friends and family care, where the supervising adult has no legal parental responsibility for the child.

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 break the random number is used to allocate the place, with the lowest number given priority.

Children of UK service personnel (UK Armed Forces) - For families of service personnel, with a confirmed posting to their area, will be able to use this address for consideration of the application, even if the child is yet to take up residence, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area.

Fraudulent applications

St George's School will do as much as possible to prevent applications being made from fraudulent addresses, including referred 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. St George's School will take action in conjunction with the Local Authority in such cases which would include, for example:

- 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 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.

Note on multiple births

In cases where the application of the day place admissions criteria would result in one twin or sibling of a multiple birth being allocated to a day place at St. George's School while that child's twin or sibling of multiple birth was not allocated a day place, the Governors will admit over the published admission number to avoid this occurrence. This arrangement only applies within the day admissions policy; twins or multiple siblings may choose to apply differently for boarding and day places respectively, but in such a case would be assessed in their own right, and the allocation of a place to one would not automatically lead to a place being allocated to the other(s).