

**REVIEW OF ADMISSIONS RULES FOR COMMUNITY AND VOLUNTARY  
CONTROLLED SECONDARY SCHOOLS**

*Report of Director of Children, Schools and Families*

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**1. Purpose of the report**

The purpose of this report is to provide the Select Committee with :-

- (a) an overview of the work School Places, Admissions and Commissioning Panel in reviewing secondary admissions rules, and
- (b) an opportunity to discuss proposals for initial consultation which will be agreed by the Cabinet and Executive on 15 October and tabled at the meeting.

**2. Summary**

2.1. This report provides background information on key issues and identifies options for initial consultation, which will be considered by the School Places, Admissions and Commissioning Panel at its meeting of 11 October in respect of:

- Broad catchment areas
- Changes to Rule 4 “longest extra journey”
- Twins and triplets
- Specialist schools and schools with specialisms

2.2 The views of the Panel will be reported to the Cabinet at its meeting of 15 October and taken into account when deciding upon any changes on which consultation will take place.

2.3 The consultation process will then involve the following steps: -

- |         |   |
|---------|---|
| Oct 17  | CSF Select Committee comments on proposals for initial consultation   |
| Oct 19  | Consultation document distributed to schools, parents of Year 5 pupils, statutory bodies and other stakeholders |
| Oct/Nov | Public meetings   |
| Dec 7   | Consultation period finishes  |
| Dec 14  | Panel considers consultation responses including those of the Select Committee                                  |

Jan 7	Panel agrees proposals for Cabinet to consider for statutory consultation
Jan 14	Informal Cabinet discussion of statutory consultation proposals
Jan 23	CSF Select Committee considers outcome of initial consultation and comments on proposals for statutory consultation
Jan 28	Cabinet discussion to agree proposals for statutory consultation
Feb 1	Statutory consultation begins
Feb/Mar	Public meetings
Mar 8	Informal Cabinet discussion of progress with consultation
Mar 15	Statutory consultation ends
Mar 20	CSF Select Committee considers outcome of statutory consultation
Mar 22	Cabinet agrees final proposals
Mar 26	County Council considers proposals

### **3. Conclusion**

- 3.1. The Select Committee is asked, as part of the consultation process, to comment on the issues discussed by the School Places, Admissions and Commissioning Panel (this report) and the Cabinet proposals for consultation (to follow).
- 3.2. The views of the Select Committee will be reported to the Cabinet at the end of the initial consultation process.

## 1. Background

1.1. During the 2000/2001 admissions round, a number of concerns were expressed about the secondary admission rules by members, parents and other stakeholders. The County Council agreed at its meeting of 3 April 2001 that the admissions rules for community and voluntary controlled schools should be reviewed. This work has been undertaken by the School Places, Admissions and Commissioning Panel, which has met on 5 occasions following initial agreement by the Cabinet on the overall work programme.

1.2. The process of administrating and co-ordinating secondary admissions rules in Hertfordshire is a complex one involving 33 different Admission Authorities: -

School Type	North	South	East	West	Total
Community and voluntary controlled	17	3	17	14	51
Foundation	0	6	6	4	16
Voluntary aided – non-denominational	0	5	0	1	6
Voluntary Aided – denominational	1	2	2	5	10

1.3. The initial aim of the Panel has been to review the current position and develop proposals for consultation in October and November, which can then be refined to produce a final set of proposals for statutory consultation in February and March 2002.

1.4. The work of the Panel has needed to take account the Code of Practice on School Admissions that was introduced by the School Standards and Framework Act 1998. Key features of the Code are a requirement that: -

- Admissions criteria are clear, fair, objective and for the benefit of all children including those with special education needs or with disabilities;
- Local admission arrangements comply with all relevant legislation and guidance including equal opportunities;
- Local admission arrangements contribute to improving standards for all pupils;
- Admission arrangements involve seeking views through public consultation, Admission Forums and if necessary, the Admission's Adjudicator, and
- Admission arrangements enable parents' preferences for the schools of their choice to be met to the maximum extent possible.

1.5. Key issues considered by the Panel are as follows :-

### (a) Transparency of rules

Parents have found the admission rules difficult to understand and apply to their own circumstances. This is particularly the case with Rule 4 'longest extra journey'. The current process is that schools are used for measurement

purposes if there are fewer first rank applications than places available, regardless of whether there are any places available at the end of the admissions process.

The following concerns in respect of the longest additional journey were made:

- There is no way of predicting which schools might be used year on year.
- Schools that are used can be full at the time of final allocation
- It is unfair to children who live close to an unpopular school, because they do not have a longest additional journey anywhere.
- Denominational schools are not appropriate to use for measurement purposes where parents and children are not of that faith.
- The measurement to the nearest alternative school does not reflect real journeys in rural areas

(b) **Traditional links between schools and communities**

Parents expressed concern that the admission rules have not recognised established links between local communities and specific schools.

(c) **Demographic issues**

Parents living in Hertfordshire are concerned that children from outside the county are allocated places ahead of their children. This situation occurs because the children meet the admission rules, particularly sibling connection.

Parents have expressed concern that there are insufficient places in some towns to meet the growth of local populations

(d) **Geographical issues**

In addition to the generic concerns expressed by stakeholders in respect of the admission rules, the Panel also considered concerns expressed about particular geographical areas as follows:

- Redbourn – children unable to gain places at Harpenden schools
- Villages of Ashwell, Sanden and Western – the need to prioritise admissions for children in these villages for places at Knights Templar School
- Ware – the need for children to obtain places at Presdales
- Three Rivers – the need for children to obtain places in local schools
- St Albans – the need for children to living in St Albans to be allocated at schools within the city
- Ringfencing St Albans District Council area for children living in that area
- Watford – the need for children to obtain in local schools
- Broxbourne – the availability for places for local children
- Stevenage – a shortage of places within the town

(e) **Parental Perception**

- Many parents are concerned that they have difficulty in accessing a school with high educational standards
- Some parents have expressed disappointment that they cannot access the most suitable school for their child

(f) **Traditional areas for single sex schools**

The current arrangement is that a postcode area is recognised as a traditional area for admission purposes where at least 6% of parents ranked the school first over the last 3 years. 10% of the places at a single sex school are then distributed to traditional areas, proportionally to the number of applicants within that area who have not been allocated places at the school under Rules 1 to 5. The places are allocated to children who would have the longest journey to an 'alternative' school. The schools used for measuring purposes are those used for measurement under Rule 4 of the admission rules to community co-educational schools.

Parents have expressed the following concerns:

- There is no recognition of sibling connection with other single sex schools
- The use of traditional areas depends on the pattern of historical applications
- The use of postcodes for determining traditional areas means that for some parishes and communities there is little chance of securing a place in a single sex school
- Traditional areas are open to "engineering"
- There are insufficient places at single sex schools

(g) **Different way of measuring home to school distance**

Concern has been raised by some parents who live in rural areas over the way rural routes are measured for the purpose of applying the admission rules. The current process is that the shortest designated route is defined as a public route with a proper made up surface, such as tarmac or concrete. If it is a road, it does not need to have a separate pavement. In town or city areas, or if it is a path, the route must be lit. Therefore, if a parent lives in a rural area, their measured route is likely to include rural roads, with no pavements, which they may not regard as suitable route for a child to walk.

(h) **Links between admission and transport**

Some parents have expressed concern about being written into schools with which there is no established public transport link from their community.

(i) **Verification of addresses**

Concern was expressed by some parents over the validation of addresses and the perception that some parents make use of convenience addresses and tenancy agreements in order to secure places at school for which their children do not meet admission rules.

(j) **Use of Rule 2**

There was a concern expressed by some parents that there should be feedback as to whether or not their child has been accepted under Rule 2, and if not what further evidence is required.

(k) **Multiple Births**

The view was expressed that children within the same family, in the same year group should be allocated a place at the same school even if this were to initially lead to the school exceeding its admission number.

(l) **Separate rules for individual schools**

A member expressed the view that consideration should be given to individual schools setting their own rules.

**2. Approach taken by the Panel to the key issues**

- 2.1. The Panel considered the pattern of allocations by primary school and community in terms of the number of children who were not allocated a place at a ranked school, the applications and allocations to community secondary schools and the pattern of out-county pupils allocated places at Hertfordshire secondary schools.
- 2.2. The Panel wanted to increase the level of parental satisfaction, to align the transport and admissions policies, and to address the concerns raised by members, parents and other stakeholders.
- 2.3. The Panel wanted to explore ways of dealing with the problems identified with the current admissions process on a consistent county-wide basis but tested each option against known pressure points. It decided to review Rule 4 in order to address the following issues:
  - The use of denominational schools for measurement purposes
  - The failure of Redbourn children to secure places at Harpenden schools
  - Lack of clarity about predicting which schools might be used year on year
  - The disadvantage of living close to a relatively unpopular school, in terms of first rankings
  - Providing more places at single sex schools for traditional areas
  - Reduce the distance of home to school travel

- 2.4. The Panel looked at the establishment of a series of broad catchment areas in an attempt to deal with:
- Recognition of traditional links between areas and specific schools
  - Links between transport and admissions policies
  - A number of geographical concerns relating to local children securing places at local schools
- 2.5. The Panel explored the use of ‘educational’ criteria in order address the following:
- Parental perception about educational and behavioural standards
  - Enabling parents to secure a place at a school which they feel is appropriate for the needs of their child
  - Maximising educational opportunities for individual children
- 2.6. The Panel looked at the introduction of partial selection by specialism and partial selection at specialist schools in order to provide an opportunity for parents to make application for a school on the basis of what the school had to offer, rather than on the basis of where a child lived.
- 2.7. The Panel considered the introduction of separate rules for individual schools. The approach taken by the Panel, however, has been to look at a consistent set of rules across the county, which are sufficiently sensitive to the range of local issues and concerns described above.
- 2.8. The Panel considered the traditional areas for single sex schools and noted that:
- The impact of a revision of Rule 4 to measure the additional journey against a child’s nearest school would allow more places to be distributed to traditional areas
  - There is a requirement for an average of 6% of parents over the previous 3 years within a postcode area to have ranked a school first, in order for that postcode to be included as a traditional area. This means that some parents cannot be certain year on year whether their postcode will be included. The Panel wanted to address the concerns about the clarity of rules and to ensure the widest opportunity for parents to apply for single sex schools.
- 2.9. The Panel considered other issues as follows:
- The exceptional circumstances of children in the same family within the same year group
  - The consistent use of Rule 2
  - The measurement of journeys from home to school
  - The use of convenience addresses to gain admission to popular schools
  - Children of staff at the school

### 3. Option 1 – Catchment areas

- 3.1 The Panel considered the introduction of broad catchment areas, using designated geographical areas, taking into account the capacity of schools and projected pupil numbers. Applicants living within the broad catchment areas defined by postcodes would be given priority over those from outside and a criterion of ‘living within the broad catchment area of .....’ would serve as a new Rule 4 following on from SEN (Rule 1), Social and Medical (Rule 2) and sibling (Rule 3). The tiebreaker within this rule would be current Rules 4 and 5 (longest additional journey and nearest the school). The broad catchment areas should be defined by consistent means and should take account of the Greenwich Judgement.
- 3.2. The rationale for this change is that it recognises the need to provide clearer guidelines for parents when ranking schools and determining a safety net to enable them to secure a school within reasonable travelling distance. The effect of the current criteria is to establish an area adjacent to a school where children will have a strong chance of securing a place at the school. The boundaries of this area, around a particular school, however, change year on year depending on the pattern of applications across the county. As a result of this, parents cannot be certain whether they have a reasonable chance of securing a place at a particular school.
- 3.3. Whilst people tend to identify communities by towns or parishes, the boundaries of these can be ill defined and open to dispute. Therefore, whilst postcodes do not always relate to people’s perception of community, they do provide a clear and objective way of establishing entitlement under admissions rules.
- 3.4. The broad catchment areas could be as follows:

(\* This shows by postcode the number of children who might not in future gain a place because they live outside the catchment area.)

Area See Appendix 2 for postcodes	Community Schools	Foundation/VA Schools	Impact Analysis- Schools/ postcodes affected *
Bishop’s Stortford	Birchwood	Hockerill, Bishops Stortford High. Herts and Essex High, St Mary’s RC, Leventhorpe	<b>Birchwood</b> SG11 2 – 5 CM22 7 – 7 CM24 8 <5 SG19 0 <5
Buntingford/Royston	Ralph Sadleir Middle, Edwinstree Middle, Roysia Middle, Greneway Middle, Freeman College Upper, Meridian Upper		<b>Greneway</b> CB11 4 SG8 6 – < 5

Broxbourne / Cheshunt Waltham Cross/ Cuffley	Sheredes, Broxbourne, Turnford	John Warner. Cheshunt, Goffs, St Mary's High	<b>Broxbourne</b> EN92 18 CM19 5 - <5 EN9 1 - <5 SG12 8 - <5 SG13 7 - <5 <b>Sheredes</b> EN3 6 - <5 CM19 5 - <5 EN9 1 - <26 EN9 2 - <24 EN9 3 - <23 EN1 2 - <5 N4 2 - <5 SG12 8 - <5 SG13 7 <5
Hertford/Ware	Chauncy, Simon Balle, Sele		<b>Simon Balle</b> AL7 2 - <5 AL8 7 - <5 SG11 2 - <5 SG2 7 - <5
Stevenage	Barclay, Thomas Alleyne, Noble, Marriotts, Barnwell	John Henry Newman	<b>Barnwell</b> SG6 4 - <5 <b>Collenwood</b> SG4 8 - <5 <b>Nobel</b> SG4 7 - <5 <b>Thomas Alleyne</b> SG4 7 - <5 SG2 7 - <5 SG7 6 - <5 <b>Barclay</b> SG6 4 - <5
Welwyn/Hatfield	Monks Walk, Sir Frederic Osborn, Stanborough, Onslow St Audrey	Chancellors	<b>Monks Walk</b> SG3 6 - <8 SG4 8 - <10 SG12 - <5 <b>Stanborough</b> SG3 6 - <5 SG4 8 - <5
St Albans	Beaumont, Sandringham	Francis Bacon, Marlborough, Nicholas Breakspear, Townsend, Loreto	<b>Beaumont</b> AL2 1 - <5 AL2 2 - <5 WD7 9 - <5 <b>Sandringham</b> AL10 9 - <5 WD7 9 - <5 AL5 1 - <5 AL5 5 - <5 AL7 4 - <5
Borehamwood and Potters Bar	Hertswood	Dame Alice Owens, Mount Grace	

Harpenden	Roundwood Park, Sir John Lawes	St Georges	<b>Roundwood Park</b> LU14 - <5 SG4 8 - <9 LU1 3 - <5 LU1 5 - <5 LU5 - <5 LU2 8 - <5 LU2 9 - <5 LU4 9 - <5 LU5 4 - <5 <b>Sir John Lawes</b> AL4 8 - <5 SG4 8 - <10 AL5 2 - <5 AL5 3 - <5 AL4 0 - <5
South West	Francis Combe, Westfield	Bushey Hall, Bushey Meads, Queens, Rickmansworth, St Joan of Arc, St Clement Danes, Parmiters, St Michaels	
West Herts	Longdean, Adeyfield, Astley Cooper, Cavendish, Hemel Hempstead, Bridgewater Middle, Kings Langley	Thomas Coram, Tring, Ashlyns	<b>Cavendish</b> HP3 0 - <10 HP4 1 - <5 <b>Hemel Hempstead</b> HP3 0 - <22 <b>Kings Langley</b> HP3 0 - <31 WD2 6 - <14 WD2 7 - <11 WD3 6 - <6 WD5 0 - <50 WD1 3 - <5 WD2 5 - <5 WD1 2 - <5 WD1 7 4 - <5 WD1 8 - <5 WD2 4 - <5 WD24 5 - <5 WD3 3 - <5 WD3 4 - <5 <b>Bridgewater</b> HP4 1 - <44

Hitchin / Baldock / Letchworth	Knights Templar, Priory, Fearnhill, Highfield, Norton		<b>Knights Templar</b> SG20 <5 SG8 9 <5 SG9 0 <5 <b>Priory</b> LU2 7 <5 SG15 6 <5 SG5 4 <5 SG6 3 <5 <b>Fearnhill</b> SG5 4 <5 SG12 <5 SG15 6 <5
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3.5. There are sufficient places within Hertfordshire as a whole to secure a place for each child in the county. Broad catchment areas give the best opportunity for people to secure a place in their local area, and in recognising traditional links between communities, whilst still providing an opportunity for parents to secure places outside their area.

3.6. The modelling exercise (Appendix 1) revealed that there are insufficient school places to meet the school population in the proposed catchment areas listed below. However, on the basis of traditional patterns of application into schools in these areas, there are sufficient places to meet need (except in the South West). Furthermore, the pattern of applications would also allow for parents to secure places in neighbouring catchment areas.

- Buntingford/Royston
- Hitchin, Baldock and Letchworth
- Harpenden
- Stevenage
- South West
- Welwyn and Hatfield
- West Herts

3.7. Alternatively, broad catchment areas could be based on parish boundaries and an impact analysis of this option and legal advice will be tabled at the Panel meeting of 11 October.

3.8. The impact of the option would be as follows:

- Parents would have a clearer indication of which schools they would have a strong chance of meeting the rules for
- Parents will be able to identify links between the community in which they live and the schools in the catchment area
- Parents may feel that it restricts their choice of school, although the rule change would not prevent them from securing a place in a school in another catchment area

- Parents living close to the border of a catchment area may feel disadvantaged compared with those living more centrally, since they may only have one school within the catchment area for which they will qualify. This does not mean that all people within a catchment area will get a place within a catchment area.

#### **4. Option 2 – Revision of Rule 4**

##### **4.1. *Removal of denominational schools for measurement purposes***

- 4.1.1 The Panel considered a revision of Rule 4, which would entail the removal of denominational schools for measurement purposes.
- 4.1.2 The rationale for this change is that the current arrangements are perceived as being unfair by parents whose children are measured for their additional journey against a denominational school, although they may not be of that particular faith. In these circumstances, it is not felt to be reasonable to determine that a denominational school is an alternative.
- 4.1.3 The number of children in 2001 who were affected by the rule in this way is relatively small in relation to the transfer cohort of 16,000. Only 309 children were measured against a denominational school, and in all instances this school was Nicholas Breakspear in St Albans. Of course, the number of schools used could increase if other denominational schools were undersubscribed.
- 4.1.4 The removal of denominational schools for measurement purposes under Rule 4, on the basis of the 2000-2001 admissions round, would have led to minimal changes, with no disruption to pattern of distribution. Furthermore, it should be noted that children would not be written in to denominational schools.

##### **4.2. *Revision of Rule 4 to calculate the longest additional journey against the nearest non-denominational co-educational school to a child's home***

- 4.2.1 The rationale for this change is that the current arrangements are perceived as being difficult to understand and make it impossible for a parent in advance of the admissions process to be certain against which school their additional journey will be measured. In addition, the process is perceived as being unfair, since it results in children being disadvantaged if they live close to a school that is relatively unpopular based on first rankings, whether or not there are available places at the school at the end of the allocation process. The proposed change would result in clarity about the school against which a child's home address would be measured and would ensure that all children were treated equally for measurement purposes.
- 4.2.2 This option was modelled by reprogramming the admissions database and re-running all the applicants who were not allocated a foundation or voluntary aided school. In overall terms, there was no difference in the number who achieved one of their rankings apart from some marginal changes in Quadrants (Appendix 3).

4.2.3 Appendix 4 indicates that on the basis of the pattern of applications in 2001, some of the geographical concerns mentioned in section 1.1(d) would be addressed, although this might be at the expense of other communities. The areas particularly affected in percentage terms would be Wheathampstead and Bennington negatively and Markyate positively. There was a significant increase from 1 to 19 in the number of Harpenden children not securing a ranked school in the modelling exercise for this particular rule change.

4.2.4 The impact of the change would be as follows:

- it would be clear to parents which school their additional journey would be measured against
- parents would have a clearer indication of which schools they have a strong chance of meeting the rules for
- there would be a reduction in the travelling distance for children with the average distance reducing by 107 metres
- it treats all children equally in respect of measuring distances

4.2.5 There will also be a need to check where write ins occur and this will be tabled at the next meeting.

## **5. Option 3 – Partial Selection on the basis of specialist status or specialism**

5.1. Specialist status allows the Admitting Authority if it so wishes to include within the school's admissions criteria, rules that select up to a maximum of 10% of the number of children to be admitted, on the basis of aptitude.

5.2 The White Paper, "Achieving Success", will result in a considerable expansion in the number of specialist schools. It indicates that all schools might become specialist schools. A separate paper which is on the CSF Select Committee agenda deals with managing this expansion. One of the things that will need consideration is selection by aptitude:-

- (a) Tests for aptitude should be used to identify whether a pupil has an aptitude for a particular subject. These must be objective, have a distinctive subject focus and should not discriminate against applicants on the grounds of gender, ethnic origin, disability or family background. The development of tests for aptitude rather than ability has been particularly difficult and schools have used proxies for aptitude tests such as a music grade in an examination. To ensure integrity in the use of tests for aptitude, research and development will need to take place.
- (b) Not all specialist schools think that it is necessary or desirable to adopt selection. This would need to be considered as part of the development of the strategy for expanding the number of specialist schools in Hertfordshire.

5.3. It should be noted that the School Standards and Framework Act allowed a

school to identify a specialism, in a prescribed area in which the school has a tradition. This allows a school to select up to 10% of the intake on the basis of aptitude in that specialism.

#### **6. Option 4 – Exceptional educational need**

- 6.1 This option would involve making a wider use of the existing Rule 2 – Social and Medical and including within this Rule, exceptional Educational need.
- 6.2 The rationale for this change would be to address the concerns expressed by parents that a certain school is best suited for their child to flourish.
- 6.3 Further legal opinion is being sought in respect of the use of a criterion linked to exceptional educational circumstances.

#### **7. Option 5 – Different ways of measuring home to school distance**

- 7.1 The Panel considered alternatives to measuring the home to school distance as the shortest designated route. It analysed the effects of measuring the route taken by an Ebus/public transport, as a means of addressing the concern expressed by some parents that the shortest designated journey does not bear any relation to the real journey.
- 7.2 Legal advice is that such a rule change would be contrary to the Code of Practice is so far as it is insufficiently transparent and open to manipulation. It could leave the County Council open to legal challenge, both on the route measurement and by parents who require their child's 'actual' journey to be measured from a point other than their home.

#### **8. Traditional Areas**

- 8.1 The Panel considered traditional areas for single sex schools and noted that they varied from year to year. These changes caused anxiety for parents.
- 8.2 The Panel considered the possible benefit of making more places available to traditional areas.
- 8.3 The proposed revision of Rule 4 (section 4) would create additional places in traditional areas.
- 8.4 A map showing the postcodes included as traditional areas for each single sex school in any of the past 3 years is included as Appendix 5.
- 8.5 Further legal advice is being sought in respect of having set catchment areas for single sex schools. This will be reported to the meeting.

9. **Families with more than one child within a particular year group**

9.1 The Panel considered the position of twins and triplets who in exceptional circumstances might be separated because one child secures the last available place at a particular school.

9.2 The Panel considered the high value placed on sibling connection and felt that in these exceptional cases, an additional place should be made available at the highest ranked school secured by one of the children, by increasing the number of pupils above the admission number. The admission number would not be increased, however, and no further children would be admitted to the school unless 2 children vacated places.

10. **Rule 2**

10.1 The Panel considered the concerns expressed about the application of Rule 2 and noted the changes to procedure which would be adopted for the 2002 admissions round.

10.2 The Panel noted legal advice that Rule 2 could not be applied retrospectively to children who would be the only unsuccessful applicant from their community to a particular school.

11. **Verification of Addresses**

11.1 Procedures for verifying addresses are to be reviewed in order to tighten up further the measures to prevent addresses of conveniences being used when applying for schools.

12. **Ranking versus Preferences**

12.1 The Panel considered data relating to the operation of ranking and preference systems in Hertfordshire, which indicated that a higher percentage of parents received one of the schools in which they expressed an interest under the ranking system.

12.2 The Panel considered that the ranking system should be retained.

13. **Children of staff at a school**

13.1 The Panel considered the possibilities of prioritising places for the children of school staff as a recruitment and retention tool.

13.2 This criterion has been successfully challenged with the Adjudicator in the past, and further legal opinion is being sought.

## 14. Consultation Arrangements

14.1 It has been agreed by the Cabinet that arrangements should follow the pattern used in previous consultations using a two-stage process: -

- Informal consultation in October/November leading to revised proposals in January 2002
- Statutory consultation in February/March leading to final proposals for consideration by the County Council on 26 March 2002.

14.2. The process for the initial consultation round is as follows: -

- a) Consultation proposals considered by Select Committee.
- b) Consultation paper to be sent to all parents current Year 5 children, all admitting authorities and statutory consultees.
- c) Eleven public meetings to be held during the period 5 November to 23 November.
- d) Stakeholder meetings to be held with Headteacher Groups, Local Admissions Fora and the Parent Governor Groups.
- e) Panel considers consultation responses including those from Select Committee (14 December).

14.3 The process for the second phase of consultation is as follows :-

- |          |   |
|----------|---|
| 07/01/02 | Panel agrees options to put forward for Cabinet to Consider   |
| 14/01/02 | Informal Cabinet discussion of statutory consultation proposals   |
| 23/01/02 | CSF Select Committee considers outcome of initial consultation and comments on proposals for statutory consultation |
| 28/01/02 | Cabinet agrees proposals for statutory consultation   |
| 01/02/02 | Statutory consultation begins   |
| Feb/Mar  | Public meetings   |
| 08/03/02 | Informal Cabinet discussion of progress with consultation   |
| 15/03/02 | Statutory consultation ends   |
| 20/03/02 | CSF Select Committee considers outcome of statutory consultation  |
| 22/03/02 | Cabinet agrees final proposals  |
| 26/03/02 | County Council considers proposals  |

If you require further information about the issues referred to in this report please contact: Nick Powley, Telephone: 01992 555933

**TABLE TO SHOW PROPOSED CATCHMENT AREAS  
- taken from secondary transfer 2001 data**

\* indicates schools which are their own admitting authorities.

<b>Bishop's Stortford and Sawbridgeworth</b>	
School Name	School capacity
Birchwood High	158
Hockerill *	77
Bishop's Stortford High *	155
Herts and Essex High *	160
St Mary's Catholic *	132
Leventhorpe *	220
Total school capacity	902
Number of pupils	699
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	50 (8.5%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	99.5%
Area Issues:	
<ul style="list-style-type: none"> <li>• <b>Although the total capacity of schools in this area is more than the number of pupils a significant number of out of county pupils are allocated to the foundation and VA schools – e.g. Hockerill (55.8%) and Leventhorpe (38.7%).</b></li> <li>• Most of the pupils allocated a non-ranked school were allocated to Birchwood High School.</li> <li>• For the past few years we have had an agreement with Essex County Council to allocate some places at Mountfitchet High School to Hertfordshire pupils who were not allocated one of their ranked schools. This obviated the need to allocate a Hertfordshire school much further from their home. However, for secondary transfer 2001 it was not necessary to allocate any Hertfordshire pupils to Mountfitchet High School.</li> </ul>	

<b>Buntingford, Puckeridge and Royston</b>	
School Name	School capacity
<u>Edwinstree</u>	112
Ralph Sadleir	90
Freman College	190
Greneway	130
Roysia	90
Meridian	210
Total school capacity	822
Number of pupils	852
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	18 (2.1%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	91%

**Area Issues:**

- Three tier area, although some pupils transfer into the two tier system at Year 7. They mainly apply to Hertford schools, which is reason for discrepancy between number of pupils and total school capacity.
- Some pupils apply to three tier schools from two tier areas, such as Benington and Walkern.
- Royston is a self-contained three-tier area except for St Mary's Catholic primary school – pupils leave at end of Year 6 and generally transfer to John Henry Newman RC School in Stevenage.

<b>Hertford and Ware</b>	
Presdales	165
Chauncy	150
Richard Hale	150
Sele	150
Simon Balle	160
Total school capacity	775
Number of pupils	709
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	54 (7.6%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	76%
<b>Area Issues:</b>	
<ul style="list-style-type: none"> <li>• Pupils who are not offered a ranked school are mainly allocated to Sele and Chauncy schools.</li> <li>• Those pupils within area applying to first rank school outside of area, mainly apply to Bishop Stortford schools (especially from Ware) and others scattered across Welwyn and Hatfield schools and some to Buntingford middle schools.</li> </ul>	

<b>Cheshunt, Waltham Cross, Broxbourne and Hoddesdon</b>	
Cheshunt *	176
Goffs *	190
Turnford	160
St Mary's High *	157
Broxbourne	206
John Warner *	180
Sheredes	171
Total school capacity	1240
Number of pupils	1102
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	103 (9.3%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	88%

**Area Issues:**

- Pupils offered a non-ranked school are allocated to Cheshunt School or Sheredes School.
- Pupils with first rank applications outside of the area applied to variety of schools in Bishop's Stortford, Hertford and Ware and Welwyn Garden City.

<b>Hitchin, Baldock and Letchworth</b>	
School Name	School capacity
Knights Templar	180
Hitchin Boys	160
Hitchin Girls	160
Priory	150
Fearnhill	150
Highfield	150
Norton	150
Total school capacity	1100
Number of pupils	1126
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	38 (3.4%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	89.3%
<b>Area Issues:</b>	
• Pupils with first rank applications outside of the area, applied to Harpenden schools (pupils from Kimpton area).	

<b>Stevenage</b>	
School Name	School capacity
Barclay	184
Barnwell	150
Collenswood	160
Heathcote	150
John Henry Newman *	210
Marriotts	150
Nobel	184
Thomas Alleyne	160
<i>Total school capacity</i>	1348
Number of pupils	1385
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	91 (6.6%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	95.3%

**Area Issues:**

- Pupils offered a non-ranked school are allocated to Marriotts School.
- Most pupils applying to first rank school outside the area live in Benington/Walkern villages. They apply to Buntingford middle schools.
- Admission limits of Thomas Alleyne, Heathcote and Marriotts Schools were raised this year to accommodate additional pupils due to pressure of places.
- Extensive housing developments around Stevenage means that population is growing.

<b>Welwyn and Hatfield</b>	
School Name	School capacity
Bishops Hatfield Girls	121
Onslow St Audreys	150
Monks Walk	220
Sir Frederic Osborn	180
Stanborough	180
Chancellors *	150
Total school capacity	1001
Number of pupils	1075
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	83 (7.7%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	75.9%
<b>Area Issues:</b>	
<ul style="list-style-type: none"> <li>• Pupils offered a non-ranked school are allocated to Sir Frederic Osborn and Onslow St Audrey's schools.</li> <li>• Pupils with first rank applications outside of the area, applied to variety of schools in Hertford and Ware and St Albans. Significant number (29) had first rank applications to Dame Alice Owens School in Potters Bar.</li> </ul>	

<b>St Albans and Wheathampstead</b>	
Beaumont	178
Francis Bacon *	168
Loreto *	120
Marlborough *	196
Nicholas Breakspear *	175
Sandringham	178
St Albans Girls	178
Townsend *	150
Verulam	156
Total school capacity	1499
Number of pupils	1129
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	64 (5.6%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	87.2%

**Area Issues:**

- A significant number of pupils are allocated to St Albans schools from outside of the area – (31.5%), in particular to the single sex schools which take pupils from a wider area and foundation and VA schools with individual admission rules.
- Pupils offered a non-ranked school were allocated schools in Hatfield, Welwyn Garden City and Watford.
- Pupils who had a first rank application to a school outside of the area applied to a variety of schools in Welwyn Garden City and Potters Bar. Significant number (73) had first rank applications to Parmiters School in Garston.

**Harpenden**

School Name	School capacity
Roundwood Park	165
St Georges *	130
Sir John Lawes	162
Total school capacity	457
Number of pupils	490
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	47 (9.6%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	90.9%

**Area Issues:**

- Significant problem with Markyate, Flamstead and Redbourn villages who consider themselves to be part of Harpenden community but are very rarely allocated places at Harpenden schools.
- Pupils allocated a non-ranked school mainly allocated to Astley Cooper School in Hemel Hempstead.
- Pupils with first rank applications outside of the area mainly applying to St Albans schools.

**Tring, Berkhamsted, Kings Langley and Hemel Hempstead**

School Name	<u>School capacity</u>
Tring *	210
Adeyfield	150
Astley Cooper	180
Cavendish	196
Hemel Hempstead	180
John F Kennedy	168
Bridgewater	95
Thomas Coram *	95
Kings Langley	180
Ashlyns *	240
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	79.3%

Total school capacity	1732
Number of pupils	1857
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	72 (3.9%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	88.7%
<b>Area Issues:</b>	
<ul style="list-style-type: none"> <li>• Mixture of two and three tier schools in area.</li> <li>• Cross over between two and three tier areas, such as pupils in Berkhamstead applying to Hemel Hempstead schools for Year 7 places.</li> <li>• Pupils with first rank application to schools outside of area applied to a variety of schools such as St Clement Danes School in Chorleywood (mainly from Kings Langley pupils), Parmiters School in Garston and Watford schools.</li> </ul>	

<b>Watford, Rickmansworth and Three Rivers</b>	
School Name	School capacity
Bushey Hall *	240
Bushey Meads *	170
Queens *	232
Rickmansworth *	185
St Joan of Arc *	210
Watford Grammar for Boys *	180
Watford Grammar for Girls *	180
Westfield	192
St Clement Danes *	178
Francis Combe	240
Parmiters *	185
St Michaels *	165
Total school capacity	2357
Number of pupils	2386
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	385 (16.1%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	92.1%
<b>Area Issues:</b>	
<ul style="list-style-type: none"> <li>• Large number of Foundation and VA schools in the area, and community schools less popular.</li> <li>• Pupils allocated from a wide area due to school's individual admission rules, including significant number of out county pupils, particularly St Joan of Arc School and Watford Grammar for Boys, who admitted more than 25% of their intake from out of county.</li> <li>• Pupils offered a non-ranked school allocated to Francis Combe and Westfield schools.</li> </ul>	

<b>Borehamwood and Potters Bar</b>	
Hertswood	300
Dame Alice Owens *	200
Mount Grace *	174
Total school capacity	674
Number of pupils	653
Number and percentage of pupils in area allocated a non-ranked school (at letter date)	41 (6.3%)
Percentage of pupils in area with 1 <sup>st</sup> rank application to school in area	79.3%
<b><u>Area Issues:</u></b>	
<ul style="list-style-type: none"> <li>• Large number of out of county pupils allocated to Foundation and VA schools, especially Dame Alice Owens (74.5%).</li> <li>• Pupils with first rank application to a school outside of the area, applied to a variety of schools in St Albans, Watford and Welwyn Garden City.</li> <li>• Borehamwood was previously a three-tier area – Hertswood School opened in September 2000.</li> </ul>	

**PROPOSED CATCHMENT AREAS BY POSTCODE****Bishop's Stortford and Sawbridge**

CM23 2; CM23 3; CM23 4; CM23 5; CM21 0; CM21 9; SG10 6; CM20 2

**Buntingford, Puckeridge and Royston**

SG9 9; SG9 0; SG11 2; SG11 1; SG8 5; SG8 7

**Hertford and Ware**

SG14 1; SG14 2; SG14 3; SG13 7; SG13 8; SG12 0; SG12 7; SG12 8; SG12 9

**Cheshunt, Waltham Cross, Broxbourne and Hoddesdon**EN8 7; EN8 8; EN7 5; EN7 6; EN8 0; EN8 9; EN6 4; EN10 7; EN11 0; EN11 8;  
EN11 9; EN10 6**Hitchin, Baldock, and Letchworth**SG4 0; SG4 9; SG5 1; SG5 2; SG7 6; SG7 5; SG6 1; SG6 2; SG6 3; SG6 4; SG4 8;  
SG5 3; SG4 7; LU2 8**Stevenage**

SG2 7; SG1 1; SG1 2 ;SG1 3; SG1 4; SG1 5; SG1 6; SG3 6

**Welwyn and Hatfield**AL10 9; AL10 8; AL10 0; AL9 5; AL7 1; AL7 2; AL7 3; AL7 4; AL8 6; AL8 7; AL6  
9; AL9 7; AL9 6; AL6 0**St Albans and Wheathampstead**AL2 3; AL4 0; AL2 1; AL2 2; AL1 1; AL1 2; AL1 3; AL1 4; AL1 5; AL3 4; AL3 5;  
AL3 6; AL4 8**Harpenden**

AL5 1; AL5 2; AL5 3; AL5 4; AL5 5; AL3 8; AL3 7

**Tring, Berkhamsted, Kings Langley and Hemel Hempstead**HP23; HP23 4; HP23 5; HP23 6; HP4 2; HP4 3; HP1 1; HP1 2; HP1 3; HP2 4; HP2  
5; HP2 6; HP2 7; HP3 8; HP3 9; HP3; WD4 8; WD4 9**Watford, Rickmansworth and Three Rivers**WD5 0; WD2 1; WD2 3; WD1 5; WD3 5; WD3 3; HA6 3; HA6 2; WD1 6; WD7 7;  
WD7 8; WD3 1; WD3 2; WD3 4; WD3 6; WD7 9; WD1 1; WD1 2; WD1 3; WD1 4;  
WD1 7; WD1 8; WD2 2; WD2 4; WD2 5; WD2 6; WD2 7; WD2 8**Borehamwood and Potters Bar**

WD6 1; WD6 2; WD6 4; WD6 5; EN5 4; EN6 1; EN6 2; EN6 3; EN6 5; WD6 3

The following postcodes have not been included in the catchment areas, as these postcodes are mainly outside of the Hertfordshire County border.

**Postcodes which cross other county borders, not included in a Hertfordshire catchment area**

EN5 3; HA8 8; HA7 4; SL9 0; HP8 4; HP5 1; HP5 3; HP5 2; HP22 5; LU7 0; LU6 2; LU6 3; LU1 4; LU1 3; SG15 6; SG5 4; SG8 0; CM23 1; CM22 7; CM19 5; EN9 2; EN9 1

**Percentage of Hertfordshire pupils allocated a ranked school**  
**- comparing original allocations for Secondary Transfer 2001 with**  
**Model 2**

AREA	Initial allocations		Model 2 allocations		Difference
	% of pupils allocated a ranked school	% of pupils allocated a non- ranked school	% of pupils allocated a ranked school	% of pupils allocated a non-ranked school	
<b>East</b>	92.6%	7.4%	92.7%	7.2%	-0.2%
<b>North</b>	95.2%	4.8%	94.9%	5.1%	0.3%
<b>South</b>	84.5%	15.5%	84.9%	15.1%	-0.4%
<b>West</b>	93.8%	6.2%	93.6%	6.4%	0.2%
<b>Total</b>	91.7%	8.3%	91.7%	8.3%	0%

**ST2001**

**Table showing the number and percentage of children not getting a ranked school**

**(write ins) in alphabetical order by community**

<b>Community</b>	<b>Number of applications</b>	<i>ST2001 (original allocations)</i>		<i>ST2001 (using Model 2)</i>		<b>Difference (increase from original)</b>
		<b>Number of write ins</b>	<b>Write ins as a % of all applications</b>	<b>Number of write ins</b>	<b>Write ins as a % of all applications</b>	
Abbots Langley	146	15	10.27	15	10.27	0
Anstey, Pelhams etc.	206	5	2.43	2	0.97	-1.46
Baldock & Ashwell etc.	159	7	5.66	10	6.28	0.62
Benington, Walkern etc.	116	6	5.17	20	17.24	12.07
Berkhamsted & villages	385	13	3.38	20	5.19	1.81
Bishop's Stortford	456	37	8.11	38	8.33	0.22
Borehamwood	341	7	2.05	13	3.81	1.76
Braughing, Little Hadham etc.	49	6	12.24	3	6.12	6.12
Brookmans Park & Welham Green	74	11	14.86	15	20.27	5.41
Broxbourne	77	2	2.60	2	2.60	0
Buntingford	148	1	0.68	1	0.68	0
Bushey	181	13	7.18	14	7.73	0.55
Carpenders Park	50	10	20.00	11	22.00	2.00
Cheshunt	510	39	7.64	38	7.45	-0.19
Chipperfield	35	6	17.14	7	20.00	2.86
Chiswell Green & Bricket Wood	95	6	6.32	8	8.42	2.10
Chorleywood	79	13	16.46	13	16.45	-0.01
Colney Heath	97	11	11.34	2	2.06	-9.28
Croxley Green	171	35	20.47	35	20.47	0
Cuffley	58	17	29.31	17	29.31	0
Elstree	48	10	20.83	10	20.83	0
Essendon	16	1	6.25	1	6.25	0
Harpenden	391	1	0.25	19	4.85	4.60
Hatfield	299	32	10.70	31	10.36	-0.34
Hemel Hempstead (including Bovingdon)	1169	47	4.02	57	4.87	0.85
Hertford & villages incl. Hertford Heath, Watton at Stone etc.	365	29	7.95	29	7.95	0
Hitchin	389	10	2.57	11	2.82	0.25
Hoddesdon	286	28	9.79	26	9.09	-0.70
Kimpton, Whitwell etc.	75	9	12.00	15	20.00	8.00
Kings Langley	70	4	5.71	4	5.71	0

<b>Community</b>	<b>Number of applications</b>	<b>ST2001 (original allocations)</b>		<b>ST2001 (using Model 2)</b>		<b>Difference (increase from original)</b>
		<b>Number of write ins</b>	<b>Write ins as a % of all applications</b>	<b>Number of write ins</b>	<b>Write ins as a % of all applications</b>	
Knebworth, Datchworth & Woolmer Green	79	4	5.06	5	6.32	1.26
Letchworth	387	6	1.55	10	2.58	1.03
London Colney	110	6	5.45	6	5.45	0
Markyate & Flamstead	56	30	53.57	12	21.42	-32.15
Much Hadham	27	7	25.93	5	18.51	-7.42
Northwood	42	20	47.62	20	47.62	0
Oxhey	149	18	12.08	21	14.09	2.01
Park Street & How Wood	61	4	6.56	6	9.83	3.27
Pirton, Ickleford etc.	56	1	1.79	1	1.79	0
Potters Bar	264	24	9.09	25	9.46	0.37
Radlett	68	15	22.06	11	16.17	-5.89
Redbourn	43	16	37.21	17	39.53	2.32
Rickmansworth	199	48	24.12	50	25.12	1.00
Royston including Therfield	361	3	0.83	8	2.21	1.38
Sarratt	11	1	9.09	1	9.09	0
Sawbridgeworth	108	6	5.56	7	6.48	0.92
Shenley	46	4	8.70	2	4.34	-4.36
St Albans	696	32	4.95	26	3.73	-1.22
Standon	88	3	3.41	4	4.54	1.13
Stevenage	1190	81	6.81	80	6.72	-0.09
Tewin, Digswell & Oaklands	59	5	8.47	4	6.77	-1.7
Tring & villages	198	2	1.01	7	3.53	2.52
Waltham Cross	171	17	9.94	21	12.28	2.34
Ware & villages	344	25	7.26	29	8.43	1.17
Watford	1244	193	15.51	192	15.43	-0.08
Welwyn	58	6	10.34	4	6.89	-3.45
Welwyn Garden City	569	28	4.92	29	5.09	0.17
Wheathampstead	70	5	7.14	21	30	22.86
Wymondley, Weston etc.	60	5	8.33	7	11.66	3.33