

How are places offered?

Hertfordshire County Council coordinates admissions to all maintained schools and academies in Hertfordshire. If you live in Hertfordshire your application for secondary or upper schools, including any schools outside Hertfordshire, should be made online.

Many schools have more applications than there are places available. When schools are oversubscribed a set of admission criteria (rules) are used by the school's admitting authority to decide which children should be offered places. Different schools have different admission rules so it is important that you check the admission arrangements for all the schools you are interested in.

The admission authority for foundation, voluntary aided schools and academies is the governing body or academy trust.

What do I have to do?

1. You should choose up to four schools and rank them in order of preference

To help you make this decision you can:

- Find schools in your area by looking at the school directory online
- You can also find schools which are close to your home address using the "Find Your Nearest School" facility at www.hertfordshire.gov.uk/admissions
- Read the admission rules for schools you are interested in and consider whether your child would be offered a place.
- Arrange to visit schools. A leaflet giving dates of open events was distributed to all pupils in July 2019. Information is also available online at www.hertfordshire.gov.uk/schoolsdirectory
- Consider the home to school transport policy and whether your child will qualify for free transport to any of the schools you list on your

What happens next?

3. We will offer your child a school place on 2 March 2020

Online applicants will receive an allocation email on 2 March 2020. This is the easiest way to obtain your school allocation. Individual allocation emails will be sent before parents can access the online allocation system on www.hertfordshire.gov.uk/admissions

Online applicants will be able to view their school offer online at www.hertfordshire.gov.uk/admissions after allocation emails have been sent on 2 March 2020.

Parents/carers will only be sent an allocation letter by first-class post on 2 March if they applied on a paper form.

If your child qualified for more than one school, you will be offered the highest ranked school at which your child qualified for a place.

Home to School Transport

Very few children are entitled to home to school transport and you should ensure your child has a reliable method of travelling to the schools you list on your application form. The county council's full home to school transport policy and other guidance on home school transport is available at www.hertfordshire.gov.uk/schooltransport

School travel website

If you would like to know the nearest schools to your address for home to school transport purposes, visit the travel website at www.hertfordshire.gov.uk/schooltransport

If your child did not qualify for any of the schools you ranked, we will usually offer a place at the nearest school to your home address with places still remaining (this only applies to Hertfordshire residents). This could be a school outside Hertfordshire.

4. What can you do if you are not happy with the school you have been offered?

Full details and guidance will be available on allocation day at www.hertfordshire.gov.uk/admissions and in the "What Can You Do Now?" leaflet.

Information about public bus routes which may run to schools is available at www.intalink.org.uk

Please contact individual schools about any local arrangements they may have in place with bus and coach operators.

The admission authority for community and voluntary controlled schools is the local authority in which the school is located. The admission authority for Hertfordshire community schools is Hertfordshire County Council.

The admission rules for all schools in Hertfordshire can be found in the online school directory at www.hertfordshire.gov.uk/schoolsdirectory or obtained from the schools direct. You need to read the full arrangements for the schools you are interested in to get the complete picture.

Information about schools outside Hertfordshire can be found on the relevant local authority website. Website and contact details for our neighbouring local authorities are available at www.hertfordshire.gov.uk/admissions

application form. The transport policy is available at www.hertfordshire.gov.uk/schooltransport

- Consider other sources of information, e.g. the school prospectus or Ofsted reports.

2. You must make an application by 31 October 2019

You should apply online at www.hertfordshire.gov.uk/admissions

If you are applying to a foundation, voluntary aided school or academy, check the online directory or contact the school to see if you need to complete a supplementary information form (SIF). SIFs are used by some schools to obtain the additional information needed to apply their own admission rules correctly, for example faith schools may ask for evidence of religious attendance or faith membership.