



# St Mary's CE High School

*'Everyone is equal; everyone deserves the best'*

## Supplementary Information Form

*Refer to the school Admissions Policy when completing this form*

### 2027/2028

*"Our vision, as a school with a Christian ethos, is founded on The Parable of the Sower, where*

***"Through God's love, we are the rich soil where seeds flourish and roots grow",***  
*Mark 4: 3-9*

*This underpins our motto, **Everyone is equal: everyone deserves the best**, and is key to what we do. We provide a safe, nurturing environment in which we can all flourish. We have the very highest aspirations for our students, their families, our local community, and ourselves. We challenge students by having a rich and exciting curriculum provision and by making learning practical, engaging and enjoyable. We enable students to succeed by providing the best possible personalised support."*

Richard Vaughan – Head Teacher



# St Mary's CE High School

Lieutenant Ellis Way, Cheshunt, Herts, EN7 5FB

Telephone: 01992 629124

## SUPPLEMENTARY INFORMATION FORM (SIF)

**THIS FORM IS AVAILABLE IN LARGE PRINT IF NEEDED – TELEPHONE 01992 629124**

Please read the School Admission Policy before completing this form. The criteria for admission are printed with the School Prospectus. In addition to completing this form you MUST also complete the school admissions form issued by Hertfordshire County Council. Only applicants who have completed both forms can be considered for all the admission criteria.

Child's Details	
Child's Surname	
Child's First Name(s)	
Home Address	
Post Code	
Child's Date of Birth	

Parent/Carer/Guardian contact details	
Contact 1 (main contact)	Contact 2 (second contact)
Full Name	Full Name
Address (if different from child's)	Address (if different from child's)
Telephone number	Telephone number
Email address	Email address

Name and Signature of person completing the form:

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

All applications made on this form will be acknowledged. Please keep the acknowledgement in a safe place as you may need it for future reference.

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 prioritise applications.

**This section is FOR SCHOOL USE ONLY**

Date Received: \_\_\_\_\_ Date Acknowledgement sent: \_\_\_\_\_

Admission Categories confirmed: \_\_\_\_\_

Governor notes:

## The Over-subscription Criteria for Admission to St Mary's CE High School

Before any other children are admitted, children with an Education, Health and Care plan naming St Mary's CE High School will be admitted. Rule 1 then will be considered. Children will then be admitted under the following ordered criteria:

<i>Please tick in the box that describes the criteria under which you are applying</i>		Tick ✓
<b>Children with an Education, Health and Care plan that names the School will be admitted</b>		
1.	<b>RULE 1: Looked After Children (LAC)</b> and all previously looked after children, including those who appear (to the Governing Body) to have been in state care outside England (IAPLAC) and ceased to be in state care as a result of being adopted. The School uses HCCs published definition for this criterion, as set out in Note A at the end of this document (excluding any reference to Rule2).	
2.	<b>Children of permanent staff employed by the School.</b> Priority will be given to children of staff employed by St Mary's in either or both of the following circumstances: <ul style="list-style-type: none"> <li>• where the member of staff has been employed by the School for two years or more at the time at which the application to the school is made, and/or</li> <li>• the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage (a list of these roles is available from the HR manager)</li> </ul> In either case, the member of staff must be the biological or adoptive parent of the child, or have legal parental responsibility for that child or (where the child is the child of the member of staff's partner) must have lived with the child at the same address for at least two years prior to the date of application.	
3.	<b>Children who have a sibling (brother or sister) in Years 7 to 12 at the School at the time of application.</b> The School uses HCCs published definition for this criterion, as set out in Note A at the end of this document. <i>Note: The School will admit over PAN where to not do this would mean twins or multiple births could not be admitted together.</i>	
4.	<b>Regular worship at a Christian Church.</b> Parents/Carers or children who regularly worship at an Anglican Church or another Christian denomination and whose attendance is verified by their minister. Regular worship means the child or at least one of the child's parents attends public worship at least once a month and has attended for at least the past two years at the closing date for applications. A Christian Church is a recognised Anglican Church (a member of the Anglican Communion) or another Christian denomination which is a member of Churches Together in Britain & Ireland, the Evangelical Alliance or Affinity.  Name of Vicar/Minister: ..... Signature: ..... Name of Church Attended: ..... Address/Tel No/email of Church: .....	
5.	<b>Membership of a mainstream non-Christian faith</b> Children or parents/carers whose membership of a non-Christian faith community for at least the last two years immediately prior to the closing date for applications is confirmed by their faith leader.	
6.	<b>Children whose home address is within the ecclesiastical parish boundaries of:</b> <b>St Mary the Virgin, Cheshunt; St Clements, Turnford; St James, Goffs Oak; Christ Church, Waltham Cross</b> <i>The boundary identifying map can be found using <a href="http://www.achurchnearyou.com/parishfinder.php">www.achurchnearyou.com/parishfinder.php</a> and entering your postcode</i>	
7.	<b>Other applicants</b>	

Should there be over-subscription within any one over-subscription category, then the priority ranking in that category will be the distance from the School to the child's home address (refer to Note C). A 'straight line' distance measurement is used in all home to school distance measurements.

(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.)

### **Tie Break**

When there is a need for a tie break where two different addresses are the same distance from the 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, then the tie break will be random. Every child entered on to the HCC admission database has an individual number assigned, against each preference school. Where there is a need for a final tie-break the random number is used to allocate the place, with the lowest number given priority.

*refer to note B*

### **Support**

If you need help to complete the application form, please contact the Admissions Officer on 01992 629124.

Advice is also available for general help concerning admissions from the Local Authority. Contact can be made for Hertfordshire residents via:

Email: [contact@hertfordshire.gov.uk](mailto:contact@hertfordshire.gov.uk)

Phone: 0300 123 4043

### **Continuing Interest List**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list. A child's position on a CI list will be determined by the oversubscription criteria outlined above and the list will be re-ranked each time a new name is added to the list, so 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 (1<sup>st</sup> July) and confirmed to parents at the time of allocation. To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In Year Application Form.

### **Primary Transfer Round Appeals**

Parents have a right of appeal against non-admission to the school to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The Appeals administration process is managed by Hertfordshire County Council on behalf of the governors.

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

### **In-Year Admissions and Appeals**

The School's in-year admission arrangements will work within the remit of Hertfordshire's agreed scheme of in-year coordination. The oversubscription criteria outlined above are used to prioritise all In year applications to St Mary's CE High School, where there are more applicants than available places.

Parents can make an online In year application via the Hertfordshire County Council website [In year admissions – change school during the year | Hertfordshire County Council](#) or contact the Customer Service centre on 0300 123 4043 for a paper application form. Parents should return the application direct to the County Council.

The Hertfordshire County Council Admissions Team will advise the school of the application. 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 log in and appeal online at [School appeals | Hertfordshire County Council](#). The appeals administration process is handled directly by Hertfordshire County Council on behalf of the governing body.

If you need help to complete the application form, please contact the Admissions Officer on (01992 629124)  
Advice is also available for general help concerning admissions from the County Council. Contact can be made using the telephone numbers given on their website.