



## Admissions Policy for Entry in 2027- 2028

### DETERMINED

### YEAR 7 ADMISSIONS

#### 1. Registration and Application

The School participates in the co-ordinated admissions process operated by the London Borough of Barnet and welcomes applications for girls: it operates a single sex admissions policy which is a matter of biological sex.

1.1 In order for an application to be considered you must complete two forms:

i) Common Application Form (CAF) from the Local Authority in which you live. You must name The Henrietta Barnett School as one of your choices and return the form to your Local Authority by the published deadline.

ii) You must also complete The Henrietta Barnett School Entrance Test Entry Form using the link published on the School website by 5pm on Wednesday 1 July 2026. This is the information that your Local Authority may refer to as a SIF form.

It is the responsibility of parents to check that their forms has been completed in time.

#### 1.2 Special Arrangements

If your daughter has **special educational or medical needs** which may require special arrangements to be made for her to sit the Entrance Test, you must inform the School at the time of registration for the Entrance test so that appropriate arrangements can be made **before** the Test sitting. There is a section of the Entrance Test Entry Form where this information, along with supporting evidence, is requested. It may not be possible to consider reports and documentation received after the Entrance Test Entry Form deadline due to administrative constraints. It is for the School to decide what adjustments are appropriate having taken account of all the information provided.

If there are special circumstances at the time of the tests, such as illness, you **must** inform the School no later than 9am on the day of the tests. Please note that medical evidence must be supplied to support the absence such as a doctor's letter within two working days of the date of the original test date.

#### 1.3 Late Applications

A late application is an application received by the Local Authority before the first day of term in September, but not made in time to enable the Local Authority to offer a place on National Offer Day. Late applications will be processed by the Local Authority after all on-time applications have been processed. Parents are strongly advised to submit their applications on time.

If you submit the Entrance Test Entry Form after the deadline date above but before the Entrance Test takes place, the School may not be able to accommodate your daughter. Any candidate who does not take the test will continue to be ranked, but missing the test will affect their priority; they will be ranked after those who have sat the test. If places continue to be available after the normal admission allocation, and if there are no ranked candidates who have sat the test, the school will administer a further test.

## **2. Entrance Test Arrangements**

The Entrance Test consists of two rounds: Round One and Round Two.

A candidate may take the Entrance Test for admission to Year 7 once only.

### **2.1 Round One Arrangements**

Round One will consist of a verbal, non-verbal and English test set by a nationally recognised body.

Applicants will receive details of the Round One Entrance Test by Monday 17<sup>th</sup> August 2026. Information regarding Year 7 entry is regularly updated on the School website. If you have not received your invitation letter by email by Thursday 20<sup>th</sup> August please contact the Admissions team.

The Round One Entrance Test will be held in morning or afternoon sessions of 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> September 2026. Your daughter will be allocated to one morning or afternoon session on one of these days; this cannot be changed under any circumstances. In the event of any unforeseen circumstances preventing the test taking place on those dates, we will post the revised test dates on the school's website as soon as it is known. The tests will take place at The Henrietta Barnett School. Candidates are not able to sit them elsewhere.

Candidates must provide photo ID as explained in their invitation letter on the day of their test to access their session.

A supplementary date approximately one week later will be available for candidates who, due to illness, are unable to attend the Entrance Test on the original date. A doctor's certificate, which covers the date of the Round One Test, will be required to confirm that illness was the reason for non-attendance at the Entrance Test. This must be received no later than two working days after the original test date to ensure that the candidate can be considered for a supplementary session.

Following the Round One Tests, the results of the verbal, non-verbal and English questions will be standardised, combined and placed in rank order.

On the basis of this rank order, the highest ranked (top 300) candidates will be invited back to sit the Round Two test. If there is a tie at the cut-off score, then all those with the tied score will be invited to sit the Round Two test.

### **2.2 Round Two Arrangements**

The Round Two Test is in English and Mathematics and will take place in School on one day in early October 2026. In the event of any unforeseen circumstances preventing the test taking place on those dates, we will post the revised test dates on the school's website as soon as it

is known.

Candidates will be able to take the Test once only and will be tested on literacy and numeracy appropriate to Key Stage 2.

### 3. Published Admission Number

The Published Admission Number for Year 7 is 120.

### 4. Oversubscription Criteria

If the school is oversubscribed (there are more than 120 qualifying students who have taken Round One and Round Two tests applying), priority for admission will be given to those candidates who meet the criteria set out below, in the following order:

#### Criterion One: Looked After Child (LAC) or Previously Looked After Child (PLAC)

Under the Children Act 1989, a child is looked-after by a local authority if he or she falls into one of the following:

- is provided with accommodation, for a continuous period of more than 24 hours
- is subject to a care order
- is subject to a placement order

A 'previously looked after child' is one who:

- is no longer looked after by a local authority in England and Wales (as defined by the Children Act 1989 or Part 6 of the Social Services and Wellbeing (Wales) Act 2014) because they are the subject of an adoption, special guardianship or child arrangements order; or
- has been adopted from 'state care' outside England and Wales. 'State care' is care provided by a public authority, a religious organisation, or any other organisation whose sole or main purpose is to benefit society.

A looked-after child or a previously looked after child meets this criterion and will be considered to have the necessary capability if they are ranked in the top 300 applicants in the Round One test.

Applications in this category will need to be supported with documentary evidence confirming the child's status.

**Tie Breaker** – If more students qualify in this category than places are available then the tie breaker will be address as measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, and the school's main entrance on Central Square using the London Borough of Barnet's computerised geographical information system. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday – Friday.

## **Criterion Two: Pupil Premium**

Candidates who are eligible for Pupil Premium funding, providing that the candidate is capable of following The Henrietta Barnett School education. In this category, a candidate will be considered to have the necessary capability if they are ranked in the top 300 applicants in the Round One test.

Candidates will be considered for a Pupil Premium place only if they provide written confirmation, directly from their current school, of their Pupil Premium eligibility. This evidence must be received by Wednesday 1 July 2026. Please note that the School will not contact the current school directly for this information – the candidate is responsible for ensuring that their current school provides it.

Tie Breaker – If more students qualify in this category than places are available then the tie breaker will be address as measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, and the school's main entrance on Central Square using the London Borough of Barnet's computerised geographical information system. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday – Friday.

## **Criterion Three: Distance from School**

Candidates who currently live within 3 miles of the school at the point when they submit their application to the Local Authority in October, providing that the candidate is capable of following The Henrietta Barnett School education.

In this category, a candidate will be considered to have the necessary capability if they sit the Round Two test. In the unlikely event that there are more candidates in this category than places available, then places will be allocated in rank score order.

Distance from the School is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, and the school's main entrance on Central Square using the London Borough of Barnet's computerised geographical information system. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday – Friday.

## **Criterion Four: Rank Order**

All remaining candidates in rank score order.

Where candidates are equally ranked, geographical proximity to the School as measured by the London Borough of Barnet (as described above) will be used to decide the final placings. Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order using London Borough of Barnet's computerised system and places will be offered accordingly.

## 5. Communicating Outcomes

In late October, in order to help them decide how they wish to complete their Local Authority CAF, the School will write to parents of candidates who have sat the Round One and Round Two Tests and met the required standard, being in the top 300 applicants and therefore eligible to sit the Round Two test, stating one of the following:

- i) The candidate falls under Criterion One (Looked After Children) or Criterion Two (Pupil Premium) of the Oversubscription Criteria (see above) and therefore if they apply to the School, they will be offered a place, subject to the tie breaker.

Or

- ii) The candidate performed well enough in Round One to enable her to sit the Round Two test and therefore, if they apply to the School, they may be eligible for the offer of a place at the school.

Following the Round Two Test, the results will be standardised and combined with the results from the Round One Test, and placed in rank order before being submitted to the Local Authority who will offer the highest ranked applicants in accordance with parental preference and over-subscription criteria. The results of both Tests will be used to determine the final rankings, as per criteria three and four.

Candidates who are not invited to sit the Round Two test will be informed of this prior to the deadline for the submission of the CAF. At this point they will be informed of their overall standardised score and also the cut off score for the top 300 candidates.

Scores and rankings will not be released for candidates invited to sit Second Round Two tests on the basis that those who may eventually be offered a place at the School should arrive as equals.

Round Two candidates who are subsequently not offered a place by the Local Authority on National Offer Day, and who do not wish to remain on the Waiting List for the School, can request their test scores.

Following the entrance test process outlined above, the final ranked order of candidates will be passed to the Local Authority who will make the offer of places on National Offer Day according to the oversubscription criteria above and in accordance with parental preference as indicated on the CAF.

## 6. Admission to Year 7 for Students with Education Health Care Plans (EHCPs)

Schools are required to admit a child where the school is named in Section I of an Education, Health & Care Plan. Before naming a school in an EHCP a Local Authority is required to consult with the school. Where a pupil is transferring from primary or middle school to secondary school, this consultation must be completed by 15 February in the calendar year of the transfer at the latest. Where The Henrietta Barnett School is consulted on being named in Section I of an EHCP, the school has to consider whether, given the child's prior educational profile, the Henrietta Barnett School would be suitable for the age, ability, aptitude or special educational need of the child, and whether the attendance of the child at

the school would be incompatible with the efficient education of others, and/or the efficient use of resources.

The taking of The Henrietta Barnett School Round One entrance test for the relevant year group and obtaining of a score of the required standard (within the top 300) will be good evidence that the child is academically suited to the school.

EHCP consultations regarding The Henrietta Barnett School will therefore rarely be effective if the child has not yet sat or obtained a result from The Henrietta Barnett School entrance test, or if the child does not have significant evidence of prior academic attainment commensurate with a highly academically selective environment. This is because The Henrietta Barnett School will not be able to respond to consultation effectively without knowing the academic ability of the child and what reasonable adjustments could be made, both of which are needed to inform the school's assessment of suitability and compatibility with the education of others and the educational provision and resources of the school. For this reason, it is expected that all children seeking a place at The Henrietta Barnett School will take the entrance test and that their result is confirmed before the school is able to respond to an EHCP consultation.

The school will expect the local authority to follow this timetable in relation to consideration of naming the school in section I of a child's EHCP:

- Year 7 Round 1 Test: 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> September
- Results: Late September 2026.

\*For some children these dates may be later, e.g. because of illness on the day of the Test

- EHCP consultation to start no earlier than 1 November 2026 or from the day after results are received if later
- The Henrietta Barnett School will respond to consultation 15 days after receipt

## **7. Admission outside the normal age group**

Occasionally, to apply for a place, parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA Common Application Form, or the In-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

## 8. Year 7 Waiting List

Any qualifying child, who sat both the Round One and Round Two tests and who applied and was not offered a place at the school, will automatically be put on the Waiting List unless a higher preference school has been offered. A waiting list will be maintained until the end of the first term after which it will be cleared. If you would like your child to remain on the waiting list after that time please contact London Borough of Barnet Admissions.

## YEAR 12 ADMISSIONS

### 1. Published Admission Number (PAN)

The Henrietta Barnett School offers a curriculum of four A Levels in the Sixth Form.

In addition to transferring students from The Henrietta Barnett School Year 11, applications are welcome from students currently attending other schools. A minimum Published Admission Number – (PAN) of 30 places will be offered annually to external applicants. In September 2024 we enrolled 49 external applicants and in September 2025 this number was 53 external applicants.

### 2. Registration and Applications

#### 2.1 Internal Students

All students in the current Year 11 who meet the academic entry criteria will continue into the Sixth Form, if they wish.

#### 2.2 External Students

External candidates must complete the School's Application documents which consist of:

- **The Application Form** which will be available on the School website from November 2026 which must be completed and submitted online by 31st January 2027 by 5pm.
- **References** which will be sought from an external candidate's current school. The current school of the candidate will be sent a link for a reference which must be completed on The Henrietta Barnett School's form. Other methods of providing this information will mean the application cannot be processed. Candidates who have missing or incorrect / incomplete references will be

notified directly before the reference deadline passes. The reference will require predicted grades or already achieved grades; The Henrietta Barnett School will not accept "working at" style grades. It is considered the candidate's responsibility to ensure their school sends the required request by the deadline provided.

### 3. Entrance Requirements

#### 3.1 Minimum GCSE Requirements

For all applicants, both internal and external, the **minimum requirement** for entry into the Sixth Form is:

- (a) At least six grade 7s or above at GCSE (grade A or above)
- (b) At least a grade 6 in English Language and Mathematics, if these subjects are not being taken in the Sixth Form.
- (c) The specific individual minimum entry requirements for each subject, which can be found on our website.

The School cannot guarantee an offer of a place on specific chosen courses. Applicants who meet the entry requirements of a) and b) but who cannot be accommodated in their preferred subjects will be offered an alternative course.

Both conditional offers and successful entry to the Sixth Form are subject to oversubscription criteria detailed in section 3.2 below.

#### 3.2 Conditional Offers

Following the application deadline, conditional offers for entry to The Henrietta Barnett School Sixth Form will be made. Where the number of external applicants who have met the entry requirements through the predicted grades in their school reference for a conditional offer exceeds the number of places available, they will be given a conditional offer using the following oversubscription criteria:

##### **Criterion One: Looked After Child (LAC) or Previously Looked After Child (PLAC)**

A 'looked after child' or a 'previously looked after child' as defined above in section 4 under Year 7 Admissions.

##### **Criterion Two: Rank Order**

Rank order according to predicted grades points score based on their Best 7 predicted GCSE grades in the list of subjects above, which must include Mathematics, English Language and English Literature; (see section 4 below on the calculation of a Best 7 score)

Conditional offers will, in addition to minimum entrance requirements, state a minimum Best 7 points score which must be successfully achieved in order to enter the HBS Sixth Form. This minimum Best 7 points score will also be applied to internal candidates.

#### 4. Calculating GCSE Point Scores

At both the stage of conditional offers and enrolling applicants, a Best 7 GCSE points score (from a prescribed list of subjects) is referenced. For the purposes of this Admissions Policy, the points scored for a GCSE subject equal the number grade achieved or predicted; for example, a grade 9 will score 9 points, grade 6 scores 6 points, etc. Legacy GCSE/IGSCE grades will be scored as: A\*= 8.5 points, A =7, B = 5.5, C=4, etc.

The GCSE qualifications accepted by the school which can contribute to a predicted or actual Best 7 GCSE points score are:

Mathematics

English Language

English Literature

Sciences: Biology, Physics, Chemistry, Computing or Combined Science (Combined Science counts as two grades)

Geography

History

Languages: French, German, Spanish, Latin or Classical Greek (must be studied as part of the school curriculum)

Music

Art

Design & Technology

Drama

Classical Civilisation

Religious Studies

[IGCSE examinations of these subjects will be accepted if that is the course offered at the candidate's school]

It is expected that the majority of the GCSE exams will be taken in one sitting and a minimum of five subjects, from the Best 7 calculation, must be taken in the final GCSE period that the candidate takes their examinations in.

The above are the minimum entry requirements. Please note that the average GCSE score which facilitates acceptance to the Sixth Form is likely to be much higher.

#### 5. Out of Year Applications

Out of Year Applications are those from candidates who are a different chronological age to the year they are applying for. The Henrietta Barnett School only accepts applications from candidates who have reached the age of 16 during the year 1st September 2026 to 31st August 2027 inclusive, immediately prior to entry to The Henrietta Barnett School's sixth form.

#### 6. Admission to Year 12 for Students with Education Health Care Plans (EHCPs)

Schools are required to admit a child who names the school in Section I of an Education, Health & Care Plan. Before naming a school in an EHCP a Local Authority is required to consult with the school. Where The Henrietta Barnett School is consulted on being named in Section I of an

EHCP, the school has to consider whether, given the child's prior educational profile, The Henrietta Barnett School would be suitable for the age, ability, aptitude or special educational need of the child, and whether the attendance of the child at the school would be incompatible with the efficient education of others, and/or the efficient use of resources.

EHCP consultations regarding The Henrietta Barnett School will therefore rarely be effective if the child does not have predicted or achieved GCSE grades that meet the minimum requirement for entry, or if the child does not have significant evidence of prior academic attainment commensurate with a highly academically selective environment. This is because The Henrietta Barnett School will not be able to respond to consultation effectively without knowing the academic ability of the child and what reasonable adjustments could be made, both of which are needed to inform the school's assessment of suitability and compatibility with the education of others and the educational provision and resources of the school.

The Henrietta Barnett School will respond to consultation 15 days after receipt of such an application.

## **7. Confirming a place for Conditional Offer Holders**

### **7.1 Candidates who meet their offer**

Those candidates who have met the conditions of their offer following GCSE results in August 2027 are required to complete an online survey by midday on results day to confirm their results and A level choice subjects; the link to this survey will be on their offer letter. Candidates who have met their offer will be given a confirmed place which will be dependent on subject choices being accommodated.

### **7.2 Candidates who do not meet their offer**

Conditional Offer holders who have not met their offer and who would still like to be considered for a place, are invited to also complete the link on their offer letter.

### **7.3 Verifying places**

To verify results, candidates must upload their statement of results which will correspond to the results that have been submitted on the form. If there is a discrepancy between the two, a place may be withdrawn.

### **7.4 Confirming places**

The Henrietta Barnett School will contact applicants by telephone from the afternoon of GCSE Results Day and the following days to confirm the offer. If an applicant cannot be reached by telephone, then it will be assumed that the place is no longer required and may be offered to the next applicant. Only applicants will be able to confirm their places and not parents or other adults.

## **8. Post GCSE Results Applications**

It is possible that the School may have some places available in the Sixth Form post GCSE Results Day in August 2027. Please visit the School's website in the Summer Term for further information where there will be a link for applicants to register their interest.

### **8.1 New applicants**

Students who did not previously apply but wish to be considered for a place should visit the School's website in the Summer Term 2027 for further information where there will be a link for applicants to register their interest.

## **8.2 Conditional offer holders who did not meet the terms of their offer but still wish to be considered:**

If conditional offer holders do not achieve the required points total in their offer letter, and they still wish to be considered for a place, then they will be re-ranked according to the total points of the applicant's Best 7 GCSE grade scores, along with any candidates who apply on Results Day in August without a conditional offer, as per section 8.1. Any remaining places will be offered solely on the basis of this ranked list subject to the following tie breaker:

Where candidates are equally ranked, geographical proximity to the School will be used to decide the final placings. Distances will be measured according to the same criteria as for Year 7 entry that is used by the London Borough of Barnet. Where a candidate lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the candidate spends the majority of school nights Monday – Friday. Where two or more applicants ranked equally in the test live equidistant from the School, places will be allocated by random allocation (this process will be supervised by somebody independent of the School).

## **YEAR 7 – 11 IN-YEAR ADMISSIONS**

An in-year application for admission is one made on or after the first day of term in September for a place in Year 8, Year 9, Year 10 or Year 11.-A waiting list is held for Year 7 until the end of the first term after which any application to this Year group becomes an In-Year application.

In-year applications should be made directly to the London Borough of Barnet via their website which can be accessed here: [In-Year Applications](#)

Following receipt of an in-year application, parents will be notified in writing of the dates that their child will be able to undertake the school's selection tests, should a place become available.

Once the outcomes of the tests are known, the in-year application will be processed and parents notified in writing of the outcome. If the child reaches the required standard in both the English and maths tests and a place is available, it will be offered to the applicant who has the highest combined score as long as this candidate has reached the required standard in **both** of these subjects. If the child does not reach the required standard, the application will be refused.

Where two or more in-year applications for children who have reached the required standard are processed at the same time, and the school determines that at least one, but not all, of the children can be admitted within the PAN (in-year applications to Year 7) or without prejudicing the provision of efficient education or the efficient use of resources (all other year groups), the oversubscription criteria set out above for Year 7 admission will be applied to determine which child(ren) are offered the place(s).

Where a place is offered, arrangements will be made for the candidate to be admitted. Where the application is refused, parents will be provided with the reasons why this is along with full

details of the statutory right of appeal.

## **FRAUDULENT APPLICATIONS**

The Henrietta Barnett School requires that all information provided as part of an application for admission is accurate, complete and truthful. The School reserves the right to verify any information supplied.

Where it is found that an application contains false, misleading, or intentionally withheld information, any offer of a place may be withdrawn, whether or not the child has already commenced attendance at the School.

## **APPEALS**

If you have not been offered a place at The Henrietta Barnett School, the law entitles you to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the school and the Local Authority. The proceedings of the Panel are informal and are online. Parents (or student in the case of a Sixth Form appeal) have the opportunity, if they wish, to question the School's Representative and to put their case to the Panel.

### **Year 7**

Appeal details will appear on the school website no later than the day before National Offer Day in March 2027. In 2025, 3121 applications were received for 104 places in Year 7. There were two appeals which were unsuccessful.

### **Year 12**

In the case of applications for Year 12, any appeal must be lodged within 20 school days of receipt of the letter refusing a place at the school. Appeals for Year 12 will be held in the Autumn Term. In 2024 there was one appeal which was unsuccessful.

### **In-Year**

In the case of applications for In-year admissions, any appeal must be lodged within 20 school days of receipt of the letter refusing a place at the school. Appeals will be held within 30 school days of any appeal being lodged with the Appeal Panel's Clerk. In 2024-2025 there were no appeals.

Approved by the Governing Body: 3 December 2025