



Determined admission arrangements for Presdales School for 2019/20

The school's published admission number is 180.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools and academies to admit a child with a Statement of Special Educational Needs or an Educational, Health and Care Plan (EHC) that names their school. Students with a Statement of Special Educational Needs or an EHC will be admitted as part of the school's PAN but before the oversubscription criteria are used.

If the school has more applications than places available the oversubscription criteria will be used to allocate places. If the school has fewer applications than places available all applicants will be offered a place

Rule 1 Girls in public care (Children Looked After) and girls who were looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or a special guardianship order).

Rule 2 Medical or Social: Girls for whom it can be demonstrated that they have a particular medical or social need to go to Presdales.

HCC officers will determine on behalf of the Governors whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to Presdales and must clearly demonstrate why Presdales is the only school that can meet the child's needs.

Rule 3 Sibling: Girls who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. (Note: the 'normal age range' for both Presdales as an 11-18 school, is Years 7 to 13). A sibling must be on the roll of Presdales at the time the younger child starts. A sibling link will not be recognised for children living temporarily in the same house, e.g. a child who usually lives with one parent but has temporarily moved or a Child Looked After in a respite placement of a very short term or bridging foster placement. (*Please see explanatory notes for a detailed explanation of 'sibling'.*)

Rule 4 Sibling: Girls who have a sibling at Richard Hale School at the time of application, unless the sibling is in the last year of the normal age-range of the school. (Note: the 'normal age range' for Richard Hale, as 11-18 school, is Years 7 to 13). A sibling must be on the roll of Richard Hale School, Hertford at the time the younger child starts. A sibling link will not be recognised for children living temporarily in the same house, e.g. a child who usually lives with one parent but has temporarily moved or a Child Looked After in a respite placement of a very short term or bridging foster placement. (*Please see explanatory notes for a detailed explanation of 'sibling'.*)

Rule 5 Children of Staff: Girls who have either

a) a parent* employed by the school as a member of staff on a permanent contract for a continuous period of two or more years at the date of application

or

b) a parent* who has been recruited to a vacant post at the school for which there is a demonstrable skills shortage

***Parent**

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for the child (such as a child's guardians, or adoptive parent) but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property. This will include the children of a member of staff's partner as long as they have been living at the same address as the member of staff for a period of at least two years.

Girls who live in the priority area*

Places will be allocated to each parish/unparished area or town in proportion to the number of applications made. In the event of there being more applications than places available to a particular parish/unparished area or town, places will be allocated as follows:-

Rule 6 Girls for whom it is their nearest Hertfordshire maintained school or academy that is non-faith and non-partially selective and makes provision for girls (if more girls qualify under Rule 5 than places, the tiebreak would be those that live closest to the school).

Rule 7 Any remaining places available to a parish/unparished area or town. Places will be allocated on a random basis.

Children who live outside the priority area

Rule 8 Places will be allocated on a random basis.

Places will be allocated on a random basis, based on the principle that every girl will be allocated an individual random number once their name has been entered onto the database. If a preference is expressed for Presdales, this number will be used in the random process.

These rules are applied in the order they are printed above. If more girls qualify under Rules 1, 2, 3 or 4 than there are places available, a tie-break will be used by applying the next rules to those girls.

Tiebreak

Where there is a need for a tie-breaker because two different addresses measure the same distance from a school:

- in the case of a block of flats, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer,
- otherwise, including the case where two separate applicants give identical addresses, the tiebreak will be random.

Secondary Transfer Application Form

You can only apply online to the Authority where you live.

Hertfordshire residents must apply using Hertfordshire's online system at www.hertsdirect.org/admissions or on the Hertfordshire paper application form.

In Year Admissions

Places will first be allocated in accordance with rules 1-5 above and then as follows:

- Rule 6: Girls who live in the priority area for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, non-partially selective and makes provision for girls. If more children qualify under rule 5 than places are available, the tiebreak would be those that live closest to the school (see also tiebreak section above).
- Rule 7: Girls in the priority area on a random basis
- Rule 8: Girls outside the priority area on a random basis.

The school's priority area comprises the following towns/parishes/unparished areas.

4	Presdales	Aspenden, Bayford, Bengoe Rural, Bramfield, Brickendon Liberty, Datchworth, Essendon, Great Amwell, Great Munden, Hertford, Hertford Heath, Hertingfordbury, Hunsdon, Little Berkhamsted, Little Munden, Much Hadham, Sacombe, Stanstead Abbots, Stanstead St. Margarets, Stapleford, Tewin, Thundridge, Ware, Wareside, Watton-at-Stone, Widford
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Sixth Form arrangements

Presdales will admit up to 40 external students to its Sixth Form. The school will accept girls and boys into the Sixth Form.

All students will be expected to meet the minimum entry requirements as published each year in the Sixth Form prospectus.

If the school is oversubscribed, priority for external students will first be given to:

- Children looked after or previously looked after, then
- Distance from home to school.

Tiebreak

Where there is a need for a tie-breaker because two different addresses measure the same distance from a school:

- in the case of a block of flats, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer,
- otherwise, including the case where two separate applicants give identical addresses, the tiebreak will be random.

Explanatory notes

Rule 1: Girls in public care (children looked after):

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A “child looked after” is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.³

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

¹ *Child arrangements order*

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

² *Special guardianship order*

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

³ *This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.*

(For the purpose of Rule 2: Child/ren refers to girls only)

Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to Presdales:

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

Presdales Governing Board has delegated Rule 2 decision-making to Hertfordshire County Council. Decisions will be made by a panel of 3 HCC officers and parents/carers will be notified of the outcome of their Rule 2 applications within 40 working days of the secondary transfer closing date.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but any application should include the following:

- Specific recent professional evidence that justifies why only Presdales can meet the child's individual needs, and/or
- Professional evidence that outlines exceptional family circumstances making clear why only Presdales can meet the child's needs
- If Presdales is not the nearest school to the child's home address, clear reasons why the nearest school is not appropriate
- For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only Presdales School essential.

Evidence should make clear why only Presdales is appropriate

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example, a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only Presdales can meet the social/medical needs of the child.

Applications for children previously 'looked after' but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the 'Rule 2 Protocol' available at: www.hertfordshire.gov.uk/docs/pdf/admissions/Rule2pross.pdf

Definition of sibling:

A sibling at Presdales means the sister, brother, half-brother or half-sister, adopted brother or sister, or a child of the parent/carer or partner or a child looked after or previously looked after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application. Where a place is obtained and the child admitted to the school and it is subsequently identified that this place was gained fraudulently, there will be no sibling connection available to subsequent children from that family.

A sibling at Richard Hale means the sister, brother, half-brother or half-sister, adopted brother or sister, or a child of the parent/carer or partner or a child looked after or previously looked after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application. Where a place is obtained and the child admitted to the school and it is subsequently identified that this place was gained fraudulently, there will be no sibling connection available to subsequent children from that family.

¹ Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

² A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

Home Address:

The address provided should be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications.

'Permanent' means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months

The application can only be processed using one address. If the child lives at more than one address (for example due to separation), the address used will be the one at which the child lives for the majority of the time.

If your child lives at two addresses equally, the address of the parent/carer that claims Child Tax Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit, alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

Home to school distance measurement

Presdales uses home-school distance measurements provided by Hertfordshire County Council: Hertfordshire County Council's 'straight line' distance measurement system is used for 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 the child's house to the address point of the school. AddressBase Premium data is a nationally recognized method of identifying the location of schools and individual residences.

Definition of "nearest school"

For allocations under Rule 5 the "nearest school" is defined as the nearest Hertfordshire maintained school or academy that is non-faith, non-partially selective and catering for girls.

Twins/Multiple Births

If one of your twins/multiple-birth children is offered the last place available at the school, and you have also made an application for your other children, we will also offer a place to the other child(ren), unless the place offered to the first child was under the random allocation procedure. Places will not be offered in these cases because to do so would compromise the random element of the allocation process.

In-Year Admissions

Presdales will remain part of the county council's coordinated In-Year admissions scheme. Application forms can be accessed via www.hertfordshire.gov.uk/inyear or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form). To retain a place on the Continued Interest list, families must, at the end of each academic year, confirm their continuing interest by making an In-Year application

Fair Access

Presdales participates in the HCC's Fair Access protocol and will admit children under

this protocol before children on continuing interest.

Appeals

At transfer time, parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal'. Those who did not apply on line should contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

For In-Year Applications, parents wishing to appeal should contact the school directly in the first instance.

Fraudulent applications

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;

- When a family move shortly after the closing date of applications when one or more of the following applies:
 - o The family has moved to a property from which their application was less likely to be successful;
 - o The family has returned to an existing property;
 - o The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - o Council tax information shows a different residence at the time of application.

- When a child starts at the allocated school and their address is different from the address used at the time of application.

Applications from children* from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For Secondary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and

transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria. If the family already has an established alternative private address, that address will be used for admission purposes.

HCC will also consider accepting applications from children* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

**Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.*

Children Out of Year Group

Presdales' policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The governing body of Presdales School is responsible for making this decision for applications made to their school.