



## Determined admission arrangements for Presdales School for 2018/19

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.

As Presdales is a single-sex school (girls) in Year 7-11, all references to 'Children' mean Girls.

**Rule 1 Children in public care (Children Looked After)** and 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).

**Rule 2 Medical or Social:** Children 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:** Children who have a sibling at the school at the time of application, unless the sibling is in Year 13 or joined the school in Year 12. A sibling must be on the roll of Presdales at the time the younger child starts. A sibling link will not be recognized 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 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.*

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

**Rule 6** 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 7** Places will be allocated on a random basis.

Places will be allocated on a random basis, based on the principle that every child 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 children 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 children.

### **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](http://www.hertsdirect.org/admissions) or on the Hertfordshire paper application form.

## In Year Admissions

Places will first be allocated in accordance with rules 1-2 above and then as follows:

- Rule 3: Children who have a sibling at the school at the time of application
- Rule 4: Children of staff
- Rule 5: Children 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 children of the relevant sex. 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 6: Children in the priority area on a random basis
- Rule 7: Children outside the priority area on a random basis.

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

|   |                  |   |
|---|------------------|---|
| 4 | <b>Presdales</b> | 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 |
|---|------------------|---|

## 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:

- i) Students looked after or previously looked after, then
- ii) Distance from home to school.

## Explanatory notes

### **Rule 1: Children in public care (children looked after):**

Places are allocated to children in public care according to Part 3 of the School Admissions (Admission Arrangements) (England) Regulations 2008. 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 Arrangement 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).

Adopted - under the terms of the Adoption and Children Act 2002 (section 46)

Child Arrangement Order - (as defined in s8 of the Children Act 1989 as amended by s12 of the Children’s and Families Act 2014). Any residence order in force prior to 22<sup>nd</sup> April 2014 is deemed to be a Child Arrangement Order

Special guardianship order - under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian(s).

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 residence order or special guardianship order, or whom were adopted prior to the enactment of the 2002 Act **will not** be prioritised under Rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under Rule 2.

### **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, supported by professional evidence, of why the child's severity of illness or disability makes attendance at only Presdales essential.

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.

### **Definition of sibling:**

A sibling means the sister or half-sister, adopted sister, or daughter of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently 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.

### **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.

The application can only be processed using one address. If the child lives at more than one address, the address you use should be the one at which your child lives most 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 should be used. If you are not in receipt of Child Benefit/Tax Credit, alternative documentation will be requested.

### **Home to school distance measurement**

Presdales uses home-school distance measurements provided by Hertfordshire County Council: distances will be using a computerised mapping system to two decimal places. Measurement is along a 'straight line' from the address point of the child's home supplied by NLPG (National Land and Property Gazetteer) to the address point of the school.

### **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 children of the appropriate sex.

### **Twins/Multiple Births**

Presdales School will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at the school and an application has also been received for the other twin/multiple birth. The exception to this is when the last place is offered to a child under the random element of the school's rules. In these circumstances places will not be offered to the other twin/multiple births because it would compromise the random element of the allocation process. In these circumstances the school will admit above the PAN after the allocation process has been completed.

### **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](http://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 county council'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.