



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

The school's published admission number is 170.

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 that names their school.

**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 residence 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 the school.

*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 the school applied for under Rule 2 and must clearly demonstrate why it 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 the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides, for example Years 7 to 11 for a 11-16 secondary school, Years 7 to 13 in a 11-18 school.

**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) 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.*

### **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** Those 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 gender, (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, and 3 than there are places available, a tie-break will be used by applying the next rule to those children.

### **Tiebreak**

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a 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, the tie break 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 gender.

If more children qualify under rule 5 than places are available, the tiebreak would be those that live closest to the school.

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	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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### 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 residence 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)

Residence Order - under the terms of the Children Act 1989, section 8 defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live

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 the school:**

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.

**The school/academy governing body 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 a successful application should include the following:

- Specific recent professional evidence that justifies why only one school can meet a child’s individual needs, and/or
- Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child’s needs
- If the requested school 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 a specific school essential.

Evidence should make clear why only one school 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 one named school can meet the social/medical needs of the child.

**Definition of sibling:**

A sibling means the sister or half-sister, adopted sister, or daughter of the parent/carer or partner, and in every case living in the same house from Monday to Friday.

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**

The school/academy 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 gender.

**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**

The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form).

**Fair Access**

The school 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'. For those who did not apply on line, please 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.

## **6<sup>th</sup> form arrangements**

The school will admit up to 40 external students to its 6<sup>th</sup> form.

Minimum entry requirements are:

A\*, A , B, or C grades in the subject to be studied at A level, in accordance with the grades for each subject as published in the sixth form prospectus.

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

- i) Students looked after or previously looked after
- ii) Distance