

Determined admission arrangements for

Presdales School for 2024/25

Agreed at the Full Trust Board meeting on 25th January 2023



Presdales School is a girls' single sex comprehensive school in Ware for girls aged 11-18. The Sixth Form is co-educational. The published admission number for Year 7 each year is 180.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools and academies to admit a child with an EHC (Educational, Health and Care) Plan that names their school. Girls with an EHCP 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 previously looked after, including those girls who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being 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.

A panel of officers will determine 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 Presdales as an 11-18 school, is Years 7 to 13). A sibling must be expected to be on roll at 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 **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.

This definition does not include contract staff, peripatetic staff employed by HCC or staff on a variable hour's contract.

***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

Presdales Priority Areas

Aspenden, Bayford, Bengo 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

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

Rule 5 Girls who live in the priority area for whom Presdales 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 nearest to the school.

Rule 6 Places will be allocated on a random basis for any remaining places available to a priority area.

Rule 7 Girls outside the priority area on a random basis.

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

Tiebreak

When there is a need for a tie break where two different addresses are 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 a lower floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

Continuing Interest (waiting lists)

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and 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 summer term (date to be specified 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

Fair Access

Presdales participates in the HCC's Fair Access protocol. Girls will be admitted both over the PAN, and above those on any continuing Interest List, if necessary.

Secondary Transfer Application Form

You can only apply online to the Authority where you live. The closing date for applications is 31st October 2023.

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

Appeals

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 and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

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 directly 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.

In Year Admissions

Places will first be allocated in accordance with rules 1-4 above and then as follows:

- Rule 5: 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 rules 1-5 than places are available, the tiebreak would be those that live closest to the school (see also tiebreak section above).
- Rule 6: Girls in the priority area on a random basis
- Rule 7: Girls outside the priority area on a random basis.

In-Year Admission Appeals:

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 login and appeal online at www.hertfordshire.gov.uk/schoolappeals

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 entry requirements in three subjects as published each year in the Sixth Form prospectus. Due to recent national changes to A levels the entry requirements for individual subjects are reviewed each year and are published in advance on the school website at presdales.herts.sch.uk/sixth-form. The application form is reviewed each year to ensure that it is relevant and up to date with any national changes to the 16-19 curriculum. It can be found on the school website in advance of the application deadline. The proposed form (2024 entry) and proposed entry requirements (2024 entry) can be found at the end of this document.

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

- i) Children in public care (Children Looked After) who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (or became subject to a Child Arrangements Order or a special guardianship order) then
- ii) 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 a lower floor and therefore closer,
- otherwise, including the case where two separate applicants give identical addresses, the tiebreak will be random. The random allocation will be determined by a draw, conducted by representatives from the school and governing body to ensure transparency and fairness.

This process will be independently verified.

Sixth Form Appeals

You have the right to appeal against the decision not to offer your child a place in the Sixth Form. You can lodge an appeal by contacting Hertfordshire Appeals Service by calling 0300 123 4043 or visit their website at www.hertfordshire.gov.uk/schoolappeals

Explanatory notes

(For the purpose of all rules: Child/ren refers to girls only)

Rule 1: Children 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.

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.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted

A child is in “state care” if she is in the care of, or accommodated by –

- a. a public authority
- b. a religious organisation, or
- c. any other organisation the sole or main purpose of which is to benefit society

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:

- a. Specific recent professional evidence that justifies why only Presdales can meet the child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only Presdales can meet the child's needs
- c. If Presdales is not the nearest school to the child's home address, clear reasons why the nearest school is not appropriate
- d. 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. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the 'nearest' school with the relevant facilities, environment or location. You must clearly explain why attendance at the 'nearest' school with these facilities is 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. 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](#)

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.

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 must 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

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months* and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home LA to determine address. If two applications, with different addresses are received from the same LA, it will be for that LA to determine permanent address. If two applications are received from two different LAs, the above process will be used

If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadline for the 2024/25 transfer application process is 1st December 2023 for secondary and upper applications and 1st February 2024 for primary, junior and middle applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2024/25 application process in September 2023.

* If, because of the nature of the agreement, it is not possible to provide a 12 month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service.

Home to school distance measurement

A 'straight line' distance measurement system 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 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 twin/multiple birth child(ren), the school will go over its PAN by offering a place to the other twin/multiple birth child(ren). No further offers would be made from the continuing interest list until the number allocated drops below the PAN.

Fraudulent applications

The school will work closely with Hertfordshire County Council to 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. Action will be taken 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:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - Official/public records show an alternative 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.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative 'work' address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes. The School 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, other 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".

HCC is responsible for making this decision.

Subject	If the subject has been studied at GCSE we require:	If the subject has not been studied at GCSE we require:
Art	GCSE grade 6 in Art	
Biology	GCSE grade 6 in GCSE Biology or 66 in Combined Science	
Business	GCSE grade 5 in Business	GCSE grade 5 in English Language or English Literature and Mathematics
Chemistry	GCSE grade 6 in GCSE Chemistry or 66 in Combined Science GCSE grade 6 in GCSE Mathematics	
Computing	GCSE grade 6 in Computing	
Design & Technology: Fashion and Textiles	GCSE grade 6 in Design & Technology	
Design & Technology: 3D Product design	GCSE grade 6 in Design & Technology	
Drama & Theatre	GCSE grade 5 in Drama and Theatre Studies	GCSE grade 5 in English Language or English Literature and Mathematics
Economics	GCSE grade 6 in Business	GCSE grade 6 in English Language or English Literature and Mathematics
English Lang and Lit	GCSE grade 5 in English Language and English Literature	
English Literature	GCSE grade 5 in English Language and English Literature	
French	GCSE grade 6 in French	
Geography	GCSE grade 6 in Geography	
German	GCSE grade 6 in German	
Government& Politics		GCSE grade 5 in English Language or English Literature
History	GCSE grade 6 in History	
Italian	GCSE grade 6 in Italian	
Mathematics	GCSE grade 7 in Mathematics	
Mathematics Further	GCSE grade 8 in Mathematics <i>This must be taken as a 4th A Level</i>	
Media Studies		GCSE grade 5 in English Language or Literature.
Music	GCSE grade 5 in Music	
Philosophy & Ethics	GCSE grade 5 in RE	GCSE grade 5 in English Language or English Literature
Photography		A portfolio of work needs to be submitted before entry onto the course.
Physical Education	GCSE grade 6 in PE	GCSE grade 6 in Combined Science or Biology. To be able to perform at a high level practically in at least one sport
Physics	GCSE grade 6 in Physics or 66 Combined Science GCSE grade 6 in Mathematics	
Psychology		GCSE grade 5 in Mathematics GCSE grade 6 in English Language or English Literature English GCSE grade 5 in Biology or 55 in Combined Science
Russian	GCSE grade B in Russian	
Sociology	GCSE grade 5 in Sociology	GCSE grade 5 in English Language or English Literature
Spanish	GCSE grade 6 in Spanish	



1. Personal information

Name			
Address			
Email		Tel No.	
DOB		Mobile No.	
Current School		Current Headteacher	

2. Course choices

Specify up to three choices from the subjects described in the Course Information booklet. Please list in **strict order of preference**, together with one reserve choice.

1	
2	
3	
Reserve	

If you have chosen **Mathematics above**, please indicate if you would **also** wish to study Further Mathematics as a **fourth** Advanced Level subject:

YES	NO
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(Please circle choice)

Extended Project Qualification (EPQ)

Please indicate if you would also like to apply to study for an EPQ on an agreed topic of your choosing:

YES	NO
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(Please circle choice)

3. Current subjects studied

1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

Signed (student) **Signed (Parent/carer)**