

Longdean School



Determined Admission Arrangements for 2025/26

Local Governing Body:	Personnel, Pastoral & Teaching (PPT)
Term Reviewed:	Autumn 2024
Date Ratified:	26 February 2024
Next Review Date:	Autumn 2025

Admissions Policy 2025/26

Policy Statement:

Longdean School is an inclusive multi-cultural school where the aim is for every student to be able to say 'I am proud of who I am and what I have achieved today'. We ensure that all students who are new to the school feel comfortable and supported whilst settling in.

Section 324 of the Education Act 1996 requires all schools to admit a child with an Education, and Care Plan that names the school.

Secondary Transfer at 11+

Longdean School's published admissions number is 240.

The school's Local Governing Body has delegated responsibility for the allocation of places to Hertfordshire County Council. All places will be allocated in accordance with the admission arrangements outlined in this document and the Hertfordshire's scheme of coordination.

Rule 2 decisions; Hertfordshire County Council officers make the decisions on behalf of the school.

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'. 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 in to the appeals system".

Continuing Interest

After places have been offered, the school's continuing interest (waiting list) will be maintained by Hertfordshire County Council. A child's position on the C.I. list will be determined by the admission criteria outlined in Appendix 1 and a child's place on the list can change as other children join or leave it. The County Council, on behalf of the school's Local Governing Body, will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained until the end of December of Year 7. To retain a C.I. application after this time, parents must make an In-Year application. To maintain a position on the continuing interest list each academic year, parents must make a new in-year application at the end of the summer term to maintain a continuing interest in the autumn term.

Late Applications

Any online or paper application received after the statutory deadline of 31 October, will be treated as a late application. Late applications are not dealt with until all on-time applications have been considered. You are much less likely to be offered a place at one of your preferred schools if you apply late. If there are exceptional circumstances why you were unable to make your application by the closing date, you should contact your Local Authority giving your reasons and supply supporting evidence where appropriate. The deadline date for late applications for secondary transfer in September 2025 is 2 December 2024.

In-Year Admissions

The published admissions number for each year group is listed below:

Year 7 – 240
Year 8 – 240
Year 9 – 240
Year 10 – 240
Year 11 - 240

Parents/Carers wishing to apply for a place at the school for a student in years 8-11 or in year 7 after December of Year 7 will need to complete an in-year application form.

The school's Local Governing Body has delegated responsibility for the allocation of in-year places to Hertfordshire County Council. Places are allocated according to the criteria in Appendix 1.

Parents can make an in-year application to the school by visiting the Herts Admissions website: <http://www.hertfordshire.gov.uk/admissions>.

Rule 2 decisions; Hertfordshire County Council officers make the decisions on behalf of the school.

The school will operate in accordance with the Local Authority's Fair Access Protocol (FAP) and children admitted under the FAP will take precedence to those on the school's continuing interest list and, if necessary, over the published admission number.

In-Year 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.

Withdrawing an Offer or a Place

Once an offer has been made, Herts Admissions may withdraw the offer if a parent has not responded within twenty school days, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer within fifteen school days, Herts Admissions will give the parent a further opportunity of five more school days to respond and will explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

Entry into the Sixth Form

Longdean's published admissions number for external students coming into the sixth form is 50. Application for the sixth form is handled internally for Longdean students and by application form for external students. A meeting may be held to discuss options and academic entry requirements for particular courses, but this meeting does not form part of the decision-making process on whether to offer a place.

- Entry at level 2 is dependent on the student attaining 5 or more GCSE or equivalents at grade 2 or more.
- Entry at level 2 is dependent on the student attaining 4 or more GCSE or equivalents at grade 2 or more, and achieving a grade 3 or more in English Language or Mathematics.

Places in the sixth form are allocated in accordance with the criteria set out in Appendix 1, based upon the definitions in Appendix 2.

Students can apply after the Sixth Form Opportunities Evening and any time until the start of the next academic year.

Appendix 1

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications. Definitions for terms used below can be found in Appendix 2.

Oversubscription criteria.

Rule 1. Children looked after and children who were previously looked after, but ceased to be so because they were adopted, subject to a special guardianship order or child arrangement order. This includes children previously from outside England who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.

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

A panel of Hertfordshire County Council officers will determine 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 within the normal age range at the school at the time of application.

Note: the 'normal age range' is the designated range for which the school provides, for Longdean this is, Years 7 to 13 in an 11-18 school.

Rule 4 Children of members of staff who have been employed directly by the school on a permanent contract, for two or more years at the time at which the application is made, whether full time or part time, teaching or educational support staff, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage; such shortage to be determined by the Trust Admissions Committee. This includes children of the member of staff's partner as long as the child lives at the same address as the member 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, co-educational and non-partially selective.

Note: non-partially selective means that the school does not offer any places on academic ability.

Rule 6. Children who live in the priority area who live nearest the school.

Rule 7. Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

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

Tie break

When there is a need for a tie break where two addresses are the same distance from the school, both applicants will be accepted.

Appendix 2

Definitions and Explanatory notes for the admission arrangements for Longdean School for 2025/26

The following definitions apply to terms used in the admissions criteria:

Rule 1:

Children looked after and children 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 order¹ or a special guardianship order².

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 previously looked after, including those looked after outside England, 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:

- in the care of a local authority, or
- 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:

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

A child is in "state care" if he or she is in the care of, or accommodated by –

- a public authority,
- a religious organisation, or
- 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 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.

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 Longdean School can meet a child's individual needs, and/or
- Professional evidence that outlines exceptional family circumstances making clear why only Longdean School can meet the child's needs.
- If Longdean 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 Longdean School essential.

Evidence should make clear why only Longdean School 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 a 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 Longdean School can meet the social/medical needs of the child.

Applications for children who were not “looked after” immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

Further details on the Rule 2 process can be found in the Rule 2 Protocol (hertfordshire.gov.uk).

Definition of sibling

A sibling is defined as: the sister, brother, half- brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after, 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 the application.

A sibling must be on the roll of the named school at the time the younger child starts or has been offered and accepted a place. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

²A 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.

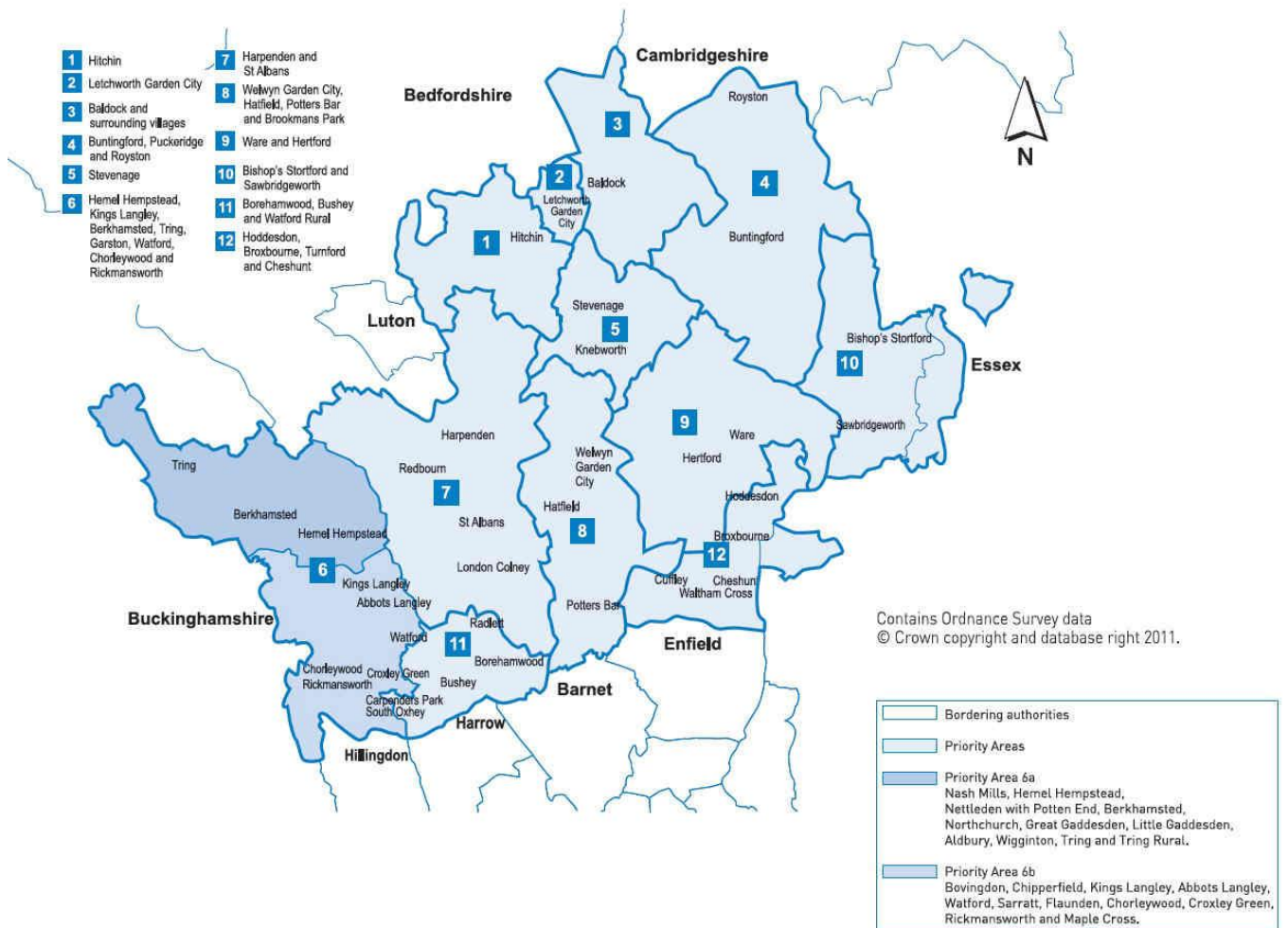
If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling’s address will be verified by the school.

Multiple births

Longdean Local Governors will, as the admission authority, admit over the school’s published admission number when a single twin/multiple birth child is allocated a place at a school and the other twin/multiple birth child has applied but not been allocated.

Priority Areas

The 'priority areas' referred to in rules 5 to 7 are the same as those used by the County Council for community co-educational schools. 'Children who live in the priority area' refers to families living in Priority Area 6 on the map below. For Longdean School the priority areas are Hemel Hempstead, Kings Langley, Abbots Langley, Berkhamsted, Tring, Garston, Watford, Chorleywood and Rickmansworth.



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 school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

If we receive more than one application with different address details and parents don't agree, 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, neither will be processed until the address issue is reconciled.

If two different applications are received for the same child from the same address but contain 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.

If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child's home LA will determine if the 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 2025/26 transfer application process is 2 December 2024 for secondary and upper applications and 3 February 2025 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 2025/26 application process in September 2024.

* 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.

Fraudulent applications:

Longdean School in conjunction with 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. 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:
 - 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

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Definition of "nearest school"

The "nearest school" definition for rule 5 is the nearest Hertfordshire maintained non-faith, coeducational, and non-partially selective.

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 the Secondary application process 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, the school 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.

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, in liaison with HCC, will also consider accepting applications from children* (as defined above) 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 county council 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

The school's 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 Local Governing Body of Longdean School, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The school Local Governors will make decisions based upon the circumstances of each case including the view of parents, the relevant Headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of the school.

Summer Born Children

If a child is chronologically Year 7 but is currently being educated out of their chronological year group in Year 6, parents should complete and submit the application as per the Secondary Transfer at 11+ process to apply for a secondary school place to start in the September of the 'out of year' Year 7 age group.

Parents should be aware that the School Admissions Code states that the decision to admit a child outside of their chronological year group remains a matter for the admission authority of individual schools. Therefore, following the close of applications on 31 October of each year, Longdean will be

contacted by Herts County Council and asked to confirm whether they will process an application for the following September's intake. Parents will be notified of the school's decision by Herts Admissions.

The Secondary Transfer at 11+ process allows parents to make an application in Year 5 when a child is chronologically in Year 6. If parents intend for their child to join Longdean when they are 'out of year' in Year 7, then they still need to make an application when their child is in Year 6 through the normal Secondary Transfer at 11+ process, as applications made in Year 5 are not held to be rolled forward to Year 6, but simply verify that the school would consider an application out of chronological year group, subject to admissions criteria in force at the time.

Timescales

Closing date for applications to be submitted to the LA	31 October 2024
Allocation Information dispatched to Parents	01 March 2025
Date by which parents/carers may accept or reject place offered	15 March 2025
Date by which parents/carers return appeal forms	TBC March 2025