

Determined Admissions Policy 2027-2028

(Approved by the Trustees 8th December 2025)

Richard Hale School

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400 YEARS OF EXCELLENCE

Admissions Policy for 2027-2028

Richard Hale School is an all-ability school for boys aged 11-16, which admits both boys and girls into a co-educational Sixth Form. The published admission number for Year 7 each year is 180. Boys and girls are admitted at age 16+ provided they meet the entry qualifications for their proposed programmes of study.

Admission Arrangements for Entry to Year 7 in September 2027

To apply for a place at Richard Hale School parents / carers of children living in Hertfordshire should make an online application via the Hertfordshire County Council website www.hertfordshire.gov.uk/admissions or contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents should return the application form direct to the County Council. Parents/carers of children not living in Hertfordshire must make an application to their local authority. The school does not have an additional Supplementary Information Form.

Section 324 of the Education Act 1996 requires the governing body of both academies and maintained schools to admit a child with an Education, Health & Care Plan (EHCP) that names the school. These children will be admitted within the school's PAN but before any child prioritised under the school's oversubscription criteria.

Confirmation of acceptance

Parents must confirm their acceptance of the offer of a place within two weeks. After this time, the place can be withdrawn.

Over-subscription

If there are more applications for admission than places available at Richard Hale School, the Trustees will apply the following admission rules in number order.

Rule 1 **Boys looked after** and boys 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 [1] or a special guardianship order[2].

Rule 2 **Sibling**: boys 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 Richard Hale, as an 11-18 school, is Years 7 to 13. A sibling must be on the roll of Richard Hale 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. [See explanatory notes below for a detailed explanation of 'sibling'].

Rule 3 Boys of staff at the school: Boys 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. 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.

Boys who live in the priority area

Boys who live in the priority area will be allocated places at the school in accordance with the percentages outlined below.

Parish	Average
Bayford	1
Bengeo Rural	*
Bramfield	1
Brickendon Liberty	1
Datchworth	2
Essendon	1
Great Amwell	3
Great Munden	*
Hertford	43
Hertford Heath	3
Hertingfordbury	1
Hunsdon	1
Little Berkhamsted	*
Little Munden	1
Sacombe	*
Stanstead Abbots	2
Stanstead St Margarets	1
Stapleford	1
Tewin	2
Thundridge	2
Ware	18
Wareside	1
Watton-at-stone	3
Welwyn	10
Widford	1
Woolmer Green	1

Please note that the percentages refer to the percentage of places remaining – following application of criteria 1 to 3. These percentages are based on the average number of applications from each parish/unparished area or town between 2023 and 2025.

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 4 Boys for whom Richard Hale is their nearest Hertfordshire school or academy that is non-faith and non partially selective, and which makes provision for boys. If more boys qualify under Rule 4 than there are places, the tiebreak would be those that live nearest the school.

Rule 5 Boys who live in the priority area for whom Richard Hale School is not the nearest Hertfordshire maintained non-faith, non-partially selective school or academy that makes provision for boys. If more boys qualify under Rule 5 than there are places available, places will be allocated to those who live nearest the school.

***** As the number of applications from these parishes has been very low over the previous years, averaging less than 1%, applications from these parishes will be allocated in line with Surplus Places.

Surplus Places – If a named parish does not use its full allocation, any surplus places will first be allocated to other parishes within the priority area that do not have a designated percentage allocation before other boys living in the priority areas. Places will be allocated to those who live nearest the school.

Boys who live outside the priority area

Rule 6 Boys who live outside the priority area for whom Richard Hale School, places will be allocated to those who live nearest the school.

Tiebreak

These rules are applied in the order they are printed above. If more boys qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule.

If 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 nearer as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tiebreak 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. Richard Hale School's priority area comprises the following towns/parishes/unparished areas.

Bayford, Bengeo Rural, Bramfield, Brickendon Liberty, Datchworth, Essendon, Great Amwell, Great Munden, Hertford, Hertford Heath, Hertingfordbury, Hunsdon, Little Berkhamsted, Little Munden, Sacombe, Stanstead Abbots, Stanstead St Margarets, Stapleford, Tewin, Thundridge, Ware, Wareside, Watton-at-Stone, Welwyn, Widford, Woolmer Green.

In-Year Admissions

Places will first be allocated in accordance with rules 1-3 above and then as follows:

Rule 4 Boys who live in the priority area for whom Richard Hale is their nearest Hertfordshire non-faith and non-partially selective maintained school or academy. If more qualify under Rule 4 than places are available, the tiebreak would be those that live nearest the school.
Rule 5 Boys in the priority area the tiebreak would be those that live nearest the school.
Rule 6 Boys outside the priority area the tiebreak would be those that live nearest the school.

Explanatory Notes

Rule 1 Boys looked after and boys who were previously 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 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:

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.

[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 he 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 he 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

Definition of a Sibling

A sibling at Richard Hale is defined as the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or child looked after or previously looked after [1] and in every case living permanently [2] in a placement within the home as part of the family household from Monday to Friday at the time of this application. A sibling must be on the roll of Richard Hale School at the time the younger child starts or have 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.

[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. 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.

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.

A signed tenancy agreement showing that your tenancy began on or before 1 December 2026. Where the tenancy arrangement does not include a fixed term, or where additional evidence is required to confirm that the address is the child's normal place of residence, we may request further proof of address and verify this through the Shared Anti-Fraud Service where necessary.

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 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 2027/28 transfer application process is 1 December 2026 for secondary and upper applications and 1 February 2027 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 2027/28 application process in September 2026.

Home to school distance measurement:
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 Address Base Premium address point of your child's house to the Address Point of the Caretaker's Lodge at the entrance of the school. Address Base premium data is a nationally recognised method of identifying the location of the schools and individual residences.

Definition of 'Nearest School':
For allocations under Rule 4 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.

Multiple Births:
Richard Hale 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.

In-Year Admissions:
The school will remain part of the county council's coordinated In-Year Admissions Scheme. Parents can make an online in year application via the Hertfordshire County Council website www.hertfordshire.gov.uk/admissions or contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents should return the application form direct to the County Council.

Fair Access:
The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on Continued Interest. Children can be admitted above the PAN if necessary.

Fraudulent Applications
The school works closely with Hertfordshire County Council to do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

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

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

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 Primary and 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.

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.

Richard Hale 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 (1st December 2026 for secondary transfer) 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 normally have unrestricted entry to the UK.

Children Out of Year Group

Richard Hale'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 Trustees of Richard Hale School has delegated this decision making to the county council.

Continuing Interest

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for Richard Hale School. A child's position on a CI list will be determined by the admissions 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 list 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.

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 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 log in and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Sixth Form Admissions Policy

Richard Hale will admit a maximum of 50 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 by the school.

Further information regarding entry requirements and pathways and the current Sixth Form online application form is available on the school website https://www.richardhale.herts.sch.uk.

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

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 order [1] or a special guardianship order[2].

Rule 2 **Sibling**: students 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 Richard Hale, as an 11-18 school, is Years 7 to 13. A sibling must be on the roll of Richard Hale at the time of application. 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. [See explanatory notes below for a detailed explanation of 'sibling'].

Rule 3 **Distance from home to school**. Priority will be given to children who live nearest to the school measured by using the Hertfordshire Local Authority's 'Find your nearest School' online facility. The measurement is taken from the point of your child's house to a point of distance which has been agreed by the Governors on the school site. Should two applicants have the same home to school distance a random allocation will be made and that process will be independently supervised.

Tiebreak

If 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 nearer as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tiebreak will be random. The random allocation process will be supervised by someone independent of the school.

Students who do not meet the entry requirement for the Sixth Form may be refused a place. Once parents have received written notification from the school with its decision to refuse admission, they should email school.appeals@hertfordshire.gov.uk if they wish to make an appeal.