

A G E N D A

Local Admissions Forum

Date: **Tuesday, 10th February, 2004**

Time: **7.00 p.m.**

Place: **Council Chamber, Brockington**

Notes: For any further information please contact:

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**County of Herefordshire
District Council**

AGENDA

for the Meeting of the Local Admissions Forum

To: Representatives of Core Members:

Local Education Authority	J. Stone, J.P. Thomas (Chairman), & Ms. A.M. Toon
Church of England	Rev I Terry
Roman Catholic Church	Mr P Shannon
Headteachers	Mrs JS Powell (Community & VC Primary) Mrs H Hines (VA Primary School) Mr NPJ Griffiths (Community High School) Mr A Marson (Bishop of Hereford & St Mary's RC Schools)
School Governor Rep	Fr M Carney (Bishop of Hereford & St Mary's RC Schools) Mr A Ross (Primary Schools)
Parent Governor Rep	Vacancy (Special Schools) Vacancy (Primary Schools)
Local Community Rep	Mrs C Shaw (West Midlands Service for Travelling Children) Ms V Pawsey (Consortium of Special Educational Needs) Mr H Lewis (Looked After Children)

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. NAMED SUBSTITUTES

To receive details of any Member nominated to attend the meeting in place of a Member of the Committee.

3. LATE ITEM / ANY OTHER BUSINESS

Members will inform the meeting of any item they wish to raise under any other business. The meeting will decide whether any items so identified may be raised under any other business or deferred to a subsequent meeting.

4. MINUTES

To approve and sign the minutes of the meeting held on 30 June

Pages

1 - 4

2003.

5. LOCAL ADMISSION FORUM MEMBERSHIP

To inform the Forum that the position of the parent representative for primary schools has now become vacant and that the Education Directorate is seeking nominations from all parent governors from primary schools for this post. In addition nominations are being sought for the parent governor representative for special schools.

6. OVER SUBSCRIPTION POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS - 2005/06 5 - 8

To consider the proposed admissions policy for community and voluntary controlled schools for the school year 2005/06.

7. CO-ORDINATED PRIMARY ADMISSION ARRANGEMENTS 9 - 16

To consider the implementation of a co-ordinated primary admission arrangement from September 2005.

8. CO-ORDINATED SECONDARY ADMISSIONS 17 - 24

To note the current position on the arrangements for secondary transfer for September 2004, having regard to the new co-ordinated admissions scheme.

9. SA3 FORM AND CASUAL HIGH SCHOOL ADMISSIONS 25 - 28

To consider changes to the SA3 Form, together with noting the summary of secondary casual admissions over the past 12 months.

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- Inspect agenda and public reports at least three clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. A list of the background papers to a report is given at the end of each report. A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, Committees and Sub-Committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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MINUTES of the meeting of the Herefordshire Local Admissions Forum held at Brockington, 35 Hafod Road, Hereford on 30 June 2003 at 7.00 pm

Present: Mr N Griffiths, Mrs H Hines, Mr H Lewis, Mr A Marson, Ms V Pawsey, Mr A Ross, Cllr J Stone, Cllr JP Thomas, Cllr Ms AM Toon, Mrs S Wright.

Mr M. Chamberlain, School Services Manager, welcomed the members and invited nominations for Chairman.

13. APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor JP Thomas be elected Chairman of the Forum for the ensuing municipal year.

14. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Councillor J Stone be appointed Vice-Chairman of the Forum for the ensuing year.

15. APOLOGIES FOR ABSENCE

Apologies for absence were received from M Burgess – Parent Governor representative, P Shannon – RC Church representative, Mrs J Thompson – School Governor representative.

16. NAMED SUBSTITUTES

There were no named substitutes.

17. LATE ITEMS/ANY OTHER BUSINESS

There were no late items or any other business declared.

18. MINUTES

RESOLVED: That the Minutes of the meeting held on 22 May 2003 be approved as a correct record and signed by the Chairman.

19. INFORMATION ITEM – COUNCIL ADMISSIONS POLICY

The Director of Education reported to Members on the Cabinet meeting earlier in June when the Council's School Admissions Policy was discussed following the Forum's recommendation to Cabinet against selection by aptitude for pupils for secondary schools. It was agreed that every opportunity had been provided at several different meetings for schools involved to air their views on the subject.

RESOLVED: THAT the report be noted.

20. STANDARD APPLICATION FORM SCHOOL YEAR 2004/2005

The School Services Manager reminded the Forum of the LEAs decision to implement the new co-ordinated admission scheme from September 2004 proposed

under the Education Act 2002, which radically changes the transfer system from primary to secondary schools. This requires that there is a common application form covering all community and voluntary aided schools and parents are invited to express three preferences for schools that may be within or beyond the Herefordshire county boundaries. This form, the new SA1, will be sent out in September to all year six primary school pupils to be returned by 7 November.

Members discussed the proposed form and the information held on it. Members were concerned that a false address could be used in order for a child to gain a place at a particular school. Members were reassured that a great deal of effort was made to verify an address through the primary school in order to prevent this occurring. Members felt it would also be helpful for parents to know at the time of completing the application form, as to when each secondary school held its open evening. It was agreed that these dates would be added to the form. It was also felt that the form should state that no application would be processed prior to 7 November and that this statement to be added to the Information for Parents booklet 2004-05.

Discussion was also held on whether the form should ask about faith, ethnicity and race. Members were advised that the form should have regard only for parents' preferences and that the schools collate this information when a child starts there. It was added that voluntary aided schools would have an additional form regarding faith for any church place applications. In addition it was felt that clarification was needed on the SA1 form regarding the question as to whether a child was looked after by Herefordshire Council or any other local authority. Members were advised that a help line was provided for parents and headteachers for primary schools were also going to hold briefing sessions for parents on the completion of the form and provide assistance where necessary.

RESOLVED:

That:

- (a) in addition the SA1 form would:**
 - (i) provide the dates for all secondary school open evenings, and;**
 - (ii) clarify if a child was looked after by Herefordshire Council or by any other local authority;**
- and;**
- (b) no application form to be processed prior to 7 November and this statement to be added to the Information for Parents booklet.**

21. APPLYING FOR A PLACE AT HIGH SCHOOL

The School Services Manager advised Members that the leaflet 'Applying for a Place at High School in Herefordshire' had been amended to reflect the changes in the new co-ordinated admissions scheme, which allows parents to express three preferences for a high school. He stated that the purpose of the leaflet was to summarise the policy and procedures for a child transferring into high school at age 11. The leaflet is forwarded to parents at the same time as the Information for Parents booklet and the SA1 application form.

The aim of the leaflet was to address the questions most likely asked by parents and there was also a section addressing any issues relating to applying for a school place in another LEA area. It was appreciated that it could prove confusing for parents but the Admissions and Transport department were working closely with adjoining LEAs to avoid any possible confusion.

Members agreed that at Item 6 on the leaflet any reference to interviews being conducted by a local vicar or priest for church place at a voluntary aided school should be removed, as this was no longer carried out.

RESOLVED: THAT the leaflet be approved subject to the removal of Item 6 relating to interviews carried out for church places.

22. INFORMATION FOR PARENTS BOOKLET 2004/05

The School Services Manager informed Members that the booklet was required by statute and he outlined the changes that had been made for 2004/05 resulting from the new co-ordinated admission scheme. He stated that the major changes were to be found in chapters 5 and 6 as outlined in the agenda papers and in addition five new appendices had been added relating to:

- Appendix 1 Local Code of Practice;
- Appendix 2 Co-ordinated admission arrangements (setting out the 2004 transfer scheme);
- Appendix 5 Admission policies for sixth forms;
- Appendix 7 Post 16 transport policies;
- Appendix 8 Data Protection – providing details to parents about information held about pupils.

In addition Appendix 4 – aided schools' policies – had been amended following consultation with governing bodies.

RESOLVED: THAT the Information for Parents Booklet 2004/05 be approved subject to the agreed changes outlined above.

23. ANY OTHER BUSINESS

There were no items for discussion under any other business.

The meeting ended at 9.30 pm

CHAIRMAN

**OVER SUBSCRIPTION POLICY
FOR COMMUNITY AND VOLUNTARY CONTROLLED
SCHOOLS – 2005/06
REPORT BY SCHOOL SERVICES MANAGER**

LOCAL ADMISSIONS FORUM

29 JANUARY 2004

Purpose

1. To consider the proposed admissions policy for community and voluntary controlled schools for the school year 2005/06.

Admission Arrangements

2. The Forum has the duty of considering how well the existing and proposed admission arrangements serve the interests of children and parents within the area of the relevant authority.
3. Under the Code of Practice, the Council as the Local Education Authority (LEA) is required to have an over-subscription policy which has admission criteria that are clear, fair and objective for the benefit of all children, including those with special educational needs, disabilities or in public care.
4. The current policy for allocating places in over-subscribed schools has been successful in achieving fairness in the allocation of places over many years. For this reason, the Council has proposed that the existing criteria should be carried forward into 2005/06.
5. The policy that will be circulated for consultation, under the terms of the Education Act 2002, will be as follows:-

When there are more applications than places, in a community or voluntary controlled school, children are admitted on the basis of the published policy listed in the following order of priority:

- pupils with a Statement of **special educational needs** which names the school; (see Footnote 1)
- pupils in the '**looked after**' system where the approved agencies agree that the preferred school meets the child's social, pastoral and education needs; (see Footnote 2)
- pupils whose principal home address is within the **catchment** area of the school; (see Footnote 3)
- pupils who have a **brother or sister** at the preferred school not only at the time of application but also when the younger child is due to start; (see Footnote 4)

Further information on the subject of this report is available from Mark Chamberlain, School Services
Manager on 01432 260923

- pupils with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school is necessary for the well being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source. Applications on such grounds will not be considered by the Director of Education or his advisory panel unless this supporting information is attached to the application form when applying – 29 October 2004 (high schools) and 14 January 2005 (primary schools); (see Footnote 5)
- pupils who live **nearest** to the school by the shortest available walking route; (see Footnote 6)

General Notes

6. No priority is given to pupils living outside, but attending a primary school within, the catchment area of the relevant high school, i.e. the determining factor is the child's home address.

Footnote 1: This is the first priority because the Council must comply fully with the requirements of the Statement of SEN.

Footnote 2: This is the second priority because the Council wishes to protect children in public care from further disadvantage that can arise from possible changes of school when the care placement changes.

Footnote 3: This is the third priority because the Council gives high importance to trying to ensure that children are able to attend the school within their local community.

Footnote 4: This is the fourth priority to recognise the importance to daily family life, including travel arrangements, of having brothers/sisters at the same school where possible. The rule is **not** intended to favour parents with a previous but no longer current family connection with the school.

Footnote 5: This is the fifth priority to be sensitive to exceptional needs that individual children and families might have.

Footnote 6: The sixth priority is a measurable, objective way of allocating the remaining places.

7. Where, at any school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after SEN and children in the 'looked after' system it will be catchment area children third, brothers and sisters fourth, special reasons fifth, then according to distance, each assessed as indicated above.
8. If the admission of the top 3 categories can be satisfied, but there are insufficient places for all out-area brothers and sisters, priorities will be decided first by reference to special reasons, then according to distance.
9. Following the allocation of the top 2 categories, there may be an occasion when it is not possible to offer places for all children living in the catchment area. In that situation, the places will be allocated in the sequence of the criteria listed above, i.e. first to children with brothers and sisters who would still be at the school in September 2005, next to pupils with validated medical, social or compassionate grounds and finally, according to distance from the school.

Further information on the subject of this report is available from Mark Chamberlain, School Services Manager on 01432 260923

Recommendation

THAT: the Local Admission Forum endorses the proposed general admissions policy for determining the allocation of places in community and voluntary controlled schools for the school year 2005/06.

Further information on the subject of this report is available from Mark Chamberlain, School Services
Manager on 01432 260923

CO-ORDINATED PRIMARY ADMISSION ARRANGEMENTS REPORT BY SCHOOL SERVICES MANAGER

LOCAL ADMISSIONS FORUM

29 JANUARY 2004

Purpose

1. To consider the implementation of a co-ordinated primary admissions arrangement from September 2005

Co-ordinated Primary Admissions

2. The Education Act 2002 sets out the requirements to co-ordinate admissions in both the secondary and primary sector. The statutory instrument 2002/03 defined the process for implementing a qualifying primary scheme and gave LEAs the opportunity to commence the scheme from September 2005, which could be delayed a year if that was appropriate.
3. Paragraph A.41 of the School Admissions Code of Practice defined the statutory requirements of a primary scheme, which is shown as Appendix 1, together with paragraph A.38.
4. In view of the successful implementation of the secondary co-ordination scheme from September 2004 and with the new Foundation software in place within the Directorate, it seems logical to implement the primary scheme from September 2005.
5. Herefordshire has 84 primary schools (this includes the 2 Infant and Junior schools), 41 are community, 40 Church of England (20 Aided and 20 Controlled) and 3 Roman Catholic (all Aided). Any co-ordinated scheme will need the support of the Governing Bodies of the 23 Voluntary Aided schools, together with the approval of the two Diocesan Authorities.
6. To enable the LEA to finalise a draft scheme to present to the Local Admission Forum, it was felt that a Working Party of Headteachers, Chairman of Governors and the two Diocesan Authorities should meet to identify proposals to recommend. The first meeting was held on 15 December 2003, and a second, ratifying meeting, was held on 14 January 2004.
7. The group were unanimous in supporting the proposed draft scheme, which is attached as Appendix 2. The main points of the scheme will be:-
 - Two first preferences, in ranked order, on a common application form.
 - Closing date of 14 January 2005.
 - Offer date for all 84 primary schools of 21 March 2005.

Further information on the subject of this report is available from Mark Chamberlain, School Services Manager on 01432 260923

Recommendation

THAT:-

(a) the proposed co-ordinated policy be approved with any detailed amendments that might strengthen or further develop the arrangements;

and

(b) the Forum determine whether the co-ordination scheme for primary admissions be introduced for admissions in September 2005.

not notified the Secretary of State that a scheme has been agreed by 1 July for September 2004 intakes (but only where the LEA has decided to formulate a scheme in relation to that year) and by 15 April of the relevant calendar year for subsequent intakes. Where the Secretary of State has made a scheme, it must continue until it is varied or revoked. If, following the making of a scheme by the Secretary of State, the LEA subsequently adopts a scheme agreed with other admission authorities which the LEA proposes should adopt a scheme, in accordance with the Regulations, they should notify the Secretary of State so that he can revoke the scheme he imposed.

Agreeing primary schemes

A.36 The requirements to agree schemes are as above, except that for primary schemes, the initial year's scheme is to be formulated by 1 July 2004 and the next year's by 1 January 2005; and consultation is required only with primary admission authorities.

Notification of scheme agreement

A.37 After agreement on a scheme has been reached, a copy should be sent to the Secretary of State. (Confirmation that an existing scheme has been re-instated will be sufficient, if there have been no changes.)

Statutory requirements of a secondary scheme

A.38 Co-ordinated secondary admission schemes applying to intakes from September 2005 (and September 2004, where LEAs have decided to formulate a scheme for that year) should:

- (i) enable parents of children living in a LEA'S area to apply for any maintained school (it is also good practice to include Academies), in their LEA'S area or beyond, by means of a common application form sent to their home LEA. They should be asked to express a minimum of 3 preferences, and be able to give reasons for these preferences;
- (ii) require parents to rank their preferences, even if local admission arrangements do not require applications to be ranked;
- (iii) require the LEA to forward applications, with any supporting information, e.g. medical evidence, religious references or supplementary forms, but not necessarily with the parents' ranking, to other admission authorities within their area, and to other LEAs if an application is for a school in another area;
- (iv) ensure that schools which receive direct applications in error inform their maintaining LEA, whether or not the parent lives in that area, so that the home LEA can ensure that they have received a secondary application form with at least 3 preferences and a ranking from the parent(s);

- (v) ensure that governing bodies who are the admission authority for their school relay information lists, showing the order in which they rank applications for places, to their maintaining LEA by a date specified in the scheme;
- (vi) provide a means for determining what single offer of a school place should be made, where more than one preferred school can potentially be offered. Where none of the parent's expressed preferences can be met, the Regulations¹⁴ require home LEAs to ensure, as far as reasonably practicable, that an offer can nonetheless be made;
- (vii) provide for the LEA to notify the admission authority or (for schools in other areas) the child's home LEA of this single offer;
- (viii) ensure that all offers of a school place in the child's home LEA are transmitted to the parent by that home LEA (not the school);
- (ix) ensure, as far as reasonably practicable, that all offers of secondary school places are made on 1 March for September admission(s).

A scheme should also set out:

- (x) procedures for dealing with applications received after the closing date, but before the date for offer of places; after the offer of places, but before the start of the school year; during the school year; and outside the normal year of entry;
- (xi) how the decision on the single offer of a place will be made, where applicants could potentially receive multiple offers because they have high enough priority under the admission arrangements of more than one preferred school, or where none of the parent's preferences can be met;
- (xii) how applications for schools outside the area are to be dealt with.

A.39 Regulations¹⁵ place additional duties on LEAs to ensure that they share and transmit between them the information necessary to produce the required outcome of a single offer, where a parent's expressed preferences include schools outside their home LEA'S area. However, until full inter-LEA co-ordination is in place, it is possible that some parents who have applied for schools within their own LEA and elsewhere may receive an offer from each LEA. In these cases, the home LEA must: notify and forward application details to the LEA which maintains the school¹⁶ in question; determine whether any school in its area should be the single offer, taking account of whether another offer for an out of area school could potentially be made; notify the other LEA concerned if a school in that authority's area is to be the single offer; and communicate the single offer to the parent(s) on 1 March, as

¹⁴ The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002

¹⁵ The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002

¹⁶ It is also good practice to include Academies or CTCs.

it would an offer of a place at one of its own schools, though making clear that it does so on another admission authority's behalf. Where a LEA which maintains a school receives from the home LEA an application for a school in its area, it must: forward the application details to the admission authority, if it is not itself the admission authority; if it is the admission authority, assess the application against the over-subscription criteria and rank it in its list for that school; pass back to the home LEA any offer(s) or, as the case may be, refusals from schools in its area; and, if the potential offer from its area becomes the single offer to be made, request the home LEA to make the offer on behalf of itself or (as the case may be) the relevant admission authority.

A.40 School admission authorities receiving applications must: notify their maintaining LEA of any application made to them direct, regardless of the parent's LEA of residence; determine by reference to the school's admission and over-subscription criteria the order of priority in which each application (received from the parent's home LEA on its common form or direct) should be ranked; and send their ranked list back to their maintaining LEA. Any resulting offer of a place must be made by the home LEA on that governing body's behalf, not by the governing body direct.

Statutory requirements of a primary scheme

A.41 These are as for secondary except for the following modifications to points in A.38:

- (i) common application form need only cover schools maintained by home LEA and there is no set minimum number of preferences;
- (ii) not obligatory for preferences to be ranked;
- (iii) applicable, except that if the common application form does not cover preferred schools in other LEAs' areas - leaving parents to apply to those LEAs direct - there will be no need to forward information to them;
- (iv)-(viii) applicable, except to the extent that they refer to applications for schools in other LEA areas.
- (ix) all offers of primary places for September admissions are to be made on a date specified in the agreed scheme. There may be more than a single offer per child if (schools in) more than one LEA are able to make an offer;
- (x) applicable;
- (xi) applicable as regards deciding on a single offer from among the potential offers from admission authorities within each LEA;
- (xii) applicable in the limited sense that the scheme should make clear how parents apply for schools beyond the home LEA'S boundaries.

Proposed Co-ordinated Primary Admission Arrangements For Herefordshire

1. This scheme will apply to all parents/guardians wishing for their children to be admitted to any maintained primary school within Herefordshire during the academic year 2005/06.
2. All parents will be invited to state two first preferences, in ranked order, on a common application form, which will also apply to all voluntary aided schools. The closing date for applications will be the 14 January 2005.

Voluntary Aided Schools – Additional Information

3. To enable individual admission authorities to determine their allocation of places supplementary information may be required. Details of information required is stated in the school prospectus of the school concerned.
4. However, all parents **must** complete the common application form PA1 by 14 January 2005.

Date of Admission

5. Children reach compulsory school age at the beginning of the term **following their 5th birthday**. In Herefordshire, however, most children start school at least a term earlier than the law requires. The Council's **Standard Admissions Policy** entitles parents to places for their children, in one of the Council's maintained schools, according to the date of their child's 5th birthday, as follows:

In the autumn term if 5 between 1 September and 31 December inclusive

In the spring term if 5 between 1 January and 30 April inclusive

In the summer term if 5 between 1 May and 31 August inclusive

6. The autumn term begins after the summer holidays, the spring term after the Christmas and New Year holidays, and the summer term after the Easter holidays.

Local Arrangements and Option for Delayed Entry

7. **A child who has his or her 5th birthday between 1 January and 31 August** might be allowed to start earlier depending on the school. Each school makes its own decision, after considering whether or not they are able to provide the accommodation, staffing, curriculum and care arrangements for their children.
8. However, parents are not obliged to take up this early offer of a place and they can delay the admission until the beginning of the spring or summer term in the term after the child's fifth birthday.

Deferred Entry for Summer Born Children

9. As previously stated parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following their 5th birthday.) Schools cannot require children to start sooner than parents wish. If parents do wish to defer taking up a place for their child, they are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and parents must apply by the closing date for applications (14 January 2005). Parents who have applied for and have been allocated a place for a particular school have every right to wait until the term specified in the Council's standard admissions policy or until compulsory school age. However there could be complications for pupils with birthdays between 1 May and 31 August, as the term for compulsory admission would be in September at the start of the following school year. In the case of a summer born child therefore the admission would normally be directly into Year 1 (i.e. missing the reception class) in order to keep the child in his/her year group. In this respect a child would normally be placed directly into Year 1 and therefore would have missed the reception class but the school may not be able to guarantee a place if the class group had already reached 30.

Allocation of Places

10. Places in reception classes for all maintained schools are allocated on the basis of applications received on or before 14 January 2005. Applications may be received by either preferred school or by the Pupil Admissions Office; however, in the case of applications to Voluntary Aided schools, it would help if in the first instance, if the school receives the application. The date of 14 January 2005 applies for all admissions during the school year, including children who might be entitled to start school until January 2006 or April 2006.
11. The Council has defined that the single offer date for the 2005/6-admission year will be **Monday 21 March 2005**

Late Applications

12. Applications received after 14 January 2005 will be allocated to the preferred school on the understanding that admissions do not exceed the published admission number or conflict with the requirement not to exceed 30 pupils in a key stage one class. When considering the late application the Council or the relevant Voluntary Aided School will have regard to the reason for the delay in applying together with the distance to the nearest alternative school.

CO-ORDINATED SECONDARY ADMISSIONS REPORT BY SCHOOL SERVICES MANAGER

LOCAL ADMISSIONS FORUM

29 JANUARY 2004

Purpose

- To note the current position on the arrangements for secondary transfer for September 2004, having regard to the new co-ordinated admission scheme as at Appendix 1.

Co-ordinated Secondary Admission Scheme

- The Forum will recall that in March 2003, it approved the arrangement to introduce a co-ordinated secondary admission scheme from September 2004.
- The scheme, produced under the Education Act 2002, allowed parents to express 3 ranked preferences on a common application form with a closing date of 7 November 2003.
- The following table shows the provisional details of applications received from parents. In addition there are 83 late applications and, so far, 27 non-returned forms from known children within the system.

Provisional 2004 Secondary Transfer Application Summary

<i>Name of School</i>	<i>P.A.N.</i>	<i>1 PREF</i>	<i>2 PREF</i>	<i>3 PREF</i>	<i>TOTAL</i>	<i>SPACES</i>	<i>CATCH.</i>
Queen Elizabeth	100	53	5	21	79	21	66
Aylestone	250	195	242	182	619	-369	196
Bishops	235	244	229	123	596	-361	126
Haywood	180	138	28	51	217	-37	175
St Mary's	135	195	120	106	421	-286	n/a
Whitecross	180	175	89	118	382	-202	181
Kingstone	136	125	99	41	265	-129	117
Lady Hawkins	90	56	23	23	102	-12	59
John Masefield	174	166	38	26	230	-56	160
Minster College	140	97	22	34	153	-13	127
Fairfield	66	80	60	10	150	-84	42
John Kyrle	180	156	34	34	224	-44	187
Weobley	90	96	85	57	238	-148	84
Wigmore	90	108	44	35	187	-97	77
Out of County	n/a	59	95	57	211	n/a	n/a
TOTAL:	2046	1943	1213	918	4074	-2028	1597

DATA CORRECT AT 16.01.04

Further information on the subject of this report is available from Mark Chamberlain, School Services Manager on 01432 260923

5. The Council will make the formal offer on the 1 March 2004 for all schools, including the two voluntary aided schools, based on the highest available preference with space. However, there is likely expectation that the number of statutory appeals will increase over the previous year.

Recommendation

THAT the Local Admissions Forum:

- (a) note the current position on the September 2004 secondary transfer;**

and

- (b) support the continuation of the co-ordinated scheme based on the current format and arrangements, especially noting the earlier application date of 29 October 2004. (The timetable for secondary transfers for September 2005 is attached as at Appendix 2.).**

SECONDARY TRANSFER – SEPTEMBER 2005

CO-ORDINATED ADMISSIONS ARRANGEMENTS FOR HEREFORDSHIRE

Introduction

Herefordshire will operate an inter-LEA scheme for September 2005 with Gloucestershire, Worcestershire and Shropshire. However, in respect of Monmouthshire and Powys the Council will continue to exchange preference information with the allocation being determined by the school's home authority.

The following sections describe the proposed co-ordinated scheme for Herefordshire.

Application Form and Closing Date

Parents are invited to indicate 3 preferences on a common application form, which will also enable parents to give reasons for their preference. All preferences are treated as equal initially, and sent out as equal to other admission authorities. However, if more than one school place can potentially be offered to an individual applicant, the single offer is for the school the parent ranked highest.

The Herefordshire application form invites all parents resident in the County to name 3 preferred schools, in order of preference, by 29 October 2004. It is made clear that parents should name all schools for which they wish their child to be considered for a place, including any voluntary aided schools, and/or any maintained schools outside the County. There is agreement with other Councils that the closing date of 29 October 2004 will be respected even if this date is officially later than the closing date submitted by other admission authorities. This will be important if a parent expresses a preference for a school outside of Herefordshire.

Initial Allocation Process

By 22 November 2004, the Admission and Transport Office will send to other admission authorities/LEAs details of applicants for their schools. The Admission and Transport Office does not reveal the order of preference except insofar as other admission authorities need the information to apply their own over-subscription criteria. For example, if the order of preference is a key criterion in another LEA area, or a school's criteria gives highest priority to parents who have made that school their first preference over other parents for whom it is a second or lower preference.

Admission authorities then apply their admission criteria, including any selection tests, and will send the Admission and Transport Office, by 17 December 2004, a list indicating the order in which all children for whom applications to the school have been made, have priority by reference to the over-subscription criteria.

Although all applications need to be assessed and grouped against the criteria, admission authorities of significantly oversubscribed schools need not give individual rankings to applicants in the lowest priority groups for admission, if there is no

likelihood of being able to offer them a place after elimination of multiple offers. The Admission and Transport Office will draw up a similar list for any school for which it is the admission authority. After other admission authorities have sent their ranked lists to the LEA in whose area they are located, each LEA should have a list for each of its maintained schools.

Finalising the Allocation Arrangements

Herefordshire will then compare the lists for all schools in its area. When a child qualifies for one of the available number of places at more than one school, the Admission and Transport Office provisionally allocates a place at the school indicated by the terms of its co-ordinated scheme. It also adjusts the list for any other school for which a preference was expressed by that parent, moving another child who was previously not allocated a potential place up the list to the provisional place, which has been vacated.

By 15 February 2005, the Admission and Transport Office (whose own decisions on which school to offer, in the event of multiple potential offers, will have been made in accordance with its model scheme, i.e. the school ranked highest by the parent) will also have received similar notifications from other LEAs of any places which those LEAs or schools in their area can offer in response to any preference expressed by one of their residents. Monmouthshire and Powys will not have a co-ordinated scheme in place by September 2005, but they will supply information to Herefordshire on applicants applying for schools in their county.

Herefordshire has agreed that the appropriate authority will make, where the highest ranked school is situated in Monmouthshire or Powys, the offer of the place, which is likely to be before the official date of 1 March. When this situation arises the Admission and Transport Office will only confirm that an offer has been made by another Council. That confirmation will be sent on 1 March.

Clearly, if no preferred school in the home LEA can be offered, the Admission and Transport Office need not look for an alternative place if it knows that another LEA will be making an offer.

Late Applications

Between 29 October and 15 February 2005 (final allocation list) it is likely that the Admission and Transport Office will receive late applications. The Council has agreed within its co-ordinated scheme to accept these applications, on the understanding that the delay was reasonable, for example service families moving to the 22 SAS regiment or a family moving into the area. Because the individual circumstances will vary from application to application the determination of the Director of Education, or his nominee, will decide what is reasonable. In the case of another admission authority the determination will be made by the Governing Body.

Applications received after 15 February 2005 will be placed on a waiting list based on the oversubscription policy. Allocations will be made against the preference order as vacancies occur although the Admission and Transport Office will endeavour to offer a suitable school at a reasonable distance to the child's home where vacancies

exist. However, parents will be able to appeal against the decision that an offer to their preferred school has not been made.

Offer of a Place

If any child looks like remaining unplaced, the Admission and Transport Office considers how to place them in schools within its area, having regard to any reasons expressed by the parent for their (unsuccessful) preferences. Each LEA then sends the schools, which it maintains, the final lists of pupils to be allocated places. On 1 March 2005 – the ‘national offer day’ for secondary schools – it writes to every resident parent who filled in its secondary application form, to tell them of their allocated school place. Where the school in question is its own admission authority, the LEA must state that the offer is being communicated on behalf of that school’s governing body.

**SECONDARY TRANSFER – SEPTEMBER 2005
TIMETABLE FOR HEREFORDSHIRE COUNCIL
CO-ORDINATED ADMISSIONS**

EARLY SEPTEMBER INFORMATION DISTRIBUTED TO PARENTS
THROUGH PRIMARY SCHOOLS



DURING SEPTEMBER TO MID OCTOBER PARENTS EVENINGS HELD

29 OCTOBER 2004 - CLOSING DATE FOR ALL APPLICATIONS



22 NOVEMBER 2004 - ALL RELEVANT APPLICATIONS WILL BE
SENT TO OTHER ADMISSION AUTHORITIES



DURING THIS TIME VOLUNTRY AIDED HIGH SCHOOLS WILL PROVISIONALLY
ALLOCATE PLACES SET AGAINST ITS OVERSUBSCRIPTION POLICY



17 DECEMBER 2004 – VOLUNTARY AIDED HIGH SCHOOLS WILL
FORWARD LISTS OF PUPILS IN ORDER OF CRITERIA TO LEA



28 JANUARY 2005 THE LEA WILL DETERMINE A SCHOOL FOR
PUPILS AND ALLOCATIONS MADE BY OTHER LEAS WILL BE
MERGED IN WITH THE ALLOCATIONS OVERALL AND
INFORMATION IS EXCHANGED (1ST CYCLE)



15 FEBRUARY 2005 - ALLOCATIONS WILL BE FINALLY
CONFIRMED TO OTHER ADMISSION AUTHORITIES (2ND CYCLE)



**1 MARCH 2005 ALL LETTERS TO PARENTS WILL GO OUT FROM
LEA**

SA3 FORM AND CASUAL HIGH SCHOOL ADMISSIONS REPORT BY SCHOOL SERVICES MANAGER

LOCAL ADMISSIONS FORUM

29 JANUARY 2004

Purpose

1. To consider changes to the SA3 Form as at Appendix 1, together with noting the summary of secondary casual admissions over the past 12 months.

Admission to High School

2. During the period of 2003, the Education Directorate received, from parents, 361 applications for admission into a High School other than the normal transfer arrangement at age 11.
3. The reasons for the applications vary between parents moving into the area, to parents requesting a transfer because of an event that requires their child to be moved.
4. The attached summary defines the number of applications together with details of those successful and those rejected.

SCHOOL	APPS	SUCCESSFUL	FAILED	WITHDREW	% SUCCESS
AYLESTONE	52	30	21	1	57.6
BISHOPS	16	12	4	0	75
FAIRFIELD	12	2	8	2	16.7
HAYWOOD	37	26	8	3	70.2
JOHN KYRLE	39	35	0	4	89.7
JOHN MASEFIELD	30	26	4	0	86.7
KINGSTONE	23	15	7	1	65.2
LADY HAWKINS	9	8	0	1	88.9
MINSTER	31	28	1	2	90.3
QUEEN ELIZABETH	13	12	1	0	92.3
ST MARY'S	6	4	1	1	66.7
WEOBLEY	28	15	11	2	53.6
WHITECROSS	42	27	9	6	64.3
WIGMORE	23	12	11	0	52.2
TOTAL:	361	252	86	23	69.8

NOTE: SUCCESS OF APPLICATIONS IS DEPENDENT ON SPACES BEING AVAILABLE IN THE YEAR GROUP

5. The current SA3 Form, used for casual secondary admissions, has been criticised by a number of Headteachers for not providing enough information. A revised form was circulated to members in late October 2003, for which we received a recommendation to re-word the form to reflect the 'banding system' within Herefordshire.

Further information on the subject of this report is available from Mark Chamberlain, School Services Manager on 01432 260923

6. Clearly, the banding system only applies to children currently attending a Herefordshire school and the Council would still require information on a child, with a statement of special educational needs, moving into the area from another LEA.

Recommendation

THAT:

- (a) the number of casual admissions for secondary schools in 2003 be noted;**

and

- (b) the SA3 form at Appendix 1 be considered and recommendations made on its layout.**

**HEREFORDSHIRE COUNCIL - EDUCATION DEPARTMENT
APPLICATION FOR ADMISSION/TRANSFER TO A HIGH SCHOOL
(OTHER THAN AT NORMAL AGE FOR ADMISSION – SEE NOTE 1)**

To be completed and returned to the Education Directorate, P.O. Box 185, Blackfriars Street, Hereford HR4 9ZR

Child's Surname First Name Dob Year Group

Child's current Home Address

..... Post Code Tel No

From my address will be

..... Post Code Tel No

(please delete if not applicable)

Present School Date last attended.....

Other Previous High Schools (if any).....

I wish to apply for my child to be admitted to School with effect from

Please indicate your reason or reasons for your request for transfer:

- Moved house within Herefordshire Moved house into Herefordshire from another county
- Excluded by the school most recently attended Other (Please specify).....
-
-

Do you have any medical, social or compassionate reasons to support your request?

YES/NO (Please delete as appropriate)

If yes, please attach supportive information.

Has your child any special educational needs, involving formal statementing under the Education Act 1996?

YES/NO (Please delete as appropriate)

Has your child ever been excluded from school?

YES/NO (Please delete as appropriate)

Is your child in the care of Herefordshire Council or any other local authority?

YES/NO (Please delete as appropriate)

DECLARATIONS

I confirm: (a) That the information given in this form is correct.

(b) I have also discussed the reasons for requesting my child's transfer to another school with the Head of my child's present school (**for transfer between Herefordshire High Schools only**).

(c) I have read the notes overleaf, especially the sections regarding school transport.

I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of a fraudulent or misleading application.

Parent's/Guardian's Surname Initials

Signed Parent/Guardian Title: Mr/Mrs/Miss/Ms

Date.....

IMPORTANT NOTES AND CONDITIONS

(To be read in conjunction with "Information for Parents" booklet which can be obtained from the school and/or from the Pupil Admissions Office)

NOTE 1 - CAN A CHILD TRANSFER AT OTHER THAN THE NORMAL TRANSFER AGE?

If parents wish to transfer their child to the same age group in another local school (for reasons other than moving to an address outside the catchment area), parents must discuss the transfer with the headteacher of the pupil's present school in the first instance. If it is decided to make a formal request for transfer, please complete this form and return it to the Education Directorate at the address overleaf. The Council's policy for allocating places in such circumstances is essentially the same as for admissions at the normal age and time of transfer. If you wish your child to transfer to either the Bishop of Hereford's Bluecoat School or St Mary's R.C High School please contact the headteacher of that school.

Please note that interviews are **not** part of the admissions process. Under no circumstances should interviews be held before a place has been allocated, though it is sensible for parents to visit the school before deciding whether or not to apply.

NOTE 2 - WILL MY CHILD QUALIFY FOR FREE SCHOOL TRANSPORT?

- 1) To be considered for assistance, you must reside within the area administered by the Herefordshire Council.
- 2) Free transport assistance will be provided to children who are attending the designated school provided for their home address and who live beyond the statutory walking distance from the school they attend.
- 3) Walking distance is defined in law as up to 3 miles for children of High School age.
- 4) If applying for assistance to a Roman Catholic or Church of England School, your child has to be attending the school on a denominational place.

NOTE 3 – WHAT IF I DO NOT QUALIFY FOR FREE TRANSPORT?

It may be possible to purchase a seat on certain contract routes, at the current rate, under the Authority's Vacant Seats Payment Scheme. The seats are offered on a termly basis. There is no guarantee that a seat will be available at the start of the following term. However, in some cases, it may be necessary to withdraw the offer of concessionary transport, with only one weeks notice, and so you may wish to consider what alternative methods of transport are available.

Present School - Herefordshire High Schools only

Were you aware of this transfer request?	YES/NO
Have the parents discussed their reasons for transfer with you?	YES/NO
Has the child had a fixed term exclusion within the past twelve months?	YES/NO
Date(s).....	
Does the child have a Statement of Special Educational Needs?	YES/NO

Other comments:

.....

Please return to the Pupil Admissions Office

Preferred School

School Year Details recorded by preferred school: YES/NO

Present number of pupils in this particular Year Group PAN

I am **able/unable** to admit this pupil (Please delete as appropriate) Signed.....Headteacher

Please return to the Pupil Admissions Office

HEADTEACHERS MAY NOT OFFER TO ADMIT OR ENROL A CHILD TO THEIR SCHOOL PRIOR TO THE "CONFIRMATION OF OFFER" LETTER GENERATED BY THE PUPIL ADMISSIONS OFFICE.
