

# A G E N D A

## Local Admissions Forum

Date: **Tuesday, 6th July, 2004**

---

Time: **7.00 p.m.**

---

Place: **Council Chamber, Brockington, 35  
Hafod Road, Hereford**

---

Notes: *For any further information please contact:*

*Sally Cole, Members' Services, Tel: 01432  
260249*

*e-mail: [scole@herefordshire.gov.uk](mailto:scole@herefordshire.gov.uk)*

---



**County of Herefordshire  
District Council**



# AGENDA

## for the Meeting of the Local Admissions Forum

To: Local Education Authority	J.P. Thomas (Chairman) J. Stone and Ms. A.M. Toon
Church Representative	P Shannon (Roman Catholic Church) Revd. I. Terry (Church of England)
Headteachers	N Griffiths (Community High School), Mrs. H. Hines (VA Primary School), A Marson (Bishop of Hereford & St Mary's RC Schools) Mrs. J. Powell (Community and VC Primary)
School Governors	Fr. M Carney (Bishop of Hereford & St Mary's RC Schools) A Ross (Primary Schools)
Parent Governors	Ms K. Fitch (Primary Schools) Mrs. S.E. Wright (Secondary Schools)
Local Community Rep	Mrs. V. Pawsey (Consortium of Special Educational Needs) Mrs. C. Shaw (West Midlands Service for Travelling Children) H. Lewis (Looked After Children)

	Pages
1. <b>APOLOGIES FOR ABSENCE</b>	
To receive apologies for absence.	
2. <b>NAMED SUBSTITUTES (IF ANY)</b>	
To receive any details of Members nominated to attend the meeting in place of a Member of the Committee.	
3. <b>OUTCOMES OF PARENTAL APPLICATIONS FOR YEAR 6 PUPIL TRANSFERS TO HIGH SCHOOLS, SEPTEMBER 2004</b>	5 - 6
To note the outcomes of parental application for Year 6 pupils into High Schools for September 2004, including details of appeals.	
4. <b>APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL</b>	7 - 14
To consider the format of the simple guidance notes in relation to admission of children into reception class at 4 years of age and the transfer of pupils into high school at age 11.	

<b>5. STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2005/06</b>	15 - 24
To consider the layout of the 'common application form' to be used for the co-ordinated secondary transfer arrangement for September 2005, and the new PA1 form for primary co-ordination to be introduced from the same time.	
<b>6. INFORMATION FOR PARENTS BOOKLET</b>	25 - 132
To approve the composite prospectus for the admission/transfer of pupils into primary and high schools.	





## The Public's Rights to Information and Attendance at Meetings

### YOU HAVE A RIGHT TO: -

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five 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 of 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.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

## **Please Note:**

Agenda and individual reports can be made available in large print. Please contact the officer named on the front cover of this agenda **in advance** of the meeting who will be pleased to deal with your request.

The meeting venue is accessible for visitors in wheelchairs.

A public telephone is available in the reception area.

## **Public Transport Links**

- Public transport access can be gained to Brockington via the service runs approximately every half hour from the 'Hopper' bus station at the Tesco store in Bewell Street (next to the roundabout junction of Blueschool Street / Victoria Street / Edgar Street).
- The nearest bus stop to Brockington is located in Old Eign Hill near to its junction with Hafod Road. The return journey can be made from the same bus stop.

If you have any questions about this agenda, how the Council works or would like more information or wish to exercise your rights to access the information described above, you may do so either by telephoning the officer named on the front cover of this agenda or by visiting in person during office hours (8.45 a.m. - 5.00 p.m. Monday - Thursday and 8.45 a.m. - 4.45 p.m. Friday) at the Council Offices, Brockington, 35 Hafod Road, Hereford.



**COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL**

**BROCKINGTON, 35 HAFOD ROAD, HEREFORD.**

**FIRE AND EMERGENCY EVACUATION PROCEDURE**

In the event of a fire or emergency the alarm bell will ring continuously.

You should vacate the building in an orderly manner through the nearest available fire exit.

You should then proceed to Assembly Point J which is located at the southern entrance to the car park. A check will be undertaken to ensure that those recorded as present have vacated the building following which further instructions will be given.

Please do not allow any items of clothing, etc. to obstruct any of the exits.

Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.



**OUTCOMES OF PARENTAL APPLICATIONS FOR  
YEAR 6 PUPIL TRANSFERS TO HIGH SCHOOLS,  
SEPTEMBER 2004  
REPORT BY SCHOOL SERVICES MANAGER**

**LOCAL ADMISSIONS FORUM**

**6 JULY 2004**

**Purpose**

1. To note the outcomes of parental application for Year 6 pupils into High Schools for September 2004, including details of appeals.

**FINANCIAL IMPLICATIONS**

2. None.

**Report**

3. Since the report to Education Scrutiny Committee on 5<sup>th</sup> April 2004, formal appeals have now taken place for applications relating to five high schools. The results of these appeals are now known and are listed below.

	<b>HELD</b>	<b>SUCCESSFUL</b>
Wigmore	9	5
Fairfield	3	1
Weobley	2	1
Bishops	5	3
St Mary's	<u>9</u>	<u>2</u>
<b>TOTAL</b>	<b><u>28</u></b>	<b><u>12</u> (43%)</b>

4. Following these appeals, and other changes that have been possible as some parents have decided not to take up places, the overall outcome of the transfer applications has improved further, as follows –

Parents receiving their first preference – (87% in April)

Parents receiving one of their declared preferences – (96% in May)

5. The position remains that the new system of 3-preference applications has produced a considerable improvement in the number of parents satisfied with the outcome.
6. The number of parental complaints about how applications have been dealt with administratively have also been at an unusually low level – only 2 recorded complaints at this stage, including one still under discussion.

---

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

**NUMBERS SET AGAINST PLANNED ADMISSION NUMBER**

7. Places allocated for September 2004, compared with the number of places available currently stand as follows –

	Places allocated	Published Admission Number	Waiting list
Queen Elizabeth	65	100	
Aylestone	231	250	
Bishops	235	235	26
Haywood	153	180	
Whitecross	180	180	
St Mary's	135	135	65
Kingstone	136	136	1
Lady Hawkins	67	90	
John Masefield	173	174	
John Kyrle	182	180	
Fairfield	67	66	13
Minster	126	140	
Weobley	101	100	4
Wigmore	96	90	21

**WAITING LIST NUMBERS**

8. The waiting list, which includes pupils whose parents decided not to appeal, will remain open until September. The waiting list will end following registration of pupils at the start of the Autumn term, as soon as allocated places have been fully accounted for, i.e. once pupils are attending or their temporary absence has been explained.

**NUMBER OF UNPLACED HEREFORDSHIRE CHILDREN**

9. Currently, no Year 6 pupil is unplaced for September 2004. The position is subject to change as families move into Herefordshire over the coming 3 months.

**Recommendation**

**THAT the Committee note the up-to-date information on transfer of pupils for September 2005.**

**Background information**

- None identified.

# APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL

## REPORT BY SCHOOL SERVICES MANAGER

LOCAL ADMISSION FORUM

6 JULY 2004

---

### Purpose

1. To consider the format of the simple guidance notes in relation to admission of children into reception class at 4 years of age and the transfer of pupils into high schools at age 11.

### Starting School

2. This document, attached at Appendix 1, explains in basic terms the actions parents should take if they wish to apply for a place at a particular school for their child. However, extra emphasis has been placed on summer born children not delaying admission until the Autumn Term (statutory school age) as they are likely to miss the reception class and be placed directly into year one. The document also refers to the new Primary Co-ordinated Scheme and the two preferences allowed by parents.

### Apply for a Place at High School

3. This document, attached at Appendix 2, has had slight amendments from the previous year, covering changes of dates and the fact that Worcestershire and Gloucestershire will have co-ordinated schemes from September 2005, and Stage 3 on page 3 has been amended to reflect this changed situation. However, this document continues to be a simple and effective way of providing parents with general information on the secondary transfer process.

### Recommendation

**THAT the Forum approves the two documents for necessary printing to take place.**



**APPLYING FOR A PLACE  
AT  
HIGH SCHOOL  
IN  
HEREFORDSHIRE  
2005/2006**

Important information if your child is eleven before  
September 2005

**Apply by  
29<sup>th</sup> October, 2004**



**HEREFORDSHIRE  
COUNCIL**

Education & Conference Centre  
P.O. Box 185  
Blackfriars Street  
Hereford HR4 9ZR

**To be read with the  
Information for Parents  
Booklet 2005/2006**

# APPLYING FOR A PLACE AT A HIGH SCHOOL IN HEREFORDSHIRE

## **1 How do we apply for a High School place?**

You should begin by reading the information available from the Council and from individual schools, and, if you can, by visiting schools you are interested in by attending open evenings (details of the agreed Open Evenings will be sent with the individual letters addressed to Parents) or by making other arrangements with the headteacher. Having considered the possibilities, parents should indicate **three preferences in priority order** on the SA1 application form, and return it by 29 October 2004 (see paragraph 5 below), including any school you wish to apply for in other LEA areas. Please note that your 3 preferences will not be formally analysed until after the closing date of 29 October 2004.

When deciding your preferences you may need to consider carefully **how your child will travel to school**. You will not normally be eligible for transport assistance if your child is offered a place at a high school that is not the catchment school for your child's home address (See Chapter 7 of the Information for Parents Booklet for details of the Council's School Transport policy).

## **2 Where can we find more detailed information?**

Chapters 3,6 &7 of the Information for Parents Booklet 2005/2006 contain more information about applying for a school place, and Appendix 3 gives details about the 14 Herefordshire High Schools. The information is also on the Council's Education Website ([education@herefordshire.gov.uk](mailto:education@herefordshire.gov.uk)). Please read all those sections **BEFORE** completing the SA1 form.

## **3 Which is the High School for the address where we live?**

The school for your child's home address is named in the letter provided by the Education Office in September. If you apply for that school by **29 October 2004**, as one of your 3 preferences, you are most likely to be granted a place there irrespective of the priority order in which the school has been placed on your application form. The reasons for that are explained in section 10 of the Information for Parents Booklet. Please note that, in cases where the family is living apart or has more than one property, it is the child's principal home that decides which school is the one for his/her area. If you need further help, contact the information line.

## **4 When do we apply for a place at High School?**

There is one date by which parents need to apply if they wish to be included in the initial consideration for places in the school year that starts in September 2005. That one date, which also applies to Church schools, is **29 October, 2004**. Late applications received between 8 November and the national offer date of 1<sup>st</sup> March 2005, may be included in the initial consideration but **only if** the reason for the delay was genuine and acceptable. Applications received after 1<sup>st</sup> March 2005 will be considered only after initial offers have been decided.

## **5 Where do we send the completed SA1 form?**

The form should be returned to the Headteacher of your child's present primary school by 7 November 2003. **Remember**, if your form is late, or simply not returned, you could lose priority for a place at any of your 3 preferred schools, including the one for your home address and any in other LEAs.

## **6 Are interviews or ability/aptitude selection part of the admissions process?**

No. Interviews by school must not be part of the admissions process. Similarly, no places are allocated in Herefordshire schools according to ability or aptitude including schools with specialist college status (the previous arrangement at Aylestone School has been discontinued).

## **7 Can we apply for a place at a Church School?**

Yes. There are 2 Church Schools in Herefordshire: Bishop of Hereford's Bluecoat School, which is Anglican, and St. Mary's R.C. High School, Lugwardine, which is Roman Catholic. You can include one or both of these schools **within** the 3 preferences you are able to express on the SA1 form. You will be required to provide additional information if your request is based on denominational reasons. The school's own form requesting further information, is obtainable from the school or your local priest/vicar. It must be returned to the Council with the SA1 form by 7 November 2003 via your child's present school, as explained in 5 above.

## **8 Why am I allowed 3 preferences?**

The Government has decided that all parents must be given the opportunity to express 3 preferences, shown in priority order, for any maintained school within the County of Herefordshire **or in an adjoining county**. Herefordshire welcomes the wider opportunity this gives parents.



**9 What happens if too many parents apply for a school?**

Places are allocated strictly according to the sequence set out in paragraph 6.1 of the Information for Parents Booklet. High priority is given first to pupils with SEN Statements then to children in public care and then for pupils living in the school catchment area. Children with brothers and sisters who would still be at the school in September 2005 come next, followed by pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

**10 How will the decisions be made about parents' 3 preferences for high schools?**

Everyone who has applied by 29 October will be told the decision on 1<sup>st</sup> March 2005, which is the national date for all such announcements. The decision will be reached via the following steps:-

**STAGE 1** All applications received by the closing date of 29 October from parents will be analysed together, but only after that date, along with late applications for which there are good reasons. Applications for the 12 community high schools will be considered against the 6 priorities listed in paragraph 9 above. The Governors of the 2 voluntary aided schools will make decisions based on their criteria shown in Appendix 4 of the Information for Parents Booklet. At this stage, all 3 preferences are treated as a first preference (i.e. the priority order shown by parents will not count at this point).

**STAGE 2** Following analysis, lists will be drawn up of all the parents who have applied (whether as 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference) for each school. At the top of each list will be the applicants whose children live in the catchment area, and living nearest to the school. At the bottom of the list will be the applicants whose children live outside the catchment area, and live furthest from the school.

**STAGE 3** Each parent will then be offered a place at the highest of their 3 preferences (if any) that is available after all higher priority applicants have been allocated places. In the case of parents living in Herefordshire but applying for a school outside the county, the notifications in 2005 will be given by Herefordshire LEA for Gloucestershire, Shropshire and Worcestershire LEA. However, this position will not apply in the case of Monmouthshire and Powys where these councils will still offer the places. Parents living outside the County but applying for a Herefordshire school must send the details to their home LEA who will send the information direct to the Pupil Admissions Office based in Hereford.

**STAGE 4** It is possible that some parents will not be offered a place at any of their 3 preferred schools. That could happen only in the case of parents who have applied for 3 oversubscribed schools and have not included their catchment area school as one of the 3 preferences or parents who have submitted a late application by the offer date without good reason. In such circumstances, the parents will be offered a place at the nearest or most accessible school that still has places available, taking account of any information the parents may already have provided.

**11 What are the possible difficulties if your 3 preferences do not include the school provided for your child's home address?**

Parents will be able to express 3 preferences for the September 2005 transfer. In practice, a parent applying for their catchment school by 29 October 2004 is most likely to be granted their local school, irrespective of the priority order in which the school has been placed on the application form. Most of the places in high schools are filled by local children. However, if parents do not include the catchment school in their 3 preferences, they will lose their priority for that school if all their chosen schools are oversubscribed. The child may then be required to attend another school altogether, which may involve the parents having to meet any additional transport costs. **For these reasons, it is advisable for parents to include the catchment area school as one of the 3 preferences.**

**12 Can we make a case for personal or particular circumstances?**

If you wish to apply for a school place for medical, social or compassionate reasons, you **must** send written evidence with your application. Such evidence may include supporting letters from a doctor, social worker, etc. Such reasons will be considered **only if** supporting information is included with your application **and** received by 29 October.

**13 My child attends a primary school associated with my preferred High School - do I have any additional priority?**

No – the designated High School is based on your child's home address. The fact that your child attends an associated primary school will not give your application any higher priority.

## ***How can we get further help?***

The Council has an information line for parents who would like more details. The staff will not advise you about whether or not to apply for a particular school, but are able to provide the following facts:

- The number of parents who applied in the previous year, and (where relevant) the number of children admitted later from the waiting list or after appeal following an initial refusal of a place
- The number of children in Year 6 currently known to be living in the school's catchment area who would be in the first priority group if their parents apply
- The schools that have had vacancies in previous years

**Admissions Information Line - 01432 260925 or 383168**  
**Herefordshire Council: [education@herefordshire.gov.uk](mailto:education@herefordshire.gov.uk)**

## **REMEMBER:**

- **You should read the Information Booklet, especially chapters 3, 5, 6 and 7, BEFORE applying for a place.**
- **You must complete an SA1 form to apply for a place at any of the County's 14 high schools, including if you are applying to the Bishop of Hereford's Bluecoat School or St. Mary's R.C. High School. You may also be required to complete additional information if applying for a Church place.**
- **The Governors of church schools make the initial decisions on all their admissions and will inform the Council who will make the formal offer on the 1<sup>st</sup> March 2005.**
- **The closing date for applications is 29th October, 2004.**
- **Late applications will have lower priority.**

## **MISLEADING OR FRAUDULENT INFORMATION**

**The Council will take very seriously any fraudulent or intentionally misleading application. In such cases, the Council could decide to withdraw a school place that has been offered or taken up.**

## Early Years Education

A guide to Early Years Education for 3 and 4 year olds has been produced by Herefordshire EYDCP Childcare Services and can be obtained by contacting 01432 261681.

## What you need to do

You should read the Information for Parents Booklet, especially chapters 3, 4, 6 and 7, before applying for a place.

You should contact your local school to get an application form and full details.

You should use the form to apply for a school place as soon as possible.

Your application should reach the school by **14<sup>th</sup> January 2005** if you wish your child to start in September 2005, January 2006 or April 2006.

If you need any further information please contact the Admissions and Transport Office on 01432 260924/6 or 383168.

July 2004

# Parent of a Three or Four Year Old?

# STARTING SCHOOL

during the School Year starting  
September 2005

Important information if your child is four before  
September 2005

Apply by  
**14<sup>th</sup> January 2005**



HEREFORDSHIRE  
COUNCIL

Education & Conference Centre  
PO Box 185  
Blackfriars Street  
Hereford  
HR4 9ZR

To be read with the  
Information for Parents Booklet  
2005/2006

### When do I apply for a school place?

There is **one date** by which parents need to apply for places in the school year that starts in September 2004. This one date is **14<sup>th</sup> January, 2005**.

Even if your child is **not** due to start school until January 2006 or April 2006 **YOU STILL NEED TO APPLY BEFORE 14<sup>th</sup> JANUARY 2005**. Late applications are always considered, but they have lower priority.

### Can I apply to any school?

Yes, you can apply for any school maintained by Herefordshire Council. For the school year commencing September 2005, you will have the opportunity to express two individual school preferences, equally ranked, on a common application form. You may find it advisable to state the provided school as one of your preferences (please read chapter 4 and paragraph 6.2 of the Information for Parents Booklet).

### When can my child start school?

Children are generally **entitled** to start school at the beginning of the term in which they become 5 (all children with birthdays in April can start in January). **Contact your local school for details, and apply before 14<sup>th</sup> January 2005**.

### Could my child start earlier?

It may be **possible** for your child to start school earlier if his/her 5<sup>th</sup> birthday is between 1<sup>st</sup> January and 31<sup>st</sup> August 2006. *You need to contact the school to find out if an earlier start is possible, and apply before 14<sup>th</sup> January 2005*.

### Would my child have to start school earlier?

**NO**. You could wait until **the term your child is 5**, without risking the place allocated to your child. Please talk to your preferred school, and **apply by 14<sup>th</sup> January 2005**, so that the place can be reserved.

### Do I have to send my child to school before he/she is 5?

**NO**. Your child does not have to start school until the term **after** his/her 5<sup>th</sup> birthday, though you should still apply by 14<sup>th</sup> January 2005. You must discuss your wishes with the school first, particularly if your child's 5<sup>th</sup> birthday is between 1<sup>st</sup> May and 31<sup>st</sup> August because your child would normally be placed directly into Year One in September (ie would miss the reception class).

(Remember to apply before 14<sup>th</sup> January 2005).

### How will my child get to school?

You will have to make your own travel arrangements for getting your 4 year old to school at least until the term of his/her 5<sup>th</sup> birthday. At that stage, there may be transport assistance for the catchment area school if you live more than 2 or 3 miles away (see paragraph 7.1 of Information for Parents Booklet).

# STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2005/06

## REPORT BY SCHOOL SERVICES MANAGER

LOCAL ADMISSIONS FORUM

6 JULY 2004

---

### Purpose

1. To consider the layout of the 'common application form' to be used for the co-ordinated secondary transfer arrangement for September 2005, and the new PA1 form for primary co-ordination to be introduced from the same time.

### Co-ordinated Secondary Transfer Scheme

2. Herefordshire LEA introduced the Co-ordinated Secondary Transfer Scheme from September 2004. As required by Statutory Instrument 2002/2004 and the Code of Practice on School Admissions, the Council produced a common application form covering all community and voluntary aided schools. This form enabled all parents to express at least 3 preferences which could include schools within or beyond the Herefordshire area.
3. The proposed new form (SA1) has had minor amendments relating to children with Special Educational Needs and children in the 'looked after' system.
4. The Forum, at their meeting on 10<sup>th</sup> February 2004, agreed that a Primary Co-ordinated Scheme should be introduced from September 2005, with parents being able to express two preferences, having a closing date of 14<sup>th</sup> January 2005 and a formal offer date of 21<sup>st</sup> March 2005.
5. The proposed new form (PA1) covers the requirements of the scheme agreed by the Forum and the DfES. In some cases, parents who have already completed the previous PA1 application form will be asked to complete this new form. This process is necessary so that individual parents are not disadvantaged by not having the opportunity to express two preferences.

### Recommendation

**THAT the Local Admission Forum approves the format and contents of the 'common application form' for primary and secondary education for the year September 2005.**

---

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

E:\MODERNGOV\Data\AgendaItemDocs\5\0\0\AI00004005\lt2LAFapplicationforms0.doc



**HEREFORDSHIRE COUNCIL - EDUCATION DIRECTORATE  
APPLICATION FOR A PLACE AT A HIGH SCHOOL FOR SEPTEMBER 2005  
(apply by 29<sup>th</sup> October 2004)**

PLEASE READ THE ACCOMPANYING LEAFLET AND INFORMATION FOR PARENTS BOOKLET BEFORE COMPLETING AND RETURNING THIS FORM TO THE HEADTEACHER OF YOUR CHILD'S PRESENT SCHOOL. (PLEASE ANSWER ALL QUESTIONS AND SIGN THE DECLARATION OVERLEAF).

**DETAILS ABOUT YOUR CHILD**

Child's Surname ..... First Name ..... D.o.b. .... Age .....

Child's Home Address .....  
(see Note 3 of the enclosed leaflet) ..... Post Code ..... Tel. No.....

Present Primary School: .....

Has your child any Special Educational Needs involving formal statementing under the Education Act 1996, and did they require an assessment by an outside professional? **YES/NO** (please delete as appropriate)

Is your child looked after by the Herefordshire Council or any other local authority? **YES/NO** (please delete as appropriate)

If **YES**, what is the name of the Social Worker? .....

**YOUR FIRST THREE PREFERENCE(S) FOR A HIGH SCHOOL**

**Note:** Even if you wish your child to attend the school provided for your child's home address, you must complete and return this form to ensure that consideration is given for a place for your child. It is also advisable to include the school for your catchment area as one of your 3 preference(s) – see leaflet – as you would have low priority for that school if your first 3 preference(s) are for other schools and these cannot be met. **TRANSPORT:** Note that your local school is the only school for which you are entitled to free transport, if you live more than 3 miles from the school. However, the Council will provide transport to pupils who gain a genuine Church place at Bishop of Hereford Bluecoat School or St Mary's R.C. High School, again, if you live more than 3 miles from the school.

PLEASE SHOW, IN ORDER, YOUR PREFERENCES FOR 3 SCHOOLS

If you wish to apply for a High School in another Council area, please include the details in one of the boxes, according to your level of preference order.

<b>1</b>	
<b>2</b>	
<b>3</b>	

If you are applying for a Church place at the Bishop of Hereford Bluecoat School or St Mary's R.C. High School, as one of your 3 preferences, please also complete the section overleaf.

**REASONS FOR YOUR PREFERENCE(S)**

If you wish to do so, you may give your reasons for applying for any or all of your 3 preference(s).

.....  
.....

Please give **full name** and **date of birth** of any brothers and sisters who, in **September 2005**, will still be attending a school for which you are now applying (*your other children who will have left the school by then are not relevant*).

Name of Pupil(s) .....

School currently attending .....

Do you have any medical, social or compassionate reasons to support any of your preferences? **YES/NO** (please delete as appropriate)

If **YES**, please indicate to which preferred High School(s) this supporting information applies **Name of High School** .....

**(Note: A request for a placement on medical, social or compassionate grounds will not be considered unless you attach supporting information, preferably from an independent source – see Section 6.1 of Information for Parents Booklet).**

**ADDITIONAL INFORMATION IF YOU ARE APPLYING FOR A CHURCH PLACE AT VOLUNTARY AIDED SCHOOL – if so, your applicant(s) must be included in the 3 preferences on page 1.**

**ST MARY'S R C HIGH SCHOOL**

Child's Religion:  Date of Baptism:

(Please attach a photocopy of the Baptismal Certificate. If you don't have this please contact your Parish Priest)

Parish/Church to which you are attached

(Please refer to the School Prospectus to see if it is necessary to attach a Baptismal Certificate and/or have your Parish Priest's signature to support your application)

Please indicate that you have attached:

(i) Copy of Baptismal Certificate Yes  No  (ii) Signature of your Parish Priest

**THE BISHOP OF HEREFORD'S BLUECOAT SCHOOL**

Child's Religion

Do you attend Church regularly? *Parent/carer* Yes  No  *child* Yes  No

If **yes**, please give name of Church and name of Priest/Minister:

(It is essential that you refer to the School Prospectus and/or application pack. Please complete all the necessary forms and details)

Please indicate that you have attached this information Yes  No

---

**DECLARATION**

I confirm that the information given in this form is correct and that I have received the **Information for Parents Booklet** and have read the conditions stated overleaf. 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.

**Signed: Parent/Guardian** ..... **Title: Mr/Mrs/Miss/Ms** **Date:**.....  
(please delete as appropriate)

Please print your surname below signature: .....

---

**For Office use only:**

Provided School..... Category: 1 / 2 / 3 / 4 / 5

---



## IMPORTANT NOTES

To be read in conjunction with the “Information for Parents” booklet

### NOTE 1 – CHANGE OF ADDRESS/WITHDRAWAL OF APPLICATION

You must immediately notify the Pupil Admissions Office of any change of home address prior to the date of admission as it might affect entitlement to a place at the school. It would also be very helpful if you could let the Pupil Admissions Office know if you are withdrawing your application following a change of address, or for any other reason.

**Please note:** The Council will take very seriously any fraudulent or intentionally misleading application which could result in a school place being withdrawn.

### NOTE 2 – LIST OF HIGH SCHOOLS

There are 14 High School in the County. They are: Queen Elizabeth High School, Bromyard; Aylestone High School, Hereford; Bishop of Hereford’s Bluecoat School, Hereford; Haywood High School, Hereford; St. Mary’s R.C. High School, Lugwardine; Whitecross High School, Hereford; Kingstone High School; Lady Hawkins’ High School, Kington; The John Masefield High School, Ledbury; The Minster College, Leominster; Fairfield High School, Peterchurch; The John Kyrle High School, Ross-on-Wye; Weobley High School and Wigmore High School.

If you wish to apply for a High School outside the County, e.g. in Worcestershire, Shropshire, Gloucestershire, Monmouthshire or Powys you must name the school overleaf and its preferred order.

### NOTE 3 – THE PROVIDED SCHOOL AND SCHOOL TRANSPORT

The school **provided** for your child’s home address is stated in the enclosed letter, and it is the only one for which transport assistance might be provided.

### NOTE 5 – OTHER NOTES ABOUT ADMISSIONS

- (a) Admission of a child to a school does not guarantee admission of brothers and/or sisters.
- (b) The allocation of places will be undertaken solely by Herefordshire Council, including Voluntary Aided Schools, with an offer being made on 1 March 2004. In addition the Council may also allocate places in schools in other counties, with the agreement of that Local Education Authority.
- (c) Details of the Council’s transport policy are given in the Information for Parents booklet.
- (d) Interviews are not part of the admissions process, except in the case of Church place applications to a voluntary aided school, where the sole purpose of the interview is to establish the denominational qualification of the parents. In no other 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.



**HEREFORDSHIRE COUNCIL - EDUCATION DEPARTMENT**

**APPLICATION FOR ADMISSION INTO A RECEPTION CLASS OF AN INFANTS/PRIMARY SCHOOL  
(This includes applications for Church Aided Schools)**

To be completed and returned to Herefordshire Council, Pupil Admission Office, Education Directorate,  
PO Box 185, Hereford HR4 9ZR no later than **14<sup>th</sup> January 2005**

**DETAILS ABOUT YOUR CHILD**

Child's Surname. First Name..... D.o.b. .... Age.

Child's Home Address .....

(See Note 3 of the  
enclosed leaflet).....

Post Code ..... Tel.No.....

Is your child in the care of Herefordshire Council or any other local authority? **YES/NO (please delete as appropriate)**

If yes, what is the name of the Social Worker .....

**YOUR FIRST TWO PREFERENCE(S) FOR A PRIMARY SCHOOL**

**NOTE:** Even if you wish your child to attend the school provided for your child's home address, you must complete and return this form to ensure that consideration is given for a place for your child. It is also advisable to include the school for your catchment area as one of your 2 preference(s) as you would have low priority for that school if your first 2 preference(s) are for other schools and these cannot be met.  
**TRANSPORT:** Note that your local school is the only school for which you are entitled to free transport, if you live more than 2 miles from the school. This distance ruling changes (3 miles) when your child attains the age of 8.

**PLEASE SHOW, IN ORDER, YOUR PREFERENCE(S) FOR 2 SCHOOLS**

1	
2	

**REASONS FOR YOUR PREFERENCE(S)**

If you wish to do so, you may give your reasons for applying for either or both of your 2 preference(s):

.....  
.....

Please give **full name** and **date of birth** of any brothers and sisters who, in **September 2005, will still be attending** a school for which you are now applying.

**Name of Pupil(s)** .....

**School currently attending** .....

Do you have any medical, social or compassionate reasons to support any of your preference(s)? **YES/NO (please delete as appropriate)**

If **yes**, please indicate to which preferred Primary School(s) this supporting information relates **Name of Primary School** .....

Are you applying for a Church Aided School – if Yes, have you supplied additional information about your Christian commitment

**(Note: A request for a placement on medical, social or compassionate grounds will not be considered unless you attach supporting information, preferably from an independent source – see Section 6.1 of Information for Parents Booklet).**

## IMPORTANT NOTES

(To be read in conjunction with the "Information for Parents" booklet)

### NOTE 1 – ADMISSION OF PUPILS TO INFANT AND PRIMARY SCHOOLS

Children reach compulsory school age at the beginning of the term **following their fifth birthday**. In this County, however, most children start school 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 5<sup>th</sup> birthday, as follows: -

- In the Autumn Term, if 5 between 1<sup>st</sup> September and 31<sup>st</sup> December inclusive
- In the Spring Term, if 5 between 1<sup>st</sup> January and 30<sup>th</sup> April inclusive
- In the Summer Term, if 5 between 1<sup>st</sup> May and 31<sup>st</sup> August inclusive

***If you wish your child's education be delayed until he/she is of compulsory school age, please contact the Pupil Admissions Office for advice.***

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. Places are allocated according to the Council's or Governors (Church Aided – see note below) admissions priorities and initially on the basis of applications received by **14<sup>th</sup> January 2005** for admissions in the school year 2005/2006.

**If your child has his or her fifth birthday between 1<sup>st</sup> January and 31<sup>st</sup> August**, your school might allow your child to start earlier. Each school makes its own decision about that, after considering whether or not they are able to provide the accommodation, staffing, curriculum and care arrangements suited to the needs of the age group. Parents are not entitled to such arrangements for their children, but nor would they be obliged to take up places any earlier than they would wish. You will need to check with the school you would like your child to attend, to see what their admissions arrangements are **for pupils with 5<sup>th</sup> birthdays on or after 1<sup>st</sup> January**.

### APPLICATIONS TO AIDED SCHOOLS

It is the Governing Body of a **Voluntary Aided** school that makes decisions on admissions, not the Herefordshire Council. Appendix 5' of the Information for Parents Booklet 2005/2006 refers to the over- subscription policy of each Voluntary Aided School. It is possible that some Voluntary Aided schools will require additional information if your request is based on a 'church application'. Please refer to the individual school's prospectus for further details relating to admission arrangements.

### NOTE 2 – OFFER DATE

Based on applications received on or before 14<sup>th</sup> January 2005, the Council will offer places, including those for Voluntary Aided, **on Monday, 21<sup>st</sup> March 2005**.

### NOTE 3 – CHANGE OF ADDRESS/WITHDRAWAL OF APPLICATION

**You must notify the Head teacher of any change of home address, prior to the date of admission, as that might affect entitlement to a place at the school.** It would also be very helpful if you would let the Head teacher or the Pupil Admissions Office know if you are withdrawing your application following a change of address, or for any other reason.

### NOTE 4 – THE PROVIDED SCHOOL

It is very important to find out from the Head teacher or from the Pupil Admissions Office, the name of the school **provided** for your child's home address. If your preferred alternative schools cannot admit your child, you would not then have priority for a place at the **provided** school. In that circumstance, if too many children are being put forward for admission to **both** the schools you have stated as your preference **and** to the school provided for your home address, your child might then have to be admitted to another school altogether. The Pupil Admissions Office should be able to let you know whether or not that has been a problem in your area in recent years.

It is also important for you to note that, if your child were admitted to an infant's school or primary school of your preference (other than the provided school), your child would not have priority for the later **transfer to the related high school**. If the related high school is over-subscribed at the time of transfer, your child might then have to move in a different direction from other children attending the same infants or primary school. Again, the Pupil Admissions Office should be able to let you know whether or not that has been a problem in your area in recent years.

### NOTE 5 – OTHER NOTES ABOUT ADMISSIONS

- (a) Admission of a child to a school does not guarantee admission of brothers and/or sisters.
- (b) There is no guarantee that a child in a nursery class (or playgroup connected with a particular school) will be allocated a place in the reception class of the same school.
- (c) Details of the Council's transport assistance policy are given in the Information for Parents booklet.
- (d) Interviews are not part of the admissions process, even for Church place applications to a voluntary aided school. In 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.





# INFORMATION FOR PARENTS BOOKLET

## REPORT BY SCHOOL SERVICES MANAGER

LOCAL ADMISSIONS FORUM

6 JULY 2004

---

### Purpose

1. To approve the composite prospectus for the admission/transfer of pupils into Primary and High Schools.

### Information for Parents Booklet

2. The document, a copy of which is enclosed separately for Members, has been amended to reflect the changes resulting from the new co-ordinated admission scheme for primary schools that will be introduced from September 2005.
3. The new co-ordinated scheme, which was approved by the Forum in February and submitted to the DfES, is shown as a new Appendix 2 in the booklet.
4. A number of changes and additions have been made to the Booklet for 2005/2006, from the previous document. A summary of these amendments is to follow.

### Recommendation

**THAT the Forum approves the Information for Parents Booklet 2005/2006, so that sufficient copies of the document can be produced to commence the administrative arrangements for secondary transfer, which will start earlier for the 2005 transfer and therefore needs to be with parents by early September 2004.**





# Information for Parents 2005-2006

**Admissions  
and Transfers  
to Schools**



**HEREFORDSHIRE  
COUNCIL**

Education & Conference Centre  
P.O. Box 185  
Blackfriars Street  
Hereford HR4 9ZR

[education@herefordshire.gov.uk](mailto:education@herefordshire.gov.uk)  
[www.education@herefordshire.gov.uk](http://www.education@herefordshire.gov.uk)

July 2004

## CONTACT POINTS

Herefordshire Education Website:

[www.education@herefordshire.gov.uk](mailto:www.education@herefordshire.gov.uk)  
[www.schooltransport@herefordshire.gov.uk](mailto:www.schooltransport@herefordshire.gov.uk)

### **Pupil Admissions and Transport Office:**

<b>Mr. Andrew Blackman</b> Admissions and Transport Manager	01432 260927
<b>Mrs. Tracey Yapp</b> Admissions and Transport Officer	01432 383168
<b>Mrs. Emma Turner</b> Admissions and Exclusions Assistant	01432 260926
<b>Mrs. Jackie O'Connor</b> Special, PRU and Post 16 Transport Officer	01432 260931
<b>Miss Jakki Roger</b> Section Administrator	01432 260999
<b>Mrs Dawn Skyrme</b> Administrative Assistant	01432 260924
<b>Miss Carol Coleman</b> Administrative Assistant	01432 260930
<b>OFFICE FAX:</b>	<b>01432 260998</b>

### **INFORMATION LINE ON PUPIL ADMISSIONS**

The Council provides an information line, so that parents can telephone for further details and explanations before they send in their applications.

The following details are available from the information line:

- The number of parents who applied for each school in the previous year, and (where relevant) the number of children admitted later from the waiting list or after appeal following initial refusal of a place
- The number of children in Year 6 currently known to be living in each high school's catchment area who would be in the first priority group if their parents apply
- The schools that have had vacancies in previous years

Parents must appreciate that such information is offered for **general guidance only**. Each year is different and it is impossible to predict how many applications there will be for a particular school. This will be particularly true for the September 2005 primary admissions into reception classes, with parents for the first time being able to express two preferences.

The staff who provide information and explanations will be as helpful as possible. Please note, however, that they will **not** tell or advise any parent to apply for a particular school. It is for parents to make their own decisions, bearing in mind their preferences and their own assessment of the chances of being successful.

Note: All reasonable efforts have been made to ensure that the details in this booklet are correct and up to date in relation to the school year 2005/2006 at the time of publication.

July 2004

## TERMS USED IN THIS BOOKLET

### **Catchment area**

The geographical area served by a school. A child whose ordinary place of residence is located in a catchment area is normally able to get a place at that school, but a place cannot be guaranteed.

### **Community school**

Any school that is owned, funded and maintained by the LEA and which is non-denominational.

### **Comprehensive school**

A school catering for pupils of all aptitudes and abilities.

### **Curriculum**

The curriculum consists of all the learning opportunities provided by a school. Many curriculum activities take place in classrooms under the direction of teachers, supplemented by a range of activities outside the classroom, including educational visits and field studies.

### **Local Education Authority (LEA)**

Herefordshire Council is the Local Education Authority (LEA) responsible for the provision of education in maintained primary schools, high schools and special schools in Herefordshire.

### **Maintained school**

A primary school, high school or special school funded and maintained by the LEA. It includes voluntary aided and voluntary controlled schools (see below)

### **Maintained Special school**

Such schools are often referred to as Special Schools. Special Schools are provided by the LEA for those pupils with special education needs (SEN) whose needs cannot be met by primary schools or high schools. The Council maintains and controls such schools.

### **Non-maintained school**

A school not funded and maintained by the Council, i.e. an “independent” or “private” school.

### **Parents**

References to parents in this booklet should be taken, where relevant, to include guardian(s) and others who have parental responsibility for a child.

### **Published Admission Number (PAN)**

The number of pupils to be admitted into the first year group of a school, i.e. Year R for a primary school, Year 3 for a junior school and Year 7 for a high school.

### **Provided school**

The primary school or high school provided for the child's home address.

### **Pupil Admissions Office**

The group of staff who deal with parental applications for admission to schools in Herefordshire (see contact details on inside of front cover).

### **Voluntary Aided school**

Any denominational school owned by trustees but largely maintained by the LEA. The school governing body employs the staff, owns and maintains most of the premises, and determines admissions and religious education.

### **Voluntary Controlled school**

Any denominational school owned by trustees, but totally maintained by the LEA. The LEA employs the staff, maintains the buildings and determines admissions. Religious education follows the syllabus agreed by the Standing Advisory Committee on Religious Education (SACRE).



# CONTENTS

	<b>Page</b>
Contact Points	inside front cover
Contents	1
Letter from Director of Education	2
1. About the Education Service	3
2. Early Years Education	4
3. General Admission Arrangements for Primary Schools and High Schools	7
4. Admission Arrangements for Primary Schools	9
5. Transfer to High School	12
6. Allocation of Places in Primary Schools and High Schools	16
7. School Transport up to the age of 16	22
8. Post 16 Education, Transport and Careers	25
9. National Curriculum and Assessment Arrangements	27
10. Charges, School Meals, Milk, and Allowances	30
11. Education Welfare Service and School Uniform	32
12. Special Education	33
13. Special Schools, Classes and Centres	36
14. Transport for Pupils and Students with Special Education Needs	38
15. Procedures for dealing with parental concerns or complaints about individual schools	40
Appendix 1 - Local code of practice for admissions authorities and schools concerning contacts with parents on pupil admissions, transfers and exclusions	
Appendix 2 - Co-ordinated primary admission arrangements	
Appendix 3 - Co-ordinated secondary admission arrangements	
Appendix 4 - Information about schools in each district of Herefordshire	
Appendix 5 - Admission policies of voluntary aided schools	
Appendix 6 - Admission policies for admissions to school Sixth Form	
Appendix 7 - Quick reference guide to provided schools for parishes in Herefordshire	
Appendix 8 - Post 16 Transport – Policies	
Appendix 9 - Data Protection Act – Notice of Fair Processing	
Terms used in this booklet	inside back cover

## **EDUCATING YOUR CHILD**

Starting school, and later moving on to high school, are two of the most important events in any child's life. At those times, parents are naturally concerned to do the best for their children, but many feel uncertain about what to do. Our aim is to make it as easy as possible for parents to understand the procedures involved.

Most parents prefer their children to go to the local school and a place can nearly always be found for them without difficulty. Sometimes, however, parents prefer a school outside their own area but may find that all the places have to be allocated to local children. Inevitably, therefore, some parents have to be disappointed.

This booklet contains all the information parents need to understand the arrangements for the admission of children to Herefordshire schools. It goes into a lot of detail to explain the rules and procedures the Council has to follow to ensure that the system works as fairly as possible. The rules and procedures have been agreed by the Local Admissions Forum through which the Council, Diocesan Education Authorities, Church schools and community schools work closely together to produce the best possible arrangements for parents. The rules and procedures are particularly important when more parents apply for a particular school than there are places available.

In the booklet, you will find details about -

- How the County's admission arrangements work, the admissions timetable for the 2005/2006 school year and the options that are open to you. This will be important for parents whose child will be starting school in September 2005 because of the new co-ordinated primary admission scheme, which will allow parents to express 2 preferences.
- Details of all maintained schools in the County, including the number of children that can be admitted to each primary school and high school in the 2005/2006 school year.
- Information about the Church of England and Roman Catholic aided schools and what you have to do to apply if you would like your child to attend one.
- Information about nursery education and special education
- Information about school and college transport
- Other issues to do with schools – school uniform requirements and how parents can discuss concerns with individual schools

Staff in the Education Directorate do all that they can to offer a friendly and efficient service to parents. Short leaflets are also provided to highlight the most important points parents need to bear in mind when they apply for a place in a primary or secondary school. Please get in touch with us if you need any help or advice, using the contact points shown inside the front cover of this booklet.

**EDDIE ORAM**  
**DIRECTOR OF EDUCATION**

September 2004

## 1: ABOUT THE EDUCATION SERVICE

Herefordshire has 102 maintained schools - 84 primary, 14 high (all of which are comprehensive day schools for both boys and girls), and 4 special schools, which are also for boys and girls. A full list of maintained schools in Herefordshire is given in Appendix 4 at the back of this booklet.

Admissions to community and voluntary controlled schools are on a non-selective basis. All such schools have defined catchment areas. Different admission arrangements apply to voluntary aided schools where the Governing Bodies make the decisions.

- **PRIMARY SCHOOLS** (age range 4-11 years or 4-7 years)  
Of the 84 primary schools, 41 are community, 40 Church of England (20 Aided and 20 Controlled) and 3 Roman Catholic (all Aided). At Leominster and Hunderton (Hereford), primary education is provided by separate infants and junior schools with transfer between them at age 7. 12 of the primary schools have nursery classes for 3 and 4 year olds.
- **HIGH SCHOOLS** (age ranges 11-16 or 11-18)  
12 high schools are community schools, while 2 are voluntary aided (1 Church of England, 1 Roman Catholic). The high schools in Kington, Ledbury, Leominster and Ross have their own Sixth Forms. At the other 10 high schools, the pupils generally move at 16+ to a Sixth Form College or to one of the further education colleges.
- **SPECIAL SCHOOLS**  
There are 4 special schools for children with Statements of special education needs (SEN). Admissions are arranged in consultation with the parents.

## 2: EARLY YEARS EDUCATION

### 2.1 Education For 3 And 4-Year Olds

Local Education Authorities (LEAs) are required to arrange **half-time** education (i.e. 5 half-day sessions per week of 2½ hours each) for 3 and 4 year olds whose parents would like their children to attend. From April 2004, all 3 year olds will be included on the same basis from the term **after** their 3<sup>rd</sup> birthday. Children with April birthdays will be admitted in the September (following their 3<sup>rd</sup> birthday).

A leaflet entitled “Guide to Early Years Education for 3 and 4 Year Olds” is available from the Early Years Development & Childcare Partnership (EYDCP) Childcare Information Service, on request.

Early years education in Herefordshire is provided through a mixture of LEA, private, independent and voluntary settings, which include -

- LEA nursery classes attached to 13 primary schools

- voluntary playgroups

- private nurseries

- LEA reception classes in primary schools (in the school year of the child's 5th birthday only - see sections 4.1 and 4.2 below)

- independent schools

### 2.2 What Rights Do Parents Have?

Parents have a right to 5 half-day **education places** per week for their 4 year olds and 3 year olds in the term after their 3<sup>rd</sup> birthday. The places are free of charge provided they have been approved through the Herefordshire EYDCP. Parents are not obliged to take up such places if they do not wish their children to attend.

Parents do **not** have a right to a place in any particular setting. Nor can parents insist on any particular 'pick and mix' arrangement to make up the 5 days (e.g., some half-days in one setting and others elsewhere), **if** that does not fit the way in which the relevant settings work. All settings are allowed to have an admissions policy, and they can also decide the minimum and maximum levels of attendance per week for any child they agree to admit. Parents wanting more than the 5 x 2½ hour education sessions available (for example, full day care) will have to pay for the extra provision where it is available.

Any parent having difficulty obtaining their free provision for 5 half-day education sessions, or the level of provision to suit their needs on a paying basis, should contact the Childcare Information Service (see Section 2.6 below)



## 2.3 LEA Nursery Classes

The Council maintains nursery classes for pupils aged 3 or 4 years in the following 13 primary schools-

### Schools with nursery classes:

Bromyard, St. Peter's Primary School	01885 483237
Hereford, Broadlands Primary School	01432 266772
Hereford, Hunderton Infants' School	01432 274653
Hereford, Lord Scudamore Primary School	01432 273951
Hereford, Marlbrook Primary School	01432 266643
Hereford, St. Martin's Primary School	01432 273633
Kingstone and Thruxton Primary School	01981 250338
Kington Primary School	01544 230363
Ledbury Primary School	01531 632940
Leominster Infants' School	01568 612029
Ross-on-Wye, Ashfield Park Primary School	01989 562738
Weobley Primary School	01544 318273
Withington Primary School	01432 850289

## 2.4 How Do You Apply For A Place In A Nursery Class At A Primary School?

Each of the nursery classes, at 13 primary schools, serves quite a wide catchment area. The places available are allocated on a half time basis for either the morning or afternoon sessions on all days the nursery class is open. Acceptance of a place in an LEA Nursery is for the full 5 half days of each school week, so that the children can experience the full range of learning activities. However, there can be a flexible induction period for 3 year olds in the first half term, in negotiation with the school, whereby a child may attend for fewer than 5 sessions. This arrangement may be extended to the end of the first term in exceptional circumstances.

You can apply for a place in a nursery class by contacting the headteacher of the school in which it is based. It is advisable to apply as soon as possible **after** your child's 2nd birthday. Some priority is given to children with special needs or according to family circumstances.

It should be noted that admission to a nursery class is quite separate from admission to the main school. Consequently:

- i) there is no guarantee that a child in a nursery class will have a place in the reception class of the same school, especially since nursery classes serve an area that extends beyond the catchment area of the school;
- ii) the school cannot insist that nursery children remain at the school beyond the age of five.

## 2.5 Primary School Reception Classes

Details of when 4 year olds can be admitted into primary school reception classes are set out in sections 4.1 to 4.4 below.

## **2.6 Childcare Information Service**

The EYDCP provides a Childcare Information Service, the C.I.S., which works to ensure that a comprehensive and accurate record of information is available to parents and carers about childminders, playgroups, nursery education, crèches, parent and toddler groups, before and after school clubs and services available for parents and children throughout the County of Hereford. The service is provided both in person at the Education and Conference Centre, Blackfriars Street, Hereford, and by telephone on 01432 261681.

## **2.7 Sure Start Area**

A national programme called SureStart aims to improve the health and wellbeing of families and children before and from birth so that they flourish at home and when they go to school. In Herefordshire, the Sure Start area covers Leominster and Kington towns and much of the rural area between the two. A mini SureStart programme is also running through voluntary organisations working in partnership with health, social services and education. The programmes aim to reduce child poverty and social exclusion by pioneering new ways of working to improve and sustain service. SureStart can be contacted at the “Info In Herefordshire” Offices in Leominster by phone on 01432 383340 or in Bromyard on 01885 488495.

## **2.8 Children’s Centres**

Three Children’s Centres will be established in Herefordshire. The services will encompass the renaming of Greencroft Early Excellence Centre, the local SureStart programme in Leominster and Kington (see above) and services based around the Hollybush/Hunderton network (ie Hunderton Primary, Hollybush Family Centre and Hunderton Neighbourhood Nursery).

The intention is to offer a seamless service for parents and carers of children 0-4, incorporating integrated care and education, health services, family support and a base for childminders.

This integrated approach that will be easily accessible to families and lie at the centre of their communities, will provide holistic approach for children’s development, support to families with young children and will facilitate the return to training and work for those parents who wish it.

### 3. GENERAL ADMISSION ARRANGEMENTS FOR PRIMARY AND HIGH SCHOOLS

This short Chapter explains basic terminology and general rules affecting primary schools. Chapters 4 and 5 explain how the specific admissions arrangements work for primary and secondary schools, and include the timetable for entry to schools in September 2005.

#### ADMISSION ARRANGEMENTS TO SCHOOLS

- **Catchment Areas**

Each community and voluntary controlled school serves a defined catchment area. That is also the case for most voluntary aided schools, although they also have a commitment to genuine church applicants for which details can be found in their school prospectus. Children whose parents apply on time are given priority for a place at the school serving their ordinary place of residence unless their parents ask for a place at a school in another area. The procedure for expressing a preference is described in chapter 4 (primary schools) and chapter 5 (high schools). **All parents must express a preference.** Catchment areas are kept under review and may be changed from time to time. Changes are made only after careful review and consultation with parents, schools and local communities.

- **Ordinary Place of Residence**

A child's ordinary place of residence is the address at which the child normally lives. **There are some rules which apply when a child moves to a different address.** Those rules may affect a child's entitlement for school admission. Please contact the Pupil Admissions Office if you have any queries about changes of address.

- **Change of Home Address**

If you move house, your child may remain at the school at which they are registered, should you so wish, but you may not be eligible for free transport if the move is to a property outside the catchment area.

- **Published Admission Numbers (PAN)**

Each school has an admissions number, which is the number of pupils that the school can admit each year. **Published admission numbers** for each school are shown in Appendix 4. The admissions number will be taken into account by the Council and the Governing Body of a voluntary aided school when considering applications from parents. Some applications will be turned down if the total number of applications is greater than the published admission number. In such circumstances, parents have a right of appeal.

- **Definition Of 'Sibling'**

Paragraph 6.1 on page 16 sets out the Council's oversubscription policy and category 4 defines the brother/sister qualification. To qualify under this category a child must have a brother or sister at the preferred school both at the time of application and when the younger sibling is due to start. Qualification under this category is not only natural brothers and sisters but also stepbrothers/stepsisters and children legally adopted as well. Those applications which involve partners' children or foster children do not qualify. However, the Council will consider applications for partners and foster children under category 4 of the oversubscription policy if there are special circumstances to maintain the importance of daily family life.

- **Class Size Regulations for Key Stage 1 Pupils (ages 4-7)**

The law requires pupils aged 4-7 generally to be in classes no larger than 30 pupils. However, the law on class size makes sensible allowance for the entry of an additional child in certain circumstances where not to admit the child would be prejudicial to his or her interests ('excepted pupils'). Such circumstances include:

- \* where a child moves into an area outside the normal admissions round and there is no other school that would provide suitable education within a reasonable distance of his or her home.
- \* where the child receives a Statement of special educational needs naming the school, or a pupil with a Statement naming that school moves into the area, in each case outside the normal admissions round.
- \* where a pupil is initially refused admission to a school but is subsequently offered a place there for one of two reasons: the person making the original decision recognises that an error was made in implementing the school's admission arrangements; or an admission appeal panel decides that an error has been made or that the Council or the Governing Body of a voluntary aided school had acted unreasonably in refusing to admit the child to the school.
- \* where a child who is normally educated in a special school, or in a special education centre in a primary school, spends part of the school week in an infants class of a primary school.

In the first three of these cases, the class may be above 30, but only for the remainder of that school year.

- **Parental Interviews**

Parents should note that interviews are not part of the admissions process, though it is sensible for parents to visit the school before deciding whether or not to apply.

## 4: ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS

### 4.1 At What Age Can Your Child Start Primary School?

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 1st September and 31st December inclusive  
in the Spring term if 5 between 1st January and 30th April inclusive  
in the Summer term if 5 between 1st May and 31st August inclusive

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.

### 4.2 Can Schools Let My Child Start Earlier?

**If your child has his or her 5th birthday between 1st January and 31st August**, your school might allow your child to start earlier. Each school makes its own decision, after considering whether or not they are able to provide the accommodation, staffing, curriculum and care arrangements suited to the needs of the age group. Parents are not entitled to such arrangements for their children. Nor are parents obliged to take up places any earlier than they would wish (see paragraph 4.3 below). **Whatever the arrangements that schools make, allocation of places to individual children will be decided according to the procedures set out in paragraphs 4.5 to 4.10 below.**

You will need to check with the school you would like your child to attend, to see what their admissions arrangements are **for pupils with 5th birthdays on or after 1st January**. Some schools may decide to admit as set out in the Council's **standard admissions policy**. Other schools may allow all children who become 5 during the school year to start in September. Some schools may allow the older children to start in September, with the rest starting in January. Many schools provide for children to attend part-time at first. Any period of part-time attendance could vary according to the circumstances at each school and perhaps also according to the age of the child.

(For details about Early Years education for 3 year olds and younger 4 year olds, please see Section 2)

### 4.3 Can Parents Keep Their Children Out Of School Until They Are 5?

Parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following the 5th birthday). Schools cannot require children to start sooner than parents wish. If you do wish to defer taking up a place for your child, you are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and you must apply by the closing date for applications (14th January 2005). Parents who have applied for and been allocated a place for a particular school have every right to wait until the term specified in the Council's standard admissions policy (see paragraph 4.1 above) or until compulsory school age. They can do so **without risking the place allocated to their child**, though there will be complications for pupils with birthdays between 1<sup>st</sup> May and 31<sup>st</sup> 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 correct year group. In this respect a child would normally be placed directly into Year 1 and therefore would have missed the reception class.

#### **4.4 What If Your Child Is 5 Between 1st September And 31st December?**

The Council does not allow schools to admit children before the school year in which they become 5. Children whose 5th birthday occurs between 1st September and 31st December, therefore, could **not** start school until the autumn term in which they become 5. Such children may instead go to one of the nursery units listed at paragraph 2.3 of this booklet, if there are places available, in the period before they are due to start school. They may also attend those playgroups, private nurseries, and independent schools included in the LEA's Directory of Early Years' providers.

#### **4.5 Can I Apply For A Place At Any Primary School?**

You may apply for a place at any primary school maintained by Herefordshire Council. For the school year commencing September 2005, you will be able to express two preferences, in ranked order, on the common application form PA1.

#### **4.6 How do you apply for a place at a Primary School?**

As previously stated, children who will commence school in the reception year after September 2005, the parents will be given the opportunity to express two individual preferences for primary schools of their choice. This position only relates to applications for the initial allocation process for forms received by 14<sup>th</sup> January 2005, or by September 2005 which will be dealt with as late applications.

Parents should give or send new applications to the Admissions Office of the LEA, for their highest preferred school, using the form (PA1) available from the school or from the Pupil Admissions Office. Applications are required from all parents, including parents whose preference will be for the school provided for the child's home address.

It is advisable to **apply as soon as your child is 3 years old** and no later than the date indicated in paragraph 4.8. **Late applications are always considered, though it might not be possible to allocate a place in the school you prefer, if it is over-subscribed, even if the school is the one provided for your home address.**

It would be very helpful if you would let the headteacher or the Pupil Admissions Office know if you are withdrawing your application for any reason. **You should notify the Pupil Admissions Office of a change of address immediately.**

#### **4.7 When Are Decisions Made?**

##### **Community, Voluntary Controlled and Voluntary Aided Primary Schools**

Places in reception classes in community, voluntary controlled and voluntary aided schools are allocated on the basis of applications received by the school or by the Pupil Admissions Office on or before:

**14th January 2005** for admissions in school year September 2005 to August 2006

That date applies for all admissions during that school year, **including** children who might not be entitled to start school until January 2006 or April 2006. Parents who do not wish their children to start until the statutory school age (i.e. the term **after** the 5th birthday) should discuss their intentions with the school, and must also apply for a school place by the date above, so that their application can be considered.

All offers of places, including voluntary aided schools, will be made by the Pupil Admissions Office on **Monday, 21<sup>st</sup> March 2005**.

#### **4.8 What Happens If I Apply After The Closing Date Of 14<sup>th</sup> January 2005?**

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. However, the formal offer date for primary places will be 21<sup>st</sup> March 2005, so late applications received between 14<sup>th</sup> January and 1<sup>st</sup> March 2005, if the reasons are acceptable, will be able to be considered in the formal application process.

#### **4.9 What Happens If You Are Moving Into A New Area and Your Child Is Beyond Reception Age?**

When families with children of school age move into a new area, and wish to transfer their children to a different school, parents should at the earliest opportunity either ask at schools in the area or contact the Pupil Admissions Office.

Even if parents apply for the school provided for the child's home address, a place cannot be guaranteed if the year group is overcrowded. In these situations the Council may designate an alternative primary school or the parents may decide to use the appeal process.

#### **4.10 How Many Children May Be Admitted To Each Primary School?**

The Council has a duty to ensure the provision of efficient education and the efficient use of resources. Schools cannot be allowed to become overcrowded. The number of pupils that may be admitted to a school in the relevant year group is known as the **Published Admission Number (PAN)**. Details for each school are given in Appendix 4.

The law on Key Stage 1 class size requires the Council and the Governing Bodies of voluntary aided schools to adjust standard admission numbers so that they are suitable for the class size limit of 30 pupils per class. The new law also introduces different arrangements for the consideration of parental appeals where the child concerned is in a relevant age group, to prevent the appeals panel from allowing appeals that would cause the class size limit to be exceeded.

**For further details about the allocation of places, the appeals procedure and transport arrangements which might affect your decisions, you should refer to chapters 6 and 7 of this booklet.**

## 5: TRANSFER TO HIGH SCHOOLS

Children are normally admitted to high school at the beginning of the school year following their 11th birthday. In very exceptional cases, early or late admission is possible, where it is agreed between the school, the parents and the Council that this would be in the best interests of the child. However, it is rarely advisable for a child to transfer early to high school. When making its decision the Council would have regard to the child's physical, mental and psychological well being before agreeing to the request.

### 5.1 When And How Should You Apply For A Place In A High School

During the child's last year in primary school (i.e. Year 6) the following action is taken:

Parents will be invited to indicate **3 preferences** on the common application form (SA1). Parents will be able to give reasons for their preferences and will also be asked to name their chosen schools in order of preference.

**Early September** The Pupil Admissions Office sends parents, via the child's current school:

- ❖ Information about the school provided for the child's home address
- ❖ The official application form (SA1)

**29 October 2004** Closing date for parents to return the application form to the Pupil Admissions Office, via the child's current school. Applications are needed from all parents, **including** those parents who want their catchment school or The Bishop of Hereford's Bluecoat and St Mary's R C high schools. This form will also be used by parents living in Herefordshire seeking a school in another Council area. Herefordshire has an agreement that the Herefordshire closing date of 29<sup>th</sup> October 2004 will also be acceptable in Gloucestershire, Monmouthshire, Powys, Shropshire and Worcestershire even if their closing dates are different.

**1 March 2005** This is the "**national offer day**" for secondary schools. All parents who complete a secondary application form will be told of the allocated high school for their child on this day.

**Late Applications** Late applications received between 29<sup>th</sup> October 2004 and the national offer date will be included **only if** the reason for the delay was genuine and acceptable. Late applications, including applications received after 1<sup>st</sup> March 2005, will be considered only after the initial offers to parents who applied in time have been decided.

### 5.2 How Many Pupils May Be Admitted To Each High School?

The Council has a duty to ensure that schools are not overcrowded. The number of pupils that may be admitted to a school is known as the **Published Admission Number (PAN)**. Details for each school are given in Appendix 4 of this booklet. The admission number is critical to the admissions process, as the relevant admission authority has to offer places to all applicants within the admission number. An applicant for a place cannot be refused if the admission number has not been reached. The Department for Education and Skills have indicated in their Code of Practice that these numbers should not be exceeded unless the circumstances are exceptional and only then after the matter has been considered by



the Local Admission Forum.

### **5.3 How Do Parents Apply For A High School?**

Having read all the information available from the Council and from individual schools, and, if possible, having visited schools by attending open evening or by making other arrangements with the headteachers, parents should indicate **three preferences in priority order** on the SA1 application form.

However, you need to consider carefully **how your child will travel to school** as you will not normally be eligible for transport assistance if your child is offered a place at a high school which is not your catchment school for your home address (See Chapter 7 for details of the Council's School Transport policy).

### **5.4 Can we apply for a place at a Church School**

Yes. There are 2 Church Schools in Herefordshire: Bishop of Hereford's Bluecoat School, which is Anglican, and St. Mary's R.C. High School, Lugwardine, which is Roman Catholic. You can include one or both of these schools **within** the 3 preferences you are able to express on the SA1 form. You will be required to provide additional information if your request is based on denominational reasons. The school's own form requesting further information, is obtainable from the school or your local priest/vicar. It must be returned to the Council with the SA1 form by 29<sup>th</sup> October 2004 via your child's present school.

### **5.5 What Are The Possible Difficulties If Your 3 Preferences Do Not Include The School Provided For Your Child's Home Address?**

As previously stated, parents will be able to express 3 preferences for the September 2005 transfer. In practice, a parent applying for their catchment school by 29<sup>th</sup> October 2004 is most likely to be granted their local school, irrespective of the priority order in which the school has been placed on the application form, as most of the places in high schools are filled by local children. However, if parents do not include their catchment school in the 3 preferences they may lose their priority for that school if all their chosen schools are oversubscribed and they fail to gain a place. The child may then have to attend another school altogether which may involve the parents having to meet any additional transport costs. For these reasons, it is advisable for parents to include the catchment area school as one of the 3 preferences..

### **5.6 Who Will Make And Announce The Decision, In Response To My 3 Preferences?**

Herefordshire Council will make the decision on school places in the 12 community high schools based on the criteria defined in paragraph 6.1. In the case of the Bishop of Hereford's Bluecoat and St. Mary's R.C. Schools, the Governing Body will make the decision based on the application forms (SA1) and additional supporting information that the Council receive by 29<sup>th</sup> October 2004. Once the Governing Body have made their decision the Council will be given the school allocation list and it will be the Council **NOT** the Governing Body that will announce the offer to parents on 1<sup>st</sup> March 2005.

A parent living in Herefordshire, but wanting a place in another Council area, should nevertheless state their preferred out-county school(s) on the standard application form (SA1). The Herefordshire Pupil Admissions Office will notify the other Council(s) of the preference after the 29<sup>th</sup> October 2004 even if the closing dates are different. Although Herefordshire LEA implemented the co-ordinated scheme from September 2004, this is

not the case with all Local Education Authorities. Monmouthshire and Powys have decided to delay the co-ordinated scheme until 2005 or later which means that parents could receive an offer or refusal of a place before 1<sup>st</sup> March 2004. However, this will not be the position in Shropshire, Gloucestershire and Worcestershire, where a parent seeking a school place in that Council area would receive an offer or refusal from Herefordshire Council on 1<sup>st</sup> March 2005.

### **5.7 What Is the Co-ordinated Admissions Scheme?**

The 1998 Act, as amended by the Education Act 2002, requires every LEA to draw up a scheme (or schemes) covering every maintained school (but not special schools) in its area. Regulations also require LEAs to exchange specified information on applications with their neighbours. The Herefordshire Scheme is set out at Appendix 3 of this Booklet.

Parents must be invited to express at least 3 preferences, which may be for schools within or beyond their home LEA's area, on a 'common application form' which the LEA should provide and make available to all parents resident in its area. This may be complemented by a form on the LEA's website for online applications. The Herefordshire Website address is [www.education.herefordshire.gov.uk](http://www.education.herefordshire.gov.uk). The common application form can be supplemented (but not replaced) by additional forms where particular schools in the area might need extra information, e.g. to assess denominational commitment or in relation to testing. The LEA must ensure that the form enables parents to:

- express their preferences, i.e. name the schools they are applying to;
- give the reasons for applying for their preferred schools; and
- rank those preferences – parents must be allowed the opportunity to rank their preferences, even if other admission authorities in the area do not use a ranking system as part of their individual admission arrangements.

### **5.8 If My Preferred School Is Independent Should I Include It On The Application Form?**

No, you should make direct application to the headteacher of the Independent school not Herefordshire Council. **However**, we would recommend that you still indicate three preferences for maintained schools on the application form just in case you decide not to go forward with your application or do not accept an offer of a place at an Independent School. If you gain a place at an Independent school, you will be responsible for your own transport costs together with any fees associated with your child's attendance at that school. If you are offered, but turn down, a place at an independent school, the LEA accepts no responsibility for any financial loss incurred.

### **5.9 If My Preferred School Is In Another LEA, Should I Include It On The Application Form?**

Yes, the co-ordinated admission scheme allows parents to express a preference for any maintained school including those administered by another Council. If you wish your child to be considered for a school in Gloucestershire, Monmouthshire, Shropshire, Powys or Worcestershire, please include the name of the school and its ranked position on the application form SA1.

### **5.10 Can Applications Be Considered For Pupils Who Do Not Live In Herefordshire?**

Any applications for the admission of pupils who live outside the county are always

considered on an equal basis. In the case of secondary transfer for children at age 11, parents should apply to their home LEA who will send the details to Herefordshire LEA after the closing date for that Council area. If the preferred school in Herefordshire is oversubscribed, such applications will be determined in accordance with the priorities listed in paragraph 6.1. In the case of Shropshire, Gloucestershire and Worcestershire residents, any offer for a Herefordshire high school will be made by those Councils on 1<sup>st</sup> March 2005.

In the case of primary school admissions, parents should approach their preferred school who will provide the necessary information and advice. Parents will need to complete an application form (PA1) indicating the Herefordshire school and formally apply by the 14<sup>th</sup> January 2005. The offer of a place will be made by Herefordshire LEA on 21<sup>st</sup> March 2005 and not the Council where the parents resides.

## 6: ALLOCATION OF PLACES IN PRIMARY AND HIGH SCHOOLS

Although the School Standards and Framework Act 1998 gives parents the right to express preferences for their child to be admitted to any school maintained from public funds, there are 4 reasons why one or more of their 3 preferences might have to be refused:

- i) the school(s) might be oversubscribed;
- ii) the classes for infants (aged 4-7) in primary schools have reached the legal limit of 30 pupils;
- iii) the child does not meet the requirements of the admissions policy or subsequently fails to do so;
- iv) information provided by the parents (including information about addresses) is found to be fraudulent or intentionally misleading (such information may also be grounds for withdrawal of any place that has been allocated, even after the child has started at the school).

### 6.1 What happens if the school is oversubscribed?

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:

- i) pupils with a Statement of **special education need** which names the school; (see Footnote 1)
  - ii) pupils in the '**looked after**' system where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs; (see Footnote 2)
  - iii) pupils whose principal home address is within the **catchment** area of the school; (see Footnote 3)
  - iv) 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)
  - v) 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 your application form when you apply – 29<sup>th</sup> October 2004 (high schools) and 14<sup>th</sup> January 2005 (primary schools); (see Footnote 5)
  - vi) pupils who live **nearest** to the school by the shortest available walking route. (See paragraph 7.1 for how walking distance is measured). (see Footnote 6)
- General notes:

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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> 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 (see also Section 3 for definition of 'sibling').

**Footnote 5:** This is the 5<sup>th</sup> priority to be sensitive to exceptional needs that individual children and families may have.

**Footnote 6:** The 6<sup>th</sup> priority is a measurable, objective way of allocating the remaining places.

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 3<sup>rd</sup>, brothers and sisters 4<sup>th</sup>, special reasons 5<sup>th</sup>, then according to distance, each assessed as indicated above.

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 (as defined under paragraph 7.1.).

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.

## **PRIMARY SCHOOL ALLOCATIONS AT RECEPTION AGE**

### **6.2 Who determines the allocation of places?**

**STAGE 1** All the applications received, by the closing date of 14<sup>th</sup> January 2005, from parents will be analysed together, along with any late applications for which there are good reasons (see paragraph 4.8). The applications for Community and Voluntary Controlled Schools will be considered against the 6 priorities explained in paragraph 6.1. The Governors of Voluntary Aided Schools will make their decisions based on the published admission criteria defined in Appendix 4. At this stage, the two preferences are treated as a first preference, i.e. the priority order shown by parents will not count at this point.

**STAGE 2** Following analysis, lists will be drawn up of all parents who have applied (whether as first or second preference) for each school. At the top of each list, for Community and Voluntary Controlled Schools, will be the applicants whose children live in the catchment area and living nearest to the school. At the bottom of the list will be the applicants whose children live outside the catchment area and live furthest from the school. Voluntary Aided Schools will define their order as per Appendix 4.

**STAGE 3** Each parent will then be offered a place at the highest of their 2 preferences (if any) that is available after all higher priority applicants have been allocated places.

**STAGE 4** It is possible that some parents will not be offered a place at either of their 2 preferred schools. That could only happen in the case of parents who have applied for 2 over-subscribed schools and have not included their catchment area school as one of the 2 preferences or parents who have submitted a late application by the offer date without good reason. In such circumstances, the parents will be offered a place at the nearest or most

accessible school that still has places available, taking account of any information the parents may have already provided.

### **6.3 When, and by whom, will the offers to parents be made?**

Offers will be made on the same day from all parents who have applied in time. The day will be:

**MONDAY, 21<sup>ST</sup> MARCH 2005**

All offers will be announced by the Council, including in the case of Voluntary Aided Schools. Please note that only one school will be offered on the 21<sup>st</sup> March 2005, which will be the highest ranked, with spaces available, that you have defined on your application form. **The LEA is unable to provide any information about places to be offered before this date.**

### **6.4 Is there a waiting list for primary schools that have too many applicants?**

A waiting list will be maintained for primary schools for the reception allocation year only.

### **6.5 Can you appeal if your request is unsuccessful?**

If parents are sent a refusal letter after the 21<sup>st</sup> March 2005, for either the first or second school preferred, they would be able to appeal. Appeals by parents, setting out the grounds upon which the appeal is made, should be submitted in writing, using the form sent to all unsuccessful applicants, to the Education Directorate **within three weeks of the date of notification of the refusal of a place.** All appeals are heard by an independent appeals panel which holds most of its meetings between April and July, though meetings are arranged at any time of year, when necessary. The appeals for each school are held separately. Further information about the appeals procedure is available from the Pupil Admissions Office or from the County Secretary and Solicitor, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR. In the case of voluntary aided Schools the parents will appeal to the Governing Body which in the case of a Church of England Primary School will be through the Diocesan Education Office, The Palace, Hereford.

## HIGH SCHOOL ALLOCATIONS

### 6.6 How will the decisions be made about parents' 3 preferences for high schools?

**STAGE 1** All the applications received by the closing date of 7 November from parents will be analysed together, along with any late applications for which there are good reasons. The applications for the 12 community high schools will be considered against the 6 priorities explained in paragraph 6.1. The Governors of the Bishop of Hereford Bluecoat and St Mary's R.C. High Schools will make their decisions based on the published admission criteria defined in Appendix 4. At this stage, all 3 preferences are treated as a 1<sup>st</sup> preference, i.e. the priority order shown by parents will not count at this point.

**STAGE 2** Following analysis, lists will be drawn up of all the parents who have applied (whether as 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference) for each school. At the top of each list will be the applicants whose children live in the catchment area, and living nearest to the school. At the bottom of the list will be the applicants whose children live outside the catchment area, and live furthest from the school.

**STAGE 3** Each parent will then be offered a place at the highest of their 3 preferences (if any) that is available after all higher priority applicants have been allocated places.

**STAGE 4** It is possible that some parents will not be offered a place at any of their 3 preferred schools. That could happen only in the case of parents who have applied for 3 oversubscribed schools and have not included their catchment area school as one of the 3 preferences, or parents who have submitted a late application by the offer date without good reason. In such circumstances, the parents will be offered a place at the nearest or most accessible school that still has places available, taking account of any information the parents may already have provided.

### 6.7 When, and by whom, will the offers to parents be made?

Offers will be made on the same day for all parents who have applied in time. The day will be –

**1 March 2005**

All offers will be announced by the Council, including in the case of voluntary aided schools (see paragraph 5.5 above). **Please note that only one school will be offered on the 1st March 2005, which will be the highest ranked with spaces available that you have defined on your application form.**

### 6.8 Is There A Waiting List For High Schools That Have Too Many Applicants?

The position of waiting lists for high school is complex because of the co-ordinating scheme which will allow parents to express 3 preferences by 29<sup>th</sup> October 2004.

If parents are not able to receive their first preference, the child will be placed on the waiting list after the 1<sup>st</sup> March 2005 according to their admission qualifications. If vacancies occur after that date the Pupil Admissions Office will make offers, including in the case of voluntary aided schools.

The waiting will be kept open until the start of the school year in September after the registration of pupils has been confirmed. It is possible that vacancies may occur and

places offered at this late stage but the lists will be closed down after this initial checking. If your child has still not received a place at one of your preferred schools, the LEA would expect that your child should be enrolled at the school offered by the Council, an independent school, or be educated otherwise.

## **6.9 Can You Appeal If Your Request Is Unsuccessful?**

### **Community High Schools**

If parents submit 3 preferences by 29<sup>th</sup> October 2004 and include their local catchment school, it is highly likely that an offer for one of the preferences will be made on 1<sup>st</sup> March 2005. However, if the 1<sup>st</sup> or 2<sup>nd</sup> parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made for a named school, should be submitted in writing, using the form sent to all unsuccessful applicants, to the Education Directorate **within three weeks of the date of notification of the refusal of a place**. All appeals are heard by an independent appeals panel which holds most of its meetings between April and July, though meetings are arranged at any time of year, when necessary. The appeals for each school are held separately. Further information about the appeals procedure is available from the Pupil Admissions Office or from the County Secretary and Solicitor, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR.

### **Voluntary Aided High Schools**

As previously stated, offers of all places for high schools, including voluntary aided schools will be made by the Council on 1<sup>st</sup> March 2005. However, separate appeals procedures and arrangements exist to consider decisions by voluntary aided schools. The arrangements are published by the governors of the relevant schools and should be obtained from them direct.

## **ALLOCATION OF PRIMARY AND SECONDARY PLACES OUTSIDE NORMAL ADMISSIONS ROUND**

### **6.10 Can a child transfer to another school at any age other than the normal transfer age?**

If parents wish to transfer their child to the same age group in another school, parents should discuss the transfer with the Headteacher of the pupil's present school in the first instance. If it is then decided to make a formal request for transfer, parents should complete an application form (PA2 for primary school/SA3 for secondary school) available from the school to which you are applying. Parents should be aware that any information provided on the application form will be cross-checked and any fraudulent or misleading statement will result in the school place being refused.

The Council's policy in such circumstances is essentially the same as for admissions to schools at the normal age and time of transfer (i.e. as in paragraph 6.1 above). However, when determining the number of places available in the relevant age group, the Council will refer to the Published Admission Number (PAN) that was in operation when that year group was at the normal transfer age, in order to judge whether or not admission would prejudice the provision of efficient education or the efficient use of resources. In the case of primary schools, the Council will also take into account the regulations that limit to 30 the size of classes for children under the age of 7 at the start of the school year. Parents should note that interviews are not part of the admissions process, except in the case of Church place applications to a voluntary aided school, where the sole purpose of any interview would be to establish the denominational qualification of the parents. In no other 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. Headteachers of



Community Schools are unable to offer places.

### **6.11 Can a child be allocated a school place following permanent exclusion?**

If a child has been excluded from two separate schools it is unlikely that another primary or secondary school will be provided. The Council will arrange alternative provision through the Medical and Behavioural Support Service.

However, where possible the authority will try to place a pupil at a suitable alternative school at a reasonable distance from the home address. Currently, the Council has a rota system working with the high schools in order to ensure a fair distribution of pupils. In certain cases, the Council may direct the Governors to accept a pupil even though this may take the year group above the agreed PAN.

## **7: SCHOOL TRANSPORT UP TO THE AGE OF 16**

The policies set out in this Section are the general policies in force, but the Council also considers individual circumstances that may justify a variation in policy.

### **7.1 For whom is assistance with transport provided?**

Assistance with transport is provided for children who are attending the designated school provided for their home address and whom live beyond walking distance from the school they attend.

Walking distance is defined in law as up to 2 miles for children under 8 years of age and up to 3 miles for older children. It is always assumed that a child will be accompanied as necessary. The distance is measured by the shortest available walking route along a road or made up footpath, as measured from the nearest pedestrian access to the school site to the nearest entrance to the external boundary of the pupil's home address.

(NB: In general, children eligible for free transport may be required to walk or be taken by parents up to one mile to or from a designated boarding or alighting point.)

### **7.2 What happens if there is disagreement about walking routes?**

In cases of disagreement about walking routes, you may consult the Admissions and Transport Manager, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR (01432 260927).

### **7.3 Is transport provided for under 5s?**

The Council does not provide transport for under 5s, until the term in which children are entitled to start school under the Council's **standard admissions policy**, as described in paragraph 4.1. In other words, transport is not provided for children attending nursery classes, or for children attending reception classes under earlier admission arrangements allowed by schools, as described in paragraph 4.2 above.

### **7.4 What types of transport assistance are available?**

The Director of Education decides on the most suitable transport arrangements, bearing in mind all relevant factors, including cost.

Depending on individual circumstances, transport is arranged usually by contract bus, service bus or rail, though sometimes other individual arrangements have to be made. Transport is provided at the beginning and end of the normal school day, but is not provided for out of hour's activities.

### **7.5 How far will I need to walk to the nearest boarding point?**

In general, children, accompanied by their parents where appropriate, may be required to walk up to one mile to or from a designated boarding or alighting point. (In the case of denominational transport the distance to the boarding could be further than one mile) However, in certain circumstances the cost of redesignating a new boarding point may not be economic or cost effective and therefore parents may be expected to take their child up to the limit of the statutory walking distances.

## **7.6 If I move home whilst my child is engaged on an examination course will I continue to receive free transport?**

Each year, some Year 10/11 pupils and Year 12/13 students engaged in examination courses move home address into another part of the County (i.e. into the catchment area of a different school). In such situations, which arise from decisions taken by parents, the normal expectation is that parents will take responsibility for getting their son/daughter to the school (including under the vacant seats payment scheme, if available) at which the pupil is enrolled, or make arrangements for the pupil to transfer to another school. Only in exceptional family circumstances, would free transport assistance be offered, on an individual basis. Even in such situations, transport assistance would normally be allowed only where provision could be made within an existing Home to School Transport route, with the parent being responsible for taking the pupil to and from the relevant boarding point.

## **7.7 Will travel assistance be given to a school other than one provided for the home address?**

Assistance with transport is normally given only to pupils attending the school(s) **provided** for their home address. Parents are responsible for transport when their child attends, by parental preference, an alternative school. However, some exceptions may be made in the following circumstances:

- (a) address and the nominated alternative school is situated beyond the defined walking distance (see paragraph 7.1 above);
- (b) a pupil with problems associated with special education needs for whom attendance at a particular school is considered to be appropriate and the school is situated beyond the defined walking distance, or if walking is too difficult for the pupil.

## **7.8 What travel arrangements apply to Aided church schools?**

The Council will provide assistance with transport where a child attends, on **genuine denominational grounds**, the nearest appropriate or designated voluntary aided church school, **and** it is beyond statutory walking distance from the home address. Genuine denominational grounds, for transport entitlement purposes, requires in the case of the Bishop of Hereford's Bluecoat School the child being offered a category 3 place (see Appendix 5). In the case of St. Mary's R.C. High School, the child must be offered a category 1 place defined in the oversubscription criteria (see Appendix 5). It must be noted that parents are expected to take their child/ren to the nearest/defined boarding point.

As in the case of transport to community schools, statutory walking distance is up to 2 miles for children under 8 years of age, and up to 3 miles for older children.

## **7.9 Can children who do not qualify for assistance with transport take up spare seats on school buses?**

Each term, the Admission and Transport Section identifies any spare seats on school buses. Spare seats are sold at either the current standard rate for each child (£80 per term in 2004/2005) or at the lesser rate for each child (£25 per term in 2004/2005) who is in receipt of free school meals. There is no guarantee that a seat will be available at the start of the following term, or continued throughout a term. In the event of more applicants than vacant seats being available, the allocation of places will be on the basis of nearness to the provided/preferred school. It is also important to note that the Council is reviewing all routes now that pupil numbers are falling and there are likely to be an increasing number of

situations in which routes will be combined or simplified, and this may mean that vacant seats will reduce in number.

#### **7.10 Will transport be provided for medical reasons?**

The Council may provide free transport for medical reasons, if necessary, on the recommendation of the Senior Clinical Medical Officer.

#### **7.11 Will transport be provided to and from Independent Schools?**

No travel assistance will be given to pupils attending Independent primary and secondary schools.

#### **7.12 What happens if a pupil/student is disruptive on the provided transport?**

Parents must appreciate that the authority will not tolerate anti-social behaviour on its home to school transport. The authority has issued various sanctions to deal with these situations which in the most serious of cases could result in the pupil/student being banned from all authority transport. In these situations the parents will become responsible for transporting the child to school.

## 8: POST 16 TRANSPORT

This section has been amended because of the changes under the Education Act 2002. The Act required the Council to set up a Post 16 Transport Partnership which included the colleges, public transport and representatives from the schools with sixth forms and the Connexion Service.

This Transport Partnership has defined a number of policies which are listed below and full details can be found in Appendix 7.

- **Policy One** - concerns students living in Herefordshire and attending Post-16 provision within the County (and the provided places at Ludlow);
- **Policy Two** - deals with students resident out of county who seek a place within the County;
- **Policy Three** - concerns Herefordshire students seeking Post-16 elsewhere or training out of County;
- **Policy Four** - relates to students who are over 19 years of age on 1 September;
- **Policy Five** - relates to overseas Post-16 students.

### 8.1 What education opportunities are there after the age of 16?

There are four high schools with Sixth Forms offering 'A' level study and also, in some cases, vocational qualifications. The schools with Sixth Forms are at Kington, Ledbury, Leominster and Ross-on-Wye. The DfES Access Fund now provides limited grants to assist Sixth Form students with necessary expenditure such as equipment, materials and visits. Students applying for this fund should do so on application forms supplied by the Council through the Sixth Forms. The grants are means tested.

Alternatively, there are Sixth Form Colleges and Colleges of Further Education offering a wide range of 'A' level and vocational study, as shown at the end of this section.

All enquiries for admission to School Sixth Forms or colleges should be made direct to the school or college. The admission policies of school Sixth Forms together with their PANs can be found in Appendix 6.

## 8.2 What are the normal associated feeder areas for Sixth Form provision?

<b>Catchment areas served by 11-16 age range High School</b>	<b>Designated Post-16 Establishment</b>
All Hereford City High Schools Bromyard, Queen Elizabeth High Kingstone High Peterchurch, Fairfield High	Hereford VI Form College or Herefordshire College of Technology or Herefordshire College of Art and Design or Holme Lacy College
Weobley High Wigmore High	Kington, Lady Hawkins (see footnote*) Ludlow College of FE (see footnote*)
<b>Catchment areas served by 11-16 age range High School</b>	<b>Pupils served</b>
Kington, Lady Hawkins Ledbury, John Masefield Leominster, The Minster Ross-on-Wye, John Kyrle	All pupils living in the relevant school Catchment area including pupils who attended an 11-16 high school

\*Footnote: Some civil parish areas within Weobley and Wigmore relate to the Sixth form at the Minster College, Leominster - see Appendix 4 for details.

## 8.3 Colleges of Further Education, Hereford Sixth Form College and School-based Sixth Forms

<b>Colleges</b>	<b>Address</b>	<b>Tel:</b>
Hereford Sixth Form College	Folly Lane, Hereford HR1 1LS	01432 355166
Herefordshire College of Art and Design	Folly Lane, Hereford HR1 1LT	01432 273359
Herefordshire College of Technology	Folly Lane, Hereford HR1 1LS	01432 352235
Holme Lacy College	Holme Lacy, Hereford HR2 6LL	01432 870316
Ludlow College of FE	Mill Street, Ludlow, Shropshire SY8 1BE	015484 872846

### **School-based Sixth Forms:**

Lady Hawkins' High School	Church Road, Kington, Herefordshire HR5 3AG	01544 230441
The John Masefield High School	Mabel's Furlong, Ledbury, Herefordshire HR8 2HF	01531 631012
The Minster College	South Street, Leominster, Herefordshire HR6 8JJ	01568 613221
The John Kyrle High School	Ledbury Road, Ross-on-Wye, Herefordshire HR9 7ET	01989 764358

The Education Reform Act (1988) introduced a National Curriculum for all pupils aged 5-16 years in all publicly funded schools, including special schools. The main aims of the National Curriculum are to provide pupils with a broad and balanced curriculum which promotes their spiritual, moral, cultural, social, mental and physical development. The following information explains the position for the school year 2005-2006.

### 9.1 What must pupils up to 14 years study?

Pupils up to 14 years of age must study: English, mathematics, science, design and technology, information technology, history, geography, art, music, physical education, a modern foreign language (from 11 years) citizenship and careers. Citizenship is now like modern foreign language (compulsory from age 11). Schools must also teach religious education (RE) and provide a daily act of collective worship from which parents may withdraw their children if they wish. Community schools and voluntary controlled schools follow the religious education curriculum agreed by the local Standing Advisory Council on Religious Education (SACRE).

### 9.2 What must pupils 14-16 years study?

All pupils at Key Stage 4 (aged 14-16 years) must study: English, mathematics, science, physical education, religious education, information technology, citizenship, work-related learning and enterprise. The majority of pupils should also study design and technology, and a modern foreign language. However, pupils' individual needs may be better met by extra study of the core subjects or of a subject they excel in or by following a work-related curriculum. History, geography, art and music are optional. However, many schools require pupils to study a broad range of subjects, including those from the humanities and the arts.

Many schools are offering new courses for students of all abilities that are of a more vocational nature in accordance with the national strategy to modernise education for the 14-19 age group. Some of these courses may be taught in other institutions under collaborative arrangements, e.g. car vehicle maintenance, engineering.

### 9.3 What about pupils with special education needs?

Pupils with special education needs also follow the National Curriculum so that they have similar education opportunities. However, in particular circumstances, parts of the National Curriculum can be withdrawn for short periods of time. This is known as 'disapplication'. (See Chapter 12 of this booklet about Special Education Needs.) Pupils attending Pupil Referral Units follow a broad and balanced curriculum which includes important aspects of the National Curriculum.

### 9.4 What else is taught in addition to the National Curriculum?

Many schools provide opportunities for pupils to study other areas of the curriculum besides those laid down by the National Curriculum - for example, business, drama, environmental education, careers, personal, social and health education and economic and industrial understanding.

### 9.5 Specialist Schools

In schools that are designated and funded as specialist because they are centres of excellence for a certain subject, the government requires enhanced provision and opportunities for pupils in that subject.

## 9.6 Who makes the decisions about the curriculum in schools?

The content and assessment procedures of the National Curriculum are determined by the Secretary of State for Education and Employment, and are overseen by the Qualifications and Curriculum Authority (Q.C.A.). In all parts of the curriculum, the manner in which the curriculum is taught is a matter for individual schools, taking account of external guidance which includes the national literacy and numeracy strategies. It is the responsibility of the Governing Body to ensure each school has a curriculum policy, which must include the National Curriculum determined by the Secretary of State for Education and Skills.

## 9.7 What do you do if you are unhappy about the curriculum your child is studying?

Most problems can be solved by discussing them with your child's teacher and/or headteacher. If a problem cannot be solved in that way, please contact the Inspection and Advisory Service at the office of the Education Directorate, P.O. Box 185, Hereford HR4 9ZR, telephone: 01432 260813.

## 9.8 How is the National Curriculum assessed?

The National Curriculum is organised into the Foundation Stage and four other Key Stages.

Foundation Stage for pupils age 3-5 years  
Key Stage 1 for pupils aged 5-7 years  
Key Stage 2 for pupils aged 7-11 years  
Key Stage 3 for pupils aged 11-14 years  
Key Stage 4 for pupils aged 14-16 years

Regular assessment is not new; it lies at the heart of effective teaching and helps in the planning of the next stage of a pupil's learning programme. During each school year, teachers continually assess pupils' work.

National Curriculum statutory assessment takes place at the end of the Foundation Stage and at the end of Key Stages 1, 2 and 3 (i.e. for pupils aged 7, 11, and 14). It includes both teacher assessment and externally set tasks/tests in the core subjects of English, mathematics and science as follows:

<b>End of Foundation Stage</b>	*	Teacher assessment using the Foundation Stage Profile
<b>End of Key Stage 1</b>	*	Externally set tests and tasks in reading, writing, handwriting, spelling and mathematics.
	*	Teacher assessment in English, mathematics and science.
<b>End of Key Stage 2</b>	*	Externally set tests in English, mathematics and science.
	*	Teacher assessment in English, mathematics and science.
<b>End of Key Stage 3</b>	*	Externally set tests in English, Mathematics and Science



For pupils aged 16 years, GCSE continues to be the main method of assessment, though a growing number of pupils look towards vocational qualifications, such as General National Vocational Qualifications (GNVQs) and National Vocational Qualifications (NVQs), or towards pre-GCSE qualifications such as Certificates of Achievement (COAs).

### **9.9 Where can you find out more about the curriculum your child will study and how will you be kept informed of progress?**

Each **school's prospectus and governors' annual report** must include information about what is taught and how the curriculum is arranged. Schools must also provide information about examinations and vocational qualifications, school results in tests, and teacher assessments at the end of each Key Stage.

Schools must provide a written **annual report** for your child, detailing attendance and progress, with comments on all National Curriculum subjects. At the end of the Key Stage, the report must give your child's National Curriculum assessment results in Mathematics, English and Science and how these compare with the results of pupils of the same age in the school and, where relevant, nationally. The results of any public examinations taken by your child must also be given. Schools must give general information about the attainment of other pupils of the same age, so that you can compare your child's results with those details.

All schools must also make **arrangements for parents to discuss their child's progress with appropriate teachers, at least once a year.**

### **9.10 How can you best help your child?**

There are many ways in which you can assist your child's progress, including:

- looking at books and reading to and with your child before and after they first start school;
- talking to your child about school;
- contacting the school about any concerns or worries you or your child have;
- keeping in touch with teachers who are in the best position to answer questions about what pupils are learning and the progress they are making;
- attending open evenings;
- encouraging your child to do homework the school has set.

Headteachers and teachers are always willing to discuss your child's progress with you, by appointment.

## **10: CHARGES, SCHOOL MEALS AND MILK, AND ALLOWANCES**

### **10.1 Are any charges made for school activities?**

In general, schools may not charge for the education of pupils, but there are some circumstances in which charges may be made, as explained below.

#### **Instrumental Music Tuition**

Charging arrangements exist for parents to pay part of the cost, if their children receive instrumental music tuition in a small group (up to and including 4 children) or have individual lessons with one of the County's specialist teachers. The Authority also provide an instrument leasing scheme which is chargeable

#### **Residential Activities**

Parents will be required to pay all or part of the cost of accommodation and meals for residential activities organised by the school as part of the curriculum. Transport for curriculum activities is provided free of charge by the school, though schools may ask parents for voluntary contributions.

#### **Swimming**

No charge is made to parents for swimming instruction organised by the school, though schools may ask for voluntary contributions towards the cost of pool fees and transport.

#### **Examinations**

Fees for public examinations are usually paid by the Council. Entry for approved public examinations is encouraged as long as pupils have a reasonable chance of success. Decisions on such matters are normally left to the professional judgement of the headteacher and staff. Parents might be asked to pay fees if pupils fail to attend an examination for which they have been entered.

#### **Milk**

Milk is not provided free of charge by the Council. However, some schools choose to operate a European Community Scheme where milk is provided at subsidised rates, and a Department of Health Scheme which provides free milk for Under 5s.

#### **Meals**

Although the Council does not have a school meals service, many schools have arrangements with private caterers to provide food for sale to pupils. Children who are eligible for free meals receive either a sandwich pack or a contribution towards the cost of a meal available at the school. Free school meals are available only to pupils whose parents are receiving a Department of Social Security Award of Income Support or Job Seeker's Allowance (Income based). Application forms are available from all schools and from the Free Meals Unit, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR or 01432 260921.

## **10.2 Are there any allowances available?**

The only allowance available is for essential clothing. In the most recent financial year, the essential clothing allowance was available only for a limited range of items such as shoes. Grants are considered only for children as they start school and later when they move on to each stage of schooling. The scheme is subject to revision each January. Applications for assistance should be addressed to the Director of Education, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR or 01432 260000.

## **11. EDUCATION WELFARE SERVICE AND SCHOOL UNIFORM**

### **Education Welfare Service**

The Education Welfare Service provides support to children, families and schools ensuring school attendance. Each Education Welfare Officer works with particular high schools and their local primary schools.

The Service advises on pupil welfare matters and issues related to attendance at school, including child employment matters.

Should you experience problems which directly or indirectly affect your child's attendance, a Welfare Officer will be pleased to provide advice and support.

For further information contact:

Principal Education Welfare Officer,  
Education Directorate,  
P.O. Box 185,  
Hereford HR1 9ZR.

Tel: 01432 260861

### **School Uniform and Appearance Codes**

Many Governing Bodies have made a policy to define a 'school uniform' as it can make a considerable contribution towards the school's ethos or image. Schools, in setting their uniform policy, must act reasonably. Recently legal advice has been given indicating that it would be inappropriate for any school to have a policy for uniform which did not include provision for girls to wear trousers.

The policy on uniform varies between schools and parents should seek information on the policy by reference to the school prospectus. Prospectuses are supplied to parents by the individual school concerned. Any parent wishing to know more about the uniform policies of a particular school should make inquiries at the school.

### **School Leaving Date**

Following the Education (School Leaving Date) Order 1997, which came into effect from 1998, the school leaving date is the last Friday in June for all pupils who will be 16 by 31<sup>st</sup> August.

## **12. SPECIAL EDUCATIONAL NEEDS**

### **12.1 What are Special Educational Needs?**

It has been estimated that about one child in every five may have some form of special educational needs during his or her school life. More often than not, such difficulties are short term or are not severe and can be dealt with appropriately by school staff, sometimes with the occasional help of outside specialists. Less frequently, children may have educational difficulties which can be complex and severe in nature. They may have moderate or severe learning difficulties, a specific learning difficulty, language difficulties, physical, visual or hearing difficulties or significant behavioural/emotional problems. Some children may suffer from a combination of two or more such difficulties.

### **12.2 How are Special Educational Needs Identified?**

Children's special educational needs may be identified and brought to the attention of the Education Directorate through a number of sources - by a medical officer, doctor, health visitor, school staff, teaching support staff, an educational psychologist, a social worker or Education Welfare Officer. In each case, parents should be involved in discussions before any action is taken. Parents should always feel free, however, to make a direct approach to the Children's and Student's Services of the Education Directorate if they have any concerns about their child's special educational needs.

### **12.3 What provision is made for children with Special Educational Needs?**

In the majority of cases school staff, working in co-operation with the Council's support services (Learning Support Service, Medical and Behavioural Support Service, Physical and Sensory Support Service, Herefordshire Psychological Service and Pre-School area SENCO's) will be able to identify, assess and provide for children with special educational needs. All schools and early years' settings use the Code of Practice on Special Educational Needs, to guide their procedures for deciding which children need special help and their arrangements for providing that help.

The Code of Practice recommends that schools should deal with children's needs in stages, matching the level of help to the needs of the child. Most children with special educational needs will have these needs met at 'Early Years School Action' and 'Early Years School Action Plus'. These stages are school based. A small minority of children with special educational needs may require a statutory assessment. The Council has also put into place a system of banded funding in primary schools to simplify and speed up the way in which schools can make a range of special needs' arrangements for children with significant needs. Banded funding will apply to some pupils in High Schools by September 2004. School staff will talk to you about your child's special educational needs and keep you fully involved if particular support arrangements are to be provided.

Schools must consider what the Code of Practice says when they draw up their policies for children with special educational needs and must include within the school's policy the name of the teacher who is responsible for children with special needs (often called the Special Educational Needs Co-ordinator or SENCO).

## **12.4 What is a statutory assessment and Statement of Special Educational Needs?**

Where it appears that a child's special educational needs are likely to be severe or complex, a Statutory Assessment may be requested following a standard procedure set out in the Education Act 1996. The parents of children whose needs are assessed in this way are asked for their views and can submit any information they may wish about their child's educational needs. Parents also have the right to be consulted throughout the assessment process and can also make a parental request for statutory assessment.

During a Statutory Assessment, the Council is legally bound to seek reports about a child from certain professionals, such as school staff, teaching support services, an educational psychologist, a medical officer and Social Services staff. When all these reports have been made available, the Council will consider them and decide how the child's needs might best be provided for.

If the child's needs are severe and complex and require special educational provision the Council will issue to parents a 'Proposed' Statement of Special Educational Needs. The Statement proposal will outline both the child's special educational needs and the provision which it is assessed ought to be made. Each assessment report about the child's needs and the written comments provided by the parents will form part of the proposed statement. When they receive a proposed statement, parents will be asked to express a preference for the school they would like their child to attend.

A Statutory Assessment will usually lead to agreement that the child's special educational needs can be properly met in a local primary school or high school, perhaps with the assistance of a specialist, such as a teacher from the Physical and Sensory Support Service or other resources including classroom support. Sometimes it will be clear that the child would be appropriately placed in the school's special needs support group or department, if the school is large enough to have one.

Alternatively, the Assessment may lead to the conclusion that the child's special educational needs can more suitably be met by placement in a special school.

If there is some disagreement between parents and the Council over the child's special educational needs and the most appropriate provision for him/her, the Council will reconsider all the evidence submitted as part of the Statutory Assessment together with the views of the parents. Any parental concerns will usually be resolved following meetings with an officer of the Council or with the professionals who have assessed the child's needs. However, if it is not possible to come to an agreement about the child's special educational needs and/or a school placement, or the Council does not feel that a statement of special educational needs should be issued, parents have the right to appeal to the Special Educational Needs and Disability Tribunal. The Tribunal is an independent body set up to consider cases where parents and the Council have not been able to reach agreement. However, the vast majority of cases are resolved through consultation between the parents, Council Officers and, in some cases, the Parent Partnership Service.

## **12.5 School Placement**

It is usually possible, at an early stage, for parents to visit any new school that may be suitable for their child's special educational needs. Such visits give parents the opportunity to resolve any concerns they may have and to gather additional information from the Headteacher or school staff. The date of admission will depend upon availability of places. Assistance with travel will be considered where attendance at a particular school is agreed to be appropriate (see chapter 14).

On the rare occasions when it is impossible for the Council to make placements within LEA schools, it may be necessary to consider an independent school that is privately owned or owned by a Trust or a Charitable Society. Such placements may involve a residential element which will be made only with the agreement of parents and, in some cases, with the County's Social Services Directorate and/or the Primary Care Trust (PCT). All fees incurred where such placements are made for Education reasons will be met by the Education Directorate, although in some circumstances the Social Services Department and the PCT may also be involved. Where placements are made for children with statements of special educational needs in independent privately owned or Trust Schools, the school must either have been approved by the Secretary of State for Education and Employment under Section 347 of the Education Act 1996 or consent must be sought separately from the Secretary of State.

The Council will arrange for the progress of each child with a statement of special educational needs to be reviewed annually by the school. The Annual Review held during the school year in which a child reaches the age of 14 is particularly important in beginning to prepare for his/her transition into further education and adult life.

## **12.6 In Conclusion**

When parents consider that their child may have special educational needs their first step, where the child is already attending school, should be to discuss those needs with staff of the school.

Parents are also entitled to ask the Council to carry out a Statutory Assessment including where a child is below school age. In considering whether or not to do so the Council will usually seek further advice from the PCT, an Educational Psychologist and, where appropriate, the Herefordshire Teaching Support Services, before proceeding with the statutory assessment.

The most important law in dealing with special educational needs is the Education Act 1996. Under the Education Act, all schools and LEAs must have regard to the 2001 Code of Practice which gives practical guidance on how to identify and assess special educational needs. All schools must have a policy on Special Educational Needs to guide their practice and must report annually to parents on the implementation of that policy.

Further information and advice on all aspects of Special Education is available from The Education Directorate, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR. Telephone 01432 260869.

## 13. SPECIAL SCHOOLS, CLASSES AND CENTRES

### SPECIAL SCHOOLS FOR CHILDREN WITH SEVERE LEARNING DIFFICULTIES

#### HEREFORD

Barrs Court School (40 places)  
Barrs Court Road  
Hereford HR1 1EQ Tel: 01432 265035  
Age range 11 - 19

Blackmarston School (40 places)  
Honddu Close,  
Hereford HR2 7NX. Tel: 01432 272376  
Age range 2 – 11

#### LEOMINSTER

Westfield School (30 places)  
Westfield Walk  
Leominster  
Herefordshire HR6 8HD Tel: 01568 613147  
Age range 2 - 19

(Leominster Early Years Centre is based at Leominster Infants School and provides assessment and education for children in the 3 - 5 age range who may have special educational needs).

### SPECIAL SCHOOL FOR CHILDREN WITH EMOTIONAL AND BEHAVIOURAL DIFFICULTIES

#### HEREFORD

The Brookfield School (48 places)  
Grandstand Road,  
Hereford.  
Age range 5 - 16



**PRIMARY AND SECONDARY SCHOOLS WITH RESOURCED  
PROVISION FOR CHILDREN STATEMENTED UNDER THE EDUCATION ACT  
1996**

**DESIGNATED SCHOOLS WITH PROVISION FOR CHILDREN WITH PHYSICAL  
DISABILITIES**

Hereford, Trinity Primary 01432 266268 Age range 3-11  
Hereford, Bishop of Hereford's Bluecoat 01432 357481 Age range 11-16

**SCHOOL WITH A RESOURCE BASE FOR CHILDREN WITH VISUAL  
IMPAIRMENTS**

Weobley High 01544 318159 Age range 11-16

**SCHOOL WITH A CLASS FOR CHILDREN WITH LANGUAGE DISORDERS**

Hereford, Hampton Dene Primary 01432 273232 Age range 5-11

**INFANT SCHOOLS WITH ASSESSMENT CLASSES FOR VERY YOUNG  
CHILDREN**

Hereford, Hunderton Infants' 01432 274653 Age range 5-7  
Leominster Infants' 01568 612029 Age range 3-7

**PUPIL REFERRAL UNITS**

Hereford, St. David's Centre 01432 274485 Age range 14-16  
(KS4)

Hereford, The Aconbury Centre 01432 341096 Age range 11-14  
(KS3)

Leominster, The Priory Centre 01568 610733 Age range 14-16  
(KS4)

**SCHOOL WITH A CLASS FOR CHILDREN WITH AUTISTIC SPECTRUM  
DISORDERS**

Hereford, Hampton Dene Primary 01432 273232 Age range 5-11

## **14: TRANSPORT FOR PUPILS AND STUDENTS WITH SPECIAL EDUCATION NEEDS**

### **14.1 What transport assistance is available for pupils attending Special Schools and Centres?**

Special education provision in Herefordshire is explained in Chapter 12.

In the case of pupils with statemented special education needs the Council may when appropriate:

- i) provide free daily transport to the nearest appropriate school/centre if they live more than the normal walking distances defined for primary and secondary pupils, or if walking is too difficult for the child (there may be advantages for a child's development if they are able to make their own way to school, accompanied by a parent if necessary);
- ii) provide transport at the beginning and end of terms and at half terms for pupils attending residential establishments;
- iii) provide other types of transport assistance where necessary in relation to residential schooling, including transport for parents and children for pre-admission assessments (in-County and one out-County) and for subsequent case conferences/reviews - if necessary reasonable overnight accommodation costs will be met by the Council.

Parents often prefer to make their own arrangements to take their children to special schools and centres, rather than use the transport provided by the Council, to enable daily contact with the school staff to be maintained more easily. Where that is agreed to be more appropriate for the child, a mileage allowance would be available to the parents if walking were too difficult for the pupil.

It is important to note, however, that parents have full responsibility for transport arrangements when their child attends, by parental preference, a school other than the one provided for their child's home address, or for their child's type of statemented special need. In a few such cases, it may be possible for parents to pay to use spare seats that are occasionally available on school transport on the terms indicated in paragraph 7.9 above.

In most cases where transport is provided:

- escorts are employed, if necessary, to supervise the children on their journeys to and from school;
- safety equipment, such as harnesses, is made available on all vehicles if needed.

### **14.2 What transport assistance is available for post-16 Students with Special Education Needs?**

In the case of students with special education needs, in the age range 16 years to 25\* years on 1st September, free transport is provided to the appropriate school or further education institution, irrespective of the normal statutory walking distances defined for primary or secondary pupils, if walking is too difficult for the student. Students cease to be eligible at 31st August following their 25<sup>th</sup>\* birthday. Some further education institutions consider that use of public transport is part of independence training for a student with special educational needs. (\*please note that the Council proposed to change the age qualification from September 2005 to 16 to 19 years)

The range and nature of help provided with transport for out-County placements is outlined in the following paragraphs.

### **14.3 Journeys supported for post 16 students (and parents where appropriate)**

Transport assistance may be given, in appropriate cases:

- (a) to view a college prior to a firm application;
- (b) to and from college each day or (in the case of residential courses) at the beginning and end of terms and at half terms;
- (c) to attend a period of assessment required as part of the application and recruitment process;
- (d) to attend any necessary case conferences and reviews.

The location of some colleges occasionally requires reasonable overnight accommodation costs to be met. Such costs are limited to the student and his/her parents only.

### **14.4 Types of travel assistance for post 16 students:**

- (a) if the Council provides transport through the Post 16 Partnership, students are expected to use it;
- (b) if students are capable of using public transport independently, they are expected to do so - some colleges regard use of public transport as part of their students' training;
- (c) minibuses or taxis are arranged, with escorts when necessary, by the Education Department's Admissions and Transport Section;
- (d) if it is necessary for private transport to be used, a mileage rate is paid.

## 15. DO YOU HAVE A CONCERN OR COMPLAINT ABOUT YOUR CHILD'S SCHOOL

If your child attends a maintained school in Herefordshire and you are unhappy about any aspect of their education, you should refer to the school's prospectus. The prospectus will tell you how to register a concern or complaint. However, schools and local authorities are expected to provide parents with good opportunities to raise issues of concern through the following general procedures.

### Step 1

- **Talk to the teacher about your concerns** and explain them carefully. (Often this is all that is needed to find a solution)

Note: In large primary and high schools it may be appropriate for your concerns to be dealt with by a senior member of staff such as a Deputy or Head of Year. This procedure may be necessary before the Headteacher becomes involved.

If you still have concerns and do not feel that the teacher has addressed them adequately .....

- **Make an appointment to talk to the Headteacher.** Say that you have already talked to the teacher but you still have concerns.
- Discuss the matter with the Headteacher.

If you still have concerns and do not feel that the Headteacher has addressed them adequately .....

### Step 2

- **You should write to the Chair of Governors** of your child's school. The address is available from the school or from Governor Services in the Education Directorate, on 01432 260929. Depending on your complaint, the chairman may refer the matter to a committee of the Governors.
- Your letter should state clearly the concerns that you have and should contain all the relevant facts of which you are aware. If possible, include dates, times and the names of staff and/or pupils who know about the matter.

If you do not feel that the Governors have addressed and dealt with your concerns to your satisfaction.

### Step 3

- You can refer your concerns to the Education Directorate (contact details on the front of this leaflet) who will look into the matter. Sometimes the Diocesan Director of Education may also become involved in Catholic or Anglican Church schools.

Your letter should state clearly the concerns you have and should contain all the relevant facts. If possible, include dates, times and the names of staff and/or pupils who know about the matter.

- Your letter of complaint will be acknowledged and will be passed to an appropriate member of staff for their attention.
- This officer will investigate the complaint and speak to the people involved.
- You will receive a written response to your complaint letting you know what action, if any, will be taken.

We will deal with your complaint as quickly as possible. However, in some cases, when complex issues are involved, it may take some time to complete the inquiries.

There may be other areas of concern which do not directly involve a school and do not need to be dealt with as outlined in this leaflet. In such cases you are advised to telephone the following numbers:

#### **Early Years and Childcare:**

Herefordshire Childcare Services 01432 261681

#### **Exclusions from Schools**

Manager of Pupil, School and Parent Support 01432 260816

#### **Pupil Admissions to Schools**

Admissions and Transport Manager 01432 260927

#### **School Transport**

Admissions and Transport Manager 01432 260927



**LOCAL CODE OF PRACTICE FOR ADMISSIONS AUTHORITIES AND SCHOOLS CONCERNING CONTACTS WITH PARENTS ON PUPIL ADMISSIONS AND TRANSFERS**

**LEA Responsibilities**

1. The Council will publish the “Information for Parents” handbook following consultation with schools and approval by the admissions forum, and that document will form the basis of the information given to parents.
2. The Council will not comment on the performance of one school compared to another, nor advise parents on particular actions to obtain a place at their preferred school. Parents requesting information about pupil performance in examinations results will be given the DfES performance table phone number (freephone) and will be expected to draw their own conclusions.
3. Advice given to parents following the publication of the handbook will be limited to clarification of information within the handbook, with the exception that if parents request it, the numbers of children living in catchment areas of particular schools will be provided if possible (some research may be needed in some cases).
4. All parents and schools will be treated equally, and with courtesy at all times.
5. The Pupil Admissions Office will advise schools of the number of applications received for their school as soon as possible after the closing date(s).
6. Parents will be informed of the outcome of their application on 1st March each year for transfer from primary to secondary applications, and by the end of April each year for Year R applications. No information or comment about the prospects of a successful application will be given prior to those dates.
7. Following the announcement of decisions, the Council will advise parents of their right to use the appeals procedure, giving a date (normally within 2 weeks) by which the decision to appeal must be made and notified to the Pupil Admissions Office.
8. Appeals will be heard within 30 days of the date indicated for parental reply (see paragraph 6 above).
9. Parents will not be informed of their place on any waiting list until after the appeals for that school has taken place.

**School Responsibilities**

1. All parents should be given the same basic information, i.e. that applications are dealt with by the Pupil Admissions Office and that appeals are possible if places have to be refused when the year group is full.
2. All parents should be treated equally, whether they are in-catchment, out-catchment, or out-county and regardless of their own or their children’s circumstances, unless the children have been excluded from two schools.

3. Parents and children must not be interviewed individually before enrolment has occurred - it is of course in order to give parents making inquiries written information about the school, tell them about how the school operates and what it expects of parents and children, and show them around the premises.
4. Children must not be tested or assessed by the school before enrolment.
5. The school should not comment to any parent on their chances of being successful – parents should simply be referred to the Pupil Admissions Office for the latest information.
6. Parents must not be told anything about the position relating to other applicants or children who might be leaving.
7. Parents must not be given the names or other personal details of other applicants.
8. Individual parents should not be supported by the school at appeal, or briefed to help them with their appeals.



**Admission to Reception Class – September 2005 Onwards**  
**Co-ordinated Primary Admission Arrangements for Herefordshire**

**Implementation of Scheme**

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 2005/6.

**Number of Preferences and Closing Date**

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**

To enable individual admission authorities to determine their allocation of places supplementary information may be required. Details of information that is required is stated in the school prospectus of the school concerned.

However, all parents **must** complete the common application form PA1 by 14 January 2005.

**Date of Admission**

Children reach compulsory school age at the beginning of the term **following their 5<sup>th</sup> 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 5<sup>th</sup> 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

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**

**A child who has his or her 5<sup>th</sup> 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.

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**

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 5<sup>th</sup> 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**

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 will help if in the first instance, 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.

The Council has defined that the single offer date for the 2005/6-admission year will be: -

**Monday 21 March 2005**

### **Late Applications**

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.

## **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 other admission authorities closing date. This will be important if a parent expresses a preference for a school outside Herefordshire.

#### **Initial Allocation Process**

By 22 November 2004, the Admission and Transport Office sends 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 give 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 areas 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 the 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 as 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 family 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.

**INFORMATION ABOUT SCHOOLS IN EACH DISTRICT OF HEREFORDSHIRE**

**BROMYARD DISTRICT****PRIMARY SCHOOLS 5-11 Age Range:**

<b><u>SCHOOL</u></b>	<b>PAN</b>	<b>NOR As at 16.6.04</b>	<b>1<sup>st</sup> Pref. Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Bredenbury (C) Bromyard, Herefordshire HR7 4TF Tel: 01885 483253	10	48	6	-
Brockhampton (C) Bringsty, Worcs. WR6 6TD Tel: 01885 483238	26	178	26	-
Bromyard, St. Peter's (C) Cherry Tree Close, Winslow Road, Bromyard, Herefordshire HR7 4UY Tel: 01885 483237	30	198	25	-
Burley Gate C.E. (VC) Hereford HR1 3QR Tel: 01432 820367	20	113	7	-
Pencombe C.E. (VA) Bromyard, Herefordshire HR7 4SH Tel: 01885 400255	8	54	7	-
Whitbourne C.E. (VC) Worcester WR6 5SP Tel: 01886 821266	10	73	10	-

**HIGH SCHOOLS 11-16 Age Range – Places allocated as at June 2004**

Queen Elizabeth High (C) Bromyard, Herefordshire HR7 4QS Tel: 01885 482230	100*	392	65	-
--	------	-----	----	---

\*This figure includes children stated under the Education Act 1996

Key: C Community  
VC Voluntary Controlled  
VA Voluntary Aided  
NOR Number on roll  
PAN Published Admission Number

Catchment area details are shown in Appendix 3  
Post 16 Education is defined in Appendix 5

## HEREFORD CITY & DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

<u>SCHOOL</u>	<b>PAN</b>	<b>NOR As at 16.4.03</b>	<b>1<sup>st</sup> Pref. Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Broadlands (C) Prospect Walk, Hereford HR1 1NZ Tel: 01432 266772	60	408	60	-
Burghill (C) Hereford HR4 7RP Tel: 01432 760240	15	96	12	-
Fownhope, St. Mary's C.E. (VA) Hereford HR1 1PG Tel: 01432 860474	15	81	19	-
Hampton Dene (C) Church Road, Hereford HR1 1RT Tel: 01432 273232	30	227	29	-
Holme Lacy ( C ) Hereford HR2 6LW Tel: 01432 870374	10	66	4	-
Holmer C.E. (VC) Holmer Road, Hereford HR4 9RX Tel: 01432 273301	60	302	43	-
Hunderton Infant (C) Belmont Avenue, Hereford HR2 7JF. Tel: 01432 274653	90	201	47	-
Hunderton Junior (C) Belmont Avenue, Hereford HR2 7JF Tel: 01432 265080	90	310	65	-
Little Dewchurch C.E. (VC) Hereford HR2 6PN Tel: 01432 840645	9	59	10	-
Lord Scudamore (C) Friar Street, Hereford HR4 OAS Tel: 01432 273951	88	579	90	1
Lugwardine (C) Barneby Avenue, Bartestree, Hereford HR1 4DH Tel: 01432 850449	30	175	20	-

<b><u>SCHOOL</u></b>	<b>PAN</b>	<b>NOR As at 16.6.04</b>	<b>1<sup>st</sup> Pref. Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Marden (C) Hereford HR1 3EW Tel: 01432 880208	17	82	12	-
Marlbrook (C) Stanberrow Road, Hereford HR2 7NQ Tel: 01432 266643	50	352	53	-
Mordiford C.E. (VC) Hereford HR1 4LW Tel: 01432 870258	15	100	15	2
Our Lady's R.C. (VA) Boycott Road, Hereford HR2 7RN Tel: 01432 274814	30	216	30	-
St. Francis Xavier's R.C. (VA) Venns Lane, Hereford HR1 1DT Tel: 01432 273941	30	189	23	-
St. James' C.E. (VA) Vicarage Road, Hereford HR1 2QN Tel: 01432 273961	30	208	24	-
St. Martin's (C) Ross Road, Hereford HR2 7RJ Tel: 01432 273633	70	474	65	-
St. Paul's C.E. (VA) Hampton Dene Road, Hereford HR1 1UX Tel: 01432 273784	68	417	54	-
St. Thomas Cantilupe C.E. (VA) Coningsby Street, Hereford HR1 2DY Tel. 01432 268400 (*proposal to reduce PAN to 30)	30*	218	30	-
Stretton Sugwas C.E. (VC) Hereford HR4 7AE Tel: 01432 760282	15	102	15	1
Sutton (C) Sutton St. Nicholas, Hereford HR1 3AZ Tel: 01432 880336	12	65	7	-
Trinity (C) Moor Farm Lane, Hereford HR4 ONU Tel: 01432 266268	84	53	73	-

<b><u>SCHOOL</u></b>	<b>PAN</b>	<b>NOR as at 16.6.04</b>	<b>1<sup>st</sup> Pref. Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Wellington (C) Hereford HR4 8AZ Tel: 01432 830264	28	173	17	-
Withington (C) Hereford HR1 3QA Tel: 01432 850289	15	72	9	-

**HIGH SCHOOLS 11-16 Age Range – Places  
allocated as at June 2004:**

Aylestone High (C) Broadlands House, Broadlands Lane, Hereford HR1 1HY Tel: 01432 357371	250*	1260	231	
Bishop of Hereford's Bluecoat (VA) Hampton Dene Road, Hereford HR1 1UU Tel: 01432 357481	235*	1187	235	5
Haywood High (C) Stanberrow Road, Hereford HR2 7NG Tel: 01432 355213	180*	927	153	-
St. Mary's R.C. High (VA) Lugwardine, Hereford HR1 4DR Tel: 01432 850416	135*	686	155	9
Whitecross High (C) Baggally Street, Hereford HR4 OEA Tel: 01432 359151	180*	901	180	-

\*These figures also include children statemented under the Education Act 1996

Key: C Community  
VC Voluntary Controlled  
VA Voluntary Aided  
NOR Number on roll  
PAN Published Admission Number

Catchment area details are shown in Appendix 3  
Post 16 Education is defined in Appendix 5



## KINGSTONE DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

<u>SCHOOL</u>	<b>PAN</b>	<b>NOR as at 16.6.04</b>	<b>1<sup>st</sup> Pref. Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Clehonger C.E. (VC) Gosmore Road, Clehonger, Hereford HR2 9SN Tel: 01981 250218	25	138	25	-
Ewyas Harold ( C ) Hereford HR2 OEY Tel: 01981 240432	20	103	17	-
Garway (C) Hereford HR2 8RQ Tel: 01600 750273	15	105	7	-
Kingstone & Thruxton Primary (C) Kingstone, Hereford HR2 9HJ Tel: 01981 250338	30	202	26	-
Madley (C) Hereford HR2 9PH Tel: 01981 250241	24	169	24	-
Much Birch C.E. (VC) Hereford HR2 8HL Tel: 01981 540254	28	193	30	1

### HIGH SCHOOLS 11-16 Age Range – Places allocated as at June 2004:

Kingstone High (C) Kingstone, Hereford HR2 9HJ Tel: 01981 250224	136*	671	136	-
--	------	-----	-----	---

\*This figure includes children statemented under the Education Act 1996

Key: C Community  
VC Voluntary Controlled  
VA Voluntary Aided  
NOR Number on roll  
PAN Published Admission Number  
Catchment area details are shown in Appendix 3  
Post 16 Education is defined in Appendix 5

## KINGTON DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

<u>SCHOOL</u>	<b>PAN</b>	<b>NOR as at 16.6.04</b>	<b>1<sup>st</sup> Pref. Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Almeley (C) Hereford HR3 6LH Tel: 01544 327267	9	57	9	1
Brilley (VC) Whitney-on-Wye, Hereford HR3 6JG Tel: 01497 831397	8	37	2	-
Eardisley C.E. (VC) Hereford HR3 6NS Tel: 01544 327262	15	96	7	-
Kington (C) Mill Street, Kington, Herefordshire HR5 3AL Tel: 01544 230363	30	200	23	-
Pembridge (VA) West Street, Pembridge, Leominster, Herefordshire HR6 9DU Tel: 01544 388366	13	92	4	-

### HIGH SCHOOLS 11-18 Age Range – Places allocated as at June 2004:

Kington, Lady Hawkins (C) Church Road, Kington, Herefordshire HR5 3AG Tel: 01544 230441	90*	372	67	-
--	-----	-----	----	---

\*This figure includes children statemented under the Education Act 1996

Key: C Community  
VC Voluntary Controlled  
VA Voluntary Aided  
NOR Number on roll  
PAN Published Admission Number

Catchment area details are shown in Appendix 3  
Post 16 Education is defined in Appendix 5

## LEDBURY DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

<u>SCHOOL</u>	PAN	NOR as at 16.6.04	1 <sup>st</sup> Pref. Applications School Year 2004/2005	Appeals School Year 2004/ 2005
Ashperton (C) Ledbury, Herefordshire HR8 2SE Tel: 01531 670385	25	177	28	2
Bosbury C.E. (VC) Ledbury, Herefordshire HR8 1PX Tel: 01531 640276	20	140	11	-
Colwall C.E. (VC) Malvern, Worcs. WR13 6DU Tel: 01684 540532	28	197	25	-
Cradley C.E. (VA) Malvern, Worcs. WR13 5LL Tel: 01886 880315	20	117	15	-
Eastnor (VC) Ledbury, Herefordshire HR8 1RA Tel: 01531 632509	12	82	10	-
Ledbury (C) Longacres, Ledbury, Herefordshire HR8 2BE Tel: 01531 632940	68**	456	68	-
Much Marcle C.E. (VA) Ledbury, Herefordshire HR8 2LY Tel: 01531 660607	17	116	13	-

### HIGH SCHOOL 11-18 Age Range – Places allocated as at June 2004:

John Masefield High Mabel's Furlong, Ledbury, Herefordshire HR8 2HF Tel: 01531 631012	174*	837	173	-
--	------	-----	-----	---

\*This figure includes children statemented under the Education Act 1996

\*\* The figure of 84 may be reduced to either 68 or 60 because of operational/organisational reasons. The LEA is still in consultation with the governors over this matter.

Key: C Community  
VC Voluntary Controlled  
VA Voluntary Aided  
NOR Number on roll  
PAN Published Admission Number

Catchment area details are shown in Appendix 3  
Post 16 Education is defined in Appendix 5

## LEOMINSTER DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

<u>SCHOOL</u>	PAN	NOR as at 16.6.04	Applications School Year 2004/2005	Appeals School Year 2004/ 2005
Bodenham, St. Michael's C.E. (VA) Bodenham, Hereford HR1 3JU Tel: 01568 797241	15	82	4	-
Hope under Dinmore C.E. (VC) Leominster, Herefordshire HR6 OPJ Tel: 01568 611713	8	15	1	-
Kimbolton, St. James' C.E. (VA) Leominster, Herefordshire HR6 OHQ Tel: 01568 612691	15	82	16	-
Leominster Infants Hereford Road, Leominster, Herefordshire HR6 8JU Tel: 01568 612029	110	248	60	-
Leominster Junior George Street, Leominster, Herefordshire HR6 8JZ Tel: 01568 612555	110	375	86	-
Leominster, Ivington C.E. (VA) Leominster, Herefordshire HR6 OJH Tel: 01568 720216	15	95	14	-
Luston (C) Leominster, Herefordshire HR6 OEA Tel: 01568 615753	20	126	21	-
Stoke Prior (C) Leominster, Herefordshire HR6 OND Tel: 01568 760207	11	68	11	3

### HIGH SCHOOL 11-18 Age Range – Places allocated as at June 2004:

The Minster College (C) South Street, Leominster, Herefordshire HR6 8JJ Tel: 01568 613221	140*	631	126	-
--	------	-----	-----	---

Key: C Community  
VC Voluntary Controlled  
VA Voluntary Aided  
NOR Number on roll  
PAN Published Admission Number

Catchment area details are shown in Appendix 3  
Post 16 Education is defined in Appendix 5

\*This figure includes children statemented under the Education Act 1996

## PETERCHURCH DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

<u>SCHOOL</u>	<b>PAN</b>	<b>NOR as at 16.6.04</b>	<b>Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Clifford (C) Hardwick, Hay-on-Wye, Hereford HR3 5HA Tel: 01497 831202	10	71	11	-
Longtown (C) Hereford HR2 OLE Tel: 01873 860239	8	41	6	-
Michaelchurch Escley (C) Hereford HR2 OPT Tel: 01981 510208	8	66	3	-
Peterchurch (C) Hereford HR2 ORP Tel: 01981 550230	15	78	17	-

### HIGH SCHOOL 11-16 Age Range – Places allocated as at June 2004:

Fairfield (C) Peterchurch, Hereford HR2 OSG Tel: 01981 550231	63	320	67	3
---	----	-----	----	---

Key: C Community  
 VC Voluntary Controlled  
 VA Voluntary Aided  
 NOR Number on roll  
 PAN Published Admission Number

Catchment area details are shown in Appendix 3  
 Post 16 Education is defined in Appendix 5

## ROSS-ON-WYE DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

<u>SCHOOL</u>	<b>PAN</b>	<b>NOR as at 16.6.04</b>	<b>Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Ashfield Park (C) Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU Tel: 01989 562738	68	404	42	-
Brampton Abbots (VA) Brampton Road, Ross-on-Wye, Herefordshire HR9 7DE Tel: 01989 562256	20	121	13	-
Bridstow C.E. (VA) Ross-on-Wye, Herefordshire HR9 6PZ Tel: 01989 562623	15	100	19	-
Goodrich C.E. (VC) Ross-on-Wye, Herefordshire HR9 6HY Tel: 01600 890422	17	113	17	1
Gorsley Goffs C.E. (VC) Gorsley, Ross-on-Wye, Herefordshire HR9 7SE Tel: 01989 720321	25	104?	24	-
Kings Caple (C) Hereford HR1 4TZ Tel: 01432 840267	10	32	1	-
Lea C.E. (VA) Ross-on-Wye, Herefordshire HR9 7JY Tel: 01989 750296	15	72	6	-
Llangrove C.E. (VA) Ross-on-Wye, Herefordshire HR9 6EZ Tel: 01989 770322	15	89	11	-
St. Joseph's R.C. (VA) The Avenue, Ross-on-Wye, Herefordshire HR9 5AW Tel: 01989 564655	20	114	18	-
St. Weonards (C) Mount Way, St. Weonards, Herefordshire HR2 8NN Tel: 01981 580352	15	83	9	-

<b><u>SCHOOL</u></b>	<b>PAN</b>	<b>NOR As at 16.6.04</b>	<b>Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Walford (C) Ross-on-Wye, Herefordshire HR9 5SA Tel: 01989 562209	28	176	30	-
Weston under Penyard C.E. (VA) Ross-on-Wye, Herefordshire HR9 7PA Tel: 01989 563933	13	79	12	-
Whitchurch C.E. (VA) Ross-on-Wye, Herefordshire HR9 6DA Tel: 01600 890571	17	104	9	-

**HIGH SCHOOL 11-18 Age Range – Places  
allocated as at June 2004:**

John Kyrle High (C) Ledbury Road, Ross-on-Wye, Herefordshire HR9 7ET Tel: 01989 764358	180*	914	182	-
---	------	-----	-----	---

\*This figure includes children statemented under the Education Act 1996

Key: C Community  
VC Voluntary Controlled  
VA Voluntary Aided  
NOR Number on roll  
PAN Published Admission Number  
Catchment area details are shown in Appendix 3  
Post 16 Education is defined in Appendix 5

## WEOBLEY DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

<u>SCHOOL</u>	<b>PAN</b>	<b>NOR as at 16.6.04</b>	<b>1<sup>st</sup> Pref. Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Canon Pyon C.E. (VC) Hereford HR4 8PF Tel: 01432 830334	13	97	12	-
Credenhill C.E. (VC) Station Road, Credenhill, Hereford HR4 7DW Tel: 01432 760408	30	109?	23	-
Dilwyn C.E. (VC) Hereford HR4 8HR Tel: 01544 318277	8	37	7	-
Staunton-on-Wye (VA) Hereford HR4 7NF Tel: 01981 500331	10	63	11	-
Weobley (C) Hereford HR4 8QL Tel: 01544 318273	30	190	12	-

### HIGH SCHOOL 11-16 Age Range – Places allocated as at June 2004:

Weobley High ( C ) Weobley, Hereford HR4 8ST Tel: 01544 318159	100	481	101	2
--	-----	-----	-----	---

Key: C Community  
VC Voluntary Controlled  
VA Voluntary Aided  
NOR Number on roll  
PAN Published Admission Number

Catchment area details are shown in Appendix 3  
Post 16 Education is defined in Appendix 5



## WIGMORE DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

<u>SCHOOL</u>	<b>PAN</b>	<b>NOR as at 16.6.04</b>	<b>Applications School Year 2004/2005</b>	<b>Appeals School Year 2004/ 2005</b>
Kingsland C.E. (VA) Leominster, Herefordshire HR6 9QN Tel: 01568 708436	17	132	6	-
Leintwardine (VA) Craven Arms, Shropshire SY7 OLB Tel: 01547 540641	15	93	13	-
Orleton C.E. (VC) Ludlow, Shropshire SY8 4HQ Tel: 01568 780366	30	192	21	-
Shobdon (C) Leominster, Herefordshire HR6 9LX Tel: 01568 708386	10	63	4	-
Wigmore (C) Ford Street, Wigmore, Leominster Herefordshire HR6 9UN Tel: 01568 770333	30	174	24	-

### HIGH SCHOOL 11-16 Age Range – Places allocated as at June 2004:

Wigmore High Ford Street, Wigmore, Leominster, Herefordshire HR6 9UW Tel: 01568 770323	90*	497	96	9
---	-----	-----	----	---

\*This figure includes children statemented under the Education Act 1996

Key: C Community  
VC Voluntary Controlled  
VA Voluntary Aided  
NOR Number on roll  
PAN Published Admission Number

Catchment area details are shown in Appendix 3  
Post 16 Education is defined in Appendix 5



## ADMISSION POLICIES OF VOLUNTARY AIDED SCHOOLS

The following are the oversubscription criteria for the Voluntary Aided Schools within the County of Herefordshire. The decision on admissions is the responsibility of the Governors, not the Local Education Authority.

Parents are therefore advised to refer to the school prospectus, which may provide additional information about the admission arrangements.

**The Bishop of Hereford's Bluecoat (PAN 235)** – this figure also includes children statemented under the Education Act 1996

1. **Special Needs:** Pupils with a Statement of Special Educational Needs which names the school (see footnote <sup>1</sup>).
2. **Open Place:** Available to children ordinarily resident within the designated area:
  - Tupsley, south of the Ledbury Road and east of the Eign Brook (the centre of the road and the brook being the boundary).
  - The designated civil parishes of Hampton Bishop, Mordiford, Fownhope, Woolhope, Lugwardine/Bartestree and Dormington.
3. **Church Place:** Available to children of families resident within the Archdeaconry of Hereford and actively involved in the worship, life and work of a Christian Church (see footnote <sup>2</sup>), supported by the endorsement of the parish priest or minister of that church (see footnote <sup>3</sup>). A points system is used to ascertain involvement with the local church. Points are gained for child's attendance in relation to frequency of services, child's support of the church, parents' attendance in relation to frequency of services, parent support of the church, and for strength of clergy reference. The details of the scoring system are available on request.
4. **Open Place – Sibling:** Children resident outside the designated area who have brothers or sisters (see footnote <sup>4</sup>) currently attending the school and will still be registered pupils at the time of admission.
5. **Open Place – Feeder School:** Children resident outside the designated area who nevertheless attend one of this school's feeder primary schools (St Paul's, Hampton Dene, St Mary's Fownhope, Mordiford and Lugwardine).
6. **Open Place:** Children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to the 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.

---

<sup>1</sup> This is the first priority because the Governors must comply fully with the Statement of Special Educational Needs.

<sup>2</sup> For the purposes of this policy "A Christian Church" is taken to mean an organised body subscribing to the Doctrine of the Trinity which is either a member of a local Christian Council/Council of Churches or affiliated to "Christians Together in England".

<sup>3</sup> An SA1 must be completed together with a general information sheet for Church Place applicants. This form is available from your local Minister and should be completed with their assistance.

<sup>4</sup> See the definition of "Sibling" in Chapter 3 of the Information for Parents Booklet.

7. **Open Place – other:** Children who live closest to the school by the shortest available walking route (see paragraph 7.1 of the Information for Parents Booklet for details of how walking distance is measured). (See footnotes<sup>5 6</sup>)

**St Mary’s R.C. High (PAN 135)** – this figure also includes children statemented under the Education Act 1996.

1. Baptised Catholic children in the 3 designated feeder primary schools with admission signed by their Parish Priest.
2. Baptised Catholic children in other schools with a Certificate of Baptism and admission form signed by their Parish Priest.
3. Other Christian denomination whose parents wish their children to receive a Christian education and who have a letter of support from a Minister of Religion or Religious Leader and who have a sibling at St Mary’s at the time of admission.
4. Other Christian denomination whose parents wish their children to receive a Christian education and who have a letter of support from a Minister of Religion or Religious Leader and who has had a sibling at St Mary’s in the past.
5. Other Christian denomination whose parents wish their children to receive a Christian education and who have a letter of support from a Minister of Religion or Religious Leader and one or both of their parents attended St Mary’s.
6. Other Christian denomination whose parents wish their children to receive a Christian education and who have a letter of support from a Minister of Religion or Religious Leader.
7. From other religions where the Governors are satisfied that the ethos and Christian teaching of the school is of prime importance to those making the application and who has had a sibling at St Mary’s in the past.
8. From other religions where the Governors are satisfied that the ethos and Christian teaching of the school is of prime importance to those making the application and where one or both of their parents attended St Mary’s.
9. From other religions where the Governors are satisfied that the ethos and Christian teaching of the school is of prime importance to those making the application and who have a sibling at St Mary’s.
10. Pupils who have a special reason for admission. Applications for admission on social, physical or medical grounds will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or other appropriate supporting information at the time of application.
11. Pupils who live nearest to the school by the shortest practical walking route.

---

<sup>5</sup> In the event of Category 4,5, or 6 being oversubscribed the Governors will use a “tie breaker” of the measured distance to school as defined in Category 7.

<sup>6</sup> Late applications received after 7 November 2003 will be dealt with as explained in paragraph 6.2 of the Information for Parents Booklet.

## **Bodenham, St. Michael's C.E. Primary School (PAN 15)**

1. A child residing in the school's catchment area.
2. A child who would have a brother or sister attending the school at the time of admission.
3. A church place for genuine candidates and then only on the recommendation of the Vicar of the Parish.
4. A child who has special reason for admission. This reason will probably be of a medical, physical or social nature, and production of a medical certificate or other appropriate information is required. Parents claiming such special reason should inform the Pupil Admissions Office in writing at the time of application.
5. A child who lives nearest to the school by the shortest available walking route.

## **Brampton Abbotts C.E. Primary School (PAN 20)**

There are approximately 140 pupils on roll and 20 reception age children are admitted each year. We normally admit children at the beginning of the term in which their 5<sup>th</sup> birthday occurs and parents are requested to register their children for admission well in advance.

Children enter the reception class during the academic year in which they celebrate their 5<sup>th</sup> birthday. The intakes are organised in 2 phases. Children with birthdays from 1 September to 31 March may start full time schooling in the autumn term, and children with birthdays from 1 April – 31 August may start in the spring term. Children are invited to a 'taster' day prior to entry and prospective parents are notified of these dates in advance. Contact with our feeder playgroup is encouraged and an Early Years Partnership that has recently been formed continues to thrive. There are regular termly meetings between staff to ensure a smooth transition for the children.

Our 'designated area' lies within the following boundaries:-

How Caple crossroads to the north, Greytrees to the south, Rudhall Farm to the east and the River Wye to the west. This means we actually lie outside our own 'catchment area' which must make our school unique. In practice a great majority of our pupils come from outside our normal 'designated area'. This causes very few problems, but it does mean that most parents need to contact the Herefordshire Education Directorate to advise the Authority of their choice of school, stating their reasons for that choice.

The address is:-  
Education Directorate  
P O Box 185  
Blackfriars Street  
Hereford  
HR4 9ZR

The school believes in equal opportunities for all prospective pupils regardless of disabilities and special educational needs and applies the following policy in considering priority in the granting of places:-

1. Children from the 'designated area'.
2. Children who have brothers and sisters at the school.
3. Children whose parents are actively involved in the life and worship of a Christian Church and wish their children to be educated at a Church school, supported by the endorsement of the priest or minister.

4. Children with particular medical, social or educational needs. Production of a medical certificate or other appropriate information may be required.
5. The location of the home in relation to the school (i.e. children who live nearer to the school will be given priority if the school is oversubscribed).

Parents considering sending their children to join us may visit the school at any time by making an appointment with the Headteacher.

### **Bridstow C.E. Primary School (PAN 15)**

Bridstow is a voluntary aided school which means that the Governing Body is responsible for admissions. The overall capacity of the new school is 105 places which allows 15 children to be admitted into the reception class each year. This figure of 15 is known as the published admission limit and is formally published by the Herefordshire Council in their information for parents booklet.

1. The Governors consider applications each year in line with the Local Education Authority's timetable, which for the 2005/2006 school year will be 14 January 2005.
2. In the event of more applications being received above the published admission limit the Governors have decided the following policy in the allocation of places:
3. Pupils living within the catchment area of the school as defined by the Herefordshire Council.
4. Pupils who would still have a brother or sister at Bridstow School at the time of admission.
5. Pupils of families who are actively involved in the worship, life and work of a Christian Church, supported by the endorsement of the parish priest or minister of that church.
6. Pupils who have medical, social or compassionate grounds for admission (the validity of such reasons will be determined by a committee of the Governing Body).
7. Pupils who live nearest to the school by the shortest available walking route (note – the Governing Body use the policy of Herefordshire Council in determining measured distances).

### **Cradley C.E. Primary School (PAN 20)**

1. Children living in the areas contributory to the school, i.e. Cradley, Mathon and Storridge.
2. Children of families who are active members of a religious denomination. The Governors will give preference to the children of families who regularly attend Cradley, Mathon or Storridge churches.
3. The presence of brothers or sisters in the school at time of admission.
4. The nearness of the home to the school.
5. Those whose older brothers or sisters are former pupils of the school.
6. Special medical or social needs.

## **Fownhope, St. Mary's C.E. Primary School (PAN 15)**

1. Pupils living within the catchment area of the school.
2. Pupils who would have a sibling at the school at the time of admission.
3. Pupils who would have a special reason for admission. Such reasons may be medical, physical, or other personal circumstances. Medical certificates or other relevant information should be sent with the application form.
4. Pupils whose parents wish to apply for a church place. These are allocated to children whose parents have an active link with their local church.
5. Pupils who live nearest to the school by the shortest suitable walking route.

If the number of children seeking admission exceeds the places available in categories 1-3 then priority will be given to children who live nearest the school by the shortest walking route. Not all places are allocated at the beginning of the Academic Year as we reserve places for the January admission. Places may be refused to both September and January children who live outside the catchment area if there are only sufficient places to admit catchment area children or other higher priority children expected in the course of the year.

## **Hereford, Our Lady's R.C. Primary School (PAN 30)**

If any of the following criteria are over-subscribed the governors would admit pupils who live nearest to the school by the shortest available walking route.

Priority for admissions will be given:

1. Children in the "looked after" system, where the approved agencies agree that the school meets the child's social, pastoral, educational and religious beliefs of the carers.
2. Baptised Catholic children living or worshipping in the parishes of Our Lady's and Belmont, Hereford.
3. Baptised Catholic children living or worshipping in the parishes adjoining Our Lady's and Belmont, Hereford.
4. Baptised Catholic children living and worshipping in the county of Herefordshire.
5. Baptised brothers and sisters of children who are already pupils at the school.
6. Baptised children of non-Catholic parents who have expressed a preference for education in a faith school.
7. Non-baptised children of non-Catholic parents who have expressed a preference for education in a faith school.

## **Hereford, St. Francis Xavier's R.C. Primary School (PAN 30)**

1. Baptised Roman Catholic children residing in St. Francis Xavier, Hereford, parish.
2. Baptised Roman Catholic children residing in parishes in the County of Herefordshire.

3. In the event of there being any non-allocated places, the Governors may consider applications from non-Catholic parents desirous of seeking a Christian education for their children. Such applications will only be agreed where the Governors are satisfied that the religious and moral atmosphere of the school are of prime importance to those applying.

### **Hereford, St. James' C.E. Primary School (PAN 30)**

1. All children living within the catchment area of the school .
2. Children from outside the catchment area who have siblings in the school .
3. Two places will be reserved for children whose parents wish them to attend the school through a 'church' place providing that the number of in-catchment children permits.
4. Any other applications received from parents who live outside the catchment area will be considered by the governors who will take into account the distance from home to school and ease of travel to and from school.

### **Hereford, St. Paul's C.E. Primary School (PAN 68)**

1. Children of families residing in the ecclesiastical parish of Tupsley and having a genuine commitment to a Trinitarian church.
2. Children with a brother or sister already attending St. Paul's School.
3. Children with special medical or social needs.
4. Children of families residing in the ecclesiastical parish of Tupsley, judged by proximity to school.
5. Children of families residing outside the ecclesiastical parish of Tupsley and having a genuine commitment to St. Paul's Church, Tupsley.
6. Children of families residing outside the ecclesiastical parish of Tupsley and who worship in a Church of England congregation and for whom St. Paul's is the nearest Church of England School.
7. Children living beyond the parish boundary judged by proximity to school.

### **Hereford St. Thomas Cantilupe C.E. Primary School (PAN 30)**

The admission arrangements for the school year 2005/2006 are as follows:

1. Children whose 5<sup>th</sup> birthday is between 1 September and 31 December will be admitted full time from September.
2. Children whose 5<sup>th</sup> birthday is between 1 January and 30 April inclusive will be admitted for mornings only until autumn half term. For the second half of the autumn term parents can decide whether to send their children mornings only or full time.



3. Children whose 5<sup>th</sup> birthday is between 1 May and 31 August inclusive will be admitted for mornings only until half term. For the second half of the autumn term and spring term parents can decide whether to send their children mornings only or full time. From April 2005 these children must attend full time.

There will be a staggered entry of the children during the first three weeks of the autumn term.

If the school becomes oversubscribed, then priority at the present time will be given as follows:-

- Children from the designated area (Millbrook Street forms the boundary to the west, St Owen's Street to the East and Penn Grove Road to the North).
- A maximum of four children of Church-going families whose application is supported by their parish priest or minister. Priority for these places will be given to families who attend the Churches of All Saints', St Barnabas and St Peter's. In addition, children whose parents attend any Church which subscribes to the doctrine of the Trinity and which is a member of Churches Together in Hereford may also receive consideration.
- Children resident outside the designated area who have brothers or sisters currently attending the school.
- Children with special medical or social needs. Parents must provide supporting documentation to prove this.
- Children whose elder brother or sister has attended this school in times past.
- Children who have attended St Thomas Cantilupe Playgroup.
- Other children from out of area who are not included in any of the above categories.
- Pupils completing their primary education in this school transfer to a High School at the beginning of the autumn term following their 11<sup>th</sup> birthday.

### **Kimbolton, St. James' C.E. Primary School (PAN 15)**

1. Children resident within the catchment area.
2. Children who would have a brother or sister attending the school at the time of admission.
3. Children of committed Christian families.
4. Children who live nearest to the school by the shortest available route.

### **Kingsland C.E. Primary School (PAN 17)**

1. Firstly, to a child in the school's catchment area.
2. Secondly, to a child who would have a brother or sister attending the school at the time of admission.

3. Thirdly, to a child from outside the catchment area having special social, medical, physical or religious needs, supported by special documentation. If you are applying for a category 3 place you must specify your reasons for your application. It is necessary to attach appropriate supporting information to the application. Closeness to Kingsland will be taken into account when considering applications under this heading.
4. Fourthly, other applications will be determined by those being nearest to the school by the shortest available walking route.

### **Lea C.E. Primary School (PAN 15)**

1. Children living in catchment area.
2. Siblings of children already in school.
3. Children of regular communicants of Lea Church irrespective of catchment area.
4. Social needs.
5. Distance of home from school.

### **Leintwardine Endowed Primary School (PAN 15)**

1. Children resident in the catchment area.
2. Siblings of children already admitted to the school.
3. Children of committed Christian families.
4. Children resident outside the catchment area subject to there being spaces in the year group(s) concerned.

### **Leominster, Ivington C.E. Primary School (PAN 15)**

The following criteria are used when deciding on admissions:-

1. A child whose principal home address is within the catchment area of the school.
2. The presence of associated siblings in the school at the time of admission.
3. Children of families who are actively involved in the worship, life and work of the Church supported by endorsement of their priest or minister.
4. Special medical or social needs of the pupil. Parents must provide supporting documentation to prove this.

If an over-subscription situation arises, priority for admission will be decided using the following further criteria:-

- Children associated with the school through the adjoining nursery/playgroup.
- Those residing nearest to the school by the shortest available route.

Whilst using the above criteria, all applications for admission are considered equally and without discrimination against; race, gender, special educational needs, disability or family background/circumstances.

Admission decisions are at the sole discretion of the Governors. Applications are considered annually in March.

Our school's published admissions number is 15 pupils per year group.

### **Llangrove C.E. Primary School (PAN 15)**

1. The school is the one designated for the area in which the child lives.
2. The presence of older brothers or sisters in the school at the time of admission.
3. Special medical or social needs of the pupil. Production of a medical certificate or other appropriate information is required.
4. Children of families who are active members of the Church of England or who are committed to the practice of the Christian religion.
5. The location of the home in relation to the school, i.e. children who live nearer to the school will be given priority if the preferences exceed the admission level.

### **Much Marcle C.E. Primary School (PAN 17)**

Parents considering sending their children to the school are welcome to arrange to meet the Headteacher and staff and to look around the school at a mutually convenient time. The Local Education Authority sets an admission limit for every school which controls the number of children to be admitted in a school year. The following admissions policy has been drawn up by the Governing Body of the school.

All applications must be made to the Chairman of Governors at the school for admission during the following academic year. Any late applications will be considered but will depend on the availability of places. At present the school admission limit to the reception class is 17.

Places will be allocated on the following basis only:

1. To children who are permanently residing in the catchment area at the date of allocation.
2. The catchment area is defined as the civil parishes of Much Marcle, Little Marcle, and Yatton.
3. The Local Education Authority is able to determine which is the provided school in any cases of doubt by reference to postal codes.
4. To brothers and sisters of children already in the school.
5. At the sole discretion of the Governors to the children of families out of the catchment area wishing their children to attend the school for religious reasons, supported by such appropriate documentation and on such conditions as the Governors shall decide.

6. At the sole discretion of the Governors to children of families out of the catchment area showing significant, medical, educational or social reasons, supported by such appropriate documentation and on such conditions as the Governors shall decide.

If the number of applications exceed the number of places available for the academic year for which the application is made, places will be allocated to those children living nearest the school, this being determined by the nearest walking route.

## **Pembridge C.E. Primary School (PAN 13)**

1. Children for whom Pembridge is the designated school.
2. Siblings.
3. Church places.
4. Social/Medical reasons.

### Church Places

When applying for a church place, the family will need to be reasonably regular and long standing church members, and the application will need to be supported by a letter from the local vicar/minister.

### Medical reasons

Parents, who wish their children to be admitted on medical grounds will be required to produce a medical certificate, or other appropriate information, preferably from an independent source.

Your application, on either religious or medical grounds, WILL NOT be considered unless this supporting evidence is attached with your application form.

In line with DFES guidelines, priority may not be given to parents based on the date order in which applications were received before the deadline.

Over subscription within the first criteria  
(children for whom Pembridge is the designated school)

If an over subscription situation arises within this area, priority for admission will be decided using the following criteria:

- Siblings.
- Medical reasons (again, accompanied by appropriate information).
- Walking distance – pupils who live nearest to the school by the shortest available walking route.

### 'Out of Area' children

For the academic year 2005/2006, 'out of area' children will not be considered unless they have brothers and sisters in the school already.

## **Pencombe C.E. Primary School (PAN 8)**

Children will be considered for admission if they qualify under one of the following categories and accept the Christian aim of the school. Governors give order of priority to applicants with children who qualify for the following:

- Catchment places.
- Church places.
- Siblings who have a brother or sister currently attending the school who live outside the catchment area.
- Out of catchment area places.

**CATCHMENT PLACES** are available to children resident within the Civil Parish boundaries of Pencombe with Grendon Warren and Little Cowarne.

**CHURCH PLACES** available to children of families who are resident within the ecclesiastical catchment of the seven parishes namely Bredenbury with Grendon Bishop and Wacton, Collington, Little Cowarne, Edwyn Ralph, Thornbury and Pencombe with Marston Stannett; and are actively involved in the worship, life and work of a Christian Church, applications should be in letter form and supported by the endorsement of the Parish Priest or Minister of that Church.

### **SIBLINGS**

Governors will also give consideration to children other than those in above categories who are resident outside the designated area who have brothers and sisters currently attending the school at the time of admission. Parents should notify the school of their wish for a 'sibling place' in good time for the admission panel meeting, but this does not guarantee places for future siblings.

### **OUT OF CATCHMENT PLACES**

Application, by letter, for places made by families residing outside the catchment area will be considered by the Governing Body. Families will have made clear their sympathy with the aims, objectives and mission statement of the school. The parents of these pupils will understand and accept that they have the responsibility to transport their child to and from school.

### **RESOLUTION**

If there are too many places for each category, places will be awarded to the children who reside nearest the school.

All 'catchment', 'sibling' and 'church' places should be applied for by letter in the first instance stating reasons for choice.

Applications for 'church' places should be endorsed, or referenced by, the Parish Priest or other Minister.

Any parent wishing to view the school or discuss admission with the Headteacher should write or telephone for an application form.  
School prospectus are available from the school secretary.

## **Ross-on-Wye, St. Joseph's R.C. Primary School (PAN 20)**

Children are admitted according to the following order of priority:

1. Children of the Roman Catholic faith.
2. Children who are not Roman Catholic and have siblings at the school, provided there is a place.
3. Children in the order in which they appear on the waiting list.
4. Children who have medical, social or compassionate needs. In such circumstances parents are required to produce a medical certificate or other appropriate information.

Parents considering sending their child to the school are requested to fill in an application form, available from the school, and return it to the headteacher no later than the September of the year before the child is due to start school. Along with the application form parents must also produce the child's Birth Certificate and, in the case of Roman Catholics, a Certificate of Baptism.

Children who are not of the Roman Catholic faith are only admitted when the Governors are satisfied that the religious and moral ethos of the school is of prime importance to those making the application.

Governors will decide who is to be admitted following the 14<sup>th</sup> January 2005 closing date. Parents are then informed of whether or not they have been successful in their application, by the LEA.

## **Staunton-on-Wye Endowed Primary School (PAN 10)**

1. The criteria is to be applied in the event of an oversubscription, listed in order of priority:
2. A child residing in the catchment area.
3. A child who has siblings in the school.
4. Those children who are within walking distance of the school.
5. Have had a brother or sister in the school in the past.
6. Social and medical problems with written evidence.

When applications are considered in each of the categories 1-3, if the number of children seeking admission exceeds the places available, allocation will be made with preference being given to a child who lives the shortest walking distance.

## **Weston-under-Penyard C.E. Primary School (PAN13)**

1. Children who live in the School's designated area.
2. Children who have siblings currently attending the school.

3. Children whose parents apply expressing a religious preference.
4. Children with special social and/or medical reasons.
5. Children who live outside the designated area but who live nearest to the School by the shortest suitable walking route.

### **Whitchurch C.E. Primary School (PAN 17)**

1. Children living in the catchment area of the school i.e. Whitchurch, Symonds Yat West, Doward and Ganarew;
2. Children with older brothers and sisters in the school at the time of admission;
3. Children whose parents wish them to have a denominational education based on the broad Christian family principles outlined in our school aims and associated with a Church of England school. Any applications made under this preference will have to be supported by references from the family's local clergy at the time of application;
4. Children who live nearest the school by the shortest available walking route.





### ADMISSION POLICIES OF SCHOOL SIXTH FORMS

The following are the admission arrangements for students transferring from Year 11. The Planned Admission Number is based on the sufficiency exercise defined under the New Capacity of Schools Regulations.

#### **Kington, Lady Hawkins High School (PAN 30)**

The Sixth Form at Lady Hawkins offers a wide range of AS/A2GCSE courses. Students are usually expected to study 4AS subjects in Year 12 and go on to study 3AS subjects in Year 13.

The entry requirement is a minimum of 5 grades A\*-C at GCSE with at normally at least grade B in subjects to be followed at GCSE. There is an Open Evening in November to provide information to prospective students and parents. Every applicant receives an interview with the Head of Sixth Form to discuss their choice and A level potential.

#### **Ledbury, The John Masefield High School (PAN 90)**

John Masefield High School offers a wide range of courses from Child Care NVQ to AS/AVCE subjects. The entry requirement for the NVQ course is four A\*-G grades and for the AS/AVCE courses five A\*-C GCSE grades. There is an open evening in November and all students (both internal and external) will have an interview with the Head of Sixth Form to discuss the relevant course choices. The interview is designed purely to discuss subject options.

#### **Leominster, The Minster College (PAN 50)**

1. The Minster College offers 3 broad levels of study:-
  - Advanced Level (AVCE, AS/A, NVQ) Level 3
  - Intermediate Level (GNVQ, GCSE, NVQ) Level 2
  - Foundation Level (GNVQ) Level 1
2. All students applying to join The Minster College Sixth Form are interviewed by the Head of Sixth Form and senior staff to give guidance on suitability of courses and for the college to ascertain demand levels for each course.

Advice is given on the following basis:

4/5 GCSE passes of Grade C or above for Advanced Courses.

4/5 GCSE passes of Grade E or above for Intermediate Courses.

Appropriate advice is given for Foundation Courses.

This is not a formal entry requirement, but it is professional advice looking at each individual case to provide the best guidance.

3. The Minster College has a proposed admission number of 50 for Year 12. Once guidance has been given and there is a possibility of the number exceeding this:-
  - Any students not meeting the advised level of entry will be counselled as to appropriate courses;
  - If the number is still over 50 then entry will be based upon distance from the College.

### **Ross-on-Wye, The John Kyrle High School (PAN 75)**

Entry to John Kyrle Sixth Form AS and A level courses generally depends upon the applicant obtaining 5 GCSE passes at grades A\*-C.

However, we will review applicants individually and make decisions based upon personal circumstances. It is possible to be admitted with less than the requisite GCSE grades with the proviso that the applicant will be placed in a contract of progress, reviewed regularly.

Entry requirements may be more specific, (for example, Grade B in science for A Level physics) according to department, and these are specific in our Prospectus. Again, however, we will regard every application individually.

Entry requirements for Vocational courses at Foundation and Intermediate levels are more flexible. The staff who teach the relevant courses review every application on an individual basis, taking into account GCSE results and student commitment in GCSE subjects.

## QUICK REFERENCE GUIDE TO PROVIDED SCHOOLS FOR PARISHES IN HEREFORDSHIRE

(Please note that this information is for guidance only. The details should not be used as a definitive statement of catchment areas as this can be provided by the Pupil Admissions Office only if you provide details of your post code)

Parish	Designated Primary	Designated Secondary (11-16)
<b>A</b> bbey Dore	part Ewyas Harold part Kingstone & Thrupton	Kingstone
Aconbury	Little Dewchurch	Haywood
Acton Beauchamp	Brockhampton	Queen Elizabeth
Adforton	Wigmore	Wigmore
Allensmore	Kingstone & Thrupton	Kingstone
Almeley	Almeley (part Eardisley)	Lady Hawkins
Ashperton	Ashperton	John Masefield
Aston Ingham	part Gorsley Goffs part Lea	John Kyrle
Avenbury	St. Peter's (Bromyard)	Queen Elizabeth
Aylton	Ashperton	John Masefield
Aymestrey	part Kingsland part Wigmore	Wigmore
<b>B</b> acton	Ewyas Harold	Kingstone
Ballingham	Holme Lacy	John Kyrle
Bartestree	Lugwardine	Bishop of Hereford's Bluecoat
Birley with Upper Hill	part Canon Pyon part Ivington	Weobley The Minster
Bishops Frome **Fromes Hill locality of civil parish of Bishops Frome	Burley Gate **Bosbury	Queen Elizabeth John Masefield
Bishopstone	part Credenhill part Staunton-on-Wye	Weobley

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Blakemere	Madley	Kingstone
Bodenham	Bodenham St. Michael's	The Minster
Bolstone	part Little Dewchurch part Holme Lacy part Much Birch	Haywood
Bosbury	Bosbury	John Masefield
Brampton Abbots	Brampton Abbots	John Kyrle
Brampton Bryan	Leintwardine	Wigmore
Bredenbury	Bredenbury	Queen Elizabeth
Bredwardine	Clifford	Kingstone
Breinton	Stretton Sugwas	Whitecross
Bridge Sollars	Staunton-on-Wye	Weobley
Bridstow	Bridstow	John Kyrle
Brilley	Brilley	Lady Hawkins
Brimfield	Orleton	Wigmore
Brinsop & Wormsley	part Credenhill part Weobley	Weobley
Brockhampton (Ross)	Fownhope St. Mary's	John Kyrle
Brockhampton (Bromyard)	Brockhampton	Queen Elizabeth
Brobury with Monnington-on-Wye	part Clifford part Staunton-on-Wye	Weobley
Bromyard & Winslow** ** Part excl. locality of Bromyard Town ** Locality of Bromyard Town only	Bredenbury  St. Peter's (Bromyard)	Queen Elizabeth  Queen Elizabeth
Buckton and Coxall	Leintwardine	Wigmore
Burghill	Burghill	Whitecross
Burrington	part Leinwardine part Wigmore	Wigmore
Byford	Staunton-on-Wye	Weobley

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Byton	Shobdon	Lady Hawkins
<b>C</b> allow	Marlbrook	Haywood
Canon Frome	Ashperton	John Masefield
Canon Pyon	Canon Pyon	Weobley
Castle Frome	Bosbury	John Masefield
Clehonger** ** Belmont development	part Clehonger part Hunderton/Marlbrook	Kingstone Haywood
Clifford	part Clifford part Peterchurch	Fairfield
Coddington	Colwall	John Masefield
Colwall	Colwall	John Masefield
Collington	Brockhampton	Queen Elizabeth
Combe	Shobdon	Lady Hawkins
Cradley	Cradley	John Masefield
Craswall	part Michaelchurch part Longtown	Fairfield
Credenhill	Credenhill	Weobley
Croft & Yarpole	part Luston part Orleton	Wigmore
Cusop	part Clifford part Peterchurch	Fairfield
<b>D</b> ewsall	Marlbrook	Haywood
Dilwyn	Dilwyn	Weobley
Dinedor	part Holme Lacy part St. Martins	Haywood
Dinmore	Wellington	Aylestone
Docklow & Hampton Wafre	part Bredenbury part Stoke Prior	The Minster
Donnington	Ledbury	John Masefield

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Dormington	part Mordiford part Lugwardine	Bishop of Hereford's Bluecoat
Dorstone	part Clifford part Peterchurch	Fairfield
Downton	part Leintwardine part Wigmore	Wigmore
Dulas	Ewyas Harold	Kingstone
<b>E</b> ardisland	part Dilwyn part Kingsland	Weobley
Eardisley	Eardisley	Lady Hawkins
Eastnor	Eastnor	John Masefield
Eaton Bishop	part Clehonger part Madley	Kingstone
Edvin Loach & Saltmarsh	Brockhampton	Queen Elizabeth
Edwyn Ralph	Bredenbury	Queen Elizabeth
Eggleton	Ashperton	John Masefield
Elton	part Orleton part Wigmore	Wigmore
Evesbatch	Cradley	John Masefield
Ewyas Harold	Ewyas Harold	Kingstone
Eye, Moreton & Ashton	Luston	The Minster
Eyton	Luston	The Minster
<b>F</b> elton	Burley Gate	Queen Elizabeth
Ford & Stoke Prior	Stoke Prior	The Minster
Fownhope	Fownhope St. Mary's	Bishop of Hereford's Bluecoat
Foy	part Bridstow part Brampton Abbotts	John Kyrle

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
<b>G</b> anarew	Whitchurch	John Kyrle
Garway	Garway	Kingstone
Goodrich	Goodrich	John Kyrle
Grafton	Marlbrook	Haywood
Grendon Bishop	Bredenbury	Queen Elizabeth
<b>H</b> ampton Bishop	Mordiford	Bishop of Hereford's Bluecoat
Hampton Charles	Bredenbury	Queen Elizabeth
Harewood	Much Birch	John Kyrle
Hatfield & Newhampton** **For properties dependant on access to A44 – Fencote Road	Stoke Prior  Bredenbury	The Minster  Queen Elizabeth
Haywood Hentland	Marlbrook part Much Birch part Bridstow part Kings Caple	Haywood John Kyrle
Holme Lacy	Holme Lacy	Haywood
Holmer – Within City boundary Out “ “	Holmer (Shelwick) Sutton (part Holmer)	Whitecross Aylestone (east of A49) Whitecross (west of A49)
Hope Mansell	part Lea part Walford	John Kyrle
Hope under Dinmore	Hope under Dinmore	The Minster
How Caple	Kings Caple	John Kyrle
Humber	Stoke Prior	The Minster
Huntington	Brilley	Lady Hawkins
<b>K</b> enchester	Credenhill	Weobley
Kenderchurch	Ewyas Harold	Kingstone
Kentchurch** **incl. Pontrilas village	part Garway part Ewyas Harold	Kingstone

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Kilpeck	Ewyas Harold	Kingstone
Kimbolton	Kimbolton St. James	The Minster
Kings Caple	Kings Caple	John Kyrle
Kings Pyon	part Canon Pyon part Weobley	Weobley
Kingsland	Kingsland	Wigmore
Kingstone	Kingstone	Kingstone
Kington	part Kington part Brilley	Lady Hawkins
Kington Rural	Kington	Lady Hawkins
Kinnersley	part Almeley part Eardisley	Lady Hawkins
Kinsham	Shobdon	Wigmore
Knill	Kington	Lady Hawkins
<b>Lea</b>	Lea	John Kyrle
Ledbury	Ledbury	John Masefield
Leinthall Starkes	Wigmore	Wigmore
Leintwardine	Leintwardine	Wigmore
Leominster* (*the village of Ivington feeds	Leominster Leominster Ivington C.E. Primary)	The Minster
Letton	part Staunton-on-Wye part Eardisley	Lady Hawkins
Leysters	Kimbolton	The Minster
Lingen	part Shobdon part Wigmore	Wigmore
Linton (Bromyard)	Brockhampton	Queen Elizabeth
Linton (incl. Gorsley Village)	part Gorsley Goffs part Weston under Penyard	John Kyrle
Little Birch	part Much Birch part Little Dewchurch	Kingstone
Little Cowarne	Pencombe	Queen Elizabeth



<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Little Dewchurch	part Little Dewchurch part Holme Lacy	Haywood
Little Hereford	Orleton	Wigmore
Little Marcle	Much Marcle	John Masefield
Llancillo	Ewyas Harold	Fairfield
Llandinabo	Much Birch	John Kyrle
Llangarron	part Llangrove part St. Weonards	John Kyrle
Llanrolthal	Llangrove	John Kyrle
Llanveynoe	Longtown	Fairfield
Llanwarne	Much Birch	John Kyrle
Longtown	Longtown	Fairfield
Lower Bullingham	St. Martin's	Haywood
Lower Harpton	Kington	Lady Hawkins
Lucton	part Kingsland part Luston	Wigmore
Lugwardine	Lugwardine	Bishop of Hereford's Bluecoat
Luston	Luston	The Minster
Lyonshall	part Kington part Almeley	Lady Hawkins
<b>Madley</b>	Madley	Kingstone
Mansell Gamage	Staunton on Wye	Weobley
Mansell Lacy	Weobley	Weobley
Marden	part Marden part Sutton	Aylestone
Marstow	Goodrich	John Kyrle
Mathon	Cradley	John Masefield
Michaelchurch Escley	Michaelchurch Escley	Fairfield
Middleton on the Hill	Kimbolton	The Minster

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Moccas	Clifford	Kingstone
Monkland & Stretford	part Leominster part Dilwyn	The Minster
Mordiford	Mordiford	Bishop of Hereford's Bluecoat
Moreton Jeffries	Burley Gate	Queen Elizabeth
Moreton on Lugg	Wellington	Aylestone
Much Birch	Much Birch	Kingstone
Much Cowarne	Burley Gate	Queen Elizabeth
Much Dewchurch	part Much Birch part Kingstone & Thrupton	Kingstone
Much Marcle	Much Marcle	John Masefield
Munsley	Ashperton	John Masefield
<b>N</b> ewton (Leominster)	Hope under Dinmore	The Minster
Newton (Peterchurch)	part Longtown part Michaelchurch	Fairfield
Norton (Bromyard)	Brockhampton	Queen Elizabeth
Norton Canon	Weobley	Weobley
<b>O</b> cle Pychard	Burley Gate	Queen Elizabeth
Orcop	part Garway part St. Weonards	Kingstone (area associated with Garway) John Kyrle (area associated with St. Weonards)
Orleton	Orleton	Wigmore
<b>P</b> encombe & Grendon Warren	Pencombe part Stoke Prior	Queen Elizabeth The Minster
Pembridge	Pembridge	Lady Hawkins
Pencoyd	St. Weonards	John Kyrle
Peterchurch	Peterchurch	Fairfield

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Peterstow	Bridstow	John Kyrle
Pipe Aston	Wigmore	Wigmore
Pipe & Lyde	Wellington	Aylestone
Pixley	Ashperton	John Masefield
Preston on Wye	Madley	Kingstone
Preston Wynne	Burley Gate	Queen Elizabeth
Pudleston	Kimbolton	The Minster
Putley	Ashperton	John Masefield
<b>R</b> ichards Castle (Hereford)	Orleton	Wigmore
Rodd, Nash & Little Brampton	Kington	Lady Hawkins
Ross-on-Wye	Ashfield Park	John Kyrle
Ross Rural	Walford	John Kyrle
Rowlstone	Ewyas Harold	Fairfield
<b>S</b> ellack	Bridstow	John Kyrle
St. Devereux	Ewyas Harold	Kingstone
St. Margarets	part Longtown part Michaelchurch	Fairfield
St. Weonards	part St. Weonards part Garway	John Kyrle Kingstone
Sarnesfield	Weobley	Weobley
Shobdon	Shobdon	Wigmore
Sollers Hope	Kings Caple	John Kyrle
Stanford Bishop	Brockhampton	Queen Elizabeth
Stapleton	Shobdon	Wigmore
Staunton on Arrow	Pembridge	Lady Hawkins
Staunton on Wye	Staunton on Wye	Weobley

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Stoke Edith	Ashperton	John Masefield
Stoke Lacy	Burley Gate	Queen Elizabeth
Stretton Grandison	Ashperton	John Masefield
Stretton Sugwas	Stretton Sugwas	Whitecross
Sutton	Sutton	Aylestone
<b>T</b> arrington	Ashperton	John Masefield
Tedstone Delamere	Brockhampton	Queen Elizabeth
Tedstone Wafer	Brockhampton	Queen Elizabeth
Thornbury	Bredenbury	Queen Elizabeth
Thrupton	Kingstone & Thrupton	Kingstone
Titley	Kington	Lady Hawkins
Tretire with Michaelchurch	St. Weonards	John Kyrle
Treville	Kingstone & Thrupton	Kingstone
Turnastone	Michaelchurch	Fairfield
Tyberton	Madley	Kingstone
<b>U</b> llingswick	Burley Gate	Queen Elizabeth
Upper Sapey	Brockhampton	Queen Elizabeth
Upton Bishop	Gorsley Goffs	John Kyrle
<b>V</b> owchurch	Peterchurch	Fairfield
<b>W</b> acton	Bredenbury	Queen Elizabeth
Walford	Walford	John Kyrle
Walford, Letton & Newton	Leintwardine	Wigmore
Walterstone	part Longtown part Ewyas Harold	Fairfield
Wellington	Wellington	Aylestone

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Wellington Heath	Ledbury	John Masefield
Welsh Bicknor	Goodrich	John Kyrle
Welsh Newton	Llangrove	John Kyrle
Weobley	Weobley	Weobley
Westhide	Withington	Aylestone
Weston Beggard	Withington	John Masefield
Weston under Penyard	Weston under Penyard	John Kyrle
Whitbourne	Whitbourne	Queen Elizabeth
Whitchurch	Whitchurch	John Kyrle
Whitney-on-Wye	part Brilley part Eardisley	Lady Hawkins
Wigmore	Wigmore	Wigmore
Willersley & Winforton	Eardisley	Lady Hawkins
Willey	Wigmore	Wigmore
Withington	Withington	Aylestone
Wolferlow	Brockhampton	Queen Elizabeth
Woolhope	part Mordiford part Fownhope	Bishop of Hereford's Bluecoat
Wormbridge	Ewyas Harold	Kingstone
<b>Y</b> arkhill**		
** Newtown Crossroads locality of civil parish of Yarkhill only	Ashperton	John Masefield
** excl. Newtown Crossroads locality	Withington	John Masefield
Yarpole – see Croft & Yarpole		
Yatton	Much Marcle	John Masefield
Yazor	Weobley	Weobley



## POST-16 Transport Policy

The Herefordshire Post-16 Transport Partnership is made up of Herefordshire LEA, Herefordshire Colleges and other interested groups.

This Transport Partnership has defined an aim that no student should be prevented from accessing and completing further education because of lack of support. The Partnership has, therefore, drawn up a policy for transport of post-16 students with this aim in mind and comprises 3 sections listed below.

- Policy one concerns students living in Herefordshire and attending post-16 provision within the County (and the provided places at Ludlow);
- Policy two deals with students resident out of county who seek a place within the County;
- Policy three concerns Herefordshire students seeking post-16 elsewhere or training out of county.
- Policy Four relates to students who are over 19 years of age on 1 September;
- Policy Five relates to overseas Post 16 students.

### Policy One

**General Transport Policy with regard to Herefordshire students who attend Herefordshire Colleges of Further Education, Hereford Sixth Form College, Ludlow College and one of the four High Schools with sixth form provision within Herefordshire. Please note that this policy relates solely to students over 16 years and under 19 years of age on 1 September. Post 19 transport details are contained in the policy 4 document.**

#### **Students are eligible for Travel Assistance on the following basis-**

A full-time student attending the sixth form of a secondary school or a Sixth Form College or a Further Education College qualifies for travel assistance provided that he/she satisfies the following conditions.

- (i) must be over 16 years and under 19 years of age in 1st September (excluding those with special educational needs) (see policy 4 on Post 19 transport provision);
  - (ii) is ordinarily resident in the area administered by The Herefordshire Council at the appropriate time;
  - (iii) lives more than three miles from the School or College by the nearest pedestrian route;
  - (iv) is not in full-time employment nor sponsored by any government funded agency;
  - (v) is not already in receipt of a mandatory/discretionary/lodgings award from the authority and does not intend to apply for such an award/grant;
  - (vi) is not applying for assistance to travel to a course at the same or lower level as one which has previously been studied post-16 (except for a retake of the final year of a course previously taken).
- Students will cease to be eligible at 31<sup>st</sup> August following their 19th birthday, even where they are continuing on the same course.
  - The Transport Partnership will decide upon the form of travel assistance provided with the administration being carried out by Herefordshire LEA – Admissions and Transport Section.
  - In some circumstances students may be required to make their own way up to three miles to a designated boarding point or from an alighting point.

- Students are expected to use existing local bus services, train services or contracted bus services unless these are not suitable.
- In providing transport the Partnership will, where possible, place students on existing commercial or subsidised bus services, or trains. Where additional contracted vehicles are provided these will be integrated with the existing local bus network where this is appropriate.
- General provision will be for one return journey at the start and end of the day, approximately 9.00 am. – 5.00 pm., irrespective of varying attendance patterns at School/College. Students travelling on local bus services operated under contract to the Authority will be allowed to travel at other times of day, if suitable journeys exist. Where students travel on commercially operated local bus services, or trains, travel at other times of day will be subject to agreement between the Authority and the transport provider.
- Assistance is not given to establishments in the private sector.

### **Lodgings Allowances**

Where daily travel is considered to be unreasonable a Lodgings Allowance may be offered. Such an allowance will be means tested and will only apply to courses in the publicly maintained sector. (see appendix 1 for policy document)

### **Definition of Full-time Education**

For transport purposes, full-time education post-16 is defined as follows:

Where a student attends a course at a School/College for at least 15 hours and at least seven sessions (morning, afternoon or evening) per week.

### **Travelling Allowances**

All students are generally expected to travel on local bus services, rail services or vehicles operated under contract to the Authority. If contract or public transport is either not available or not appropriate and there is no other sensible transport provision, reimbursement of costs for use of own transport is allowed at the department's current rate. In making this concession the Transport Partnership expect that the use of the student's own transport has the full support of the parents, and that the student has appropriate car insurance, especially if conveying other students.

If a student also conveys other students to School/College he/she receives an additional amount per mile for each student conveyed. In the case of a student who travels as a passenger in a car driven by a person who is not a student, e.g. travels with a parent, reimbursement is made at a separate mileage rate, unless the parent makes a special journey.

### **Transport Policy for post 16 students with Special Educational Needs**

In the case of students with special education needs, in the age range 16 years to 25 years on 1<sup>st</sup> September, free transport may be provided to the appropriate school or further education institution, irrespective of the normal statutory walking distances defined for primary or secondary pupils, if walking is too difficult for the student. **Students cease to be eligible at 31<sup>st</sup> August following their 25<sup>th</sup> birthday\*** Some further education institutions consider that use of public transport is part of independence training for a student with special educational needs.



- **Please note that the Council propose to change the qualification age range from September 2005 so that students cease to be eligible at 31<sup>st</sup> August following their 19<sup>th</sup> birthday.**

The range and nature of help provided with transport for out-County placements are outlined in the following paragraphs.

### **Journeys supported for post 16 students (and parents where appropriate)**

Transport assistance may be given, in appropriate cases:

- (a) to view a college prior to a firm application;
- (b) to and from college each day or (in the case of residential courses) at the beginning and end of terms and at half terms;
- (c) to attend a period of assessment required as part of the application and recruitment process;
- (d) to attend any necessary case conferences and reviews.

The location of some colleges occasionally requires reasonable overnight accommodation costs to be met. Such costs are limited to the student and his/her parents only.

### **Types of travel assistance for post 16 students:**

- (a) if the college provides transport, students are expected to use it;
- (b) if students are capable of using public transport independently, they are expected to do so – some colleges regard use of public transport as part of their students' training;
- (c) minibuses or taxis are arranged, with escorts when necessary, by the Education Department's Transport Section;
- (d) if it is necessary for private transport to be used, a mileage rate is paid.

### **Charges for Travel Assistance**

The Post 16 Transport Partnership will review charges each year following recommendations from Herefordshire Council. The current charges will be defined on the student's application form. It should also be noted that students will only be issued with a travel permit once the necessary payment has been made. If a student is found to be travelling on any vehicle administered by the Post 16 Transport Partnership without making payment they will be asked to leave the vehicle at the next appropriate boarding/stopping point. It will be the student's own responsibility to make the necessary journey home.

## **Policy Two**

This policy relates to students who live outside Herefordshire but attend a 16 to 19 Sixth Form or Further Education establishment within the County.

### **The Minster College, Lady Hawkins, John Masefield and John Kyrle High – Sixth Form provision**

Transport provision is not given by Herefordshire LEA to students attending any of these High Schools from outside the County. Students should apply to their home LEA if they consider that the post 16 establishment is the most appropriate for their studies or that the establishment is their nearest.

In addition, students should apply to their home LEA for help towards the £80 per term charge.

### **Herefordshire Colleges of Further Education and Hereford Sixth Form College**

Transport provision is not normally given by the Partnership to students from outside the County who wish to attend these colleges. In the first instance, students should contact their home LEA if they consider that the college is the most appropriate for their studies or that establishment is the nearest.

If a student is refused assistance from their own LEA they may then apply to Herefordshire LEA. The student will be required to pay the £80 per term fee, however, this arrangement can only proceed with the agreement of the College after the student has been offered a place.

## **Policy Three**

**This policy relates to students living within Herefordshire but attending a 16 to 19 Sixth Form or Further Education establishment outside the county.**

### **Areas served by Ludlow College**

Ludlow College of Further Education is considered the provided establishment for the following civil parishes:

Adforton, Aymestry, Brampton Bryan, Brimfield, Buckton and Coxall, Burrington, Downton, Elton, Kingsland, Kinsham, Leinthall Starks, Leintwardine, Lingen, Little Hereford, Orleton, Pipe Aston, Richards Castle, Shobdon, Stapleton, Walford, Lethon and Newton, Wigmore and Willey.

Students living in one of these designated parishes will be eligible for travel assistance under the Council's general policy one.

### **Other Areas Outside the County**

Generally there is no funding for students who attend an establishment outside the county, unless the appropriate course, which meets the individual's needs is not available within Herefordshire.

In such cases, lodgings allowance may be offered instead of travel assistance (see Lodgings Allowance under Policy One).

**Policy Four**

This policy relates to students who are over 19 years of age on 1<sup>st</sup> September and have gained or will be continuing their 16-19 Education at one of the Herefordshire Colleges.

The Herefordshire Post 16 Partnership will consider the allocation of a transport provision if space is available on the appropriate College/LEA vehicle.

Post 19 students wishing to apply for transport assistance should contact their College in the first instance.

**Policy Five**

This policy relates to overseas Post 16 students.

The Department for Education and Skills have for many years had a policy on the admission of pupils into Local Education Authority Maintained Schools. The current guidance is obtained in the Government's Code of Practice on School Admissions.

The Herefordshire Post 16 transport partnership has decided that transport assistance may only be offered to those students who have been resident in the United Kingdom for 3 years prior to the commencement of the course.

However, should a spare seat be available on the contract/college vehicle a travel pass may be issued at an appropriate fee determined at the time of application to the students.



## **Important information for parents of all pupils attending Herefordshire Secondary Schools**

To meet requirements imposed by the Data Protection Act 1998, Schools and Local Education Authorities have been instructed to issue a Fair Processing Notice to all parents. The purpose of this notice is to inform parents and pupils of their rights regarding information that is held about pupils, why it is held, and the third parties to whom it may be passed.

On behalf of schools, the Local Education Authority is required by the Learning and Skills Act 2000 to pass information about pupils to Connexions (for further information on Connexions please see heading 'Providing Information to Connexions' below). This Fair Processing Notice covers the provision of information to Connexions and the rights of parents or pupils to 'opt out' and restrict information passed on to name and address only.

### **Fair Processing Notice - Data Protection Act**

Schools, Local Education Authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time schools are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to the DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general

right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If your child wishes to access their personal data, or you wish to do so on their behalf, then please contact the relevant organisation in writing: -

- the school;
- the LEA's Data Protection Officer at The Education and Conference Centre, PO Box 185, Blackfriars Street, Hereford, HR4 9ZR;
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- the DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.

Please note that all rights under the Data Protection Act to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would therefore encourage you to share this note with your child if they are aged 12 or over.

Separately from the Data Protection Act, DfES regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

### **Providing information to Connexions**

The Connexions Service supports young people, helping them to achieve their potential and to realise benefits from education and employment. Connexions is the new name for the Careers Advice Service, providing an advice and guidance service in England for all 13 – 19 year olds. It's purpose is to enable young people to make an effective transition from school to work and adult life. Connexions aims to encourage more young people to remain in learning so that an increasing number have the qualifications they need for further education and work. It works by bringing together all of the services and support that young people need, whether provided by public, private or voluntary bodies. Connexions is available to all young people, but will also tailor its support to the particular needs of individual students. An advisor works within each school to provide information, advice and support in a classroom environment initially, and a leaflet will be issued to each pupil for them to share with parents at the appropriate time.

For pupils approaching or above age 13 the school is required to pass on information to the Connexions Service via the LEA. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions Service's role, which is to support young people, helping them to achieve their potential and to realise benefits from education and employment. However parents, or the pupil themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you do not want Connexions to receive information beyond name and address, then please contact the school in writing as soon as possible.

It is very important that the Connexions Service receive the information about their clients which they need to do their job effectively – subject only to the opt out provision described in the Notice. This information may include the pupils gender, date of birth, ethnicity, special educational needs, school attended and Key Stage or examination results. It is this information that you may request to be withheld from Connexions, as the LEA and the DfES are obliged to provide name and address details.



Since, for pupils aged 16 or over, the right to ask for information beyond name and address not to be passed to Connexions rests with the pupil rather than the parent, it is particularly important that you share this note with your child if they are of this age.

The LEA and DfES may provide Connexions with information which they have about your child, but will not pass on any information they have received from us if you (or your child if aged 16 or over) have notified the school that Connexions should not receive information beyond name and address.

