

A G E N D A

Local Admissions Forum

Date: **Tuesday, 27th June, 2006**

Time: **7.00 p.m.**

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

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

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01432 260445*

e-mail: cgoodall@herefordshire.gov.uk

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	Paul Shannon (Roman Catholic Church) and Revd. I. Terry (Church of England)
Headteachers	Nigel Griffiths (Community High School), H Hines (VA Primary School), A Marson (Bishop of Hereford & St Mary's RC Schools) and Julia Powell (Community and VC Primary)
School Governors	Mrs. C. Woolley
Parent Governors	Mrs Glasspoole (Bishop of Hereford and St Mary's R.C. Schools), Ms K. Fitch (Primary Schools) and Mr Ross (Primary Schools)
Local Community Rep	Vanessa Pawsey (Consortium of Special Educational Needs) and Carol Shaw (West Midlands Service for Travelling Children)

	Pages
1. APPOINTMENT OF CHAIRMAN	
To appoint a Chairman for the ensuing year.	
2. APPOINTMENT OF VICE-CHAIRMAN	
To appoint a Vice-Chairman for the ensuing year.	
3. APOLOGIES FOR ABSENCE	
To receive apologies for absence.	
4. NAMED SUBSTITUTES (IF ANY)	
To receive any details of Members nominated to attend the meeting in place of a Member of the Forum.	
5. MINUTES	5 - 8
To approve the minutes of the meeting held on 28 July 2006.	
6. OUTCOMES OF PARENTAL APPLICATIONS FOR YEAR 6 PUPIL TRANSFERS TO HIGH SCHOOLS, SEPTEMBER 2006	9 - 10
To note the outcomes of parental applications for Year 6 pupils into High Schools for September 2005, including details of appeals.	

7.	AMMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS	11 - 12
	To agree revised Planned Admission Number's for Clehonger, Longtown, Marlbrook and Staunton-on-Wye Primary Schools.	
8.	AMMENDMENTS TO SCHOOL CATCHMENT AREA	13 - 14
	To advise change to the catchment area for Ashperton Primary School.	
9.	AMMENDMENTS TO ADMISSION POLICIES OF VOLUNTARY AIDED SCHOOLS	15 - 16
	To advise changes to the admission policies of St. Mary's RC High, Cradley CE Primary, Fownhope CE Primary, St. James CE Primary, St. Thomas Cantilupe CE Primary, Lea CE Primary, Leintwardine Endowed Primary, Pembridge CE Primary and Pencombe CE Primary.	
10.	APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL	17 - 20
	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.	
11.	STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2006/07	21 - 28
	To consider the layout of the 'common application form' to be used for the co-ordinated secondary transfer arrangement (SA1) for September 2007, and the PA1 form for primary co-ordination to be introduced at the same time.	
12.	INFORMATION FOR PARENTS BOOKLET	29 - 142
	To approve the composite prospectus for the admission/transfer of pupils into primary and high schools.	

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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

MINUTES of the meeting of Local Admissions Forum held at The Council Chamber, Brockington, 35 Hafod Road, Hereford on Thursday, 28th July, 2005 at 7.00 p.m.

Present:	Local Education Authority	J.P. Thomas (Chairman), J. Stone (Vice-Chairman) and Ms. A.M. Toon
	Church Representative	Mrs. L. Johnson (Roman Catholic Church)
	Headteachers	(none)
	School Governors	Mr Ross (Primary Schools)
	Parent Governors	Mrs. C. Woolley (Secondary Schools)
	Local Community Rep	(none)

In attendance: Councillor D.W. Rule M.B.E.

12. APOLOGIES FOR ABSENCE

Apologies were received from J. Barry, H. Lewis, A. Marson, Mrs. V. Pawsey and Mrs. J. Powell.

13. NAMED SUBSTITUTES

Mrs. L. Johnson substituted for P. Shannon.

14. DECLARATIONS OF INTEREST

There were no declarations of interest.

15. MINUTES

The Forum noted some minor editorial amendments to the minutes published in the Agenda. The following amendments were also agreed:

- That Councillor D.W. Rule (Cabinet Member – Children's Services) be listed as 'In Attendance'.
- That the penultimate paragraph in minute number 7 be amended to reflect the point that current future pupil estimate indicate that Wigmore High School will not be able to accommodate all known catchment area children during the next five years.
- That minute number 11 be amended to reflect that the Bishop of Hereford's Bluecoat School be required to make available, to parents applying to the school on request, details of its scoring mechanism along with the up-to-date list of eligible Christian groups.

RESOLVED: That the minutes, as amended, of the meeting held on 11th July 2005 be approved as a correct record and signed by the Chairman.

16. INFORMATION FOR PARENTS BOOKLET

The Forum considered the composite prospectus, 'Information for parents booklet 2006-07', for the admission and transfer of pupils into primary and high schools which had been deferred from the last meeting. A copy of the booklet was attached at Appendix 1 to the report.

The Head of Policy and Resources informed the Forum that the 'Information for parents booklet 2006/07' had been amended to reflect the decisions made by Cabinet on 14th July 2005 regarding denominational transport. The principal changes to the booklet were:

- Details informing parents that contributions for denominational transport were required for the first two children attending a church school, with any subsequent children being entitled to free bus travel whilst the other children remained in receipt of transport.
- Details relating to the criteria for free and partial contribution denominational transport on low-income grounds.

The Head of Policy and Resources informed the Forum that families who were in receipt of free medical prescriptions would also be eligible for free denominational transport and information regarding this would be added to the booklet before it was published.

The Catholic Church representative reported to the Forum that she had tested the new arrangements with sixteen families on low incomes to see if they would qualify for free or reduced contribution denominational transport. She continued that out of sixteen families identified nine had matched the necessary criteria but seven had not.

The Head of Policy and Resources informed the Forum that any family with an income under £15,000 per annum was eligible to apply for housing and council tax benefit which if a family was in receipt of either would entitle them to help towards the cost of denominational transport. He suggested that those seven identified low income families who currently did not fulfil the necessary criteria for help with the costs towards denominational transport should be prompted to investigate their eligibility for housing and council tax benefit so they could receive free or reduced rate denominational transport if they fulfilled the necessary criteria for the appropriate benefits. He also informed the Forum that it would be possible for families to make an appeal should they not fit the stated criteria.

A view was expressed that annual checks should take place concerning the eligibility for those pupils in receipt of help towards the cost of denominational transport to ensure that fraudulent claims were not being made.

The Forum discussed the admissions policy for St. Mary's RC High School.

The Admissions and Transport Manager informed the Forum that point 9 of the admissions policy for the school had been amended since the last meeting to include some additional information.

A view was expressed that the admissions policy for the school was still in breach of paragraph 3.12 of the School Admissions Code of Practice. In particular points 4,6,7,11 and 12.

The Head of Policy and Resources highlighted that the recommendation made at the last meeting had put the onus onto him to meet with the school to address the

problems with its admissions policy. He informed the Forum that it was his intention to arrange a meeting with the school's governing body in the new term to address the issue.

A view was expressed that voluntary aided schools, as their own admission authority's, had been breaching DfES School Admissions Code of Practice. If these problems were not resolved within the next year the Forum should consider recommending that the Council approach the Schools Adjudicator to deal with the issue.

The Head of Policy and Resources stated that he would work with St. Mary's RC High School and all other voluntary aided schools to address the identified problems and that if there were still breaches of the Code next year then serious consideration would be given to moving the problem to the Schools Adjudicator to resolve.

The Head of Policy and Resources informed the Forum that he believed that the problems could be resolved through the Diocesan Board of Education so that a standard approach could be resolved including the higher prioritisation of those children in the looked after system and with special educational needs.

The Forum agreed that clear training should be provided to all school governors on admissions.

RESOLVED:

That (a) the 'Information for parents booklet 2006/07' be approved;

(b) if in twelve months time the admissions policies of voluntary aided schools did not fulfil all the necessary criteria as outlined in the School Admissions Code of Practice then serious consideration would be given to allowing the Schools Adjudicator to resolve the issue;

and

(c) the LEA arrange for training to be given to all school governors on school admissions.

17. APPLYING FOR A PLACE IN HIGH SCHOOL

The Forum considered the format of the simple guidance notes in relation to admission of children into high schools at age 11, which had been deferred from the Forums last meeting. A copy of the guidance notes was attached at Appendix 1 to the report.

The Admissions and Transport Manager informed the Forum that the guidance notes had been amended since the last meeting to reflect the decisions taken by Cabinet at its meeting on 14th July 2005 in relation to denominational transport. He reported that additions were going to be made to section seven of the guidance notes to reflect the fact that those families who received free medical prescriptions would also be eligible for help towards the cost of denominational transport.

The Forum believed that it would be beneficial for parents to have included contact details for organisations where independent help and advice could be sought regarding the application process to high schools. Therefore the Admissions and Transport Manager agreed to include contact details for the Advisory Centre for

Education.

RESOLVED: That the 'Applying for a place at High School in Herefordshire 2006/07' document be approved.

18. STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2005/06

The Forum considered the layout of the common application form (SA1) to be used for the co-ordinated secondary transfer arrangements for September 2006, which was deferred from the last meeting. A copy of the SA1 form was attached at Appendix 1 to the report.

The Admissions and Transport Manager informed the Forum that Note 4 would be amended to reflect the fact that those families who received free medical prescriptions would also be eligible for help towards the cost of denominational transport.

Forum Members suggested a number of minor editorial changes which were accepted by the Admissions and Transport Manager.

RESOLVED: That the format and contents of the SA1 common application form for secondary education for 2006/7 pupil transfers be approved.

19. LATE ITEM/ANY OTHER BUSINESS

The Admissions and Transport Manager informed the Forum that the Council had been approached by the DfES and asked to take part in a consultation in relation to the development of new code of practice guidance booklets for school admissions and appeals.

The Admissions and Transport Manager proposed sending copies of the draft documents to Forum Members for their views on the booklets before he presented the Council's formal response in October 2005.

RESOLVED: That copies of the draft Code of Practice booklets on School Admissions and Appeals be sent to Forum Members for comments to be received to the Admissions and Transport Manager by 30th September 2005.

The meeting ended at 8.10 p.m.

CHAIRMAN

OUTCOMES OF PARENTAL APPLICATIONS FOR YEAR 6 PUPIL TRANSFERS TO HIGH SCHOOLS IN SEPTEMBER 2006

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

27 JUNE 2006

Purpose

1. To note the outcomes of parental applications for Year 6 pupil transfers into High Schools for September 2006, including details of appeals.

Financial Implications

2. None.

Report

3. Formal appeals have now taken place for applications relating to one community high school and two aided high schools. The results of these appeals are now known and are listed below.

HELD SUCCESSFUL

Bishop's	17	4	
St Mary's	14	1	
Whitecross	2	1	
TOTAL	33	6	(18%)

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 – 93.6%

Parents receiving one of their declared preferences – 99.5%

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. There have not been any parental complaints about how applications have been dealt with administratively this year.

Further information on the subject of this report is available from
Andrew Blackman, Admissions and Transport Manager on (01432) 260927

NUMBERS SET AGAINST PLANNED ADMISSION NUMBER

7. Places allocated for September 2006, compared with the number of places available currently stand as follows –

	Places allocated	<i>Published Admission Number</i>	Waiting list
Queen Elizabeth	68	100	0
Aylestone	219	250	0
Bishops	235	235	51
Haywood	112	180	0
Whitecross	181	180	43
St Mary's	135	135	30
Kingstone	134	136	0
Lady Hawkins	93	90	0
John Masefield	152	174	0
John Kyrle	188	210	0
Fairfield	70	70	0
Minster	123	140	0
Weobley	70	100	0
Wigmore	90	90	4

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 2006. The position is subject to change as families may move into Herefordshire over the coming 3 months.

Recommendation

THAT the report be noted.

Background Information

None identified

AMMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

27 JUNE 2006

Purpose

1. To consider changes to the Planned Admission Numbers (PAN) at Clehonger, Longtown, Marlbrook and Staunton-on-Wye Primaries.
2. Following the provision of an additional classroom at Clehonger Primary, principally to avoid an organizational problem within the school, a new capacity assessment has been undertaken. The result of which increases the PAN from 25 to 28.
3. Due to a very low intake last year at Longtown Primary (3 pupils against a PAN of 8) it has been agreed to admit the 10 first preference catchment and sibling children. This has effectively increased the PAN to 10 for this year's intake only.
4. Following the provision of an additional classroom at Marlbrook Primary a new capacity assessment has been undertaken. The result of which increases the PAN from 50 to 60.
5. The governors of Staunton-on-Wye have decided to admit 14 children for the academic year 2006/7 against a PAN of 10. This is principally because other year groups contain less than 10 pupils and there is space within the school as a whole.

Recommendation

That the changes to admission numbers whether temporary or permanent be approved.

Background information

None identified

AMMENDMENT TO A SCHOOL CATCHMENT AREA
REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

27 JUNE 2006

Purpose

1. To consider a change to the catchment area for Ashperton Primary School.
2. Following a discussion at the School Organisation Committee in December 2005 the Cabinet Member has agreed that the provided primary school for the small hamlet of Covender will be Ashperton Primary School from September 2007.

Recommendation

THAT the report be noted.

Background Information

None identified

AMMENDMENTS TO ADMISSION POLICIES OF VOLUNTARY AIDED SCHOOLS

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

27 JUNE 2006

Purpose

1. To consider changes to the Admission policies at certain Voluntary Aided Schools, namely: St Mary's RC High, Cradley C.E. Primary, Fownhope C.E. Primary, Fownhope C.E. Primary, St James C.E. Primary, St Thomas Cantilupe C.E. Primary, Lea C.E. Primary, Leintwardine Endowed Primary, Pembridge C.E. Primary and Pencombe C.E. Primary.
2. Following a request from the Local Admissions Forum to standardise the VA Schools oversubscription criteria in line with the Code of Practice a small working party held a meeting on Friday 16th December 2005. At this meeting a proposed policy was drafted and subsequently circulated to all VA Schools in Herefordshire. Those schools that subsequently amended their policies are shown above. Details of these revised policies are shown in Appendix 5 of the Information for Parents booklet for 2007 – 2008.
3. The Committee should be aware that the DfES have delayed notifying the Code of Practice. This may reflect the discussion over admission in the Education Bill.

Recommendation

THAT

(a) the changes be adopted for those schools who have adjusted their criteria.

and;

(b) the Forum considers what further action should be taken in the absence of a definitive Code of Practice from the DfES.

Background Information

None identified

**APPLYING FOR A PLACE
AT
HIGH SCHOOL
IN
HEREFORDSHIRE
2007/2008**

Important information if your child is eleven before
September 2007

**Apply on or before
3rd November 2006**



**HEREFORDSHIRE
COUNCIL**

Children & Young People's Directorate
P.O. Box 185
Blackfriars Street
Hereford HR4 9ZR

**To be read with the
Information for Parents
Booklet 2007/2008**

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. It is also advisable to visit schools in which 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 3rd November 2006 (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 3rd November 2006.

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, 5 & 6 of the Information for Parents Booklet 2007/2008 contain more information about applying for a school place, and Appendix 4 gives details about the 14 Herefordshire High Schools. The information is also on the Council's Education Website (www.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 Children Services in September 2006. If you apply for that catchment school by **3rd November 2006**, 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 5 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 2007. That one date, which also applies to Church schools, is 3rd November. Late applications received between 3rd November and the national offer date of 1st March 2007, may be included in the initial consideration but **only if** the reason for the delay was genuine and acceptable. Applications received after 1st March 2007 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**. If your child attends an Out of County School or Independent school the form should be returned to Admissions Children & Young People's Directorate PO Box 185 Blackfriars Street Hereford HR4 9ZR by 3rd November 2006. **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.

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. This **must be** returned **with the SA1** form by 3rd November 2006 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, then for pupils with sibling living in the school catchment area and then to out of area siblings. Children with brothers and sisters who would still be at the school in September 2007 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 3rd November 2006 will be told the decision on 1st March 2007, 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 3rd November 2006 from parents will be analysed together, but only after that date, along with late applications for which parents have provided good explanations. 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 5 of the Information for Parents Booklet. At stage 1, 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 1st, 2nd or 3rd 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 2007 will be given by Herefordshire LEA, for Gloucestershire, Shropshire and Worcestershire schools. 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. Therefore where you live will determine the LEA who gives notification of places offered. However, this position will **not apply** in the case of Monmouthshire and Powys schools for whom we will still offer the places.

STAGE 4 It is possible that some parents will not be offered a place at any of their 3 preferred schools. That usually happens 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 2007 transfer. In practice, parents applying for their catchment school by 3rd November 2006 are 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 3rd November 2006. We shall advise you of the outcome of the determination of your Special Reasons category by mid January 2007.

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, unless you are including Bishop of Hereford Bluecoat and / or St Mary's RC in your preferences.

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 schools that have had vacancies in previous years

Admissions Information Lines - 01432 260925/260926
Herefordshire Council: schooladmissions@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, Which needs to be attached together with SA1 form.**
- **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 1st March 2007.**
- **The closing date for applications is 3rd November, 2006.**
- **Late applications, without good explanation, 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.

HEREFORDSHIRE COUNCIL – CHILDREN & YOUNG PEOPLE'S DIRECTORATE

APPLICATION FOR ADMISSION INTO A RECEPTION CLASS OF AN INFANTS/PRIMARY SCHOOL

Please read the reverse of this form and Information for Parents Booklet before completing this form.
Please ensure that you answer all questions and sign the declaration on page 2.

All applications should be returned to the Pupil Admissions Office, Children & Young People's Directorate, Herefordshire Council, PO Box 185, Blackfriars Street, Hereford HR4 9ZR by 19th January 2007.

PART A - ABOUT YOUR CHILD

Child's Surname First Name.....Mid Name.....

Gender: ☐ M ☐ F DOB..... Age.....

Childs Home Address (see notes 4 and 5 overleaf).....

.....Post Code.....

Telephone No.....

Is your child(or has your child ever been) in care/ looked after by Herefordshire Council or any other local authority? Yes / No (please delete)

If yes, what is the name of the Social Worker

PART B – YOUR CHOSEN SCHOOL (S)

TO INCLUDE ANY VOLUNTARY AIDED AND OUT – OF – COUNTY SCHOOLS SEE NOTE 2 OVERLEAF

If you are applying for a place at a **Voluntary Aided School**, it may be necessary for you to complete one of the schools own application forms, **in addition** to the PA1.This should then be attached to the PA1.

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 advisable to include your provided school as one of your 2 preferences as you would have low priority for that school if your first 2 preferences are for other schools and these cannot be met.

If you wish to apply to a school within another authority, you should still complete this PA1 form. We will then pass the information onto the relevant authority, and they will inform us if they can offer a place **on the official offer date.**

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 rises to 3 miles when your child reaches the age of 8.

Please show in order, your preference(s) for 2 schools

1	
2	

SIBLINGS

Please give full name(s) and date(s) of birth of any brothers and sisters who, in September 2007, will still be attending a school for which you are now applying. (See Note 6a)

Name of Pupil(s)

School currently attending (if any)

=====

If you are not applying for a place on social, medical or compassionate grounds *or* for a Voluntary Aided School, please go straight to Part E – the declaration.

=====

PART C – APPLYING FOR A PLACE ON SOCIAL, MEDICAL OR COMPASSIONATE GROUNDS

Complete this section **ONLY** if you are applying for a place **on medical, social or compassionate grounds**.

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

(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).

Please give details of information you have attached

..... No. of pages attached

Please indicate to which primary school(s) this supporting information relates to

PART D –APPLICATIONS TO VOLUNTARY AIDED SCHOOLS

Complete this section **ONLY** if you are applying for a place at a Voluntary Aided school. You will also need to contact the school direct to ask what additional information (if any) they require about your Christian commitment. It may even be necessary to complete one of their own application forms **in addition** to this PA1 form.

Are you applying for a place at a Voluntary Aided School? YES/NO (please delete as appropriate)

If Yes, please state the name of the school.....
(this must be one of the schools stated overleaf)

Please give details of any additional forms/supporting evidence you have attached

..... No. of pages attached

Please indicate to which primary school(s) this supporting information relates to

PART E – THE 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 on the reverse of page 1 of this form. 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

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 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

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

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 **19th January 2007** for admissions in the school year 2007/2008

If your child has his or her fifth birthday between 1st January and 31st 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 5th birthdays on or after 1st January**.

NOTE 2 - APPLICATIONS TO AIDED SCHOOLS

It is the Governing Body of a **Voluntary Aided** school that makes decisions on admissions, not the Herefordshire Council, though all notifications are made by the Council's Admissions Office. Appendix 5 of the Information for Parents Booklet 2007/2008 refers to the over-subscription policy of each Voluntary Aided School. It is possible that some Voluntary Aided schools will require additional information. Please refer to the individual school's prospectus for further details relating to admission arrangements.

NOTE 3 – OFFER DATE

Based on applications received on or before ? January 2007, the Council will offer places, including those for Voluntary Aided, **on 27th March 2007**

NOTE 4 – 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 5 – 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 6 – 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.

HEREFORDSHIRE COUNCIL – CHILDREN & YOUNG PEOPLE'S DIRECTORATE

APPLICATION FOR A PLACE AT A HIGH SCHOOL FOR SEPTEMBER 2007

Please read notes overleaf of this form and information for parent's booklet before completing and returning this form. Please ensure that you answer all questions and sign the declaration on page 2

(Applications to be returned to your child's primary school no later than 3rd November 2006)

If your child attends an Out-of-County/Independent School, Please return the form to Children & People's Directorate PO Box 185 Blackfriars Street Hereford HR4 9ZR no later than 3rd November 2006

PART A - ABOUT YOUR CHILD

Child's Surname First Name.....Mid Name.....

Gender: ☐ M ☐ F DOB..... Age.....

Childs Home Address (see notes 4 and 5 overleaf).....

.....Post Code..... Telephone.No.....

Present Primary School.....

Has your child any Special Education Needs involving formal statementing under the Education Act 1996, and did he/she require an assessment by an outside professional? Yes/No (please delete as appropriate)

Is your child (or has your child ever been) in care/looked after by Herefordshire Council or any other local authority? Yes/No (please delete as appropriate)

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

PART B – YOUR CHOSEN SCHOOL (S)

TO INCLUDE ANY VOLUNTARY AIDED AND OUT-OF-COUNTY SCHOOLS (SEE NOTES 2 AND 3 OVERLEAF)

If you are applying for a place at **The Bishop of Hereford's Bluecoat School for a Church place only**, it will be necessary for you to complete an additional application form which will request more information about your religious commitment. If you are also applying for a place at **St Mary's RC High School** it will be necessary for you to complete an additional application form. These forms can be obtained by contacting the schools directly and should be completed **in addition** to this form. These forms should be attached to and returned with the SA1.

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 advisable to include the school for your catchment area as one of your 3 preferences (see point 11 in enclosed leaflet), as you would have low priority for that school if your first 3 preferences are for other schools and these cannot be met.

TRANSPORT: Note that your provided school is the only school for which free transport is provided, if you live more than 3 miles from the school (see Note 4). 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, but only if you live more than 3 miles from the school. Parents will be asked for a contribution towards the cost (see section 7.8 of the Information Book)

Please show in order, your preference(s) for 3 schools

1	
2	
3	

SIBLINGS -

Please give full name and date of birth of any brothers and sisters who, in September 2007, will still be attending a school for which you are now applying (see note 5a)

Name of Pupil(s)DOB

School currently attending

=====

If you are not applying for a place on social, medical or compassionate grounds or for a place at The Bishop of Hereford's Bluecoat School or St Mary's RC High School, please go straight to Part E – the declaration.

=====

PART C – APPLYING FOR A PLACE ON SOCIAL, MEDICAL OR COMPASSIONATE GROUNDS

Complete this section **ONLY** if you are applying for a place on medical, social or compassionate grounds.

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

(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).

Please give details of information you have attached

..... No. of pages attached

Please indicate to which high school(s) this supporting information relates to

PART D– APPLYING FOR A PLACE AT THE BISHOPS OF BLUECOAT SCHOOL / ST MARYS RC HIGH

Complete this section **ONLY** if you are applying for a place at The Bishops of Hereford's Bluecoat School or St Mary's RC High School. It may even be necessary to complete one of their own application forms **in addition** to this SA1 form.

Are you applying for any or both of the VA schools named above? YES/NO (please delete as appropriate)

If yes, please state the name of the school(s).....
(this must be one or both of the school(s) stated overleaf)

Please give details of any additional forms/supporting evidence you have attached

..... No. of pages attached

Please indicate to which school(s) this supporting information relates to.....

PART E – THE 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

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 HEREFORDSHIRE 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; Wyebridge Sports College Hereford (**Haywood**); 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.

NOTE 3 – APPLYING FOR SCHOOLS OUTSIDE THE COUNTY

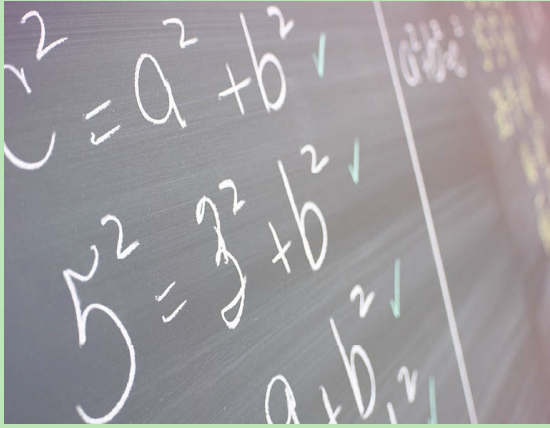
If you wish to apply for a High School outside the County, e.g. in Worcestershire, Shropshire, Gloucestershire, Monmouthshire or Powys you must still fill in this form naming the school overleaf and its priority order, within your 3 preferences.

NOTE 4 – THE PROVIDED SCHOOL AND SCHOOL TRANSPORT

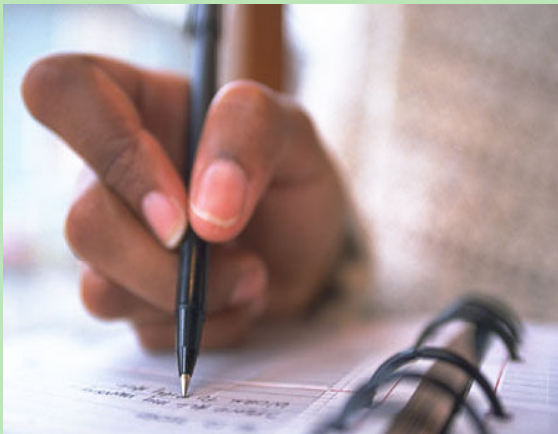
The school **provided** for your child's home address is stated in the enclosed letter, and it is the only one for which transport assistance might be provided.

NOTE 5 – OTHER NOTES ABOUT ADMISSIONS

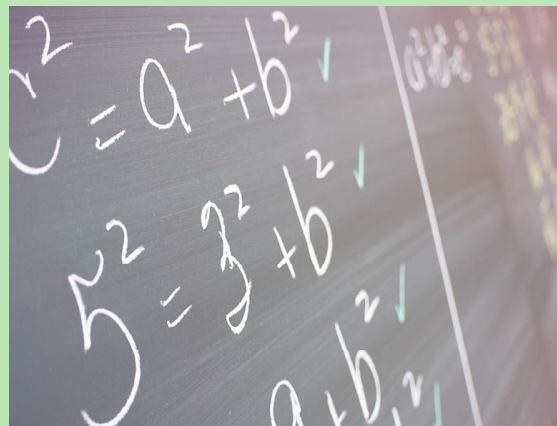
- (a) Admission of a child to a school does not guarantee admission of brothers and/or sisters.
- (b) The allocation of places will be undertaken solely by Herefordshire Council, including Voluntary Aided Schools, with an offer being made on 1 March 2007. In addition the Council may also allocate places 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 Information for Parents Book
2007/2008
Admissions & Transfers to Schools***



***Children & Young People's Directorate
PO Box 185 Blackfriars Street Hereford
HR4 9ZR***



***Herefordshire Information for Parents Book
2007/2008
Admissions & Transfers to Schools***



***Children & Young People's Directorate
PO Box 185 Blackfriars Street Hereford
HR4 9ZR***

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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 2007/2008 school year and the options that are open to you. This will be important for parents whose child will be starting school in September 2007 because of the 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 2007/2008 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.

SUE FIENNES
DIRECTOR OF CHILDRENS SERVICES

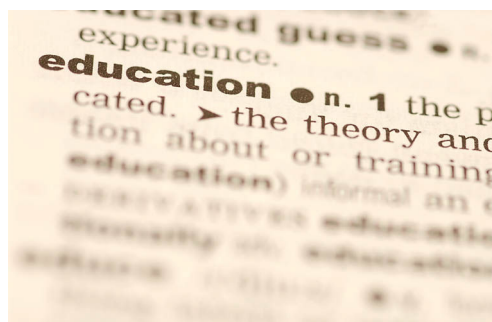
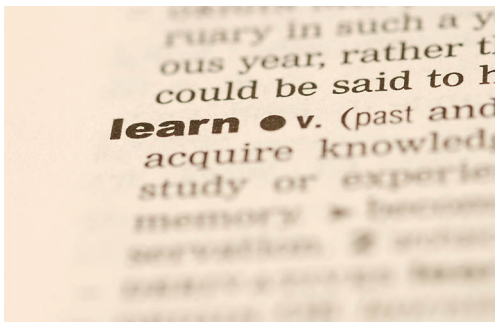
September 2006

1: ABOUT THE EDUCATION SERVICE

Herefordshire has 101 maintained schools - 83 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 83 primary schools, 40 are community, 40 Church of England (20 Aided and 20 Controlled) and 3 Roman Catholic (all Aided). At Leominster 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. Eligibility is from the term **after** the child's 3rd birthday. Children with April birthdays will be admitted in the September (following their 3rd 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 3rd 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, Riverside Primary 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 SureStart area covers Leominster and Kington towns and much of the rural area between and around the two. A mini Sure Start programme in Bromyard is also running through a voluntary organisation 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. Sure Start can be contacted at the "Info In Herefordshire" Offices in Leominster by phone on 01432 383340 or in Bromyard on 01885 488495. Sure Start has now further developed into the provision of Children's Centres as part of the Government's ten year childcare strategy.

2.8 Children's Centres

Three Children's Centres are now fully operational at Green Croft, alongside Marlbrook Primary School, Springfield (based on the site of Riverside Primary) in the south of Hereford City and Leominster (the local Sure Start programme in Leominster – see above). Six more Children's Centres will be established in Herefordshire before 2008 based around the market towns of Bromyard, Ledbury, Kington, Ross-on-Wye, the Golden Valley and the North of Hereford City.

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 an 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 2007.

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 (19th January 2007). 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 1st May and 31st 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 2007, 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 start school in the reception year after September 2006, 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 19th January 2007, or by September 2007 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 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 and parents whose preference is for a Voluntary Aided (church) School.

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 Pupil Admissions Office know in writing 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:

19th January 2007 for admissions in school year September 2007 to August 2008

That date applies for all admissions during that school year, **including** children who might not be entitled to start school until January 2008 or April 2008. 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 **Tuesday, 27th March 2007.**

4.8 What Happens If I Apply After The Closing Date Of 19th January 2007?

Applications received after 19th January 2007 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 27th March 2007, so late applications received between 19th January and 13th March 2007, 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.

4.11 Can Applications Be Considered For Pupils Who Do Not Live In Herefordshire?

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 19th January 2007. The offer of a place will be made by Herefordshire LEA, on 27th March 2007, and not the Council in which the parents live.

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)

3 November 2006 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 3rd November 2006 will also be acceptable in Gloucestershire, Monmouthshire, Powys, Shropshire and Worcestershire even if their closing dates are different.

1 March 2007 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 3rd November 2006 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 1st March 2007, 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. This form must be also returned to the Pupil Admission Office with the SA1 form by 3rd November 2006 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 2007 transfer. In practice, a parent applying for their catchment school by 3rd November 2006 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 local children fill most of the places in high schools. 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 3rd November 2006. 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 1st March 2007.

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 3rd November 2006 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 2007 or later which means that parents could receive an offer or refusal of a place before 1st March 2007. 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 1st March 2007.

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. 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?

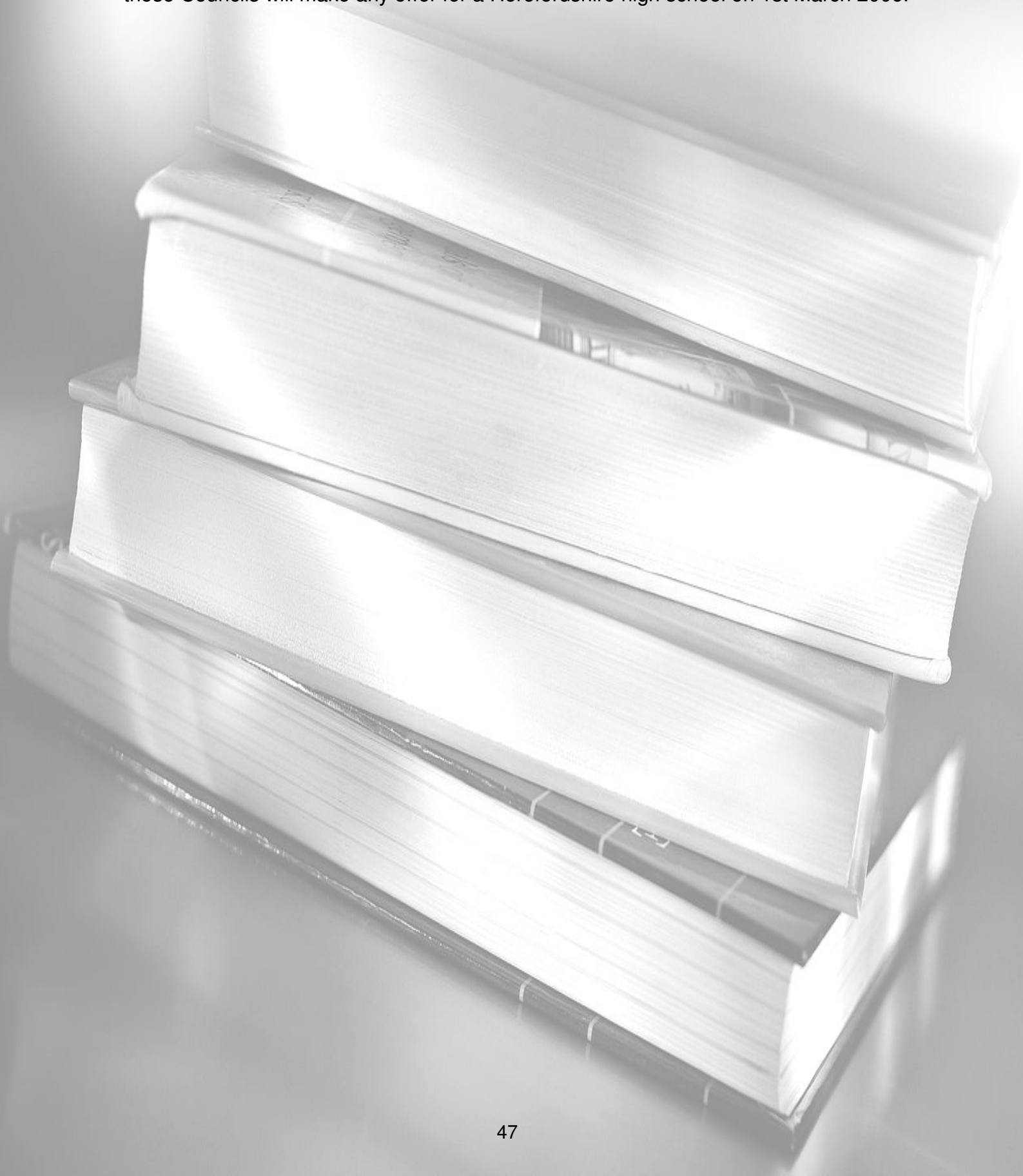
No, you should make direct application to the headteacher of the Independent school not Herefordshire Council. **However**, we would recommend that you still indicate three preferences for maintained schools on the application form just in case you decide not to go forward with your application or do 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, those Councils will make any offer for a Herefordshire high school on 1st March 2006.



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 and those pupils in receipt of banded funding where the LEA believes a particular school should be named; (see Footnote 1)
- ii) pupils in the '**looked after**' **system** and children who are adopted 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; sorted firstly by sibling connection by distance and then by distance only (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. The Director of Children's Services or her advisory panel will not consider applications on such grounds unless this supporting information is attached to your application form when you apply – 3rd November 2006 (high schools) and 19th January 2007 (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 2nd 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 3rd 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 4th 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 5th priority to be sensitive to exceptional needs that individual children and families may have.

Footnote 6: The 6th 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 3rd, brothers and sisters 4th, special reasons 5th, 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 2007, 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 from parents, by the closing date of 13th January 2006, 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 each 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 indicated in 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. At this stage applications for Community Voluntary Controlled and Voluntary Aided will be considered together.

STAGE 4 It is possible that some parents will not be offered a place at either of their 2 preferred schools. That could happen only 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 to all parents who have applied in time. The day will be:

TUESDAY, 27th March 2007

The Council, including in the case of Voluntary Aided Schools and schools in other LEA's, will announce all offers. Please note that only one school will be offered on the 27th March 2007, which will be the highest ranked, with spaces available, that you have defined on your application form. **The Council 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. This waiting list will remain open until the start of term commencing September 2007.

6.5 Can you appeal if your request is unsuccessful?

If parents are sent a refusal letter after the 27th March 2007, 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 Children's Services 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. Separate hearings are held for each school. 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 3rd November 2006 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 1st 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 1st, 2nd or 3rd 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. At this stage, applications for Community Voluntary Aided and schools in other LEA's will be considered together, i.e. all schools are within the 3 preferences.

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 2007

All offers will be announced by the Council, including in the case of voluntary aided schools (see paragraph 5.4 above) and records in other LEA's. **Please note that only one school will be offered on the 1st March 2007, 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 3rd November 2006.

If parents are not able to receive their first preference, the child will be placed on the waiting list after the 1st March 2007 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 3rd November 2006 and include their local catchment school, it is highly likely that an offer for one of the preferences will be made on 1st March 2007. However, if the 1st or 2nd 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 Children's Services 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. Separate hearings are held for each school. 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 1st March 2007. 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 available from the school to which you are applying and SA3 for a secondary school from the Pupil Admissions Office. Parents should be aware that any information provided on the application form will be crosschecked 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.

If a place is not available at the requested school then parents are entitled to appeal against the decision not to offer a place. However parents are limited to one appeal per school per academic year.

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.

Pupil Referral Units

These centres cater for students whose needs cannot be met in mainstream schools. They are not accessed through parental preference but through the professional judgement, based on published criteria, of managers and officers in the Children and Young People's Directorate.

- St David's Centre Hereford (KS4 14-16) 01432 274485
- The Aconbury Centre Hereford (KS3 11-14) 01432 341096
- The Priory Centre Leominster (KS4 14-16) 01568 610733

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 who 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 **denominational grounds**, the nearest appropriate or designated voluntary aided church school, **and** it is beyond statutory walking distance from the home address.

Parents will be asked to pay a contribution towards the cost of providing such transport subject to the following criteria:

1. Parents to pay contributions towards the cost of transport for the first two children attending any denominational school from any one family (at the same address) with any subsequent children having a denominational place entitled to free transport, so long as those other children remain in receipt of transport under this scheme.
2. Free transport for those children entitled to free school meals (Entitlement can be checked by contacting the Free School Meals team on 01432 260921), families in receipt of free prescriptions (on income related criteria) or in receipt of full housing or Council Tax benefit.
3. A contribution of 50% of the set contribution rate per term for those not entitled under 2 above but whose parent(s) are entitled to Housing or Council tax benefit.

A child is deemed to attend a local Church School on denominational grounds where the denomination of the parents is the same as the denomination of the school and the child is offered a denominational place.

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.

The Children's Services Cabinet member will set the level of parental contribution in January 2007. For budgetary purposes the charge will be linked to the level of contribution paid by parents utilising the Vacant Seat Payments Scheme, which for the 2006/2007 school year is £105 per term.

For information the list of Aided Church Schools is as follows;

Roman Catholic

St Mary's R.C. High
Our Lady's R.C. Primary
St Francis Xavier's R.C. Primary
St Joseph's R.C. Primary

Church of England

The Bishop of Hereford's Bluecoat High
Bodenham, St Michael's C.E. Primary
Brampton Abbotts C.E Primary
Bridstow C.E Primary
Cradley C.E. Primary
Fownhope, St Mary's C.E. Primary
Hereford, St James' C.E. Primary
Hereford, St Paul's C.E Primary
Hereford, St Thomas Cantilupe C.E. Primary
Kimbolton, St James' C.E. Primary
Kingsland C.E. Primary
Lea C.E. Primary
Leintwardine Endowed Primary
Leominster, Ivington C.E. Primary
Llangrove C.E. Primary
Much Marcle C.E. Primary
Pembroke C.E. Primary
Pencombe C.E. Primary
Weston-under-Penyard C.E. Primary
Whitchurch C.E. Primary

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 (£105 per term in 2006/2007) or at the lesser rate for each child (£35 per term in 2006/2007) 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.

7.13 How do I apply for transport?

At the time an offer of a place at a high school is made (1st March 2007) included with the offer letter will be a Transport Application form (Blue "T Form") if you are either being offered a place at your catchment school (and live more than 3 miles from that school) or have been offered a place at The Bishop of Hereford's Bluecoat School or St Mary's RC High School on denominational grounds. Please complete this form and return to the Children's Services Directorate.

If you do not receive a Transport Application form with the offer letter and wish to apply for a seat under the Vacant Seat Payment Scheme please either email a request for a form to schooltransport@herefordshire.gov.uk or ring one of the contact numbers on the inside cover of this booklet.

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 8. In addition the Partnership has defined a standard charge of £89 for all students, there will be on reduced rate from the commencement of this academic year.

- **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 provision 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.

Entry To Employment (E2E)

The E2E programme aims to help those young people who are not ready at age 16 to go onto modern apprenticeship programmes, further education or employment and helps them to prepare for entry into employment or learning. E2E develops learners' motivation, confidence and personal effectiveness. They may gain qualifications in basic and/or key skills and acquire vocational knowledge, skills and understanding through sampling a range of work and learning contexts. Ideally, all the young people involved in E2E will work towards some form of qualification. E2E is not time-bound but based on the needs of each individual learner. The minimum allowance is currently £40 per week. In addition, expenses are met in full.

To find out more about E2E and how to apply, contact your local Connexions office and ask for details.

Apprenticeships

Apprenticeships enable young people to combine work and study to gain qualifications, while they are earning. They can choose from a wide range of apprenticeships in Herefordshire covering many different occupations, from business administration to engineering, beauty therapy or health and social care.

All apprenticeships include key basic elements including an opportunity to study to gain nationally recognised qualifications including a National Vocational Qualification (NVQ) at Level 2 or Level 3, a chance to develop key skills such as communication and using new technology and the opportunity to get a technical certificate such as BTEC or City & Guilds Progression Award. Most young apprentices in Herefordshire are employed and paid the rate for the job whilst they are training.

Apprenticeships are offered by a wide range of providers across the county including:

Acorns to Oaks (Care)
 Constant Browning Edmunds (Admin & Retail)
 Hotel and Catering (Hospitality & Catering and Retail)
 Herefordshire College of Technology (Admin, Construction, Hair, Mechanics, Retail)
 Herefordshire Group Training (Admin, Engineering, Manufacturing and Retail)
 Herefordshire Primary Care Trust (Admin, Care and retail)
 Keith St Peter Academy (Hair, Beauty and Retail)
 Pershore College - including Holme Lacy College (Agriculture & Horticulture, Animal Care and Retail)
 PGL (Travel and Hospitality)
 Riverside Training (Admin, Hospitality and Retail)
 Shropshire County Training (Admin, Hair, Hospitality & Catering and Retail)
 The Farriery Group (Equine Studies)
 Touchstone (Admin and Retail)
 VT Plus (Health & Care, Hospitality & Catering, Retail)

To find out more about Apprenticeships and how to apply, contact your local Connexions office and ask for details.

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

Catchment areas served by 11-16 age range High School	Designated Post-16 Establishment
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	Kington, Lady Hawkins (see footnote*)
Wigmore High	Ludlow College of FE (see footnote*)
Catchment areas served by 11-16 age range High School	Pupils served
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

Colleges	Address	Tel:
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

9: NATIONAL CURRICULUM AND ASSESSMENT ARRANGEMENTS

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 aged 5 –11 study?

Pupils in Key Stages 1 (ages 5-7) and 2 (ages 7-11) must study English, mathematics, science, design and technology (D&T), information and communication technology (ICT), history, geography, art and design, music, physical education (PE) and religious education (RE).

Although it is not statutory most schools provide lessons in personal, social and health education.

From September 2009 it will be compulsory for all pupils in Key Stage 2 (KS2) to study a modern foreign language (MFL); it is anticipated that many schools will begin to introduce a MFL to some pupils in KS2 from September 2005 and phase in the entitlement over 4 years.

9.2 What must pupils aged 11-14 study?

Pupils in Key Stage 3 (KS3, ages 11-14) must study English, mathematics, science, careers education, citizenship, design and technology (D&T), information and communication technology (ICT), history, geography, art and design, a modern foreign language, music, physical education (PE), religious education (RE) and sex education.

Although it is not statutory most schools provide lessons in personal, social and health education.

9.3 What must pupils aged 14-16 study?

All pupils at Key Stage 4 (KS4, ages 14-16) must study English, mathematics, science, careers education, citizenship, enterprise, information and communication technology (ICT), physical education (PE), religious education (RE), sex education and work related learning.

9.4 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.

9.5 What else is taught in addition to the National Curriculum?

At KS4, the arts, design and technology, humanities and modern foreign languages must be available for pupils to choose.

Schools are increasingly expanding the number and range of vocational courses that pupils

can choose in line with the national strategy to modernise education for the 14-19 age group. Some of these courses may be taught in other educational institutions or by work based learning providers and provide a flexible range of pathways into further and higher education and training.

Many schools provide options 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.

9.6 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.

9.7 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.

9.8 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 School Improvement Services at the office of the Children and Young Peoples' Services, P.O. Box 185, Hereford HR4 9ZR, telephone: 01432 260813.

9.9 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:

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

For pupils aged 16 years, GCSE continues to be the main examination although a growing number of pupils will gain accreditation in vocational qualifications such as the new, applied GCSE's, National Vocational Qualifications (NVQs), ASDAN life skills courses and entry level qualifications such as Certificates of Achievement (COAs). From September 2008 new specialised Diplomas in vocational subjects may become available.

9.10 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.**

9.11 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.

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.

The Home School Liaison Service works alongside the Education Welfare Service providing similar support and advice aimed at targeted primary Schools.

Information about both these services can be obtained from:

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 31st August.

12.1 What are Special Educational needs?

The terms SEN and disability have legal definitions:

- Children with SEN have learning difficulties or disabilities that make it harder for them to learn than most children of the same age and which calls for special educational provision to be made for them. (SEN Code of Practice 2001) It has been estimated that about one in five children will have SEN at some time during their education .
- Children have a disability if they have a physical or mental impairment that has a substantial and long term effect on their ability to carry out normal day to day activities. (SEN & Disability Act 2001)

12.2 What provision is made for children with SEN and Disabilities

In the majority of cases children will have their needs met in their local mainstream school where school staff, working in co-operation with the Council's support services; Herefordshire Learning Support Service (LSS), Medical and Behavioural Support Service (MBSS), Physical and Sensory Support Service (PASSS), Herefordshire Psychological Service (HPS) and Pre-School area SENCO's will be able to identify, assess and provide for children with special or additional 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 'School Action' and 'School Action Plus'. These stages are school based. A small minority of children with Special Educational needs may require a statutory assessment which may result in a written statement of need. The Council has also put into place a system of banded funding which is in addition to that delegated to schools to meet SEN. It is designed to enable schools to make a range of additional arrangements for children with significant needs more quickly and simply. Banded funding is still being phased in and currently applies to pupils from year R to year 9. Please see Parent Partnership Leaflet 'Funding for Inclusion' for more details.

A minority of children will require the extra support of a special school. A child must have a statement to attend a special school and a place is allocated through the recommendation of professionals such as an Educational Psychologist. **Admission to a special school is not part of the process described in this booklet and you should not name a special school as one of your 3 choices.** Referral to special school should be discussed as part of the Annual Review of statement process. There are 4 special schools in Herefordshire:

- Barrs Court School (40 places) for children & young people with Severe Learning Difficulties (SLD) Age Range 11-19
- Blackmarston School (40 places) for children & young people with Severe Learning Difficulties (SLD) Age Range 2-11

- Westfield School (30 places) for children & young people with Severe Learning Difficulties (SLD) Age Range 2-19
- The Brookfield School (48 places) for children & young people with Social, Emotional & Behavioural Difficulties (SEBD) Age range 5-16

All 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) who will be able to talk to you about your child's Special Educational needs and keep you fully involved if particular support arrangements are to be provided. If you are not sure whether your child has special needs as defined above you should contact the SENCO. If your child has a statement of Special Educational Needs you will need to start planning the phase transfer in year 5 when their annual progress is reviewed.

If however it is not possible to come to an agreement about a child's special needs and or a school placement parents have the right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST). The tribunal is an independent body set up to consider cases where parents and a local Authority 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. These services are available through contact with:

The Parent Partnership Officer Telephone 01432 260955

Accessibility

The Inclusion statement in the National Curriculum outlines three principles to support the access and inclusion of young people with a range of additional needs:

Schools should.....

1. set suitable learning challenges
2. respond to pupils' diverse learning needs
3. overcome potential barriers to learning and assessment for individuals and groups of pupils.

The LA has an Accessibility Strategy to support the inclusion of young people in their local school by removing barriers to the accessibility of the curriculum and physical environment wherever possible.

We are confident that all mainstream schools in Herefordshire are able with the appropriate support and adaptations to the curriculum to meet the learning needs of the majority of children in their locality. With regard to physical accessibility the following High Schools are fully accessible to young people with a physical disability.

- Kingstone High School
- Whitecross High School
- Wigmore High School
- The Bishop of Hereford's Bluecoat School
- John Masefield High School Ledbury
- John Kyrle High School Ross

For those parents negotiating a Key Stage 2-3 phase transfer for young people with a statement the following diagram may be helpful

Year 5 Annual Review

The SENCO for the local High school and a LA casework officer will be invited to describe the provision made by the high school and to discuss any particular transition issues with you and the primary school SENCO. This is an opportunity for you to hear what the provided school has to offer but you may wish to consider other schools that you think may suit your child's needs too and you should explore these options by visiting the schools. (see page 38)



Autumn Term (Year 6)

Complete and submit the common application form (SA1 which you will receive in early September) You can express up to 3 preferences and should include your catchment school if you wish this to be a considered option. **Admission to a special school is not part of the process described in this booklet and you should not name a special school as one of your 3 preferences.**

The closing date is **November 3rd 2007** (see page 12)

During this time a casework officer will work with you and the school to ensure that whenever possible your child goes to your preferred school. (see page 19)



15th February (Year 6)

By the 15th of February a final statement will have been sent to you naming a school



1st March (Year 6)

National Offer Day

All parents who complete a secondary application form will be told of the allocated high school on this day.

If agreement is not made parents have the right to appeal through the school admissions appeal procedure (see page 20)

OR

SENDIST (see page 37) & should consult with Parent Partnership

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.

See page 41 for more details

Following the allocation of a place further transition arrangements should be made with the SENCO of the named High school and primary school at the **Y6 Annual**

Further information and advice is available from The Children and Young People's Services Directorate, Herefordshire Council, PO Box 185, Hereford HR4 9ZR. Telephone 01432 260869

Transport

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 is 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.

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.

This provision of transport would not normally be written into the statement of SEN but would usually be reviewed at Annual Review to ensure adequate and appropriate use of resources.

13: Special Schools, classes and centres

*These schools are not accessed through parental preference only but in conjunction with the recommendation of professionals such as Educational Psychologists.
A child must have a statement to attend a special school.*

Special Schools for children and young people with Severe Learning Difficulties and Disabilities. (SLD)

- Barrs Court School (40 places)
Barrs Court Road
Hereford HR1 1EQ
Telephone 01432 265035

Age Range 11-19

- Blackmarston School (40 places)
Honduu Close
Hereford HR2 7NX
Telephone 01432 272376

Age Range 2-11

Leominster

- Westfield School (30 places)
Westfield Walk
Leominster
Herefordshire
HR6 8HD
Telephone 01568 613147

Age Range 2-19

Special Schools for children and young people with Social, Emotional & Behavioural Difficulties (SEBD)

- The Brookfield School (48 places)
Grandstand Road
Hereford
HR4 9NG
Telephone 01432 265153

Age range 5-16

Primary and Secondary Schools with resourced provision for children statemented under the education act 1996

Hampton Dene Primary School
Hampton Dene Road
Tupsley
Hereford
HR1 1UU
Telephone 01432

Age range 5-11

- Hampton Dene Language & Communication Centre - Provision for children with language and communication impairment including a class for children with Autistic Spectrum Disorders

Trinity Primary School
Barricombe Drive
Hereford HR4 0NU
Telephone 01432 266268
Age Range 5-11

- Resource Base for provision of adapted materials, support & advice including Braille tuition for young people with a severe visual impairment

The Bishop of Hereford's Bluecoat School
Hampton Dene Road
Tupsley
Hereford
HR1 1UU

Telephone 01432 347500

Age Range 11-16

- Secondary Phase Provision for young people with Autism
- Resource Base for provision of adapted materials, support & advice including Braille tuition for young people with a severe visual impairment

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 25th birthday. Some further education institutions consider that use of public transport is part of independence training for a student with special educational needs.

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 Children's Services 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 Children's Services 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

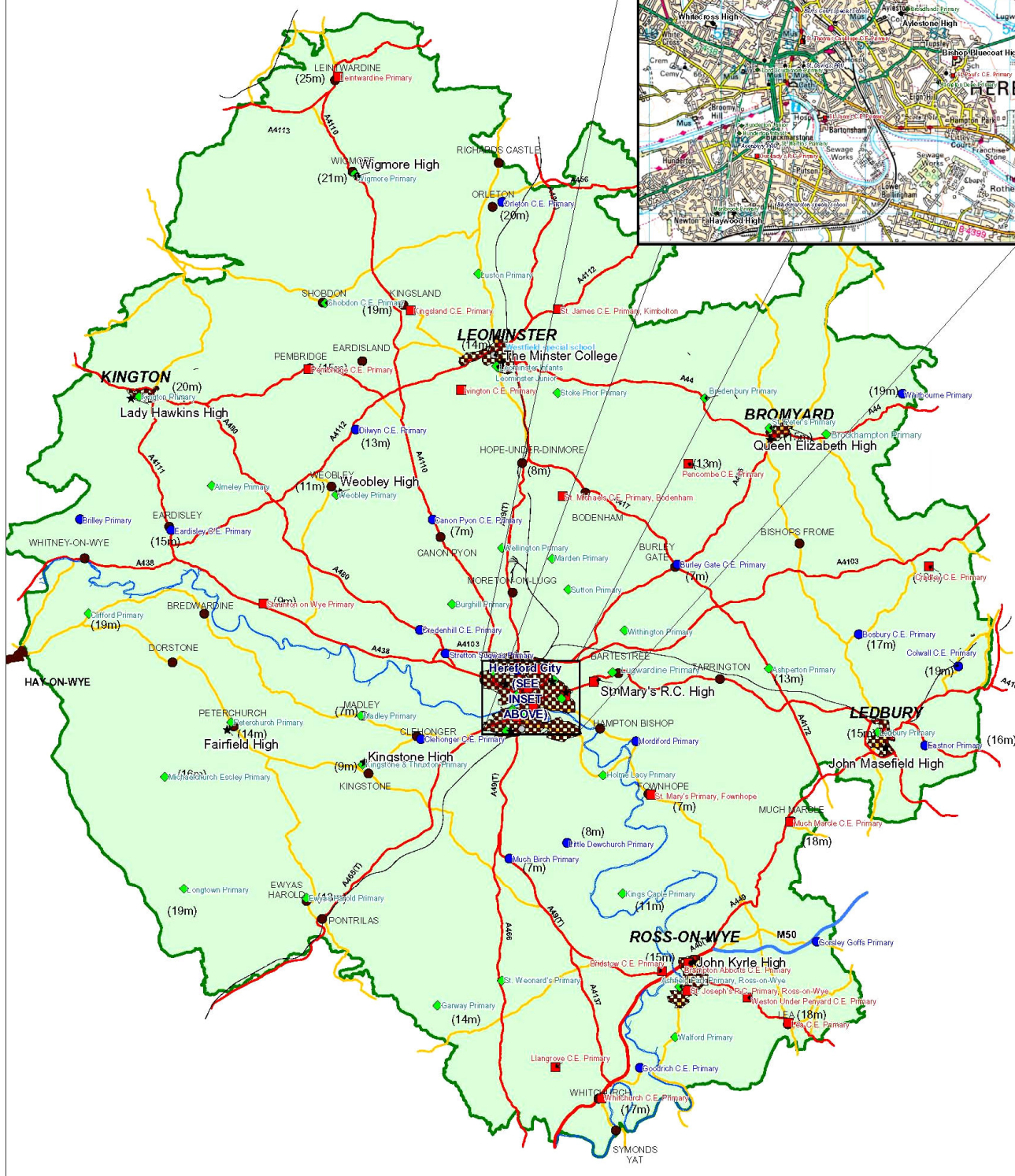
Admissions and Transport Manager

01432 260927

HEREFORDSHIRE

Distances from Hereford City in brackets (e.g. Leintwardine (25m))

Hereford City (Scale 1:50,000)



LOCATION PLAN - Herefordshire (showing 103 LEA Schools)

Voluntary Schools = Blue Aided Schools = Red

SCALE 1:200,000

(839 sq. miles)

Pupil density = 28 per sq mile (second lowest in England after N.Yorks' = 27)

Herefordshire Council
Children & Young People's Directorate
PO Box 185
Blackfriars Street
HEREFORD
HR4 9ZR
Tel.: (01432) 260900
Fax.: (01432) 260957

**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 2007 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 2007/2008.

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 19th January 2007.

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 19th January 2007.

Date of Admission

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

In the Autumn term if 5 between 1 September and 31 December inclusive
In the Spring term if 5 between 1 January and 30 April inclusive
In the Summer term if 5 between 1 May and 31 August inclusive

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 5th birthday between 1 January and 31 August might be allowed to start earlier depending on the school. Each school makes its own decision, after considering whether or not they are able to provide the accommodation, staffing, curriculum and care arrangements for their children.

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 5th birthday.) Schools cannot require children to start sooner than parents wish. If parents do wish to defer taking up a place for their child, they are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and parents must apply by the closing date for applications (19th January 2007). 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 19th January 2007. 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 19th January 2007 applies for all admissions during the school year, including children who might be entitled to start school until January 2008 or April 2008.

The Council has defined that the single offer date for the 2007/2008-admission year will be: -

Tuesday 27th March 2007

Late Applications

Applications received after 19th January 2007 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 2007

CO-ORDINATED ADMISSIONS ARRANGEMENTS FOR HEREFORDSHIRE

Introduction

Herefordshire will operate an inter-LEA scheme for September 2007 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 3rd November 2006. 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 3rd November 2006 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 21 November 2006, 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 15 December 2006 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 11th February 2007, 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 2006. 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 4th November and 11th February 2007 (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 11th February 2007 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 2006 – 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.

APPENDIX 4

Information about Schools in each District of Herefordshire

(figures quotes were as at 15th May 2006)

BROMYARD DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals held	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref		
Bredenbury (C) (DFES 2011) Bromyard, Herefordshire HR7 4TF Tel: 01885 483253	10		4	9	N/A	0	4
Brockhampton (C) (DFES 2014) Bringsty, Worcs. WR6 6TD Tel: 01885 483238	26		19	20	N/A	0	20
Bromyard, St. Peter's (C) (DFES 2024) Cherry Tree Close, Winslow Road, Bromyard, Herefordshire HR7 4UY Tel: 01885 483237	30		29	6	N/A	0	29
Burley Gate C.E. (VC) (DFES 3010) Hereford HR1 3QR Tel: 01432 820367	20		12	9	N/A	0	11
Pencombe C.E. (VA) (DFES 3367) Bromyard, Herefordshire HR7 4SH Tel: 01885 400255	8		10	5	N/A	0	8
Whitbourne C.E. (VC) (DFES 3109) Worcester WR6 5SP Tel: 01886 821266	10		12	3	N/A	1	10

HIGH SCHOOLS 11-16 Age Range – Places allocated at May 2005

Queen Elizabeth High (C) (DFES 4004) Bromyard, Herefordshire HR7 4QS Tel: 01885 482230	100		64	15	7	0	67
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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

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref held		
Broadlands (C) (DFES 2056) Prospect Walk, Hereford HR1 1NZ Tel: 01432 266772	60		40	18	N/A	0	39
Burghill (C) (DFES 2029) Hereford HR4 7RP Tel: 01432 760240	15		14	9	N/A	0	14
Fownhope, St. Mary's C.E. (VA)(DFES3325) Hereford HR1 1PG Tel: 01432 860474	15		11	7	N/A	0	11
Hampton Dene (C) (DFES 2057) Church Road, Hereford HR1 1RT Tel: 01432 273232	30		32	39	N/A	0	30
Holme Lacy (C) (DFES 2077) Hereford HR2 6LW Tel: 01432 870374	10		9	9	N/A	0	9
Holmer C.E. (VC)(DFES 3055) Holmer Road, Hereford HR4 9RX Tel: 01432 273301	60		28	26	N/A	0	28
Little Dewchurch C.E. (VC) (DFES 3071) Hereford HR2 6PN Tel: 01432 840645	9		8	8	N/A	0	9
Lord Scudamore (C) (DFES 2061) Friar Street, Hereford HR4 OAS Tel: 01432 273951	88		61	48	N/A	0	62
Lugwardine (C) (DFES 2102) Barneby Avenue, Bartestree, Hereford HR1 4DH Tel: 01432 850449	30		22	18	N/A	0	23
Marden (C) (DFES 2115) Hereford HR1 3EW Tel: 01432 880208	17		15	3	N/A	0	15
Marlbrook (C) (DFES 2063) Stanberrow Road, Hereford HR2 7NQ Tel: 01432 266643	60		51	34	N/A	0	53

HEREFORD CITY & DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref held		
Mordiford C.E. (VC)(DFES 3078) Hereford HR1 4LW Tel: 01432 870258	15		19	16	N/A	2	16
Our Lady's R.C. (VA)(DFES 3330) Boycott Road, Hereford HR2 7RN Tel: 01432 274814	30		28	19	N/A	0	29
Riverside Primary (C) (DFES 3393) (Formerly Hunderton Infants/Juniors) Belmont Avenue, Hereford HR2 7JF Tel: 01432 265080	90		54	31	N/A	0	56
St Francis Xavier RC Primary School(VA) (DFES 3331) Venns Lane, Hereford HR1 1DT Tel: 01432 273941	30		27	13	N/A	0	27
St. James' C.E. (VA)(DFES 3332) Vicarage Road, Hereford HR1 2QN Tel: 01432 273961	30		24	18	N/A	0	25
St. Martin's (C)(DFES 2067) Ross Road, Hereford HR2 7RJ Tel: 01432 273633	70		44	40	N/A	0	44
St. Paul's C.E. (VA)(DFES 3333) Hampton Dene Road, Hereford HR1 1UX Tel: 01432 273784	68		48	43	N/A	0	47
St. Thomas Cantilupe C.E. (VA)(DFES3392) Coningsby Street, Hereford HR1 2DY Tel. 01432 268400 (*proposal to reduce PAN to 30)	30		31	26	N/A	0	30
Stretton Sugwas C.E. (VC)(DFES 3102) Hereford HR4 7AE Tel: 01432 760282	15		24	26	N/A	3	16
Sutton (C) (DFES 2154) Sutton St. Nicholas, Hereford HR1 3AZ Tel: 01432 880336	12		2	4	N/A	0	2
Trinity (C) (DFES 2071) Moor Farm Lane, Hereford HR4 ONU Tel: 01432 266268	84		69	28	N/A	0	71

HEREFORD CITY & DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals held	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref		
Wellington (C) (DFES 2157) Hereford HR4 8AZ Tel: 01432 830264	28		16	6	N/A	0	17
Withington (C) (DFES 2160) Hereford HR1 3QA Tel: 01432 850289	15		9	5	N/A	0	10

HIGH SCHOOLS 11-16 Age Range – Places allocated as at May 2005:

Aylestone High (C) (DFES 4015) Broadlands House, Broadlands Lane, Hereford HR1 1HY Tel: 01432 357371	250		171	253	191	0	215
Bishop of Hereford's Bluecoat(VA)(DFES4600) Hampton Dene Road, Hereford HR1 1UU Tel: 01432 357481	235		285	239	131	18	236
St. Mary's R.C. High (VA)(DFES 4601) Lugwardine, Hereford HR1 4DR Tel: 01432 850416	135		162	127	98	14	136
Whitecross High School and Specialist Sports College (C) (DFES 4014) Three Elms Road, Hereford,HR4 0RN Te: 01432 376080	180		223	109	122	11	182
Wyebridge Sport College (C) (DFES 4011) (formally Haywood High School) Stanberrow Road, Hereford HR2 7NG Tel: 01432 355213	180		107	24	53	0	113

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

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref	held	
Clehonger C.E. (VC) (DFES 3021) Gosmore Road, Clehonger, Hereford HR2 9SN Tel: 01981 250218	25		24	19	N/A	0	25
Ewyas Harold (C) (DFES 2046) Hereford HR2 OEY Tel: 01981 240432	20		14	5	N/A	0	16
Garway (C) (DFES 2053) Hereford HR2 8RQ Tel: 01600 750273	15		3	5	N/A	0	3
Kingstone & Thruxton Primary (c) (DFES 2095) Kingstone, Hereford HR2 9HJ Tel: 01981 250338	30		30	22	N/A	0	30
Madley (C) (DFES 2104) Hereford HR2 9PH Tel: 01981 250241	24		26	22	N/A	1	24
Much Birch C.E. (VC)(DFES 3079) Hereford HR2 8HL Tel: 01981 540254	28		37	13	N/A	3	29

HIGH SCHOOLS 11-16 Age Range – Places allocated as at May 2005:

Kingstone High (C) (DFES 4021) Kingstone, Hereford HR2 9HJ Tel: 01981 250224	136		129	76	38	0	136
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Key:	C	Community
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	VA	Voluntary Aided
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	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

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref	held	
Almeley (C) (DFES 2001) Hereford HR3 6LH Tel: 01544 327267	9		9	10	N/A	0	9
Brilley (VC) (DFES 3007) Whitney-on-Wye, Hereford HR3 6JG Tel: 01497 831397	8		4	7	N/A	0	3
Eardisley C.E. (VC) (DFES 3035) Hereford HR3 6NS Tel: 01544 327262	15		11	13	N/A	0	11
Kington (C) (DFES 2096) Mill Street, Kington, Herefordshire HR5 3AL Tel: 01544 230363	30		33	3	N/A	3	30
Pembridge (VA)(DFES 3366) West Street, Pembridge, Leominster, Herefordshire HR6 9DU Tel: 01544 388366			11	11	N/A	0	12

HIGH SCHOOLS 11-18 Age Range – Places allocated as at May 2005:

Kington, Lady Hawkins (C) (DFES 4022) Church Road, Kington, Herefordshire HR5 3AG Tel: 01544 230441	90		92	22	21	0	93
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Key:	C	Community
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	NOR	Number on roll
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Catchment area details are shown in Appendix 3
Post 16 Education is defined in Appendix 5

LEDBURY DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref		
Ashperton (C) (DFES 2005) Ledbury, Herefordshire HR8 2SE Tel: 01531 670385	22		25	9	N/A	0	25
Bosbury C.E. (VC) (DFES 3006) Ledbury, Herefordshire HR8 1PX Tel: 01531 640276	20		10	10	N/A	0	13
Colwall C.E. (VC) (DFES 3023) Malvern, Worcs. WR13 6DU Tel: 01684 540532	28		26	14	N/A	0	28
Cradley C.E. (VA) (DFES 3315) Malvern, Worcs. WR13 5LL Tel: 01886 880315	20		17	3	N/A	0	18
Eastnor (VC) (DFES 3037) Ledbury, Herefordshire HR8 1RA Tel: 01531 632509	12		24	31	N/A	1	12
Ledbury © (DFES 2098) Longacres, Ledbury, Herefordshire HR8 2BE Tel: 01531 632940			56	11	N/A	0	60
Much Marcle C.E. (VA) (DFES 3363) Ledbury, Herefordshire HR8 2LY Tel: 01531 660607	17		10	9	N/A	0	17

HIGH SCHOOL 11-18 Age Range – Places allocated as at May 2005:

John Masefield High (DFES 4058) Mabel's Furlong, Ledbury, Herefordshire HR8 2HF Tel: 01531 631012	174	137	36	39	151
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Key:	C	Community
	VC	Voluntary Controlled
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	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

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref		
Bodenham, St. Michael's C.E. (VA)(DFES 3304) Bodenham, Hereford HR1 3JU Tel: 01568 797241			16	7	N/A	0	17
Kimbolton, St. James' C.E. (VA)(DFES 3341) Leominster, Herefordshire HR6 OHQ Tel: 01568 612691	15		15	4	N/A	0	15
Leominster Infants (DFES 2099) Hereford Road, Leominster, Herefordshire HR6 8JU Tel: 01568 612029	110		71	18	N/A	0	70
Leominster Junior (DFES 2100) George Street, Leominster, Herefordshire HR6 8JZ Tel: 01568 612555	110		N/A	N/A	N/A	N/A	82
Leominster, Ivington C.E. (VA) (DFES 3349) Leominster, Herefordshire HR6 OJH Tel: 01568 720216	15		13	17	N/A	0	14
Luston (C) (DFES 2103) Leominster, Herefordshire HR6 OEA Tel: 01568 615753	20		10	9	N/A	0	10
Stoke Prior (C) (DFES 2148) Leominster, Herefordshire HR6 OND Tel: 01568 760207	11		7	15	N/A	0	7

HIGH SCHOOL 11-18 Age Range – Places allocated as at May 2005:

The Minster College (C) (DFES 4027) South Street, Leominster, Herefordshire HR6 8JJ Tel: 01568 613221	140	121	25	33	0	125
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	NOR	Number on roll
	PAN	Published Admission Number

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

PETERCHURCH DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref		
Clifford (C) (DFES 2031) Hardwick, Hay-on-Wye, Hereford HR3 5HA Tel: 01497 831202	10		8	2	N/A	0	8
Longtown (C) (DFES 2101) Hereford HR2 OLE Tel: 01873 860239	8		12	4	N/A	2	10
Michaelchurch Escley (C) (DFES 2116) Hereford HR2 OPT Tel: 01981 510208	8		7	5	N/A	0	7
Peterchurch (C) (DFES 2112) Hereford HR2 ORP Tel: 01981 550230	15		9	4	N/A	0	10

HIGH SCHOOL 11-16 Age Range – Places allocated as at May 2005:

Fairfield (C) (DFES 4032) Peterchurch, Hereford HR2 OSG Tel: 01981 550231	63		71	61	20	0	70
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	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

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals	No. of offers made as at 15/05/06
			<i>1st Pref</i>	<i>2nd Pref</i>	<i>3rd Pref</i>	<i>held</i>	
Ashfield Park (C) (DFES 2138) Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU Tel: 01989 562738	68		45	18	N/A	0	44
Brampton Abbotts (VA)(DFES 3305) Brampton Road, Ross-on-Wye, Herefordshire HR9 7DE Tel: 01989 562256	20		14	12	N/A	0	14
Bridstow C.E. (VA)(DFES 3307) Ross-on-Wye, Herefordshire HR9 6PZ Tel: 01989 562623	15		11	7	N/A	0	12
Goodrich C.E. (VC)(DFES3046) Ross-on-Wye, Herefordshire HR9 6HY Tel: 01600 890422	17		19	19	N/A	1	17
Gorsley Goffs C.E. (VC)(DFES 3047) Gorsley, Ross-on-Wye, Herefordshire HR9 7SE Tel: 01989 720321	25		14	4	N/A	0	15
Kings Caple (C) (DFES2094) Hereford HR1 4TZ Tel: 01432 840267	10		3	4	N/A	0	3
Lea C.E. (VA) (DFES 3347) Ross-on-Wye, Herefordshire HR9 7JY Tel: 01989 750296	15		8	8	N/A	0	9
Llangrove C.E. (VA)(DFES 3351) Ross-on-Wye, Herefordshire HR9 6EZ Tel: 01989 770322	15		5	1	N/A	0	6
St. Joseph's R.C. (VA)(DFES 3372) The Avenue, Ross-on-Wye, Herefordshire HR9 5AW Tel: 01989 564655	20		13	14	N/A	0	15
St. Weonards (C) (DFES 2152) Mount Way, St. Weonards, Herefordshire HR2 8NN Tel: 01981 580352	15		5	3	N/A	0	7
Walford (C) (DFES 2155) Ross-on-Wye, Herefordshire HR9 5SA Tel: 01989 562209	28		28	29	N/A	0	28

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2005/06			No. of appeals held	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref		
Weston under Penyard C.E. (VA)(DFES 3384) Ross-on-Wye, Herefordshire HR9 7PA Tel: 01989 563933	13		14	8	N/A		14
Whitchurch C.E. (VA)(DFES 3385) Ross-on-Wye, Herefordshire HR9 6DA Tel: 01600 890571	17		4	9	N/A	0	5

HIGH SCHOOL 11-18 Age Range – Places allocated as at May 2005:

John Kyrle High (C) (DFES 4428) Ledbury Road, Ross-on-Wye, Herefordshire HR9 7ET Tel: 01989 764358		187	152	20	0	188
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Key:	C	Community
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Catchment area details are shown in Appendix 3
Post 16 Education is defined in Appendix 5

WEOBLEY DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals held	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref		
Canon Pyon C.E. (VC)(DFES 3015) Hereford HR4 8PF Tel: 01432 830334	13		14	9	N/A	0	13
Credenhill C.E. (VC)(DFES 3026) Station Road, Credenhill, Hereford HR4 7DW Tel: 01432 760408	30		16	6	N/A	0	17
Dilwyn C.E. (VC)(DFES 3030) Hereford HR4 8HR Tel: 01544 318277	8		8	2	N/A	0	8
Staunton-on-Wye (VA)(DFES 3378) Hereford HR4 7NF Tel: 01981 500331	10		15	3	N/A	0	13
Weobley (C) (DFES 2158) Hereford HR4 8QL Tel: 01544 318273	30		17	6	N/A	0	17

HIGH SCHOOL 11-16 Age Range – Places allocated as at May 2005:

Weobley High (C)(DFES 4045) Weobley, Hereford HR4 8ST Tel: 01544 318159	100		58	69	61	0	69
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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

SCHOOL	PAN	NOR As at	No. of Applications for the School Year 2006/07			No. of appeals held	No. of offers made as at 15/05/06
			1st Pref	2nd Pref	3rd Pref		
Kingsland C.E. (VA)(DFES 3342) Leominster, Herefordshire HR6 9QN Tel: 01568 708436			18	12	N/A	0	17
Leintwardine (VA)(DFES 3348) Craven Arms, Shropshire SY7 OLB Tel: 01547 540641	15		4	2	N/A	0	5
Orleton C.E. (VC)(DFES 3083) Ludlow, Shropshire SY8 4HQ Tel: 01568 780366	30		19	5	N/A	0	19
Shobdon (C) (DFES 2146) Leominster, Herefordshire HR6 9LX Tel: 01568 708386	10		7	5	N/A	0	7
Wigmore (C) (DFES 2159) Ford Street, Wigmore, Leominster Herefordshire HR6 9UN Tel: 01568 770333	30		16	10	N/A	0	15

HIGH SCHOOL 11-16 Age Range – Places allocated as at May 2005:

Wigmore High (DFES 4046) Ford Street, Wigmore, Leominster, Herefordshire HR6 9UW Tel: 01568 770323	90*	85	65	48	0	90
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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 ¹).
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 ²), supported by the endorsement of the parish priest or minister of that church (see footnote ³). 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 ⁴) 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.

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

² 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". (Further information is available by contacting the school direct)

³ 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.

⁴ 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 footnotes⁵)

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

1. Baptised Roman Catholic children who have a special reason for admission e.g. children in the “looked after system”. Applications for admission by Baptised Roman Catholic children 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.
2. Baptised Roman Catholic children in the 3 designated feeder primary schools (Our Lady's, St Francis Xavier's and St Joseph's RC Primaries) with admission signed by their Parish Priest.
3. Baptised Roman Catholic children in other schools with a Certificate of Baptism and admission form signed by their Parish Priest.
4. Other Christian denomination whose parents wish their children to receive a Christian education and who have a special reason for admission e.g. children in the “looked after system”. Applications for admission by other Christian denominations 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.
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 who have a sibling at St Mary's at the time of admission.
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 and who have had a sibling at St Mary's within the past two years.
7. Other Christian denomination whose parents wish their children to receive a Christian education, which are in attendance at one of the three Herefordshire designated feeder primary schools and who have a letter of support from a Minister of Religion or Religious Leader.
8. 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 had a sibling at St Mary's in the past.
9. Other Christian denomination whose parents wish their child 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, or who are currently paid to work at St Mary's.
10. 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.

⁵ In the event of Category 6,7, or 8 being oversubscribed the Governors will use a “tie breaker” of the measured distance to school as defined in Category 15.

11. Other Christian denominations whose parents wish their children to receive a Christian education and who have a letter of support from a Headteacher, Scout Leader or a person in a position of responsibility that knows the child and family.
12. 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 at the time of admission.
13. 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 had a sibling at St Mary's in the past.
14. 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.
15. Pupils who live nearest to the school by the shortest practical walking route.

For the purpose of the Policy, other Christian denominations under categories 4 to 11 of the admissions criteria means a "Christian Church" which is 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".

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

1. A child residing in the school's catchment area.
2. a) A child who would have a brother or sister attending the school at the same time of admission.

b) A child who is a pupil at the School's Nursery, up to the proposed 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 with a Statement of Special Education Needs, pupils in the "Looked After" system, or any other child who may have Special reason for admission. Parents claiming 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 Abbots 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 5th 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 5th 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 2007/2008 school year will be 19th January 2007.
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)

The oversubscription criteria applied where there are more applications than there are places available is as follows:

1. Pupils with a Statement of Special Education Need which names the school and those pupils in receipt of banded funding where the LEA believes, in consultation with the Governors, that a particular school should be named.
2. Pupils in the "Looked After" system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.

3. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
4. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
5. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have the shortest available walking route to school.
6. Pupils whose principal address is outside the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
7. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who may be living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.
8. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who live nearest by the shortest available walking route as defined by the LEA.

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

The oversubscription criteria applied where there are more applications than there are places available is as follows:

- 1 Pupils with a Statement of Special Education Need which names the school and those pupils in receipt of banded funding where the LEA believes, in consultation with the Governors, that a particular school should be named.
- 2 Pupils in the "Looked After" system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- 3 Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
- 4 Pupils whose principal address is within the catchment area of the school as defined by the LEA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 5 Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have the shortest available walking route to school.
- 6 Pupils whose principal address is outside the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
- 7 Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who may be living within the parish boundaries of Churches within that

catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.

- 8 Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who live nearest by the shortest available walking route as defined by the LEA.

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. Looked after children at the request of the Local Authority.
2. Children whose Statement of Special Education needs names St James CE primary School.

3. All children living within the catchment area of the school.
4. Children from outside the catchment area who have siblings in the school.
5. 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.
6. Exceptional medical or social need. (supporting evidence will be required).
7. 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 2007/2008 are as follows:

1. Children whose 5th birthday is between 1 September and 31 December will be admitted full time from September.
2. Children whose 5th 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 5th 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 2008 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: -

1. Pupils with a Statement of Special Education Need which names the school and those pupils in receipt of banded funding where the LEA believes, in consultation with the Governors, that a particular school should be named.
 2. Pupils in the "Looked After" system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
 3. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
 4. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
 5. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have the shortest available walking route to school.
 6. Pupils whose principal address is outside the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
 7. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who may be living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.
 8. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who live nearest by the shortest available walking route as defined by the LEA.
- Pupils completing their primary education in this school transfer to a High School at the beginning of the autumn term following their 11th 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)

The oversubscription criteria applied where there are more applications than there are places available is as follows:

1. Pupils with a Statement of Special Education Need which names the school and those pupils in receipt of banded funding where the LEA believes, in consultation with the Governors, that a particular school should be named.
2. Pupils in the “Looked After” system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child’s needs.
3. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
4. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
5. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have the shortest available walking route to school.
6. Pupils whose principal address is outside the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
7. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who may be living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.
8. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who live nearest by the shortest available walking route as defined by the LEA.

Leintwardine Endowed Primary School (PAN 15)

The oversubscription criteria applied where there are more applications than there are places available is as follows:

1. Pupils with a Statement of Special Education Need which names the school and those pupils in receipt of banded funding where the LEA believes, in consultation with the Governors, that a particular school should be named.

2. Pupils in the “Looked After” system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child’s needs.
3. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
4. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
5. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have the shortest available walking route to school.
6. Pupils whose principal address is outside the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
7. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who may be living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.
8. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who live nearest by the shortest available walking route as defined by the LEA.

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)

The oversubscription criteria applied where there are more applications than there are places available is as follows:

1. Pupils with a Statement of Special Education Need which names the school and those pupils in receipt of banded funding where the LEA believes, in consultation with the Governors, that a particular school should be named.
2. Pupils in the “Looked After” system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child’s needs.
3. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
4. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
5. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have the shortest available walking route to school.
6. Pupils whose principal address is outside the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
7. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who may be living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.
8. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who live nearest by the shortest available walking route as defined by the LEA.

Pencombe C.E. Primary School (PAN 8)

The oversubscription criteria applied where there are more applications than there are places available is as follows:

1. Pupils with a Statement of Special Education Need which names the school and those pupils in receipt of banded funding where the LEA believes, in consultation with the Governors, that a particular school should be named.
2. Pupils in the “Looked After” system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child’s needs.
3. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
4. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who request a Church place supported by the appropriate

Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.

5. Pupils whose principal address is within the catchment area of the school as defined by the LEA and who have the shortest available walking route to school.
6. Pupils whose principal address is outside the catchment area of the school as defined by the LEA and who have a sibling in school at the time of entry.
7. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who may be living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.
8. Pupils whose principal address is outside the catchment area of the school as defined by the LEA, but who live nearest by the shortest available walking route as defined by the LEA.

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 14th 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.

APPENDIX 6

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)
A bbey Dore	part Ewyas Harold part Kingstone & Thruxton	Kingstone
Aconbury	Little Dewchurch	Haywood
Acton Beauchamp	Brockhampton	Queen Elizabeth
Adforton	Wigmore	Wigmore
Allensmore	Kingstone & Thruxton	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 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

Parish	Designated Primary	Designated Secondary (11-16)
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

Parish	Designated Primary	Designated Secondary (11-16)
Byton	Shobdon	Lady Hawkins
C 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
D 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

Parish	Designated Primary	Designated Secondary (11-16)
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
E 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
F 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

Parish	Designated Primary	Designated Secondary (11-16)
G anarew	Whitchurch	John Kyrle
Garway	Garway	Kingstone
Goodrich	Goodrich	John Kyrle
Grafton	Marlbrook	Haywood
Grendon Bishop	Bredenbury	Queen Elizabeth
H 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
K enchester	Credenhill	Weobley
Kenderchurch	Ewyas Harold	Kingstone
Kentchurch** **incl. Pontrilas village	part Garway part Ewyas Harold	Kingstone

Parish	Designated Primary	Designated Secondary (11-16)
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
Lea	Lea	John Kyrle
Ledbury	Ledbury	John Masefield
Leinthall Starkes	Wigmore	Wigmore
Leintwardine	Leintwardine	Wigmore
Leominster* (*the village of Ivington feeds Leominster Ivington C.E. Primary)	Leominster	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

Parish	Designated Primary	Designated Secondary (11-16)
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
Lyonsshall	part Kington part Almeley	Lady Hawkins
Madley	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

Parish	Designated Primary	Designated Secondary (11-16)
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 & Thruxton	Kingstone
Much Marcle	Much Marcle	John Masefield
Munsley	Ashperton	John Masefield
N ewton (Leominster)	Hope under Dinmore	The Minster
Newton (Peterchurch)	part Longtown part Michaelchurch	Fairfield
Norton (Bromyard)	Brockhampton	Queen Elizabeth
Norton Canon	Weobley	Weobley
O 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
P encombe & Grendon Warren	Pencombe part Stoke Prior	Queen Elizabeth The Minster
Pembridge	Pembridge	Lady Hawkins
Pencoyd	St. Weonards	John Kyrle
Peterchurch	Peterchurch	Fairfield

Parish	Designated Primary	Designated Secondary (11-16)
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
R 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
S 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

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

Parish	Designated Primary	Designated Secondary (11-16)
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
Wiley	Wigmore	Wigmore
Withington	Withington	Aylestone
Wolferlow	Brockhampton	Queen Elizabeth
Woolhope	part Mordiford part Fownhope	Bishop of Hereford's Bluecoat
Wormbridge	Ewyas Harold	Kingstone
Y 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 1st 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).
 - (vii) pays the required termly fee (£85 per term)
- Students will cease to be eligible at 31st 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.

- Students may be required to make their own way 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, by parent or other, is allowed at the department's current rate. In making this concession the Transport Partnership expect that any use of a parent's or 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 1st 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 31st August following their 25th birthday** Some further education institutions consider that use of public transport is part of independence training for a student with special educational needs.

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 1st 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. Its 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.

I wish to be better at
reading and Learning.





