

A G E N D A

Local Admissions Forum

Date: **Thursday, 21st June, 2007**

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:

*Paul Rogers, Democratic Services,
Tel: 01432 260516*

e-mail: progers@herefordshire.gov.uk

AGENDA

for the Meeting of the Local Admissions Forum

To: Local Education Authority JW Hope MBE, K Swinburne and AM Toon

Church Representative A Robertson (Roman Catholic Church) and
Revd I Terry (Church of England.)

Headteachers C Barker (Community High School), A Marson
(Bishop of Hereford & St Mary's RC Schools),
VACANCY (VA Primary School) and JS Powell
(Community and VC Primary).

School Governors A Ross (Primary Schools), VACANCY (Bishops and
St Mary's)

Parent Governors R Stevenson (Primary Schools), VACANCY
(Secondary Schools), A Wood (Special School).

Local Community Rep P McKinnie (Consortium of Special Educational
Needs), S McLurg (Looked After Children) and C
Shaw (West Midlands Service for Travelling
Children).

1. ELECTION OF CHAIRMAN

To elect 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

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

5. DECLARATIONS OF INTEREST

To receive any declarations of interest by Members in respect of
items on the Agenda.

6. MINUTES

To approve and sign the Minutes of the meeting held on 8th March
2007.

Pages

5 - 8

7. LATE ITEMS/ANY OTHER BUSINESS	
To consider any issues that Forum Members may wish to raise.	
8. INFORMATION FOR PARENTS BOOKLET	9 - 122
To review the composite prospectus for the admission/transfer of pupils into primary and high schools in Herefordshire – otherwise known as the Information for Parents Booklet.	
9. STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2008/ 2009	123 - 132
To review the layout and composition of the common application form to be used for the co-ordinated secondary transfer arrangements for September 2008 (SA1) and common application form used for the co-ordinated primary admission arrangements also for September 2008 (PA1).	
10. APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL	133 - 140
To review the layout and composition 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. DRAFT ANNUAL REPORT REQUIRED TO BE PRODUCED BY HEREFORDSHIRE LOCAL ADMISSIONS FORUM	141 - 154
To consider the draft annual report shown below as required by The Education (Admission Forums) (England) (Amendment) Regulations 2007	
12. ADDITIONAL INFORMATION REGARDING IN YEAR TRANSFERS OUTSIDE OF THE NORMAL ADMISSION ROUNDS	155 - 156
To consider whether additional information should be supplied to the Local Admission Forum regarding in-year secondary school transfers into Herefordshire Schools.	
13. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS	157 - 158
To consider changes to the Planned Admission Numbers (PAN) at Madley and Mordiford Primaries.	
14. OMBUDSMAN COMPLAINT	159 - 160
To consider the details of a current admissions complaint being dealt with by the ombudsman	
15. PRINCIPLES AND RULES FOR PUPIL ADMISSIONS AND TRANSFERS	161 - 164
To consider the proposed Principles and Rules for Pupil Admissions and Transfers, for use by Herefordshire Schools.	

The Public's Rights to Information and Attendance at Meetings

YOU HAVE A RIGHT TO: -

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public Register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and of all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, Committees and Sub-Committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

Please Note:

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

The Council Chamber where the meeting will be held is accessible for visitors in wheelchairs, for whom toilets are also available.

A public telephone is available in the reception area.

Public Transport Links

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

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

COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

FIRE AND EMERGENCY EVACUATION PROCEDURE

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

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

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

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

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

COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

MINUTES of the meeting of Local Admissions Forum held at Council Chamber, Brockington, 35 Hafod Road, Hereford, HR1 1SH on Thursday, 8th March, 2007 at 7.00 p.m.

Present:	Local Education Authority	J.P. Thomas (Chairman), J. Stone and Ms. A. Toon
	Church Representative	Revd. I. Terry (Church of England) and Ms. L. Johnson (Roman Catholic)
	Headteachers	C. Barker (Community High School) and A Marson (Bishop of Hereford & St Mary's RC Schools)
	School Governors	Mrs. B. Glasspoole (Bishops and St Mary's)
	Parent Governors	(none)
	Local Community Rep	Mr P McKinnie (Consortium of Special Educational Needs)

In attendance: Councillor D.W. Rule MBE (Cabinet Member – Children and Young People)

19. APOLOGIES FOR ABSENCE

Apologies were received from Ms A Robertson, Mr S McLurg, Mrs J Powell and Ms C Shaw.

20. NAMED SUBSTITUTES

Ms L Johnson substituted for Ms A Robertson.

21. DECLARATIONS OF INTEREST

There were no declarations of interest.

22. MINUTES

The Forum noted that the fourth bullet point in Item 18 'Voluntary Aided Schools Response to the DfES Letter Dated 17 August 2006' should read 'Llangrove C.E. Primary School' and not Llangaron C.E. Primary School.

RESOLVED: That the minutes, as amended, of the meeting held on 9th November 2006 be approved as a correct record and signed by the Chairman.

23. LATE ITEMS/ANY OTHER BUSINESS

In response to a question the Admissions and Transport Manager updated the Forum on the outcome of the co-ordinated admission scheme for secondary school transfers which allowed parents to express three preferences of secondary school.

Members were informed that on the day places were offered 90% of parents had been awarded their first preference school and 98.5% of parents had been awarded one of their three stated preferences.

So far requests for admission appeals had been received for the Bishop of Hereford's Bluecoat School; Fairfield; St Mary's and Whitecross.

Primary School places were to be awarded on 26th March 2007.

Members of the Forum expressed their pleasure at the high number of parents who had been awarded one of the three stated preferences.

24. SCHOOL ADMISSIONS CODE 2007

The Forum was advised of the revised School Admissions Code.

The Admissions and Transport Manager highlighted the elements of the new Code that would need addressing in Herefordshire. A summary of these elements was provided in his report contained in the agenda papers.

The following are the principle points from the ensuing discussion:

- Whilst it was accepted that no one teacher or staff member had the authority to offer school places to parents the issue was raised of the difficulties that could be experienced with this at Church Schools where officially places can only be awarded by the schools respective Admissions Committees.
- It was noted that Herefordshire already provided free transport to any one of the three nearest schools to children of secondary school age from low-income families.
- In order to fit in with the mandatory elements of the new code a number of faith schools were reviewing their oversubscription criteria. Those schools whose over subscription criteria remained in breach of the code could be referred to the Schools Adjudicator.
- The new code also required faith schools to have clearer guidelines available on how the religious aspect of a child's application was to be assessed and ranked by the school in question.
- The Church of England was set to introduce a new ranking system for school applications but it was anticipated that there would be difficulties separating the applications of those children fulfilling the basic and medium level requirements for a Church place.
- It was highlighted to the Forum that a Fresh Start school or Academy open for less than two years could refuse to admit a child with challenging behaviour.
- If a parent asked to take a tour of a school before making an application, but the required year group was full, it was acceptable for a member of staff to host the parent but explain that the school was full at the current time; so if an application was made it would have to be refused.
- It was noted that those schools who acted as their own admission authorities could decide to implement a lottery system to award places even if the local authority rejected the idea for its community schools.

- St. Mary's RC High School was considering the introduction of a lottery system to award places after it had applied the faith and sibling elements of its over subscription criteria.
- Concern was expressed about the using a lottery system to award school places in a rural area like Herefordshire where, outside the city, alternative schools were often some distance apart.
- It was clarified that school places for those children whose family were moving into the County were not awarded until proof of the families move had been received and not more than six weeks in advance of the proposed start date.

25. CHOICE ADVISOR FOR HEREFORDSHIRE

The Forum was informed about the role of the Choice Advisor in school admission process.

The Admissions and Transport Manager introduced Carol Weston the new Choice Advisor for Herefordshire to the Forum.

It was explained that Choice Advisor was employed to assist parents with the school application process at primary and secondary school levels. One of the principle aims of the Choice Advisor was to identify and assist those parents who would have difficulties finding their way through the school application and admission process. It was important to note that the Choice Advisor needed to act impartially and was not there to make decisions on behalf of parents but rather to provide them with all the necessary knowledge and information to make an informed choice.

In response to a question it was clarified that if a parent failed to submit an application form for a school place altogether then it was possible that the child concerned may not even be able to obtain a place at their catchment school. In order to avoid this situation occurring the Choice Advisor informed the Forum that she intended to be proactive within the school community so that families who could potentially have problems with the application process could be identified and appropriate assistance provided.

A Member of the Forum suggested that information should be provided to Herefordshire's resident Polish community that Roman Catholic schools in the UK are not fee paying schools as in Poland.

Another Member of the Forum stated that it was important that the same assistance was made to Travelling families who resided in the County.

RESOLVED:

That: (a) the role of the Choice Advisor be noted;

and;

(b) all admission authorities and schools in Herefordshire be advised of role of the Choice Advisor.

Before the meeting closed both the Chairman and the Cabinet Member (Children and Young People) announced that they were standing down from the Council at the next election so this would be their last meeting at the Local Admissions Forum.

The Forum thanked the Chairman and the Cabinet Member for all their assistance performing their respective roles and wished them luck for the future.

The meeting ended at 7.45 p.m.

CHAIRMAN

INFORMATION FOR PARENTS BOOKLET

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

21 JUNE 2007

Purpose

To review the composite prospectus for the admission/transfer of pupils into primary and high schools in Herefordshire – otherwise know as the Information for Parents Booklet.

Recommendation

That any changes required by the Forum be noted and the draft document be amended accordingly.

CONTENTS

	Page
Contact Points	inside front cover
Contents	1
Letter from Director of Children's Services	2
1. About the Education Service	3
2. Early Years Education	4
3. General Admission Arrangements for Primary Schools and High Schools	7
4. Admission Arrangements for Primary Schools	9
5. Transfer to High School	12
6. Allocation of Places in Primary Schools and High Schools	16
7. School Transport up to the age of 16	22
8. Post 16 Education, Transport and Careers	26
9. National Curriculum and Assessment Arrangements	29
10. Charges, School Meals, Milk, and Allowances	32
11. Education Welfare Service and School Uniform	34
12. Special Education	35
13. Special Schools, Classes and Centres	39
14. Transport for Pupils and Students with Special Education Needs	41
15. Procedures for dealing with parental concerns or complaints about individual schools	43
Appendix 1 - Local code of practice for admissions authorities and schools concerning contacts with parents on pupil admissions, transfers and exclusions	
Appendix 2 - Co-ordinated primary admission arrangements	
Appendix 3 - Co-ordinated secondary admission arrangements	
Appendix 4 - Information about schools in each district of Herefordshire	
Appendix 5 - Admission policies of voluntary aided schools	
Appendix 6 - Admission policies for admissions to school Sixth Form	
Appendix 7 - Quick reference guide to provided schools for parishes in Herefordshire	
Appendix 8 - Post 16 Transport – Policies	
Appendix 9 - Data Protection Act – Notice of Fair Processing	
Terms used in this booklet	inside back cover

EDUCATING YOUR CHILD

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

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

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

In the booklet, you will find details about -

- How the County's admission arrangements work, the admissions timetable for the 2008/2009 school year and the options that are open to you.
- 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 2008/2009 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.

SHARON MENGHINI
DIRECTOR OF CHILDREN & YOUNG PEOPLE'S SERVICES

September 2007

1: ABOUT THE EDUCATION SERVICE

Herefordshire has **100 maintained schools - 82 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 82 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 Authorities (LA's) 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 LA, private, independent and voluntary settings, which include -

LA nursery classes attached to 13 primary schools

voluntary playgroups

private nurseries

LA 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 LA 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 Thrupton 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 LA 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 ADMISSIONS 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 2008.

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.

Herefordshire Choice Advisor Service

Within Herefordshire a Choice Advisor offers help and guidance on the schools admissions process to parents and carers of young people transferring to secondary school

The aim being to:

- Make the process clearer
- Listen carefully to parents/carers and provide free, confidential and impartial advice
- Discuss all options available so that informed choices can be made
- Provide help and advice when filling in application forms and making appeals

For further information please contact:

Carol Weston - Choice Advisor

Telephone :01432 260999

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 (18th January 2008).

Parents therefore have the option of deferring their child's entry until later in the same school year. The effect is that the place is held for that child and is not available to be offered to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. If they want to defer their child's admission to a later academic year, they will have to reapply during the appropriate admissions round.

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 LA'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 2008, you will be able to express two preferences, in ranked order, on the common application form PA1.

On Line Admissions

With effect from September 2007 it will be possible for parents to apply on line for places in a primary school within Herefordshire for the academic year 2008/2009.

Applications can be made on line at www.cs.herefordshire.gov.uk

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 2008, (*parent's*) 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 18th January 2008, or by September 2008 which will be dealt with as late applications.

Parents should give or send new applications to the Admissions Office of the LA, (**not the school**) 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 either in writing or by e-mail to schooladmissions@herefordshire.gov.uk 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 Pupil Admissions Office on or before: **18th January 2008** for admissions in school year September 2008 to August 2009

That date applies for all admissions during that school year, **including** children who might not be entitled to start school until January 2009 or April 2009. 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, 25th March 2008**.

4.8 What Happens If I Apply After The Closing Date Of 18th January 2008?

Applications received after 18th January 2008 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 25th March 2008, so late applications received between 18th January and 13th March 2008, 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 18th January 2008. The offer of a place will be made by Herefordshire LA, on 25th March 2008, 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)

2 November 2007 Closing date for parents to return the application form via the child's school, if not at a school then directly to the Pupil Admissions Office. 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 2nd November 2007 will also be acceptable in Gloucestershire, Monmouthshire, Powys, Shropshire and Worcestershire even if their closing dates are different.

1 March 2008 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 2nd November 2007 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 2008, 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 Do you need further advice and help?

Applying for a place at a school can be very stressful time. The LA has now appointed a Choice Adviser to give parents / carer's advice, support, help and information relating to the transfer from primary to secondary school. If you would like help / advice please contact Carol Weston – Choice Advisor on 01432 260999

On Line Admissions

It is now possible for parents to apply on line for places in the new, year 7 at Herefordshire High Schools starting in September 2008.

Applications can be made on line at www.cs.herefordshire.gov.uk

By making an application on line parents do not then have to complete the paper application form that is circulated with the Information for Parents booklet at the start of September 2007.

On line parents can amend applications at any time up until the deadline of 2nd November 2007.

Information for parents who have applied on line detailing the offer of a place for their child on the national offer date of 1st March 2008 will be made electronically on that day and therefore parents will not have to wait for the post to arrive to find out.

5.5 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 2nd November 2007 via your child's present school.

5.6 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 2008 transfer. In practice, a parent applying for their catchment school by 2nd November 2007 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.

5.7 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 2nd November 2007. 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 2nd November 2007 even if the closing dates are different. Although Herefordshire LA implemented the co-ordinated scheme from September 2004, this is not the case with all Local 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 2008. 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 2008.

5.8 What Is the Co-ordinated Admissions Scheme?

The 1998 Act, as amended by the Education Act 2002, requires every LA to draw up a scheme (or schemes) covering every maintained school (but not special schools) in its area. Regulations also require LAs 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 LA's area, on a 'common application form' which the LA should provide and make available to all parents resident in its area. This may be complemented by a form on the LA'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 LA 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.

5.9 *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 LA accepts no responsibility for any financial loss incurred.

5.10 *If My Preferred School Is In Another LA, 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.

5.11 *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 LA who will send the details to Herefordshire LA 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 2008.

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 LA 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 critical test applied is whether the school that is sought is the only one which can meet the individual pupil's needs. 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 – 2nd November 2007 (high schools) and 18th January 2008 (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 2008, 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 18th January 2007, 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, 25th March 2008

The Council, including in the case of Voluntary Aided Schools and schools in other LA's, will announce all offers. Please note that only **one** school will be offered on the 25th March 2008, 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 2008 after the registration of pupils has been confirmed.

6.5 Can you appeal if your request is unsuccessful?

If parents are sent a refusal letter after the 25th March 2008, 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 & Young People's 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 Director of Education, Dr Ian Terry, at The Diocesan Education Office, The Palace, Hereford, HR4 9BL.

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 2nd November 2007 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 –

1st March 2008

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 2008, 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 2nd November 2007.

If parents are not able to receive their first preference, the child will be placed on the waiting list after the **1st March 2008** 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 list 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 2nd November 2007 and include their local catchment school, it is highly likely that an offer for one of the preferences will be made on 1st March 2008. 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 & Young People's 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 2008. 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.)

From September 2007 children aged eight but under age 11 from low income families (children entitled to free school meals, or whose parents are in receipt of their maximum level of Working Tax Credit) are eligible for free transport where they live more than two miles from their designated school.

From September 2008 children of compulsory school age who are 11 or over from low income families (children entitled to free school meals, or whose parents are in receipt of their maximum level of Working Tax Credit) are eligible for free transport to one of their three nearest qualifying schools where they live more than two miles, but not more than six miles from that school.

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.
- (c) Children from low income groups who meet the criteria laid out in 7.1 above.

7.8 What travel arrangements apply to Aided church schools?

Herefordshire 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 are 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 2008. 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 2007/2008 school year is £115 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 Abbots 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
 Pembridge 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 (£115 per term in 2007/2008) or at the lesser rate for each child (£35 per term in 2007/2008) 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 2008) 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 £115 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 Wigmore High	Kington, Lady Hawkins (see footnote*) 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

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 2007-2008.

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
End of Key Stage 1	*	Teacher, assessment supported by externally set tests and tasks in reading, writing, handwriting, spelling and mathematics.
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?

- looking at books, 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.

10.1 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 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,
P.O. Box 185,
Blackfriars
Hereford HR4 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; Learning Support Service (LSS), Behavioural Support Service (BSS), Physical and Sensory Support Service (PASSS), Herefordshire Psychological Service (HPS) and Pre-School area Inclusion Co-ordinators will be able to identify, assess and advise schools on how to 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 budgets 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 10. Please see Parent Partnership Leaflet 'Funding for Inclusion' for more details.

A **small** minority of children will require the extra support of a special school. A child must have a statement **of SEN** to attend a special school and a place is **determined following the Council's consideration of statutory advice or statutory annual review of a statement of SEN. 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. The possibility of consideration for a special school place should be discussed as part of the Annual Review process.**

There are 4 special schools in Herefordshire:

- Barrs Court School (40 places) for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/ PMLD) Age Range 11-19

- Blackmarston School (40 places) for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/PMLD) Age Range 3 -11
- Westfield School (30 places) for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/PLMD) Age Range 5 -19
- The Brookfield School (48 places) for children & young people with Behavioural, Emotional and Social Difficulties (BESD) Age Range 5 -16

All schools must consider what the SEN 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 through the statement review process. **Schools are responsible for calling these review meetings and involving parents in them.**

If 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 information, 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.



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

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 Review**

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

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

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, Profound and Multiple Learning Difficulties and Disabilities. (SLD/PMLD)

- 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 3-11

Leominster

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

Age Range 5 -19

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

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

Age range 5-16

Primary and Secondary Schools with a specialist centre

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 and 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.

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 19 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 aged

over 19 years and under 25 years old will have transport arranged upon payment of a termly contribution. For 2007/2008 this was set at £150 per term. 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

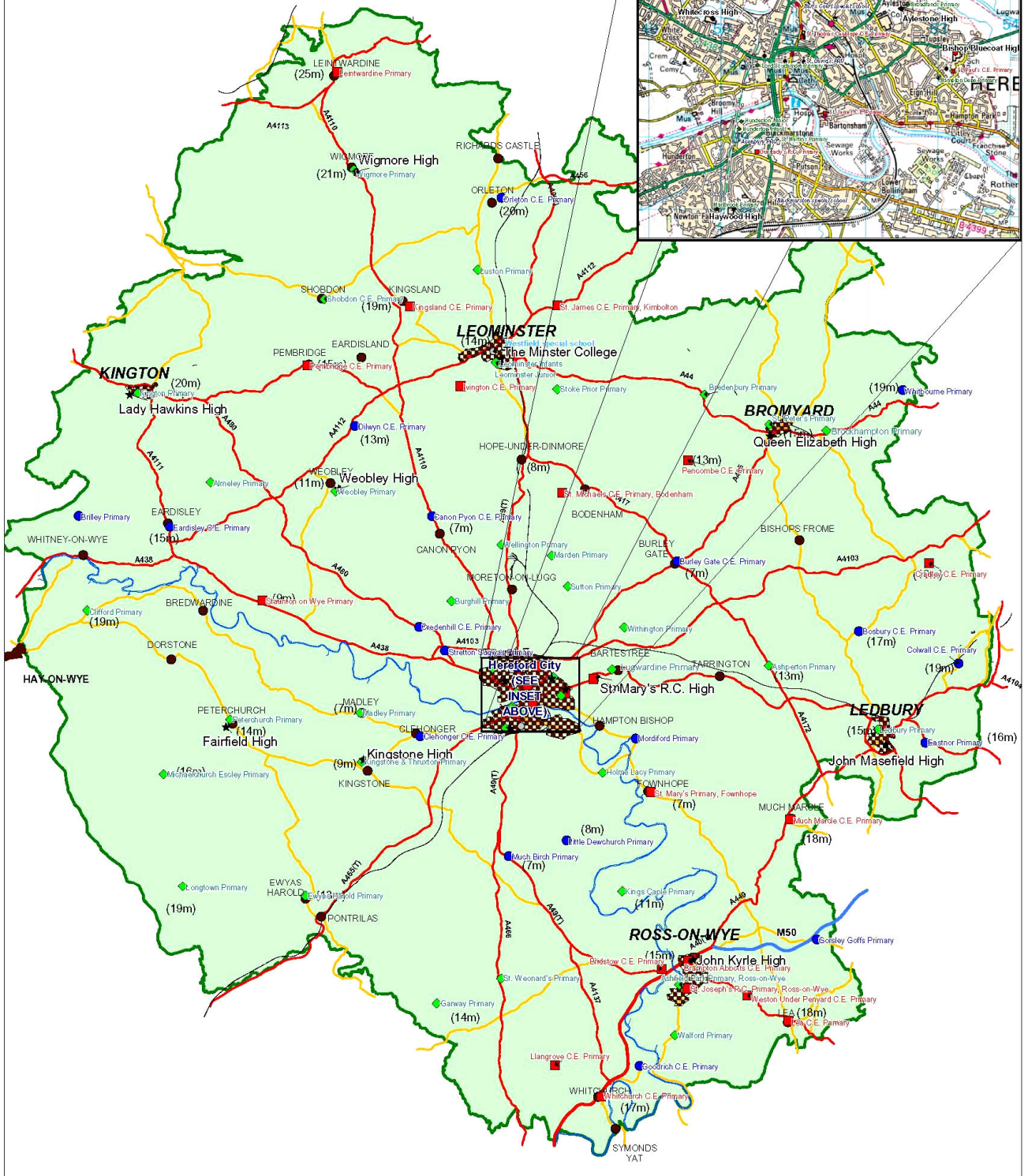
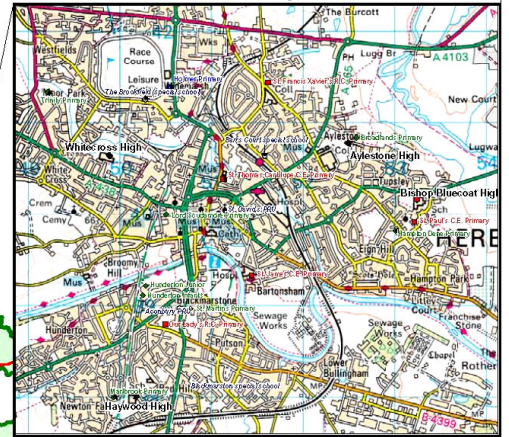
Admissions and Transport Manager 01432 260927

Advice and support can also be obtained from the **Parent Partnership Services** on 01432 260995

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 2008 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 2008/2009.

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 18th January 2008.

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 18th January 2008.

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 (18th January 2008). 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 18th January 2008. Applications should be sent to the Pupil Admissions Office. The date of 18th January 2008 applies for all admissions during the school year, including children who might be entitled to start school until January 2009 or April 2009.

The Council has defined that the single offer date for the 2008/2009-admission year will be: -

Tuesday 25th March 2008

Late Applications

Applications received after 18th January 2008 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 2008

CO-ORDINATED ADMISSIONS ARRANGEMENTS FOR HEREFORDSHIRE

Introduction

Herefordshire will operate an inter-LEA scheme for September 2008 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 2nd November 2007. 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 2nd November 2007 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 19th November 2007, the Admission and Transport Office sends other admission authorities/LEAs details of applicants for their schools.

Admission authorities then apply their admission criteria, including any selection tests, and will send the Admission and Transport Office by 14th December 2007 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 15th February 2008, 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 2007. 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 has been made by another Council. That confirmation will be sent on 1 March.

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

Late Applications

Between 3rd November and 15th February 2008 (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 15th February 2008 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 2008 – 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 17th May 2007)

BROMYARD DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 17/05/06	School Year 2007/08	1st Pref	2nd Pref	3rd Pref	as at 06/06/07	appeals held
Bredenbury (C) (DFES 2011) Bromyard, Herefordshire HR7 4TF Tel: 01885 483253	10	59	8	7	N/A	7	0	0
Brockhampton (C) (DFES 2014) Bringsty, Worcs. WR6 6TD Tel: 01885 483238	26	160	17	17	N/A	17	0	0
Bromyard, St. Peter's (C) (DFES 2024) Cherry Tree Close, Winslow Road, Bromyard, Herefordshire HR7 4UY Tel: 01885 483237	30	220	13	4	N/A	13	0	0
Burley Gate C.E. (VC) (DFES 3010) Hereford HR1 3QR Tel: 01432 820367	20	94	11	6	N/A	11	0	0
Pencombe C.E. (VA) (DFES 3367) Bromyard, Herefordshire HR7 4SH Tel: 01885 400255	8	49	8	2	N/A	8	0	0
Whitbourne C.E. (VC) (DFES 3109) Worcester WR6 5SP Tel: 01886 821266	10	65	9	4	N/A	9	0	0
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	340	46	14	21	48	0	0

Key:

C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
NOR	Number On Roll
PAN	Published Admissions 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 17/05/06	No. of Applications for the School Year 2007/08			offers made as at 06/06/07	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Broadlands (C) (DFES 2056) Prospect Walk, Hereford HR1 1NZ Tel: 01432 266772	60	351	29	23	N/A	29	0	0
Burghill (C) (DFES 2029) Hereford HR4 7RP Tel: 01432 760240	15	87	12	8	N/A	12	0	0
Fownhope, St. Mary's C.E. (VA)(DFES3325) Hereford HR1 1PG Tel: 01432 860474	15	88	10	8	N/A	11	0	0
Hampton Dene (C) (DFES 2057) Church Road, Hereford HR1 1RT Tel: 01432 273232	30	235	31	51	N/A	30	0	0
Holme Lacy (C) (DFES 2077) Hereford HR2 6LW Tel: 01432 870374	10	51	11	5	N/A	11	0	0
Holmer C.E. (VC)(DFES 3055) Holmer Road, Hereford HR4 9RX Tel: 01432 273301	60	268	44	50	N/A	44	0	0
Little Dewchurch C.E. (VC) (DFES 3071) Hereford HR2 6PN Tel: 01432 840645	9	53	8	6	N/A	8	0	0
Lord Scudamore (C) (DFES 2061) Friar Street, Hereford HR4 OAS Tel: 01432 273951	88	585	86	45	N/A	89	0	0
Lugwardine (C) (DFES 2102) Barneby Avenue, Bartestree, Hereford HR1 4DH Tel: 01432 850449	30	174	13	14	N/A	13	0	0
Marden (C) (DFES 2115) Hereford HR1 3EW Tel: 01432 880208	17	98	13	12	N/A	13	0	0
Marlbrook (C) (DFES 2063) Stanberrow Road, Hereford HR2 7NQ Tel: 01432 266643	60	438	71	24	N/A	60	7	0

HEREFORD CITY & DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 17/05/06	No. of Applications for the School Year 2006/07			offers made as at 06/06/07	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Mordiford C.E. (VC)(DFES 3078) Hereford HR1 4LW Tel: 01432 870258	15	115	17	22	N/A	15	2	1
Our Lady's R.C. (VA)(DFES 3330) Boycott Road, Hereford HR2 7RN Tel: 01432 274814	30	207	33	28	N/A	30	2	0
Riverside Primary (C) (DFES 3393) (Formally Hunderton Infants/Juniors) Belmont Avenue, Hereford HR2 7JF Tel: 01432 265080	90	442	46	37	N/A	47	0	0
St Francis Xavier RC Primary School(VA) (DFES 3331) Venns Lane, Hereford HR1 1DT Tel: 01432 273941	30	201	32	21	N/A	30	0	0
St. James' C.E. (VA)(DFES 3332) Vicarage Road, Hereford HR1 2QN Tel: 01432 273961	30	203	26	16	N/A	26	0	0
St. Martin's (C)(DFES 2067) Ross Road, Hereford HR2 7RJ Tel: 01432 273633	70	400	45	53	N/A	55	0	0
St. Paul's C.E. (VA)(DFES 3333) Hampton Dene Road, Hereford HR1 1UX Tel: 01432 273784	68	415	58	41	N/A	60	0	0
St. Thomas Cantilupe C.E. (VA)(DFES3392) Coningsby Street, Hereford HR1 2DY Tel. 01432 268400 (*proposal to reduce PAN to 30)	30	221	34	33	N/A	30	0	0
Stretton Sugwas C.E. (VC)(DFES 3102) Hereford HR4 7AE Tel: 01432 760282	15	103	11	31	N/A	13	0	0
Sutton (C) (DFES 2154) Sutton St. Nicholas, Hereford HR1 3AZ Tel: 01432 880336	12	60	5	2	N/A	5	0	0
Trinity (C) (DFES 2071) Moor Farm Lane, Hereford HR4 ONU Tel: 01432 266268	84	517	71	36	N/A	71	0	0

HEREFORD CITY & DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 17/05/06	No. of Applications for the School Year 2006/07			offers made as at 06/06/07	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Wellington (C) (DFES 2157) Hereford HR4 8AZ Tel: 01432 830264	28	138	17	6	N/A	17	0	0
Withington (C) (DFES 2160) Hereford HR1 3QA Tel: 01432 850289	15	98	11	1	N/A	11	0	0

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	1127	127	206	165	171	0	0
Bishop of Hereford's Bluecoat(VA) (DFES4600) Hampton Dene Road, Hereford HR1 1UU Tel: 01432 357481	236	1185	280	201	115	240	18	4
St. Mary's R.C. High (VA)(DFES 4601) Lugwardine, Hereford HR1 4DR Tel: 01432 850416	135	702	143	119	88	137	4	2
Whitecross High School and Specialist Sports College (C) (DFES 4014) Three Elms Road, Hereford,HR4 0RN Te: 01432 376080	180	899	237	127	114	184	30	4
Wyebridge Sports College (C) (DFES 4011) (formally Haywood High School) Stanberrow Road, Hereford HR2 7NG Tel: 01432 355213	180	751	124	30	73	148	0	0

Key:

C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
NOR	Number On Roll
PAN	Published Admissions 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 17/05/06	No. of Applications for the School Year 2006/07			offers made as at 06/06/07	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Cleghonger C.E. (VC) (DFES 3021) Gosmore Road, Cleghonger, Hereford HR2 9SN Tel: 01981 250218	28	155	27	16	N/A	28	0	0
Ewyas Harold (C) (DFES 2046) Hereford HR2 OEY Tel: 01981 240432	20	107	10	3	N/A	10	0	0
Garway (C) (DFES 2053) Hereford HR2 8RQ Tel: 01600 750273	15	80	6	5	N/A	7	0	0
Kingstone & Thrupton Primary (c) (DFES 2095) Kingstone, Hereford HR2 9HJ Tel: 01981 250338	30	185	21	15	N/A	23	0	0
Madley (C) (DFES 2104) Hereford HR2 9PH Tel: 01981 250241	24	164	29	25	N/A	24	0	0
Much Birch C.E. (VC)(DFES 3079) Hereford HR2 8HL Tel: 01981 540254	28	180	27	16	N/A	28	0	0

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	675	110	90	52	136	0	0
---	-----	-----	-----	----	----	-----	---	---

Key:

C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
NOR	Number On Roll
PAN	Published Admissions 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 17/05/06	No. of Applications for the School Year 2006/07			offers made as at 06/06/07	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Almeley (C) (DFES 2001) Hereford HR3 6LH Tel: 01544 327267	9	81	9	6	N/A	10	0	0
Eardisley C.E. (VC) (DFES 3035) Hereford HR3 6NS Tel: 01544 327262	15	86	12	13	N/A	12	0	0
Kington (C) (DFES 2096) Mill Street, Kington, Herefordshire HR5 3AL Tel: 01544 230363	30	226	27	8	N/A	28	0	0
Pembridge (VA)(DFES 3366) West Street, Pembridge, Leominster, Herefordshire HR6 9DU Tel: 01544 388366	16	94	16	7	N/A	16	0	0

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	462	87	25	21	90	0	0
---	----	-----	----	----	----	----	---	---

Key:
C Community
VC Voluntary Controlled
VA Voluntary Aided
NOR Number On Roll
PAN Published Admissions Number

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

LEDBURY DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 17/05/06	No. of Applications for the School Year 2006/07			offers made as at 06/06/07	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Ashperton (C) (DFES 2005) Ledbury, Herefordshire HR8 2SE Tel: 01531 670385	25	162	17	21	N/A	18	0	0
Bosbury C.E. (VC) (DFES 3006) Ledbury, Herefordshire HR8 1PX Tel: 01531 640276	20	115	19	17	N/A	20	0	0
Colwall C.E. (VC) (DFES 3023) Malvern, Worcs. WR13 6DU Tel: 01684 540532	28	189	18	15	N/A	19	0	0
Cradley C.E. (VA) (DFES 3315) Malvern, Worcs. WR13 5LL Tel: 01886 880315	20	106	16	4	N/A	15	0	0
Eastnor (VC) (DFES 3037) Ledbury, Herefordshire HR8 1RA Tel: 01531 632509	12	82	13	25	N/A	12	0	0
Ledbury © (DFES 2098) Longacres, Ledbury, Herefordshire HR8 2BE Tel: 01531 632940	60	503	62	13	N/A	60	1	1
Much Marcle C.E. (VA) (DFES 3363) Ledbury, Herefordshire HR8 2LY Tel: 01531 660607	17	83	13	11	N/A	14	0	0

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	949	146	27	37	153	0	0
---	-----	-----	-----	----	----	-----	---	---

Key:

C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
NOR	Number On Roll
PAN	Published Admissions 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	No. of Applications for the			offers made	No. of	No. of
		As at 17/05/06	School Year 2006/07			as at 06/06/07	appeals held	appeals up held
			1st Pref	2nd Pref	3rd Pref			
Bodenham, St. Michael's C.E. (VA) (DFES 3304) Bodenham, Hereford HR1 3JU Tel: 01568 797241	17	104	13	4	N/A	13	0	0
Kimbolton, St. James' C.E. (VA) (DFES 3341) Leominster, Herefordshire HR6 OHQ Tel: 01568 612691	15	88	12	10	N/A	12	0	0
Leominster Infants (DFES 2099) Hereford Road, Leominster, Herefordshire HR6 8JU Tel: 01568 612029	110	282	71	18	N/A	70	0	0
Leominster Junior (DFES 2100) George Street, Leominster, Herefordshire HR6 8JZ Tel: 01568 612555	110	341	N/A	N/A	N/A	N/A	N/A	N/A
Leominster, Ivington C.E. (VA) (DFES 3349) Leominster, Herefordshire HR6 OJH Tel: 01568 720216	15	89	11	23	N/A	11	0	0
Luston (C) (DFES 2103) Leominster, Herefordshire HR6 OEA Tel: 01568 615753	20	114	14	9	N/A	14	0	0
Stoke Prior (C) (DFES 2148) Leominster, Herefordshire HR6 OND Tel: 01568 760207	11	70	5	4	N/A	5	0	0

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	698	121	25	33	125	0	0
---	-----	-----	-----	----	----	-----	---	---

Key:

C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
NOR	Number On Roll
PAN	Published Admissions 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 17/05/06	No. of Applications for the School Year 2006/07			offers made as at 06/06/07	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Clifford (C) (DFES 2031) Hardwick, Hay-on-Wye, Hereford HR3 5HA Tel: 01497 831202	10	70	8	3	N/A	8	0	0
Longtown (C) (DFES 2101) Hereford HR2 OLE Tel: 01873 860239	8	50	3	4	N/A	3	0	0
Michaelchurch Escley (C) (DFES 2116) Hereford HR2 OPT Tel: 01981 510208	8	58	9	3	N/A	9	0	0
Peterchurch (C) (DFES 2122) Hereford HR2 ORP Tel: 01981 550230	15	71	4	4	N/A	5	0	0

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

Fairfield (C) (DFES 4032) Peterchurch, Hereford HR2 OSG Tel: 01981 550231	70	363	116	75	22	73	10	3
--	----	-----	-----	----	----	----	----	---

Key:

C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
NOR	Number On Roll
PAN	Published Admissions 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	No. of Applications for the			offers made	No. of appeals held	No. of appeals up held
		As at 17/05/06	School Year 2006/07			as at 06/06/07		
			1st Pref	2nd Pref	3rd Pref			
Ashfield Park (C) (DFES 2138) Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU Tel: 01989 562738	68	374	51	18	N/A	51	0	0
Brampton Abbotts (VA)(DFES 3305) Brampton Road, Ross-on-Wye, Herefordshire HR9 7DE Tel: 01989 562256	20	117	17	13	N/A	19	0	0
Bridstow C.E. (VA)(DFES 3307) Ross-on-Wye, Herefordshire HR9 6PZ Tel: 01989 562623	15	96	13	14	N/A	13	0	0
Goodrich C.E. (VC)(DFES3046) Ross-on-Wye, Herefordshire HR9 6HY Tel: 01600 890422	17	115	18	19	N/A	17	0	0
Gorsley Goffs C.E. (VC)(DFES 3047) Gorsley, Ross-on-Wye, Herefordshire HR9 7SE Tel: 01989 720321	25	156	18	17	N/A	19	0	0
Kings Cuple (C) (DFES2094) Hereford HR1 4TZ Tel: 01432 840267	10	45	4	5	N/A	4	0	0
Lea C.E. (VA) (DFES 3347) Ross-on-Wye, Herefordshire HR9 7JY Tel: 01989 750296	15	83	14	4	N/A	14	0	0
Llangrove C.E. (VA)(DFES 3351) Ross-on-Wye, Herefordshire HR9 6EZ Tel: 01989 770322	15	64	6	3	N/A	6	0	0
St. Joseph's R.C. (VA)(DFES 3372) The Avenue, Ross-on-Wye, Herefordshire HR9 5AW Tel: 01989 564655	20	115	20	7	N/A	19	0	0
St. Weonards (C) (DFES 2152) Mount Way, St. Weonards, Herefordshire HR2 8NN Tel: 01981 580352	15	51	6	4	N/A	6	0	0

ROSS-ON-WYE DISTRICT

SCHOOL	PAN	NOR As at 17/05/06	No. of Applications for the School Year 2005/06			offers made as at 06/06/07	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Walford (C) (DFES 2155) Ross-on-Wye, Herefordshire HR9 5SA Tel: 01989 562209	28	185	32	33	N/A	29	0	0
PRIMARY SCHOOLS 5-11 Age Range								
Weston under Penyard C.E. (VA) (DFES 3384) Ross-on-Wye, Herefordshire HR9 7PA Tel: 01989 563933	13	84	11	13	N/A	12	0	0
Whitchurch C.E. (VA)(DFES 3385) Ross-on-Wye, Herefordshire HR9 6DA Tel: 01600 890571	17	98	9	6	N/A	9	0	0

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	210	1130	203	44	23	200	0	0
--	-----	------	-----	----	----	-----	---	---

Key:

C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
NOR	Number On Roll
PAN	Published Admissions Number

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

WEOBLEY DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 17/05/06	No. of Applications for the School Year 2006/07			offers made as at 06/06/07	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Canon Pyon C.E. (VC)(DFES 3015) Hereford HR4 8PF Tel: 01432 830334	13	89	18	6	N/A	14	0	0
Credenhill C.E. (VC)(DFES 3026) Station Road, Credenhill, Hereford HR4 7DW Tel: 01432 760408	30	148	28	2	N/A	26	0	0
Dilwyn C.E. (VC)(DFES 3030) Hereford HR4 8HR Tel: 01544 318277	8	44	4	8	N/A	5	0	0
Staunton-on-Wye (VA)(DFES 3378) Hereford HR4 7NF Tel: 01981 500331	10	63	3	4	N/A	4	0	0
Weobley (C) (DFES 2158) Hereford HR4 8QL Tel: 01544 318273	30	183	15	6	N/A	15	0	0

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	433	90	67	43	98	0	0
--	-----	-----	----	----	----	----	---	---

Key:

C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
NOR	Number On Roll
PAN	Published Admissions 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 17/05/06	No. of Applications for the School Year 2006/07			offers made as at 06/06/07	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Kingsland C.E. (VA)(DFES 3342) Leominster, Herefordshire HR6 9QN Tel: 01568 708436	18	132	16	5	N/A	16	0	0
Leintwardine (VA)(DFES 3348) Craven Arms, Shropshire SY7 OLB Tel: 01547 540641	15	87	14	5	N/A	14	0	0
Orleton C.E. (VC)(DFES 3083) Ludlow, Shropshire SY8 4HQ Tel: 01568 780366	30	178	24	8	N/A	25	0	0
Shobdon (C) (DFES 2146) Leominster, Herefordshire HR6 9LX Tel: 01568 708386	10	48	10	5	N/A	10	0	0
Wigmore (C) (DFES 2159) Ford Street, Wigmore, Leominster Herefordshire HR6 9UN Tel: 01568 770333	30	139	18	9	N/A	18	0	0

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	446	105	49	40	92	2	2
--	----	-----	-----	----	----	----	---	---

Key:

C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
NOR	Number On Roll
PAN	Published Admissions 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 236) – 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 and those pupils in receipt of banded funding where the Local Authority believes, in consultation with the Governors, that a particular school should be named (see footnote ¹).
2. **“Looked After”:** 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. **Open Place - Catchment:** 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.
4. **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). Family involvement with the Church will be assessed according to the following three definitions:
 - At the heart of the Church
 - Attached to the Church
 - Known to the Church
 (*Further details are available on the Church information form.*)
5. **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.

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 and which is either a member of a local Christian Council/Council of Churches or is 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.

6. **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).
7. **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.
8. **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)

Applicants should complete the Local Authority application form (SA1) but, in addition, Church place applicants should complete a green Church information form, which can be obtained from the parish priest or minister of your Church who will endorse the form. The Church form should be forwarded with the SA1 to the Local Authority. Parents must apply for an Open place or Church place but not both.

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.

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.

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.
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 17)

- 1) A child with a Statement of Special Educational Needs, which names the school.
- 2) A child residing in the School's catchment area
 - a) A child who will have a brother or sister attending the School at the same time of admission
- 3)
 - b) A child who is a pupil at the School's Nursery, up to the proposed time of admission
- 4) A Church place for a genuine candidate, and then only on the recommendation of the Vicar of their Parish.
- 5) A child who lives nearest to the school by the shortest available walking route.
- 6) A child who may have Special Reason for admission. Parents claiming Special Reason should inform the Governors in writing at the time of application.

Children in the Looked After system will be given priority in each of the oversubscription criteria above.

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 Children & Young People's Services Directorate to advise the Authority of their choice of school, stating their reasons for that choice.

The address is: - Children & Young People's Services
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. Pupils in the “Looked After” system, where the approved agencies agree that the preferred school meets the child’s social, pastoral and educational needs.
2. Pupils with a statement of Special Education Needs, which names the school or pupils in receipt of banded funding where the Local Authority identifies a particular school.
3. Children from the catchment area.
4. Children who have brothers and sisters at the school at the time they are due to start.
5. 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.
6. Children with particular medical, social or educational needs. Production of a medical certificate or other appropriate information may be required.
7. The location of the home in relation to the school, priority will be given to the nearest.

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.

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:

1. Places will first be allocated to those children with a Statement of Special Education Need, and for whom Bridstow School is the named provider.
2. Places will then be allocated to children who are in the “Looked After” system.
3. Those children living within the catchment area of the school as defined by the Herefordshire Council.
4. Those children who would still have a brother or sister at Bridstow School at the time of admission.
5. Children 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).

Supplementary Notes

- ❖ A child in the 'Looked After System' is defined as being one who is in the care of the local authority or is provided with accommodation by that authority, as defined in section 22 of the Children Act 1989.
- ❖ Regular attendance at a service of worship will be defined as once per month. 'Active involvement' statements should indicate the contribution of the family to the work of the church or faith establishment.
- ❖ The Christian nature of our school does not preclude applications from members of faiths other than the Christian Church. These will be considered based upon the same criteria as above.
- ❖ If an application for admission is denied, it must be based upon the criteria above. Parents then have the right to appeal to the Governing Body in the first instance, and further to an independent panel, organised by the Diocesan Office. The school will be pleased to provide details if required.
- ❖ Where it is clear that over-subscription is likely, the school will endeavour to inform parents as early as possible that this is the case, in order to allow all options to be considered early in the process.

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. Baptised Catholic children in the "looked after" system, where the approved agencies agree that the school meets the child's social, pastoral and educational needs.

2. Baptised Catholic children living within the parishes of Our Lady's and who have a brother or sister at the school at the time of admission.
3. Baptised Catholic children living within the parishes of Our Lady's.
4. Baptised Catholic children living outside the parishes of Our Lady's who have a brother or sister at the school at the time of admission.
5. Baptised Catholic children living outside the parishes of Our Lady's.
6. Non-Catholic children in the "looked after" system, where the approved agencies agree that the school meets the child's social, pastoral and educational needs.
7. Non-Catholic children who have a brother or sister in the school at the time of admission.
8. Non-Catholic children who live nearest by the shortest available walking route as defined by the Local Authority.

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

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 children being brought up as Catholics living or worshipping in the parish of St Francis Xavier's R.C. Primary School.
3. Baptised children being brought up as Catholics living or worshipping in other parishes in Herefordshire.
4. Siblings of children at the school at the time of admission.
5. Non-baptised children of non-Catholic parents who expressed a preference for an education in a faith school. 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 at the time of admission.
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 60)

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 St Paul's C.E. Primary 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 St. Thomas Cantilupe C.E. Primary School (PAN 30)

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.

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

Where the number of children seeking admission is likely to exceed the published admission limit the policy of the Governors is to admit children to the school in the following order of priority.

- Pupils with a Statement of Special Education Need which names the school and those pupils in receipt of banded funding where the Local Authority believes, in consultation with the Governors, that a particular school should be named.
- 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.
- Children resident within the catchment area
- Children who would have a brother or sister attending the school at the time of admission
- Children of committed Christian families
- Children who live nearest to the school by the shortest available route

Kingsland C.E. Primary School (PAN 17)

While the total capacity of the school and the first year intake are determined by the Local Education Authority, the Governors of the school (as an Aided School) are in overall control of admissions.

The number of children that can be admitted to the First Year in accordance with the Education Act 1996 is calculated at 17. Where the number of children seeking admission is likely to exceed the number agreed with the Local Education Authority then preference, in order of priority, would be given:

1. Pupils with a statement of Special Educational Need which names the school and those pupils in receipt of banded funding where the Local Authority 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. A child in the school's catchment area.
4. A child who would have a brother or sister attending the school at the time of admission.
5. 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 5 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.
6. Other applications will be determined by those being nearest to the school by the shortest available 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 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.

Llangrove C.E. Primary School (PAN 15)

The criteria for the admission of children to the school to be applied in the event of over-subscription, is in the following order of priority:

1. Pupils with a Statement of Special Educational Need which names the school and those pupils in receipt of banded funding where the Local Authority 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. The school is the one designated for the area in which the child lives.
4. The presence of older brothers or sisters in the school at the time of admission.
5. Special medical or social needs of the pupil. Production of a medical certificate or other appropriate information is required.
6. Children of families who are active members of the Church of England or who are committed to the practice of the Christian religion.

7. 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)

Applications for admission to the school are considered by the Head Teacher with support from the Governors.

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

- Special Educational Needs
- Pupils in the 'looked after' system
- Catchment places
- Siblings who have a brother or sister **currently attending** the school who live outside the catchment area
- Nursery pupils
- Church places
- Out of Catchment Area places

SPECIAL EDUCATION NEEDS and LOOKED AFTER CHILDREN

Consideration will be given to pupils with a statement of special educational need or those in receipt of banded funding where the school has been named.

Governors will also consider pupils who are in the looked after system where the approved agencies agree that the school meets the child's social, pastoral and educational needs.

CATCHMENT PLACES

Are available to children resident within the Civil Parish boundaries of Much Marcle, Little Marcle and Yatton.

SIBLINGS

Governors will also give consideration to children other than those in above categories who are resident outside the designated area who have brothers and sisters currently attending the school at the time of admission.

NURSERY

Consideration will be given to applications from parents of children who have attended Much Marcle Nursery for the previous academic year.

CHURCH PLACES

Are available to children of families who are actively involved in the worship, life and work of a Christian Church. Applications should be made in writing and supported by the endorsement of the Parish Priest or Minister of that Church.

OUT OF CATCHMENT PLACES

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

To avoid confusion and disappointment parents should ensure that they meet the criteria for admission.

Any parent wishing to view the school or discuss admission with the Head Teacher should write or telephone for an appointment.

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)

The Admissions Policy of the Governors of St. Joseph’s R. C. Primary School is as follows:

The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

The School’s Admission Number for the school year beginning September 2008 is 20.

If the number of applications exceeds the admission number, governors will consider applications according to the following order of priority:

1. Baptised Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them (eg. children with foster parents). (Section 22 of the Children Act 1989).
2. Baptised Catholic children living within the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury who have a brother or sister in the school at the time of admission.
3. Baptised Catholic children living with the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury.
4. Baptised Catholic children living outside the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury who have a brother or sister in the school at the time of admission.
5. Baptised Catholic children living outside the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury.
6. Non-catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by the (eg. children with foster parents). Section 22 of the Children Act 1989).
7. Non-catholic children who have a brother or sister in the school at the time of admission.
8. Non-catholic children whose families are desirous of Christian based education.

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

Over-subscription criteria are used when more parents have expressed a preference for a particular school in a particular year than it has available places.

Children are admitted according to the following order of priority. Children in the Looked After system will be given priority in each of the oversubscription criteria.

1. A child residing in the catchment area.
2. A child who has a sibling in the school.
3. Those children who are in walking distance of the school.
4. A child who has had a brother or sister in the school in the past.
5. A child with social and/or medical problems with written evidence.

When applications are considered in each category 1-3, if numbers 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.

Definition of Place of Residence

The home of a child is determined as where they live for the majority of the year, and does not include where they are minded or where members of their extended family reside.

Pupils with special educational needs but without statements

If the School is named in a statement of special educational needs, the admission authority has a duty to admit the child to the School. For non-statemented children with special educational needs or disabilities over-subscription criteria are applied as to other applicants. Admission authorities may not refuse to admit a pupil because they consider themselves unable to cater for his or her special educational needs – the LEA should provide the School, the pupil and the family with all required aids and assistance.

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

Our current admission limit is 12 per year group, and places are offered according to the following criteria:

1. Pupils in the 'Looked After' system, where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs.
2. Pupils with a statement of Special Educational Needs, which names the school or pupils in receipt of banded funding where the LEA identifies a particular school.
3. Children from the catchment area.
4. Children with brothers and/or sisters already at the school.
5. Children whose parents are actively involved in the worship of a Christian Church and wish their children to be educated at a Christian Church School.
6. Children with particular medical, social or educational needs. Production of medical information may be required.
7. The location of the child's home in relation to the school, priority will be given to the nearest.

Whitchurch C.E. Primary School (PAN 17)

Oversubscription Policy

Criteria in rank order

1. 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.
2. Pupils with a Statement of Special Educational Need which names the school and those pupils in receipt of banded funding where the LA believes, in consultation with the Governors, that a particular school should be named.
3. Pupils whose principal address is **within** the catchment area of the school as defined by the LA 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 LA and who request a **Church (faith) place** supported by the appropriate Vicar/Rector/Minister. Faith in this context 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 LA 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 LA and who have a sibling at the school both at the time of application for a place **and** when the younger child is due to commence school.
7. Pupils whose principal address is **outside** the catchment area of the school as defined by the LA, but who may be living within the parish boundaries of Churches within the 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 LA but who live nearest by the 'shortest available walking route' as defined by the LA.

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 & Thrupton	Kingstone
Aconbury	Little Dewchurch	Haywood
Acton Beauchamp	Brockhampton	Queen Elizabeth
Adforton	Wigmore	Wigmore
Allensmore	Kingstone & Thrupton	Kingstone
Almeley	Almeley (part Eardisley)	Lady Hawkins
Ashperton	Ashperton	John Masefield
Aston Ingham	part Gorsley Goffs part Lea	John Kyrle
Avenbury	St. Peter's (Bromyard)	Queen Elizabeth
Aylton	Ashperton	John Masefield
Aymestrey	part Kingsland part Wigmore	Wigmore
B 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
Lyonshall	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 & Thrupton	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
Thrupton	Kingstone & Thrupton	Kingstone
Titley	Kington	Lady Hawkins
Tretire with Michaelchurch	St. Weonards	John Kyrle
Treville	Kingstone & Thrupton	Kingstone
Turnastone	Michaelchurch	Fairfield
Tyberton	Madley	Kingstone
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
Willey	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 four 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 (£115 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.

APPENDIX 8

- 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 19 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 for free transport at 31st August following their 19th birthday.**

APPENDIX 8

SEN students in the age range 19 years to 25 years will be provided with transport upon payment of the required termly fee (£150). 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

Herefordshire LEA does not give transport provision 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 Starkes, Leintwardine, Lingen, Little Hereford, Orleton, Pipe Aston, Richards Castle, Shobdon, Stapleton, Walford, Letton 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 has for many years had a policy on the admission of pupils into Local Education Authority Maintained Schools. The current guidance is obtained in the Government's Code of Practice on School Admissions.

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

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

Important information for parents of all pupils attending Herefordshire Secondary Schools

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

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

Fair Processing Notice - Data Protection Act

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

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

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

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

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

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

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

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

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

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

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

Providing information to Connexions

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

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

It is very important that the Connexions Service receive the information about their clients which they need to do their job effectively – subject only to the opt out provision described in the Notice. This information may include the pupils gender, date of birth, ethnicity, special educational needs, school attended and Key Stage or examination results. It is this information that you may request to be withheld from Connexions, as the LEA and the DfES are obliged to provide name and address details.

Since, for pupils aged 16 or over, the right to ask for information beyond name and address not to be passed to Connexions rests with the pupil rather than the parent, it is particularly important that you share this note with your child if they are of this age.

The LEA and DfES may provide Connexions with information which they have about your child, but will not pass on any information they have received from us if you (or your child if aged 16 or over) have notified the school that Connexions should not receive information beyond name and address.

STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2008/2009

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

21 JUNE 2007

Purpose

To review the layout and composition of the common application form to be used for the co-ordinated secondary transfer arrangements for September 2008 (SA1) and common application form used for the co-ordinated primary admission arrangements also for September 2008 (PA1).

Recommendation

That any changes required by the Forum be noted and the draft documents be amended accordingly.

HEREFORDSHIRE COUNCIL – CHILDREN & YOUNG PEOPLE’S DIRECTORATE

APPLICATION FOR A PLACE AT A HIGH SCHOOL FOR SEPTEMBER 2008

Please read the attached notes and the Information for Parent’s Booklet before completing and returning this form. Please ensure that you answer all questions and sign the declaration overleaf.

(Applications to be returned to your child’s primary school no later than 2nd November 2007)

If your child attends an Out-of-County/Independent School, Please return the form to Children & Young People’s Directorate Blackfriars PO Box 185 Blackfriars Street Hereford HR4 9ZR
no later than 2nd November 2007

PART A - ABOUT YOUR CHILD

Child’s Surname First Name.....Mid Name.....

Gender: (please tick) M F DOB..... Age.....

Childs Home Address (see attached notes).....

.....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 / was the name of the Social Worker and Authority.....

PART B – YOUR CHOSEN SCHOOL (S)

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

If you are applying for a Church place at The Bishop of Hereford’s Bluecoat School 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: Please refer to the Information for Parents Book Section 7 regarding Transport Entitlement.

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

Schools	If applying for an out of county school please state reason
1	
2	
3	

SIBLINGS -

Please give full name and date of birth of any brothers and sisters who, in September 2008, will still be attending a school for which you are now applying (see 5a on important notes, enclosed)

Name of Pupil(s)DOB

Current Form(s).....

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.

(Note: The critical test applied is whether the school that is sought is the only one which can meet the individual pupils needs).

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

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 BISHOP OF HEREFORD'S BLUECOAT SCHOOL / ST MARYS RC HIGH

Complete this section **ONLY** if you are applying for a church place at The Bishops of Hereford's Bluecoat School or St Mary's RC High School. It will be necessary to complete one of their own church place application forms **in addition** to this SA1form.

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 on the Important Notes page enclosed with 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 full name

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 the SA1 application form naming the school 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 2008. 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, even for Church place applications to voluntary aided schools. 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 ADMISSION INTO A RECEPTION CLASS OF AN INFANTS/PRIMARY SCHOOL

Please read the Information for Parents Booklet before completing this form. Please ensure that you answer all questions and sign the declaration overleaf.

All applications should be returned to the Pupil Admissions Office, Children & Young People’s Directorate, Herefordshire Council, Blackfriars PO Box 185, Blackfriars Street, Hereford HR4 9ZR by 18th January 2008.

PART A - ABOUT YOUR CHILD

Child’s Surname First Name.....Mid Name.....

Gender: M F DOB..... Age.....

Childs Home Address.....

.....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 / was the name of the Social worker and the authority

PART B – YOUR CHOSEN SCHOOL (S)

TO INCLUDE ANY VOLUNTARY AIDED AND OUT – OF – COUNTY SCHOOLS (SEE 2 ON ENCLOSED NOTES)

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 (**please check with the school**).This should then be attached to the PA1and returned to the address stated above.

If your child lives in the catchment area / attending a nursery attached to the school or you have another child in the school of your choice **you must still** fill in this application form. 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. We will inform you on the official offer date (**8th March 2008**)

Transport: Please refer to the Information for Parents Book Section 7 regarding transport entitlement.

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

	School	If applying for an out of county school, state reason
1		
2		

SIBLINGS

Please give full name(s) and date(s) of birth of any brothers and sisters who, in September 2008, will still be attending a school for which you are now applying. (See 6a on enclosed notes)

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**.

(Note: The critical test applied is whether the school that is sought is the only one which can meet the individual pupils needs).

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

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 Church place at a Voluntary Aided school. You will also need to contact the school direct (please see Appendix 4 of “Information for Parents” booklet for contact details) 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 Important Notes page enclosed with 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 full name

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 **18th January 2008** 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 2008//2009 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 18th January 2008, the Council will offer places, including those for Voluntary Aided, **on 25th March 2008**.

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.

APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

21 JUNE 2007

Purpose

To review the layout and composition 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.

Recommendation

That any changes required by the Forum be noted and the draft documents be amended accordingly.

**APPLYING FOR A PLACE
AT
HIGH SCHOOL
IN
HEREFORDSHIRE
2008/2009**

Important information if your child is eleven before
1st September 2008

**Apply on or before
2nd November 2007**



**HEREFORDSHIRE
COUNCIL**

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

**To be read with the
Information for Parents
Booklet 2008/2009**

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 2nd November 2007 (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 2nd November 2007.

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 2008/2009 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 **2nd November 2007**, 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 2nd November. Late applications received between 2nd November and the national offer date of 1st March 2008, may be included in the initial consideration but **only if** the reason for the delay was genuine and acceptable. Applications received after 1st March 2008 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 Blackfriars PO Box 185 Blackfriars Street Hereford HR4 9ZR by 2nd November 2007. **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. This **must be** returned **with the SA1** form by 2nd November 2007 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 criteria 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 2008 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 2nd November 2007 will be told the decision on 1st March 2008, 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 2nd November 2007 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 2008 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 2008 transfer. In practice, parents applying for their catchment school by 2nd November 2007 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 2nd November 2007. The critical test applied is whether the school that is sought is the only one which can meet the individual pupil's needs. We shall advise you of the outcome of the determination of your Special Reasons category by mid January 2008. Please note that this does not apply to Bishop Bluecoat School or St Mary's RC High as they define their own.

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
- Criteria under which places were offered

Admissions Information Lines - 01432 260925/260926

Herefordshire Council: schooladmissions@herefordshire.gov.uk

Choice Advisor Service

The council now has a Choice Advisor Service. The Choice adviser offers help and guidance on the schools admissions process to parents and carers of young people transferring to secondary schools. You can phone 01432 260999

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 2008.
- The closing date for applications is 2nd November, 2007.
- 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.

Leaflet/2008/2009

Early Years Education

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

What you need to know

If your child is registered with a Herefordshire Doctors Surgery before June 2006 and their Date of Birth is between **01.09.2003** and **31.08.2004** we will have your child details on our database. If you were not registered by the above date or have moved house recently you will need to contact the Admissions Section on 01432 260925/260926. An application form will be sent to you directly. If you have not received an application pack by the end of September 2006 please contact us immediately.

What you need to do

Before completing an application form, you should read the Information for Parents Booklet, especially chapters 3, 4, 6 and

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

Your application should be sent directly to the Admissions Section to address on cover by **18th January 2008** if you wish your child to start in September 2008, January 2009 or April 2009.

If you need any further information please contact the Admissions and Transport Office on 01432 260925/260926

Parent of a Three or Four Year Old?

STARTING SCHOOL

during the School Year starting
September 2008 to August 2009

Important information if your child is four before
September 2008

**Apply on or before
18th January 2008 for all admissions between
September 2008 & August 2009**



**HEREFORDSHIRE
COUNCIL**

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

**To be read with the
Information for Parents Booklet
2008/2009**

When do I apply for a school place?

There is one date by which parents need to apply for places in the school year September 2007 August 2008. This one date is **18th January 2008**.

Even if your child is **not** due to start school until January 2009 or April 2009 **YOU STILL NEED TO APPLY BEFORE 18th JANUARY 2008**. Late applications are always considered, but they have lower priority.

Can I apply to any school?

Yes, you can apply for any school maintained by Herefordshire Council. For the school year September 2008 to August 2009, you will have the opportunity to express two individual school preferences on a common application form. You may find it advisable to state the provided school as one of your preferences (please read chapter 4 and paragraph 6.2 of the Information for Parents Booklet).

Can I apply to a Primary School within another LEA authority if I live in Herefordshire?

Yes, you can apply to another LEA for a place at one of their schools. However you must apply on one of Herefordshire's application forms. We will then co-ordinate with that authority.

When can my child start school?

Children are generally **entitled** to start school at the beginning of the term in which they become 5 (all children with birthdays in April can start in January). *Contact schools for details, and **apply before 18th January 2008***.

Could my child start earlier?

It may be **possible** for your child to start school earlier if his/her 5th birthday is between 1st January and 31st August 2008. *You need to contact the school to find out if an earlier start is possible, and **apply on or before 18th January 2008***.

Would my child have to start school earlier?

NO. You could wait until **the term your child is 5**, without risking the place allocated to your child. Please talk to your preferred school, and **apply on or before 18th January 2008**, so that the place can be reserved.

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

NO. Your child does not have to start school until the term **after** his/her 5th birthday, though you should still apply on or before 18th January 2008. You must discuss your wishes with the school first, particularly if your child's 5th birthday is between 1st May and 31st August because your child would normally be placed directly into Year One in September (ie would miss the reception class. **New code**

(Remember to apply on or before 18th January 2008).

How will my child get to school?

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

HEREFORDSHIRE LOCAL ADMISSION FORUM - DRAFT ANNUAL REPORT

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

21 JUNE 2007

Purpose

1. To consider the draft annual report shown below as required by The Education (Admission Forums) (England) (Amendment) Regulations 2007.

Financial Implications

2. None.

Considerations

3. Draft Main Report

For ease of reference, the information in this report (as required by The Education (Admission Forums) (England) (Amendment) Regulations 2007) is set out using the order in the regulations.

4. **For each section, there is a brief analysis of the information in Appendices A1 to A4 and where appropriate, recommendations for the future.**

a) the number and percentages of first, second and third preferences met (or more if applicable) and the main factors that affected whether preferences were met;

Appendix A1 sets out the number and percentages of first, second and (in the case of secondary schools) third preferences met in each of the schools covered by the forum. Allocated places refer to places offered where either none of the preferences stated could be met or where no application had been received by the LA.

As in any LA, the popularity of schools and the level of over subscription have a major impact on the number of first, second and third preferences for each school.

Bishop's as usual attracted the highest number of first preferences, 277 closely followed this year by Whitecross High School, which attracted 232 first preferences. It may be that the attraction of Whitecross is its new buildings and associated facilities.

A significant downturn in popularity is evident at Aylestone, only 126 first preferences compared to 228 in the 2005/2006 round and QE, only 45 first preferences compared to 68 in the 2006/2007 round.

There were in total 5 over subscribed schools, namely: Bishop's, St Mary's, Whitecross, Fairfield and Wigmore.

There are currently 217 spare places (10.3 % of PAN) available in secondary schools within Herefordshire.

b) the number of appeals made to the appeal panel within the area of the authority;

The number of appeals made to appeals panels within Herefordshire is shown in Appendix A1 for each school.

2006/2007 round and 28 in the 2005/2006 round) for Bishop's, St Mary's, Whitecross, Fairfield and Wigmore.

In the primary sector there were fewer appeals, a total of 11, for Canon Pyon, Ledbury, Marlbrook and Mordiford.

c) the ethnic and social mix of pupils attending schools in the area of the authority and the factors that affect this;

The degree of ethnicity within Herefordshire schools is given in appendix A2. As might be expected the largest group is "white" (97.08%) followed by "Asian" (0.67%).

The social mix of pupils attending Herefordshire schools is shown in appendix A3.

d) the extent to which existing and proposed admission arrangements serve the interests of looked after children, children with disabilities and children with special educational needs;

In both primary and secondary sectors, existing admission arrangements appear to have served the interests of looked after children, children with disabilities and children with special educational needs well during the past year.

The local authority has worked in partnership with the schools in the area and satisfactory arrangements were made to admit pupils in these categories.

e) how well the hard to place pupil protocol has worked and how many children have been admitted to each school under the protocol;

Details of the placement of pupils at both secondary and primary schools in Herefordshire following permanent exclusion are shown in appendix A4.

The existing arrangements appear to be working well.

f) whether primary schools are meeting their statutory duties in relation to infant class sizes;

All primary schools in Herefordshire are meeting their statutory duties in relation to infant class sizes. There are very occasional exceptions to this, usually as a result of an appeal panel's decision (which are exempt from the requirement).

g) details of other matters that might affect how fairly admission arrangements serve the interests of children and parents within the authority; and

h) any recommendation or recommendations that the forum wishes to make in order to improve parental choice and access to education in the area of the authority.

Recommendation

That:

(a) the Forum is requested to suggest comments under (g) and (h) above if it is felt to be appropriate;

and;

(b) the draft report is noted and any changes requested by the Local Admission Form be adopted.

Appendix A1
Local Admission Forum Annual Report - June 2007 - Element 1

Secondary	Type	PAN	1st	2nd	3rd	Allocated	Total	LAC	SEN	Spaces	W/List	Appeals	Upheld
QE	11-16, Maintained	100	45	1	0	2	48	1	1	52	0	0	0
Aylestone	11-16, Maintained	250	123	30	10	13	176	0	0	74	0	0	0
Bishop's	11-16, CE VA	236	232	4	0	0	236	0	9	0	44	15	4
St Mary's	11-16, RC VA	135	132	5	0	0	137	0	0	-2	17	4	2
Whitecross	11-16, Maintained	180	178	5	0	0	183	1	1	-3	61	28	3
Wyebriidge	11-16, Maintained	180	123	7	6	14	150	1	8	30	0	0	0
Kingstone	11-16, Maintained	136	109	20	3	0	132	0	1	4	0	0	0
Kington	11-18, Maintained	90	84	4	0	1	89	0	1	1	0	0	0
John Masefield	11-18, Maintained	174	144	5	3	1	153	0	2	21	0	0	0
The Minster	11-18, Maintained	140	107	3	2	8	120	1	0	20	0	0	0
Fairfield	11-16, Maintained	70	70	0	0	0	70	1	1	0	38	10	3
John Kyrle	11-18, Maintained	210	192	5	1	0	198	1	5	12	0	0	0
Weobley	11-16, Maintained	100	84	7	6	0	97	0	2	3	0	0	0
Wigmore	11-16, Maintained	90	90	0	0	0	90	1	1	0	10	2	2
Totals		2091	1713	96	31	39	1879	7	32	212	59	59	14
			91.2%										
Primary	Type	PAN	1st	2nd	3rd	Allocated	Total	LAC	SEN	Spaces	W/List	Appeals	Upheld
Almeley	4-11, Maintained	9	9	1	0	0	10	0	0	-1	0	0	0
Ashfield Park	4-11, Maintained	68	52	0	0	0	52	0	0	16	0	0	0
Ashperton	4-11, Maintained	25	17	1	0	0	18	0	0	7	0	0	0
Bosbury	4-11, Maintained	20	19	0	1	0	20	0	0	0	0	0	0
Brampton Abbots	4-11, CE,VA	20	18	2	0	0	20	0	0	0	0	0	0
Bredenbury	4-11, Maintained	10	7	0	0	0	7	0	0	3	0	0	0
Bridstow	4-11, CE,VA	15	12	0	0	0	12	0	0	3	0	0	0
Broadlands	4-11, Maintained	60	30	0	0	0	30	0	0	30	0	0	0
Brockhampton	4-11, Maintained	26	16	0	0	0	16	0	0	10	0	0	0
Burghill	4-11, Maintained	15	10	1	1	0	12	0	0	3	0	0	0
Burley Gate	4-11, Maintained	20	11	0	0	0	11	0	0	9	0	0	0
Canon Pyon	4-11, Maintained	13	14	0	0	0	14	0	0	-1	4	1	0
Clehonger	4-11, Maintained	28	27	1	0	0	28	0	0	0	0	0	0
Clifford	4-11, Maintained	10	8	0	0	0	8	0	0	2	0	0	0
Colwall	4-11, Maintained	28	18	1	0	0	19	0	0	9	0	0	0
Cradley	4-11, CE,VA	20	15	0	0	0	15	0	0	5	0	0	0
Credenhill, St Mary's	4-11, Maintained	30	27	0	0	0	27	0	0	3	0	0	0
Dilwyn	4-11, Maintained	8	4	0	0	1	5	0	0	3	0	0	0
Eardisley	4-11, Maintained	15	12	0	0	0	12	1	0	3	0	0	0
Eastnor	4-11, Maintained	12	12	0	0	0	12	0	0	0	1	0	0
Ewyas Harold	4-11, Maintained	20	10	0	0	0	10	0	0	10	0	0	0
Fownhope St Mary's	4-11, CE,VA	15	10	0	1	0	11	0	0	4	0	0	0
Garway	4-11, Maintained	15	6	0	0	0	6	0	0	9	0	0	0
Goodrich	4-11, Maintained	17	17	0	0	0	17	0	0	0	0	0	0
Gorsley Goffs	4-11, Maintained	25	18	0	1	0	19	0	0	6	0	0	0
Hampton Dene	4-11, Maintained	30	29	0	0	0	29	0	0	1	0	0	0
Holme Lacy	4-11, Maintained	10	8	2	0	0	10	0	0	0	3	1	0
Holmer	4-11, Maintained	60	42	1	0	0	43	0	0	17	0	0	0
Ivington	4-11, CE,VA	15	10	1	0	0	11	1	0	4	0	0	0
Kimbolton, St James	4-11, CE,VA	15	12	0	0	0	12	0	0	3	0	0	0

Kings Cagle	4-11, Maintained	10	3	0	0	0	3	0	0	7	0	0	
Kingsland	4-11, CE,VA	18	15	0	0	0	15	0	0	3	0	0	
Kingstone & Thruxton	4-11, Maintained	30	21	1	0	0	22	0	0	8	0	0	
Kington	4-11, Maintained	30	27	0	0	0	27	0	0	3	0	0	
Lea	4-11, CE,VA	15	14	0	0	0	14	0	0	1	0	0	
Ledbury	4-11, Maintained	60	60	0	0	0	60	0	0	0	1	1	
Leintwardine Endowed	4-11, CE,VA	15	14	0	0	0	14	0	0	1	0	0	
Leominster Infant	4-11, Maintained	110	63	0	0	0	63	0	0	47	0	0	
Little Dewchurch	4-11, Maintained	10	8	0	0	0	8	0	0	2	0	0	
Llangrove	4-11, CE,VA	15	6	0	0	0	6	0	0	9	0	0	
Longtown	4-11, Maintained	8	3	0	0	0	3	0	0	5	0	0	
Lord Scudamore	4-11, Maintained	88	85	3	1	1	90	0	0	-2	0	0	
Lugwardine	4-11, Maintained	30	13	0	0	0	13	0	0	17	0	0	
Luston	4-11, Maintained	20	14	0	0	0	14	0	0	6	0	0	
Madley School	4-11, Maintained	24	23	0	0	0	23	0	0	1	1	0	
Marden	4-11, Maintained	17	13	0	0	0	13	0	0	4	0	0	
Marlbrook	4-11, Maintained	60	60	0	0	0	60	1	0	0	9	7	
Michaelchurch Escley	4-11, Maintained	8	9	0	0	0	9	0	0	-1	0	0	
Mordiford	4-11, Maintained	15	15	0	0	0	15	0	0	0	3	2	
Much Birch	4-11, Maintained	28	26	2	0	0	28	0	0	0	0	0	
Much Marcle	4-11, CE,VA	17	13	1	0	0	14	0	0	3	0	0	
Orleton	4-11, Maintained	30	24	1	0	0	25	0	0	5	0	0	
Our Lady's	4-11, RC,VA	30	30	0	0	0	30	1	0	0	4	0	
Pembridge	4-11, CE,VA	16	16	0	0	0	16	0	0	0	0	0	
Pencombe	4-11, CE,VA	8	8	0	0	0	8	0	0	0	0	0	
Peterchurch	4-11, Maintained	15	4	0	1	0	5	0	0	10	0	0	
Riverside	4-11, Maintained	90	40	3	0	0	43	1	0	47	0	0	
Shobdon	4-11, Maintained	10	10	0	0	0	10	0	0	0	0	0	
St Francis Xaviers	4-11, RC,VA	30	30	0	0	0	30	0	0	0	2	0	
St James HFD	4-11, CE,VA	30	26	1	0	0	27	0	0	3	0	0	
St Josephs Rc	4-11, RC,VA	20	19	0	0	0	19	0	0	1	0	0	
St Martins	4-11, Maintained	70	43	6	1	2	52	0	0	18	0	0	
St Michaels	4-11, CE,VA	17	13	0	0	0	13	0	0	4	0	0	
St Paul's	4-11, CE,VA	60	55	3	1	0	59	0	0	1	0	0	
St Peter's	4-11, Maintained	30	18	2	0	0	20	0	0	10	0	0	
St Thomas Cantilupe	4-11, CE,VA	30	30	0	0	0	30	0	0	0	4	0	
St Weonards	4-11, Maintained	15	6	0	0	0	6	0	0	9	0	0	
Staunton-on- Wye	4-11, VA	10	3	1	0	0	4	0	0	6	0	0	
Stoke Prior	4-11, Maintained	11	5	0	0	0	5	0	0	6	0	0	
Stretton Sugwas	4-11, Maintained	15	12	2	0	0	14	0	0	1	1	0	
Sutton	4-11, Maintained	12	5	0	0	0	5	0	0	7	0	0	
Trinity	4-11, Maintained	84	72	0	2	1	75	0	0	9	0	0	
Walford	4-11, Maintained	28	29	0	0	0	29	0	0	-1	3	0	
Wellington	4-11, Maintained	28	17	0	0	0	17	0	0	11	0	0	
Weobley	4-11, Maintained	30	15	0	0	0	15	0	0	15	0	0	
Weston Under Penyard	4-11, CE,VA	13	11	1	0	0	12	0	0	1	0	0	
Whitbourne	4-11, Maintained	10	9	0	0	0	9	0	0	1	0	0	
Whitchurch	4-11, CE,VA	17	8	0	0	0	8	0	0	9	0	0	
Wigmore	4-11, Maintained	30	18	0	0	0	18	0	0	12	0	0	
Withington	4-11, Maintained	15	11	0	1	0	12	0	0	3	0	0	
Totals		2106	1592	38	11	5	1646	5	0	460	36	12	0

96.7%

Appendix B -Local Admission Forum report - Ethnicity

	School	Ethnic group										Grand Total	
		Any other black background	Any other white background	Asian (incl Mixed)	Black African (incl Mixed)	Black Afro Caribbean (incl Mixed)	Chinese	Gypsy or Traveller	Not included	Other ethnic group (incl Mixed)	White Irish / Welsh / Scottish		#N/A
2001	Almeley Primary School								62				62
2005	Ashperton Primary School								163			1	164
2011	Bredenbury Primary School			1	1			1	50	1			54
2014	Brockhampton Primary School		1	1				3	162	1			168
2024	St Peter's Primary School, Bromyard		3	1				1	214	2			221
2029	Burghill Community Primary School								87	1			88
2031	Clifford Primary School			1					65			4	70
2046	Ewyas Harold Primary School								106				106
2053	Garway Primary School								74				74
2056	Broadlands Primary School		9	2	1				344	1			357
2057	Hampton Dene Primary School		2						232	1	2		237
2061	Lord Scudamore Primary School		22	3	1	2	4		543	4	1	2	582
2063	Marlbrook Primary School		2	2	2			4	428				438
2067	St Martin's Primary School		5	5	4	1			376	2		1	394
2071	Trinity Primary School	1	4	5	4	5			497	5			521
2077	Holme Lacy Primary School			1					58			1	60
2094	Kings Caple Primary School			1					40		2		43
2095	Kingstone & Thrupton Primary School					1			184				185
2096	Kington Primary School		1	1					201	11		8	222
2098	Ledbury Primary School		17	3	3	4	1	9	458	1	1	1	498
2099	Leominster Infants' School		11	6				2	244	1		16	280
2100	Leominster Junior School		9	3		1		4	322	3			342
2101	Longtown Primary School		1						47	2		2	52
2102	Lugwardine Primary School		5	3		2			152		2		164
2103	Luston Primary School					2			108			3	113
2104	Madley Primary School								163				163
2115	Marden Primary School					1		4	90				95
2116	Michaelchurch Escley Primary School		3			2			54				59
2122	Peterchurch Primary School		3						67	1			71
2138	Ashfield Park Primary School		3	2	2				352	11			370
2146	Shobdon Primary School								48				48
2148	Stoke Prior Primary School		1			2			64	3			70
2152	St Weonards Primary School		2					2	45	2			51
2154	Sutton Primary School					1			56				57
2155	Walford Primary School		5	2					179	3			189
2157	Wellington Primary School		3					3	133				139
2158	Weobley Primary School		3	3				14	157				177
2159	Wigmore Primary School		2	2					136		2		142
2160	Withington Primary School								98	1			99
3006	Bosbury C E Primary School							11	106				117
3007	Brilley Parochial Primary School								19				19
3010	Burley Gate C E Primary School					1			92	2		1	96
3015	Canon Pyon C E Primary School								88		1		89
3021	Clehonger C E Primary School		1						149	2			152
3023	Colwall C E Primary School		3	2					182	2	1		190
3026	St Mary's C E Primary School, Credenhill								152	3			155
3030	Dilwyn C E Primary School							2	41				43
3035	Eardisley C E Primary School								88				88
3037	Eastnor Parochial Primary School			1					83		1	1	86

SCH_ID	School	School Post Code	NOR	ACORN CATEGORIES																	
				% Match	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
2001	Almeley Primary School	HR3 6LH	62	100.0%	0.0%	95.2%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	3.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2005	Ashperton Primary School	HR8 2SE	164	100.0%	20.7%	64.0%	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%	2.4%	4.3%	1.8%	0.0%	0.0%	1.2%	0.6%	0.0%	0.0%
2011	Bredenbury Primary School	HR7 4TF	54	100.0%	7.4%	42.6%	1.9%	0.0%	0.0%	1.9%	0.0%	11.1%	5.6%	0.0%	0.0%	0.0%	5.6%	14.8%	1.9%	0.0%	0.0%
2014	Brockhampton Primary School	WR6 5TD	168	92.3%	7.7%	45.8%	10.1%	0.0%	0.0%	0.6%	0.0%	13.1%	0.0%	0.0%	0.0%	0.0%	7.1%	6.5%	1.2%	0.0%	0.0%
2024	St Peters Primary School	HR7 4UY	221	97.7%	0.9%	9.5%	2.3%	0.0%	0.0%	1.8%	0.0%	24.4%	3.6%	0.0%	0.0%	0.0%	21.3%	27.1%	6.8%	0.0%	0.0%
2029	Burghill Community Primary School	HR4 7RP	88	98.9%	30.7%	25.0%	12.5%	0.0%	0.0%	3.4%	0.0%	3.4%	13.6%	3.4%	0.0%	0.0%	2.3%	3.4%	0.0%	1.1%	0.0%
2031	Clifford Primary School	HR3 5HA	70	91.4%	2.9%	84.3%	0.0%	0.0%	0.0%	0.0%	0.0%	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2046	Ewyas Harold Primary School	HR2 0EY	106	92.5%	3.8%	74.5%	1.9%	0.0%	0.0%	0.0%	0.0%	6.6%	5.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2053	Garway Primary School	HR2 8RQ	74	95.9%	4.1%	91.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2056	Broadlands Primary School	HR1 1NZ	357	99.7%	5.0%	5.3%	5.3%	0.0%	0.6%	0.3%	1.4%	14.8%	4.2%	0.8%	0.0%	19.9%	12.3%	26.6%	2.2%	0.8%	0.0%
2057	Hampton Dene Primary School	HR1 1RT	237	99.2%	13.5%	13.1%	11.4%	0.0%	0.0%	0.0%	3.4%	21.9%	11.8%	3.8%	0.0%	5.5%	4.2%	5.1%	5.1%	0.4%	0.0%
2061	Lord Scudamore Primary School	HR4 0AS	582	97.8%	1.4%	5.3%	3.8%	1.0%	0.0%	3.4%	13.9%	7.6%	3.3%	5.3%	0.0%	8.4%	17.0%	21.0%	5.2%	1.2%	0.0%
2063	Marlbrook Primary School	HR2 7NT	438	97.0%	0.2%	0.0%	2.7%	0.0%	0.0%	0.9%	3.4%	9.6%	0.7%	0.2%	0.0%	7.8%	6.8%	52.7%	8.7%	3.2%	0.0%
2067	St Martins Primary School	HR2 7RJ	394	97.0%	0.5%	1.5%	4.8%	0.0%	0.0%	5.3%	5.8%	17.3%	0.5%	0.0%	0.0%	6.3%	3.6%	32.0%	16.2%	3.0%	0.0%
2071	Trinity Primary School	HR4 0NU	521	97.3%	3.1%	12.3%	9.6%	0.4%	0.0%	0.0%	6.5%	14.2%	7.3%	2.9%	0.0%	2.7%	17.5%	19.6%	1.3%	0.0%	0.0%
2077	Holme Lacy Primary School	HR2 6LW	60	98.3%	0.0%	25.0%	38.3%	0.0%	0.0%	6.7%	18.3%	8.3%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2094	Kings Caple Primary School	HR1 4TZ	43	97.7%	7.0%	81.4%	4.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.3%	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%
2095	Kingstone & Thruxton Primary School	HR2 9HJ	185	98.4%	15.1%	17.3%	10.3%	0.0%	0.0%	0.5%	2.2%	13.0%	1.6%	0.0%	0.0%	0.5%	1.6%	36.2%	0.0%	0.0%	0.0%
2096	Kington Primary School	HR5 3AL	222	94.1%	0.0%	35.1%	0.0%	0.0%	0.0%	4.5%	0.0%	0.0%	14.9%	0.5%	0.0%	0.0%	18.9%	20.3%	0.0%	0.0%	0.0%
2098	Ledbury Primary School	HR8 2BE	498	97.4%	2.2%	12.0%	11.2%	0.0%	0.0%	0.2%	0.4%	20.5%	1.8%	6.4%	0.0%	0.0%	7.8%	31.7%	0.4%	2.6%	0.0%
2099	Leominster Infants' School	HR6 8JU	280	96.4%	0.0%	5.4%	1.1%	0.0%	0.0%	5.4%	0.0%	18.6%	12.9%	0.4%	0.0%	0.0%	17.1%	30.0%	5.7%	0.0%	0.0%
2100	Leominster Junior School	HR6 8JZ	344	99.4%	3.5%	8.4%	2.6%	0.0%	0.0%	3.2%	0.0%	17.2%	14.8%	0.3%	0.0%	0.0%	13.7%	32.3%	3.5%	0.0%	0.0%
2101	Longtown Primary School	HR2 0LE	52	96.2%	0.0%	96.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2102	Lugwardine Primary School	HR1 4DH	164	99.4%	48.8%	22.0%	17.1%	0.0%	0.0%	0.0%	0.0%	7.9%	0.0%	0.6%	0.0%	0.6%	0.0%	1.8%	0.6%	0.0%	0.0%
2103	Luston Primary School	HR6 0EA	113	97.3%	2.7%	37.2%	11.5%	0.0%	0.0%	1.8%	0.0%	13.3%	6.2%	1.8%	0.0%	0.0%	7.1%	14.2%	1.8%	0.0%	0.0%
2104	Madley Primary School	HR2 9PH	163	98.2%	7.4%	44.2%	20.2%	0.0%	0.0%	0.0%	1.2%	5.5%	1.8%	0.6%	0.0%	0.0%	2.5%	14.7%	0.0%	0.0%	0.0%
2115	Marden Primary School	HR1 3EW	95	98.9%	17.9%	42.1%	17.9%	0.0%	0.0%	0.0%	0.0%	10.5%	4.2%	0.0%	0.0%	0.0%	0.0%	6.3%	0.0%	0.0%	0.0%
2116	Michaelchurch Escley Primary School	HR2 0PT	59	100.0%	0.0%	86.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8.5%	0.0%	0.0%	0.0%	0.0%	5.1%	0.0%	0.0%	0.0%
2122	Peterchurch Primary School	HR2 0RP	71	97.2%	0.0%	47.9%	0.0%	0.0%	0.0%	0.0%	0.0%	4.2%	35.2%	0.0%	0.0%	0.0%	1.4%	7.0%	1.4%	0.0%	0.0%
2138	Ashfield Park Primary School	HR9 5AU	370	98.4%	7.8%	18.9%	8.6%	0.3%	0.0%	2.4%	2.4%	15.9%	8.4%	12.2%	0.0%	0.0%	0.0%	17.3%	4.1%	0.0%	0.0%
2146	Shobdon Primary School	HR6 9LX	48	95.8%	6.3%	60.4%	0.0%	0.0%	0.0%	0.0%	0.0%	20.8%	2.1%	0.0%	0.0%	0.0%	0.0%	6.3%	0.0%	0.0%	0.0%
2148	Stoke Prior Primary School	HR6 0ND	70	97.1%	2.9%	68.6%	1.4%	0.0%	0.0%	0.0%	0.0%	4.3%	11.4%	0.0%	0.0%	0.0%	1.4%	5.7%	1.4%	0.0%	0.0%
2152	St Weonards Primary School	HR2 8NN	51	94.1%	3.9%	84.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.9%	0.0%	0.0%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2154	Sutton Primary School	HR1 3AZ	57	98.2%	28.1%	45.6%	14.0%	0.0%	0.0%	0.0%	0.0%	1.8%	1.8%	0.0%	0.0%	0.0%	5.3%	0.0%	1.8%	0.0%	0.0%
2155	Walford Primary School	HR9 5SA	189	93.7%	19.0%	38.1%	7.9%	0.0%	0.0%	0.0%	1.1%	11.6%	4.8%	1.1%	0.0%	0.0%	0.0%	7.4%	2.6%	0.0%	0.0%
2157	Wellington Primary School	HR4 8AZ	139	99.3%	23.7%	19.4%	20.9%	0.0%	0.0%	0.0%	0.0%	18.0%	0.7%	0.0%	0.0%	0.0%	0.7%	13.7%	0.0%	2.2%	0.0%
2158	Weobley Primary School	HR4 8ST	177	97.2%	5.1%	52.5%	0.0%	0.0%	0.0%	0.0%	0.0%	17.5%	1.7%	0.0%	0.0%	0.0%	0.6%	19.2%	0.6%	0.0%	0.0%
2159	Wigmore Primary School	HR6 9UN	142	90.1%	9.2%	46.5%	0.0%	0.0%	0.0%	0.0%	0.0%	28.2%	0.0%	0.0%	0.0%	0.0%	1.4%	4.9%	0.0%	0.0%	0.0%
2160	Withington Primary School	HR1 3QA	99	96.0%	15.2%	29.3%	17.2%	0.0%	0.0%	0.0%	0.0%	0.0%	4.0%	0.0%	0.0%	28.3%	1.0%	0.0%	1.0%	0.0%	0.0%
3006	Bosbury CE Primary School	HR8 1PX	117	95.7%	28.2%	24.8%	6.8%	0.0%	0.0%	0.0%	0.0%	14.5%	7.7%	3.4%	0.0%	0.0%	2.6%	7.7%	0.0%	0.0%	0.0%
3007	Brilley CE Primary School	HR3 6JQ	19	100.0%	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3010	Burley Gate CE Primary School	HR1 3QR	96	100.0%	8.3%	81.3%	2.1%	0.0%	0.0%	0.0%	0.0%	5.2%	0.0%	0.0%	0.0%	0.0%	2.1%	0.0%	1.0%	0.0%	0.0%
3015	Canon Pyon CE Primary School	HR4 8PF	89	91.0%	24.7%	42.7%	14.6%	0.0%	0.0%	1.1%	0.0%	2.2%	3.4%	0.0%	0.0%	1.1%	1.1%	0.0%	0.0%	0.0%	0.0%
3021	Cleghonger CE Primary School	HR2 9SN	152	100.0%	2.6%	15.1%	32.9%	0.0%	0.0%	0.0%	5.9%	21.7%	1.3%	0.0%	2.0%	3.9%	14.5%	0.0%	0.0%	0.0%	0.0%
3023	Colwall CE Primary School	WR13 6DU	190	86.8%	41.6%	26.8%	1.1%	1.1%	0.0%	0.0%	0.0%	5.8%	0.5%	0.5%	0.0%	0.0%	1.1%	8.4%	0.0%	0.0%	0.0%
3026	St Marys CE Primary School: Credenhill	HR4 7DW	156	98.7%	0.0%	5.8%	23.7%	0.0%	0.0%	3.8%	1.3%	20.5%	4.5%	0.6%	0.0%	0.0%	0.6%	37.8%	0.0%	0.0%	0.0%
3030	Dilwyn CE Primary School	HR4 8HR	43	100.0%	2.3%	62.8%	0.0%	0.0%	0.0%	0.0%	0.0%	23.3%	2.3%	0.0%	0.0%	0.0%	4.7%	0.0%	4.7%	0.0%	0.0%
3035	Eardisley CE Primary School	HR3 6NS	88	90.9%	17.0%	68.2%	0.0%	3.4%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%
3037	Eastnor Parochial Primary School	HR8 1RA	86	93.0%	8.1%	44.2%	4.7%	0.0%	0.0%	0.0%	0.0%	26.7%	0.0%	4.7%	0.0%	0.0%	2.3%	2.3%	0.0%	0.0%	0.0%
3046	Goodrich CE Primary School	HR9 6HY	115	93.0%	19.1%	40.9%	4.3%	0.0%	0.0%	2.6%	0.9%	5.2%	0.0%	2.6%	0.0%	0.0%	0.9%	15.7%	0.9%	0.0%	0.0%

3047	Gorsley Goffs Endowed Primary School	HR9 7SE	153	94.1%	34.0%	43.8%	12.4%	0.0%	0.0%	0.7%	0.0%	1.3%	0.0%	0.7%	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%
3055	Holmer CE Primary School	HR4 9RX	262	95.4%	11.8%	8.0%	8.0%	0.8%	0.0%	0.4%	6.1%	13.0%	4.6%	3.4%	0.0%	1.9%	16.0%	18.7%	2.7%	0.0%	0.0%
3071	Little Dewchurch CE Primary School	HR2 6PN	52	100.0%	7.7%	25.0%	50.0%	0.0%	0.0%	1.9%	5.8%	7.7%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3078	Mordiford CE Primary School	HR1 4LW	114	100.0%	31.6%	25.4%	28.1%	0.0%	0.0%	0.9%	1.8%	4.4%	3.5%	1.8%	0.0%	0.0%	0.9%	1.8%	0.0%	0.0%	0.0%
3079	Much Birch CE Primary School	HR2 8HL	176	97.2%	14.8%	43.8%	6.3%	0.0%	0.0%	10.2%	4.0%	6.8%	7.4%	0.0%	0.0%	0.0%	1.7%	1.7%	0.0%	0.6%	0.0%
3083	Orleton CE Primary School	SY8 4HQ	178	86.0%	5.1%	73.0%	0.6%	0.0%	0.0%	0.0%	0.0%	1.7%	4.5%	0.0%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%
3102	Stretton Sugwas CE Primary School	HR4 7AE	103	98.1%	1.9%	26.2%	26.2%	0.0%	0.0%	0.0%	1.9%	18.4%	11.7%	0.0%	0.0%	0.0%	4.9%	3.9%	2.9%	0.0%	0.0%
3109	Whitbourne CE Primary School	WR6 5SP	62	67.7%	19.4%	11.3%	32.3%	0.0%	0.0%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%	1.6%	1.6%	0.0%	0.0%	0.0%
3304	Bodenham: St Michael's CE Primary School	HR1 3JU	104	100.0%	23.1%	64.4%	7.7%	0.0%	0.0%	0.0%	0.0%	2.9%	0.0%	0.0%	0.0%	1.0%	1.0%	0.0%	0.0%	0.0%	0.0%
3305	Brampton Abbotts CE Primary School	HR9 7DE	116	100.0%	6.9%	7.8%	2.6%	0.0%	0.0%	4.3%	4.3%	10.3%	1.7%	2.6%	0.0%	0.0%	6.0%	34.5%	19.0%	0.0%	0.0%
3307	Bridstow CE Primary School	HR9 6PZ	96	96.9%	20.8%	43.8%	9.4%	0.0%	0.0%	0.0%	1.0%	11.5%	3.1%	4.2%	0.0%	0.0%	0.0%	3.1%	0.0%	0.0%	0.0%
3315	Cradley CE VA Primary School	WR13 5NG	104	84.6%	36.5%	34.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	13.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3325	St Marys CE Primary School: Fownhope	HR1 4PG	88	97.7%	6.8%	60.2%	5.7%	0.0%	0.0%	0.0%	4.5%	1.1%	4.5%	0.0%	0.0%	0.0%	0.0%	14.8%	0.0%	0.0%	0.0%
3330	Our Lady's RC Primary School	HR2 7RN	209	95.2%	0.0%	4.3%	14.8%	0.0%	0.0%	1.9%	9.1%	17.2%	3.8%	1.0%	0.0%	1.4%	2.9%	28.2%	6.7%	3.8%	0.0%
3331	St Francis Xavier's RC Primary School	HR1 1DT	200	98.0%	13.0%	16.0%	8.5%	0.5%	0.0%	1.5%	3.5%	16.5%	2.5%	3.0%	0.0%	1.5%	9.5%	17.5%	4.0%	0.5%	0.0%
3332	St James CE Primary	HR1 2QN	201	95.0%	3.5%	6.5%	4.0%	1.0%	1.0%	8.0%	22.4%	6.5%	3.5%	14.9%	0.0%	1.5%	10.0%	5.0%	6.0%	1.5%	0.0%
3333	St Pauls CE Primary School	HR1 1UX	406	98.8%	19.0%	14.0%	13.1%	0.2%	0.0%	0.7%	3.9%	21.9%	9.6%	2.7%	0.0%	6.9%	3.2%	2.2%	1.2%	0.0%	0.0%
3341	Kimbolton: St James' CE Primary School	HR6 0HQ	88	89.8%	4.5%	60.2%	2.3%	0.0%	0.0%	1.1%	0.0%	5.7%	4.5%	0.0%	0.0%	0.0%	1.1%	8.0%	2.3%	0.0%	0.0%
3342	Kingsland CE Primary School	HR6 9QN	132	100.0%	5.3%	66.7%	3.0%	0.0%	0.0%	2.3%	0.0%	6.1%	6.8%	0.0%	0.0%	0.0%	5.3%	4.5%	0.0%	0.0%	0.0%
3347	Lea CE Primary School	HR9 7JY	83	85.5%	18.1%	22.9%	0.0%	0.0%	0.0%	0.0%	1.2%	2.4%	0.0%	0.0%	0.0%	0.0%	0.0%	41.0%	0.0%	0.0%	0.0%
3348	Leintwardine (VA) Endowed Primary School	SY7 0LB	88	87.5%	0.0%	33.0%	31.8%	0.0%	0.0%	0.0%	0.0%	9.1%	13.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3349	Ivington CE Primary School	HR6 0JH	90	100.0%	2.2%	38.9%	4.4%	0.0%	0.0%	4.4%	0.0%	12.2%	10.0%	2.2%	0.0%	0.0%	6.7%	13.3%	5.6%	0.0%	0.0%
3351	Llangrove CE Primary School	HR9 6EZ	74	90.5%	8.1%	81.1%	0.0%	0.0%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3363	Much Marcle CE Primary School	HR8 2LY	84	88.1%	4.8%	57.1%	4.8%	0.0%	0.0%	0.0%	0.0%	9.5%	0.0%	2.4%	0.0%	0.0%	3.6%	6.0%	0.0%	0.0%	0.0%
3366	Pembridge CE Primary School	HR6 9DU	93	96.8%	1.1%	77.4%	0.0%	0.0%	0.0%	0.0%	0.0%	2.2%	14.0%	0.0%	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	0.0%
3367	Pencombe CE Primary School	HR7 4SH	48	100.0%	8.3%	79.2%	0.0%	0.0%	0.0%	0.0%	0.0%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	4.2%	0.0%	0.0%	0.0%
3372	St Josephs RC Primary School	HR9 5AW	120	95.0%	7.5%	30.8%	13.3%	0.0%	0.0%	1.7%	0.8%	12.5%	5.0%	11.7%	0.0%	0.0%	0.0%	10.8%	0.8%	0.0%	0.0%
3378	Staunton-on-Wye Endowed Primary School	HR4 7NF	63	98.4%	0.0%	87.3%	0.0%	9.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%
3384	Weston-under-Penyard CE Primary School	HR9 7PA	83	92.8%	16.9%	39.8%	10.8%	0.0%	0.0%	2.4%	1.2%	4.8%	1.2%	7.2%	0.0%	0.0%	0.0%	4.8%	3.6%	0.0%	0.0%
3385	Whitchurch CE Primary School	HR9 6DA	99	82.8%	12.1%	48.5%	16.2%	0.0%	0.0%	2.0%	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	3.0%	0.0%	0.0%	0.0%
3392	St Thomas Cantilupe CE Primary School	HR1 2DY	218	96.3%	1.4%	5.5%	1.8%	0.0%	0.5%	4.1%	6.0%	8.3%	0.5%	1.4%	0.0%	1.8%	21.1%	28.4%	14.2%	1.4%	0.0%
3393	Riverside Primary School	HR2 7JF	443	99.8%	0.0%	0.9%	9.5%	0.0%	0.0%	0.5%	4.3%	3.6%	0.9%	0.2%	0.0%	9.9%	8.6%	41.5%	16.9%	2.9%	0.0%
4004	Queen Elizabeth High School	HR7 4QS	335	97.9%	6.3%	29.9%	6.3%	0.0%	0.0%	1.5%	0.0%	16.4%	3.3%	0.0%	0.0%	2.4%	14.6%	15.2%	2.1%	0.0%	0.0%
4011	Wyebridge Sports College	HR2 7NG	745	98.1%	0.3%	1.7%	4.4%	0.0%	0.1%	1.1%	3.4%	13.2%	0.7%	0.8%	0.0%	8.5%	6.0%	47.1%	9.4%	1.5%	0.0%
4014	Whitecross High School & Specialist Sports College	HR4 0RN	900	98.2%	3.2%	11.6%	5.8%	0.8%	0.0%	1.0%	7.6%	15.2%	6.7%	4.6%	0.0%	4.3%	13.8%	21.2%	2.1%	0.4%	0.0%
4015	Aylestone High School	HR1 1HY	1144	98.4%	13.5%	13.1%	11.4%	0.1%	0.0%	2.4%	4.5%	12.3%	3.8%	3.1%	0.0%	6.4%	7.2%	17.1%	2.6%	0.9%	0.0%
4021	Kingstone High School	HR2 9HJ	681	98.7%	9.3%	33.5%	11.9%	0.3%	0.0%	0.1%	2.1%	9.8%	4.6%	0.0%	0.0%	3.7%	2.1%	18.9%	2.1%	0.4%	0.0%
4022	Lady Hawkins High School	HR5 3AR	465	90.5%	3.2%	49.5%	0.9%	1.9%	0.0%	2.6%	0.0%	0.4%	10.1%	0.4%	0.0%	0.0%	7.5%	13.8%	0.2%	0.0%	0.0%
4027	The Minster College	HR6 8JJ	702	98.4%	2.8%	20.4%	4.6%	0.0%	0.0%	1.9%	0.0%	18.4%	12.7%	1.3%	0.0%	0.0%	11.8%	21.4%	3.1%	0.1%	0.0%
4032	Fairfield High School	HR2 0SG	360	90.6%	1.7%	64.4%	2.8%	0.0%	0.0%	0.3%	0.3%	2.5%	10.3%	0.3%	0.0%	0.3%	0.6%	6.1%	0.6%	0.6%	0.0%
4045	Weobley High School	HR4 8ST	427	99.1%	5.9%	41.5%	7.0%	0.0%	0.0%	1.4%	0.5%	15.2%	6.3%	0.5%	0.0%	0.2%	3.0%	17.1%	0.5%	0.0%	0.0%
4046	Wigmore High School	HR6 9UW	445	91.7%	5.4%	60.2%	3.8%	0.0%	0.0%	0.0%	0.2%	12.6%	3.6%	0.2%	0.0%	0.0%	0.9%	4.5%	0.2%	0.0%	0.0%
4058	The John Masefield High School & Sixth form Centre	HR8 2HF	953	92.9%	14.7%	34.2%	5.5%	0.0%	0.0%	0.0%	0.2%	7.5%	3.4%	3.7%	0.0%	0.1%	4.5%	16.8%	2.0%	0.4%	0.0%
4428	The John Kyrle High School & Sixth Form Centre	HR9 7ET	1132	94.4%	13.3%	33.6%	9.9%	0.0%	0.0%	1.3%	1.4%	8.3%	4.8%	5.0%	0.0%	0.0%	0.4%	14.1%	2.3%	0.0%	0.0%
4600	Bishop of Hereford's Bluecoat School	HR1 1UU	1187	99.1%	20.8%	23.3%	14.9%	0.4%	0.1%	1.2%	2.4%	14.8%	5.5%	1.6%	0.0%	2.7%	3.1%	5.6%	2.5%	0.1%	0.0%
4601	St Marys RC High School	HR1 4DR	698	96.3%	15.8%	24.9%	10.9%	0.0%	0.0%	1.3%	2.4%	14.8%	4.4%	2.0%	0.0%	2.7%	6.2%	8.7%	1.9%	0.3%	0.0%
7003	Barrs Court School	HR1 1EQ	57	98.2%	10.5%	19.3%	5.3%	0.0%	0.0%	5.3%	0.0%	12.3%	14.0%	0.0%	0.0%	3.5%	7.0%	15.8%	5.3%	0.0%	0.0%
7004	Blackmarston School	HR2 7NX	53	98.1%	0.0%	28.3%	9.4%	0.0%	0.0%	1.9%	5.7%	11.3%	3.8%	1.9%	0.0%	3.8%	5.7%	18.9%	5.7%	1.9%	0.0%
7007	Westfield School	HR6 8HD	30	83.3%	6.7%	33.3%	3.3%	0.0%	0.0%	0.0%	0.0%	10.0%	6.7%	0.0%	0.0%	0.0%	10.0%	6.7%	6.7%	0.0%	0.0%
7008	The Brookfield School	HR1 2DY	59	91.5%	0.0%	16.9%	5.1%	0.0%	0.0%	1.7%	0.0%	8.5%	3.4%	1.7%	0.0%	1.7%	3.4%	39.0%	10.2%	0.0%	0.0%
	Herefordshire		23181	96.4%		27.3%	8.1%	0.2%	0.0%	1.4%	2.6%	11.5%	5.0%	2.1%	0.0%	2.6%	6.0%	16.6%	3.1%	0.5%	0.0%
	National				8.6%	7.9%	9.0%	2.1%	5.5%	3.8%	3.1%	15.5%	6.1%	2.7%	1.5%	4.7%	7.5%	13.3%	4.2%	1.6%	2.1%

Category 1 Wealthy Achievers

Group A Executives
 Type 1 Wealthy Mature Professionals
 Type 2 Wealthy Working Families
 Type 3 Villages with wealthy commuters
 Type 4 Well off managers

Group B Affluent Greys

Type 5 Older Affluent Professionals
 Type 6 Farming communities (Including the farm workers)
 Type 7 Older people, home owners
 Type 8 Mature couples, home owners

Group C Flourishing Families

Type 9 Older families
 Type 10 Well off working families
 Type 11 Well off managers
 Type 12 Large families in rural areas
 Category 2 Urban Prosperity

Group D Prosperous Professionals

Type 13 Well off professionals
 Type 14 Older professionals

Group E Educated Urban

Type 15 Affluent urban professionals
 Type 16 Prosperous young professionals
 Type 17 Young educated workers
 Type 18 Multi-ethnic young workers
 Type 19 Suburban professionals
 Category 3 Comfortably Off

Group F Aspiring Singles

Type 20 Students and cosmopolitan sharers
 Type 21 Singles and shares in multi ethnic areas
 Type 22 Low income singles
 Type 23 Students in rented accommodation

Group G Starting Out

Type 24 Young Couples
 Type 25 White collar singles/sharers

Group H Secure Families

Type 26 Young white collar workers
 Type 27 Middle income, home owning families
 Type 28 Working families
 Type 29 Mature suburban families
 Type 30 Established home owners
 Type 31 Home owning Asian families

Group I Settled Suburbia

Type 32 Retired home owners
 Type 33 Middle income, older couples
 Type 34 Lower income, older people

Group J Prudent Pensioners

Type 35 Elderly singles
 Type 36 Older people
 Category 4 Moderate Means

Group K Asian Communities

Type 37 Crowded Asian terraced accommodation
 Type 38 Low income Asian families

Group L Post industrial families

Type 39 Skilled older families
 Type 40 Young working families

Group M Blue Collar Workers

Type 41 Skilled workers
 Type 42 Home owning families in terraces houses
 Type 43 Older people in rented/terraced houses
 Category 4 Hard Pressed

Group N Struggling Families

Type 44 Low income larger families
 Type 45 Low income, older people
 Type 46 Low income, routine job
 Type 47 Low income families
 Type 48 Low income families and single parents
 Type 49 Large families with many children

Group O Burdened Singles

Type 50 Single elderly people
 Type 51 Single parents and pensioners
 Type 52 Families and single parents in LA housing

Group P High Rise Hardship

Type 53 Older people, high rise flats
 Type 54 Singles and single parents in high rise estates

Group Q Inner City Adversity

Type 55 Multi-ethnic, purpose built estates
 Type 56 Multi-ethnic crowded flats

Appendix A4 - placements following permanent exclusions

2004-05			
Year	Excluding School	Receiving School	
1	11	Fairfield High	St David's Centre
2	10	Whitecross High	St David's Centre
3	8	Queen Elizabeth High	Bishop Bluecoat
4	10	The Minster College	Lady Hakwins' High
5	11	Aylestone High	The Priory Centre
6	10	Haywood High	St David's Centre
7	9	Queen Elizabeth High	The Aconbury Centre
8	11	Weobley High	St David's Centre
9	10	Haywood High	St David's Centre
10	10	The Minster College	The Priory Centre
11	9	Lady Hawkins' High	Aylestone High
12	10	Queen Elizabeth High	The Priory Centre
13	10	Aylestone High	The Priory Centre
14	10	Haywood High	St David's Centre
15	8	Haywood High	Kingstone High
16	11	Whitecross High	None
17	10	Bishop Bluecoat	Aylestone High
18	6	Trinity Primary	Whitecross High
19	9	Kingstone High	St David's Centre
20	9	Whitecross High	Haywood High
21	5	Ashfield Park Primary	Walford Primary
22	2	Hunderton Infants'	St Thomas Cantilupe
23	6	Hunderton Juniors'	Aylestone High
24	9	John Masefield High	The Aconbury Centre
25	11	St Marys RC High	None
26	8	The Minster College	The Aconbury Centre
27	8	Haywood High	Aylestone High
28	8	Haywood High	The Aconbury Centre
29	7	Aylestone High	Whitecross High

2005-06			
Year	Excluding School	Receiving School	
1	3	St Thomas Cantilupe	The Brookfield School
2	11	Weobley High	St David's Centre
3	4	Bosbury Primary	The Brookfield School
4	10	John Masefield High	St David's Centre
5	8	Whitecross High	Bishop Bluecoat
6	7	The Minster College	The Brookfield School
7	10	John Masefield High	The Priory Centre
8	5	Hunderton Juniors	Marlbrook Primary
9	11	Aylestone High	St David's Centre
10	8	St Marys RC High	Aylestone High
11	10	Bishop Bluecoat	The Brookfield School
12	7	Aylestone High	The Brookfield School
13	6	Walford Primary	The Brookfield School
14	10	John Masefield High	St David's Centre
15	9	Bishop Bluecoat	Moved to Worester
16	9	Wigmore High	Moved to Ludlow
17	3	Our Ladys RC Primary	The Brookfield School
18	3	Ledbury Primary	The Brookfield School
19	8	The Minster College	The Aconbury Centre
20	9	Bishop Bluecoat	St David's Centre
21	9	Aylestone High	The Brookfield School
22	9	Haywood High	Bishop Bluecoat
23	10	Aylestone High	The Priory Centre
24	9	Aylestone High	St David's Centre
25	10	Aylestone High	St David's Centre
26	10	Whitecross High	St David's Centre
27	10	Aylestone High	St David's Centre
28	8	Weobley High	The Aconbury Centre

2006-07 (14/05/07)			
Year	Excluding School	Receiving School	
1	11	The Minster College	The Priory Centre
2	9	The Minster College	Weobley High
3	10	Aylestone High	St David's Centre
4	4	Leominster Juniors'	The Brookfield School
5	8	Kingstone High	The Aconbury Centre
6	6	St Thomas Cantilupe	Holmer Primary
7	11	The Minster College	The Priory Centre
8	9	John Masefield High	Queen Elizabeth High
9	10	The Minster College	The Priory Centre
10	11	The Minster College	The Priory Centre
11	8	Wyebridge Sports Colle	Whitecross High
12	1	Hampton Dene Primary	Lord Scudamore Prima
13	11	Kingstone High	St David's Centre
14	10	Kingstone High	St David's Centre
15	6	Riverside Primary	Clehonger Primary
16	1	Lord Scudamore Prima	Lugwardine Primary
17	10	Aylestone High	St David's Centre
18	11	Aylestone High	None
19	6	Marlbrook Primary	The Brookfield School
20	10	John Masefield High	The Priory Centre
21	9	Bishop Bluecoat	Aylestone High
22	9	Aylestone High	
23	2	St Martin's Primary	
24	9	Whitecross High	
25	9	Whitecross High	
26	9	Aylestone High	
27	8	Wyebridge Sports College	

ary

154

ADDITIONAL INFORMATION REGARDING IN-YEAR TRANSFERS

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

21 JUNE 2007

Purpose

1. To consider whether additional information should be supplied to the Local Admission Forum regarding in-year secondary school transfers into Herefordshire Schools.

Financial Implications

2. None.

Considerations

3. Example additional information could be in the format of a table showing movements between Herefordshire High Schools (A to M) and Out Of County (O.O.C):

From	To														
	A	B	C	D	E	F	G	H	I	J	K	L	M	O.O.C	TOTAL
A	0														
B		0													
C			0												
D				0											
E					0										
F						0									
G							0								
H								0							
I									0						
J										0					
K											0				
L												0			
M													0		

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

O.O.C															0	
TOTAL																

4. If this information were required, would an analysis of the reasons why parents are transferring their children also be useful.
- Moving house within county
 - Moving out of county
 - Alleged bullying
 - Other reasons

Recommendation

That the Forum decides whether to receive future reports containing additional information regarding in year secondary school transfers into Herefordshire schools and the format it should be presented.

AMMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

21 JUNE 2007

Purpose

1. To consider changes to the Planned Admission Numbers (PAN) at Madley and Mordiford Primaries.

Financial Implications

2. None.

Considerations

3. Madley Primary has requested an increase in its PAN from 24 to 25. For information the makeup of the categories of places offered for its new Reception Class starting in September 2007 is:

Category	Number
Catchment Sibling	2
Catchment	7
Sibling Special Reasons	1
Sibling Out of Area	6
Out of Area	8
Total	24

4. Mordiford Primary has requested an increase in its PAN from 15 to 18. For information the makeup of the categories of places offered for its new Reception Class starting in September 2007 is:

Category	Number
Catchment Sibling	3
Catchment	3
Sibling Out of Area	4
Out of Area	5

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

Total	15
-------	----

5. It is noted that in both cases the existing PAN's meet the needs of children from the catchment areas. With falling rolls an increase in PAN is likely to be to the detriment of other schools.

Recommendation

That a decision be made as to whether or not to agree with the requests.

OMBUDSMAN COMPLAINT DETAILS

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

21 JUNE 2007

Purpose

1. To consider the details of a current admissions complaint being dealt with by the ombudsman.

Financial Implications

2. None.

Considerations

3. The family complaining applied for a place in the new Sept 2007 year 7 at Whitecross High School. Their original application was unsuccessful and their subsequent appeal refused.
4. The information supplied to the ombudsman comprises:
 - a. A chronology of the events leading up to the submission of the complaint.
 - b. Action taken by the Admissions section to consider the application for Whitecross High School. Details of the admissions criteria and a copy of the letter sent notifying the decision of the application.
 - c. Details of the action taken to consider the subsequent appeal. Copies of the relevant appeal papers and a copy of the appeal panel clerk's notes of the hearing.
 - d. Details of how appropriate regard had been given by Herefordshire Council to the planning and funding of places at Whitecross High School to meet the demand for admissions.
 - e. Details of any procedures or guidelines issued to head teachers and teaching staff on what representations or information they may provide in support of admissions appeals.

Recommendation

That the background of the complaint sent to the ombudsman be noted.

PRINCIPLES AND RULES FOR PUPIL ADMISSIONS & TRANSFERS

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

21 JUNE 2007

Purpose

1. To consider the proposed Principles and Rules for Pupil Admissions and Transfers, for use by Herefordshire Schools, outlined below.
2. Given a recent complaint to the Ombudsman it is felt beneficial to review advice to schools, which was originally issued in 2001. The revised guidance is set out below.

Financial Implications

3. None.

Considerations

Pupil Admissions and Transfers

4. 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.
5. All parents should be treated equally, whether they are in-catchment or out-catchment, and regardless of their own or their children's circumstances.
6. When the Pupil Admissions Office requests information about current pupil enrolments, such information should be provided promptly so that parents can have a decision quickly (if there are uncertainties, because of transfers in progress, then such complications should be referred to explicitly – they are not a reason for delay).
7. 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.
8. Parents should not be contacted individually before their children have been enrolled at the school. Any queries should be raised through the Pupil Admissions Office or the relevant primary school.
9. Children must not be tested or assessed by the school before enrolment.

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

10. 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.
11. No school should encourage parent to apply for their own or any other school – there are particular dangers in doing so if the school is oversubscribed, particularly in the case of parents living in the catchment areas of schools that are also oversubscribed.
12. No primary school should write a letter of support for a child, currently at their school, whose family are appealing for a particular secondary school at the time of transfer.
13. Oversubscribed schools should not encourage any parent to believe that there is a good chance of admission through dropouts or if they are persistent.
14. No parent should be told that the school would like to admit their children if the LEA agree.
15. Parents must not be told anything about the position relating to other applicants or children who might be leaving.
16. Parents must not be given the names or other personal details of other applicants.
17. The school should not make comments to parents about the consistency and competence with which admissions are dealt with by the Pupil Admissions Office or the wider LEA.
18. The Published Admission Number must be treated as the limit for admissions to the relevant year group, and should not be regarded as variable in relation to individual applicants, except through the discretionary decisions of the official appeals panel.
19. Individual parents should not be supported by the school at appeal. If the school believes that there is space to accommodate beyond the PAN in a year group, that flexibility should be expressed in general terms and not in relation to individual applicants.
20. Oversubscribed schools should not keep lists of disappointed earlier applicants or contact individual parents when vacancies occur. All such lists and contacts with parents should be through the Pupil Admissions office. Any breach of this rule could result in an LEA Direction for the admission of other applicants with a higher or equal priority on the admissions criteria.

COMPLAINTS BY SCHOOLS ABOUT THE WORK OF THE PUPIL ADMISSIONS SECTION

21. If schools have complaints about the way admissions, transfers or exclusions have been dealt with, such complaints should be taken up initially with the Admissions & Transport Manager (Andrew Blackman). If necessary, complaints can then be raised with the Head of Commissioning & Improvement – Schools & Services (George Salmon), then the Director of Children's Services, and, as a last resort, with the Chief Executive. Such complaints should never be shared with parents.

Recommendation

That the Principles and Rules be considered and a decision be made whether to implement or not.

