

# A G E N D A

## Local Admissions Forum

Date: **Thursday, 19th June, 2008**

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Time: **7.00 p.m.**

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

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

*For any further information please contact:*

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# AGENDA

## for the Meeting of the Local Admissions Forum

<b>To: Local Education Authority</b>	<b>(Chairman) JW Hope MBE and JK Swinburne and AM Toon</b>
<b>Church Representative</b>	<b>Anne Robertson (Roman Catholic Church) and Revd. I. Terry (Church of England)</b>
<b>Headteachers</b>	<b>C. Barker (Community High School), A Marson (Bishop of Hereford &amp; St Mary's RC Schools) and Julia Powell (Community and VC Primary)</b>
<b>School Governors</b>	<b>Mr Ross (Primary Schools)</b>
<b>Parent Governors</b>	<b>N Parker, R Stevenson and A Wood</b>
<b>Local Community Rep</b>	<b>Mr P McKinnie (Consortium of Special Educational Needs), Mr. S. McLurg (Looked After Children) and Carol Shaw (West Midlands Service for Travelling Children)</b>

**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 28th February 2008.

**7. LATE ITEMS/ANY OTHER BUSINESS**

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	To consider any issues that Forum Members may wish to raise.	
<b>8.</b>	<b>CHILDREN OUT OF YEAR - CONSULTATION DOCUMENT</b>	9 - 20
	To consider and provide responses to the Children Out of Year Consultation Document.	
<b>9.</b>	<b>CONSTITUTION OF THE LOCAL ADMISSIONS FORUM</b>	21 - 28
	To consider updating the Local Admissions Forum Constitution in accordance with the School Admissions Code.	
<b>10.</b>	<b>INFORMATION FOR PARENTS BOOKLETS</b>	29 - 202
	To approve the separate booklets for the admission/transfer of pupils into (a) primary and (b) high schools.	
<b>11.</b>	<b>STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2009/2010</b>	203 - 212
	To approve the layout and content of the "common application form" to be used for the co-ordinated secondary transfer arrangement for September 2009, SA1, and the PA1 form for primary co-ordination to be introduced from the same time.	
<b>12.</b>	<b>APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL</b>	213 - 222
	To consider the format of the simple guidance notes in relation to the admission of children into reception class at 4 years and the transfer of pupils into High School at age 11.	
<b>13.</b>	<b>ANNUAL REPORT REQUIRED TO BE PRODUCED BY THE HEREFORDSHIRE LOCAL ADMISSION FORUM</b>	223 - 234
	To agree the annual report as required by The Education (Admission Forums) (England) (Amendment) Regulations 2007.	
<b>14.</b>	<b>INFORMATION REGARDING TRANSFERS OUTSIDE OF THE NORMAL ADMISSION ROUNDS</b>	235 - 238
	To consider the statistics in relation to secondary school transfers.	
<b>15.</b>	<b>AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS</b>	239 - 242
	To consider revising the Planned Admission Numbers for Aylestone High School, Kingstone High School, Leominster Junior School and St Martin's Primary.	
<b>16.</b>	<b>UNAUTHORISED ADDITIONAL ADMISSIONS IN EXCESS OF AGREED SCHOOL PUBLISHED ADMISSION NUMBERS</b>	243 - 244
	To consider unauthorised changes to the Published Admission Numbers (PAN) at St Mary's R.C. High School and Kingsland C.E. Primary School.	



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## **COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL**

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

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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

**MINUTES of the meeting of Local Admissions Forum held at The Council Chamber, Brockington, 35 Hafod Road, Hereford on Thursday, 28th February, 2008 at 7.00 p.m.**

<b>Present:</b>	<b>Local Education Authority</b>	<b>JW Hope (Chairman), PD Price and AM Toon</b>
	<b>Church Representative</b>	<b>Anne Robertson (Roman Catholic Church)</b>
	<b>Headteachers</b>	<b>Sara Catlow-Hawkins, C. Barker (Community High School) and Julie Powell (Community and VC Primary)</b>
	<b>School Governors</b>	<b>Mr Ross (Primary Schools)</b>
	<b>Parent Governors</b>	<b>R Stevenson and A Wood</b>
	<b>Local Community Rep</b>	<b>(none)</b>

**In attendance:** (none)

**16. ELECTION OF CHAIRMAN**

Councillor JW Hope was nominated and seconded for the Chairmanship for the remainder of the ensuing year.

**Resolved:** that Councillor JW Hope be elected Chairman of the Local Admissions Forum for the remainder of the ensuing year.

**17. APPOINTMENT OF VICE-CHAIRMAN**

**Resolved:** that the appointment of Vice-Chairman be considered at the next meeting of the Forum.

**18. APOLOGIES FOR ABSENCE**

Apologies were received from the Reverend I Terry and Councillor K Swinburne.

**19. NAMED SUBSTITUTES**

Councillor PD Price substituted for Councillor K Swinburne.

**20. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**21. MINUTES**

Councillor AM Toon requested that it be noted that she was not in attendance at the last meeting as she was not informed until July 2007 that she was a Member of the Forum.

**Resolved:** that the Minutes of the meeting held on 21st June 2007 be approved as a correct record and signed by the Chairman.

**22. LATE ITEMS/ANY OTHER BUSINESS**

Mr A. McLaughlin, Head of Legal and Democratic Services, suggested that the Forum could consider at its next meeting a forward or work plan for the Forum. It was also suggested that it would also be useful for members to attend a training session prior to the next meeting to consider matters such as the Constitution of the Forum and how a forward or work plan could be achieved.

**Resolved:** that a workplan be submitted to the next meeting of the Forum for consideration.

**23. AMENDMENTS TO SCHOOL PUBLISHED ADMISSION NUMBERS FOR SEPTEMBER 2008 ONLY**

Consideration was given to a report regarding changes to the Planned Admission Numbers at Staunton-on-Wye, Bosbury and Mordiford Primary Schools for 2008 admission only.

The Director of Childrens Services raised concerns about considering any schools Published Admission Numbers (PAN) in isolation and that it would be insensitive prior to the completion of the external review of data. Any school which currently have a slight increase in first preference applications over PAN then it would be appropriate that these could be considered through the appeals process.

The Forum was informed that offer letters for school places would be sent to parents on 29 February 2008. Parents did have the right of appeal or could choose an alternative school.

The Forum was also informed that any reference in the report to PAN referred to Planned Admission Numbers. Also, that the second paragraph in paragraph 2 of the report should commence with 'All five\* '.

**Resolved:** that consideration of the changes to the Planned Admission Numbers at Staunton-on-Wye, Bosbury and Mordiford Schools be deferred until the external review of data has been completed.

**24. POLICY ON SURPLUS PLACES - CHANGES TO PUBLISHED ADMISSION NUMBERS FOR SEPTEMBER 2009 AND BEYOND**

The Director of Childrens Services was of the view that this item should not be considered in the light of the current situation with regard to the external review of data and would be insensitive at this time. She informed Members that a meeting had also been arranged with Jim Knight, Minister of State for Schools and Learners to discuss Primary School Strategy and the feedback to the Forum as a consequence would therefore be appropriate prior to consideration of this item.

**Resolved:** that in view of the current external review of data and the impending meeting with Jim Knight, consideration of the report on Policy on Surplus Places and Changes to Planned Admission Numbers for September and Beyond be deferred.

**25. NEW CHILDREN AND YOUNG PEOPLE'S PLAN 2008 - 2011**

Consideration was given to a report which advised the Forum on the current consultation on the new Children and Young People's Plan (a copy of the draft plan was circulated with the report), the Local Admissions Forum being one of the Statutory bodies that must be consulted in producing the new Plan.

The Director of Children and Young People's Services presented the report. She emphasised that the Plan sets out over the next three years the key priorities for young people and how the partnership working can accomplish those priorities. In referring to a point made by a member, the Director stated that there were light references to preparing children for the workplace in the report but that these references would be emphasised.

A member expressed the view that the priority areas identified in the Table in paragraph 9 in the Plan should be more positive rather than giving a negative emphasis. The Director stated that the Member's comment would be taken into account when finalising the plan.

The Director acknowledged that when the Plan reaches an action plan stage it would be appropriate for the Forum to consider cost implications and how these could be funded.

A Member was of the view that gifted children had been omitted from paragraph 9 in the Plan. Also that there was no mention about parental preference and choice in the Plan. The Director stated that these points would be picked up.

With regard to paragraphs 7.1 and 7.2 of the Needs Analysis, a member took the view that the conclusions emphasised in the paragraphs were questionable and that it might be appropriate to incorporate an independent review in so far as the conclusions were concerned.

A Member referred to the commissioning of schools in the Plan and was of the view that, for example, if a Church school was closed then a Church school should be commissioned thus achieving a balance and would also safeguard parental choices of Schools.

The Director stated that there was a need to know where the 'hotspots' in Herefordshire were but acknowledged the member's point regarding the independent review to identify hotspots. The point about safeguarding the balance of closures and the commissioning of schools together with parental choices would be noted.

**Resolved: that member's views and comments as set out in the preamble to this Minute be incorporated in the New Children and Young People's Plan 2008-2011.**

The meeting ended at 8.35 p.m.  
<LAYOUT\_SECTION>

**CHAIRMAN**



## CHILDREN OUT OF YEAR – CONSULTATION DOCUMENT

### REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

19 JUNE 2008

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#### **Wards Affected**

Countywide

#### **Purpose**

To consider and provide responses to the Children Out of Year General Advice Document.

#### **Financial Implications**

None.

#### **Background**

The Children and Young People's Directorate has produced a document "General Advice for mainstream schools and pupil referral units on the placement of children outside their chronological year group". This is attached as Appendix 1.1 to this report. The paper indicates the reasons why this advice has been produced. The intention is for it to be circulated across the Authority and adopted as a working document.

#### **Issues**

The Local Admissions Forum (LAF) will note the issues that arise from placing children out of year in section three of the document. This is not solely an issue within Herefordshire, but is a national one, one which has been considered through a wide range of research indicated in the document.

#### **Recommendation**

**THAT: LAF consider the attached document and provide a response to the Children and Young People's Directorate.**

#### **Considerations**

It is important for the Local Authority to issue this general advice, to ensure as far as possible that children and young people are not ultimately disadvantaged by placing out of year.

#### **Risk Management**

None

## **Background Papers**

None

## **Appendices**

Appendix 1.1 - Draft Advice for mainstream schools and pupil referral units on the placement of children outside their chronological year group and specific procedures to be followed before making such a placement.

**General Advice for mainstream schools and pupil referral units  
on the placement of children outside their chronological year group  
& Specific Procedures to be followed before making such a placement**

**This document contains guidance about children starting primary school before or after the year in which they would normally do so. It contains guidance about holding back children so that they start secondary school a year later than they would normally. It also relates to transferring children to secondary school earlier than they would normally.**

**CONTENTS**

- 1) Background
- 2) Scope
- 3) General Advice
- 4) Specific Procedure for placement outside the child's chronological year group
- 5) The Ashton Checklist
- 6) Specific Procedure for starting school early
- 7) Specific Procedure for transfer to Secondary school
- 8) Children with a Statement of Special Educational Needs (SEN)
- 9) The Evidence Base

**1) Background**

This General Advice and Statement of Specific Procedures was formulated at the request of the Director of Children's Services in February 2008. The DCSF offers schools and Local Authorities a range of advice and guidance but does not offer specific guidance or general advice with regard to placing children out of year.<sup>1</sup> There is a clear need for the Local Authority to offer advice and guidance in this area.

**2) Scope**

The General Advice relates to all children in mainstream school.

The Specific Procedures relate to non-statemented children in Herefordshire mainstream schools and PRUs. (If the child has a Statement of Special Educational Needs the decision to place a child outside their chronological year group lies with the Local Authority).

This guidance relates to individual children's placement with a class of a different age group. It does not apply to mixed-age classes, where the child is part of an age-matched peer group within the class.

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<sup>1</sup> This was confirmed by phone with the DCSF 15/2/08

### 3) General Advice

***Schools are advised that children should be educated with their chronological year group as a general rule.***

The evidence (see Further Reading) shows that placing children with classes of younger children, at best makes no difference to their long-term outcomes and at worst can lead to poorer emotional health, leaving school early, lower attainments and poorer employment prospects.

This General Advice is offered against the background of potential difficulties, which are associated with placing a child out of year:

- The school may not have space in another year group without breaching infant class-size regulations.
- Placing the child in another year group may deny some other child a place at that school.
- As he or she matures the child may realise that the rest of the class are of a different age, causing adverse emotional impact.
- The child may begin puberty at a different time from their classmates, which could be confusing for him or her.
- The child is eligible to leave school at 16, and, therefore, if he or she has been held back a year, may leave without completing external examinations.
- The child must receive education until the age of 16 and if he or she has been accelerated a year, they may have completed the Key Stage 4 curriculum before then.
- Other interventions may be more appropriate in the long-term: placement outside the chronological year group could simply be delaying that provision.
- The evidence (see Appendix) suggests that placing students in a different year group rarely makes a positive difference and can have negative long-term effects.
- As UNESCO <sup>13</sup> notes, children have a right to be educated with their peers.

### 4) Specific Procedure for placement outside the child's chronological year group

Placement outside the child's chronological year group should be highly exceptional. However exceptional circumstances may, very occasionally, occur in which the school decides to consider such a placement.

#### General Principles

- a) The decision to place a child outside their chronological year group, in most cases, lies with the school governing body. However, that body will generally act on the advice of the Head Teacher.
- b) No such decision should be taken unless parents/carers give their informed consent to it.
- c) In all cases the decision must be in the long term interests of the child.
- d) Head Teachers should seek the views of any professionals involved (e.g. Educational Psychologist, Educational Welfare Officer, Social Worker) before coming to any decision.



**Process**

- i) The decision-making Ashton Checklist should be used. If all criteria are not satisfied then out of year placement should not take place.
- ii) If all the criteria on the Ashton Checklist are satisfied then this is NOT indicative that out of year placement is in the best interests of the child. The decision has to be made in relation to a wider range of factors
- iii) **Any placement of a child outside their chronological year group should be discussed with the *Area Team Manager* at an early stage in the decision making process.**
- iv) It is in everyone's interest that the decision-making process is clearly recorded and appropriate records kept. It is important that there is clear recorded evidence that parents/carers have given informed consent to any placement of a child outside their chronological year group. It is also important to ensure that there is clear recorded evidence that parents/carers understand that the decision has been made by the school and not the Local Authority.
- v) Schools should be careful not to make or imply promises about future provision from either another school or from the Local Authority
- vi) The placement should be considered annually, and a collective, recorded decision made about whether to keep the child out of their usual year group or to place them back with their age-matched peers.

**Ashton Checklist**<sup>2</sup>

All these criteria should be satisfied before placing a child outside their chronological year group:

Child/ YP \_\_\_\_\_ Today's Date \_\_\_\_\_

Checklist filled in by \_\_\_\_\_

School, parents, child and involved professionals all feel that this placement would substantially increase the probability of the child's successful inclusion in mainstream school.	
This decision is not being made in order to delay other interventions, such as placement into a different school.	
This decision is not being made due to difficulties in making appropriately differentiated provision in the class to which the child should normally transfer.	
The placement would not breach infant class size regulations.	
Consideration has been given to the rights of other children who might otherwise take that place.	
Consideration has been given to the long-term emotional and social impact of this placement.	
Consideration has been given to the likely future placements for the child, e.g. returning to their own year group or remaining with the new year group.	
There has been a discussion with parents about likely future issues, e.g. leaving school without completing Key Stage 4.	
All involved feel that the child will be able to learn more from the children in the proposed year group than by being around children of their own age group.	
The child will have a peer group in their new class, which is likely to continue to be somewhere that the child can 'fit in' as the cohort matures.	
The plan for the child includes interventions to address their particular needs, in addition to placement with a different year group.	

**About this Checklist** Rebecca Ashton and Colleagues in Blackburn evolved this checklist. It is being increasingly used by other Local Authorities who report that it is extremely useful. It comes with a warning. Ticking all the boxes is NOT an indication that a child should be placed out of year. It is merely an indication that such a course should be considered.

**Placement outside the child's chronological year group should be highly exceptional**

<sup>2</sup> ©Blackburn with Darwen MBC

## 6) Specific Procedure for starting school early

### General Principles

- Starting school early will only be supported in exceptional circumstances
- Starting school early will only be supported if
  - It is in the best interests of the child
  - It is not detrimental to the interests of the other children in the class/group, other children in the school, or other children applying for places at the school.
- Placement outside the child's chronological year group should be highly exceptional.

### Process

- Parents submit a formal application for a place in the Reception class of the relevant school starting in the relevant September.
- In support of the application the Local Authority will also require a report from at least one educational professional (e.g. educational psychologist/pre-school specialist support teacher). If the child has medical or clinical psychological needs then it may be useful to submit reports from such professionals in addition to the educational professionals' advice.
- The authority would also request advice from the Headteacher of the school at which the parents are seeking admission for their child.
- The application would then be considered by the Director of Children's Services.
- Placement outside the child's chronological year group should be highly exceptional.

## 7) Specific Procedure for transfer to Secondary school

### Early Transfer

Very occasionally, children may transfer to secondary school (KS3) ahead of the age at which this would ordinarily occur. This early transfer would only be supported in exceptional circumstances. Very rarely, a child may be placed outside their chronological year group in Upper Primary (KS2), and this arrangement should be reviewed on a yearly basis. The school should make clear to the parents/carers, to the child and to all involved in the child's education, that placement ahead of the chronological year group is not indicative that the child will transfer to secondary school before their chronological peers. In the majority of cases the expectation will be that the child will transfer to secondary school alongside their chronological peers.

### Late Transfer

Very rarely, a child may be placed in a year below their chronological year group in Upper Primary (KS2), and this arrangement should be reviewed on a yearly basis. The Authority's expectation is that children will transfer to secondary school (KS3) alongside their chronological peers and it would be highly unusual for an exception to be made to this. Some children have experienced difficulties in the past with transfer from a Year 5 (Y5) directly to Year 7 (Y7) in secondary school. Primary Schools may, therefore, wish to strongly consider arrangements which enable children to spend the full year before secondary transfer working alongside their chronological peers in Year 6.

### Early and Delayed Transfer: General Principles

- Early and Delayed Transfer will only be supported if it is in the best interests of the child
- Secondary transfer outside of the chronological year is an exceptional arrangement and will only be supported in very exceptional circumstances
- Placement in primary school outside of the chronological year group is not indicative that exceptional arrangements for transfer will be made. Indeed the expectation is that most children placed outside of the chronological primary year group will have rejoined their chronological peers by Year 6 (Y6) and will transfer to secondary school with these peers.
- If children are placed out of chronological year group, then this should be regularly reviewed frequently, and formally reviewed at least yearly. At this formal review parents/carers should be reminded of these general principles. Forward planning will need to occur so that children complete their primary schooling alongside their Year 6 chronological peers
- If it is possible that application for Delayed or Early transfer might be made, it would be good practice for the primary school to seek and collate professional advice in the term before the application might be made.

### Process

- Parents should submit a formal application for Early Transfer to Secondary School by the end of September, one year before the requested transfer might take place.
- Parents should submit a formal application for Delayed Transfer to Secondary School by the end of September, one year before the chronological transfer to secondary school would ordinarily take place.
- In support of the application the Local Authority will also require a report from at least one educational professional (e.g. Educational Psychologist). The application should be accompanied by records of all past formal meetings to review the child's placement out of chronological year. If the child has medical or clinical psychological needs, then it may be useful to submit reports from such professionals in addition to the educational professionals' advice.
- The authority would also request advice from the Headteacher of the Primary school and
  - (for Early Transfers) advice from the Headteacher(s) of the secondary school(s) to which the parents are seeking admission for their child.
  - (for Delayed Transfers) advice from one or more Headteachers of local secondary schools
- The application would then be considered by the Director of Children's Services.
- Placement outside the child's chronological year group should be highly exceptional.

### **8) Children with a Statement of Special Educational Needs (SEN)**

If the child has a Statement of Special Educational Needs the decision to place a child outside their chronological year group lies with the Local Authority. In Herefordshire this happens only very rarely. The Ashton Checklist is used to inform the decision-making process.

- In considering a Statement of SEN the Authority may very occasionally advise that a child be placed out of their ordinary year-group.
- Before writing this into a Statement there will be full discussions with parents/carers.

- The views of the child/young person will be taken into account

Statements of SEN are reviewed annually

- Ordinarily any request to move a child out of their ordinary year-group should be fully discussed at the Annual Review Meeting
- However the responsibility for the decision to make such a placement or not rests with the Local Authority.
- In making this decision the Local Authority may wish to seek the views of an Educational Psychologist.

## 9) The evidence base

This document is based on a review of available evidence undertaken by colleagues in Blackburn EPS in 2006. It was supplemented by searches of 3 principal on-line databases in February 2008. Only peer-reviewed papers were sought.

There is not extensive available evidence regarding outcomes for children who are held back or promoted a year at school. The research base comes largely from the USA and Canada, where “grade retention” is used widely as a matter of course. The English system has both Years (Y1, Y2 etc) and National Curriculum Levels (NC1, NC2 etc). The differentiated curriculum can therefore be delivered at a specific level to individuals any Year. Herefordshire have actively promoted the use of Curriculum Differentiation using materials such as B-Squared. In the English system (where National Curriculum level is independent of Year) there is even less rationale for holding back than there is in a Grade system (where curriculum level is associated with Grade).

The evidence on children who are placed in a younger year group shows the following:

- Children held back a year continue to struggle academically.<sup>10</sup>
- Some children who are held back a year show a temporary increase in attainment, but this increase disappears when they do move up a class<sup>8, 10</sup> or within 3 years.<sup>11</sup>
- Children in schools with a policy of moving them up with their peers learned more in terms of reading and maths than those who were in schools where some children repeated a year.<sup>7</sup>
- Looking at developmentally delayed children, those who moved up with their peers did about the same as those who repeated a year, in terms of achievement and teacher ratings.<sup>5</sup>
- Children who started school a year late tended to show the same problems as they had in the first place.<sup>6</sup>
- Children who have been held back a year often feel anxious about their status with their peers. They tend to see it as a negative and confusing experience.<sup>1</sup>
- As they move up through school, children who continue to work in a younger class show poorer emotional health<sup>8</sup> and many report being bullied because they are not with their age-matched peers.<sup>3</sup>
- Problems with attention were not improved by having the child repeat a year.<sup>9</sup>
- Even with “remedial teaching”, no difference in self-concept or classroom behaviour was seen between students who repeated a year and those who moved up.<sup>2</sup>
- Employment chances are negatively affected by repeating a year at school,<sup>14</sup> especially for people from ethnic minorities.<sup>4</sup>

Comments from the literature include:

- “Grade retention was ineffective for improving achievement and ability.”<sup>13</sup>
- “It is rare in educational research to find so many studies with a similar conclusion: retention is not a successful intervention to assist students either academically or personally.”<sup>14</sup>
- “While delayed entry and readiness classes may not hurt children in the short run, there is no evidence of a positive effect on either long-term school achievement or adjustment. Furthermore, by adolescence, these early retention practices are predictive of numerous health and emotional risk factors, and associated deleterious outcomes.”<sup>15</sup>

No published papers could be found which show positive outcomes following a repeated year at school, or which evaluated the effects of placing a child with an older year group.

## REFERENCES

1. Byrnes, D. A. & Yamamoto, K. (1985) *Academic retention of elementary pupils: An inside look*. *Education*, 106, 2, 208-214.
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### **Thanks to**

Birmingham City, Telford, Derby City, Salford, South Gloucestershire and Dudley Local Authorities, for providing their policies as examples  
Special Thanks to Rebecca Ashton EP and colleagues in Blackburn with Darwin.



# Constitution of the Local Admissions Forum

## REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

19TH JUNE 2008

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### Wards Affected

Countywide

### Purpose

To consider and agree updates to Herefordshire's Local Admissions Forum Constitution so that it is in accordance with the School Admissions Code 2007.

### Financial Implications

None

### Background

In accordance with the School Standards and Framework Act 1998, the Herefordshire Local Admissions Forum (LAF) was set up and its current Constitution is attached at Appendix 2.1. The School Admissions Code 2007 is made under Section 84 of the School Standards Framework as amended by Section 40 of the Education and Inspections Act 2006. Admission Authorities must ensure that determined admission arrangements for 2008 comply with the mandatory provisions of this Code. This report sets out to amend the current LAF Constitution to reflect the provisions of the 2007 Code and to improve certain aspects of the Constitution. The following sets out specific changes, recommended to LAF.

### Report

1. The Schools Admissions Code 2007 has updated the former Code in a number of aspects. The current Constitution, constructed as a result of an earlier School Admissions Code, is attached as Appendix 2.1. Arrangements made under Section 86 (1) of the previous Act has now been replaced by the "Hard to Place Pupils Protocol". It is suggested therefore that the bold italic wording as set out in paragraph (g) under the heading 'Role of the Forum' be deleted and replaced with the underlined wording in the same paragraph.
2. It is also suggested, as a result of the new Admissions Code, that a new paragraph (j) (i) to (viii) be inserted which indicates the detail to be covered in the Annual Report and is set out in the Appendix and is underlined. This refers to the publication of an Annual report and brings the Constitution in line with the Code. It should be noted that the LAF already considers and agrees an Annual report but its necessity is not contained in the Constitution.

3. The current Constitution requires the Members to receive the Agenda at least five working days prior to the meeting. The Code has amended this to seven days notice of the date and time of the meetings and the circulation of any documents relevant to the Agenda items seven days in advance of the meeting. An appropriate amendment is underlined in Appendix 2.1 under the heading 'Convening and Notice of the Meetings'.
4. With regard to Core Membership, the Membership as it stands complies with the Code. Member's attention is however drawn to Membership of the LAF and in particular its 'Core Members' and Local Community representatives. Shaun McLurg (Head of Safeguarding and Assessment – Children and Young People's Directorate) has been one of the Local Community representatives. With agreement from Shaun McLurg, this place within the Local Communities representatives' section in the Core Membership will be taken by a Member of the Armed Services Community. The LAF will be advised of who will be taking this position in due course.
5. Within the Core Membership, 3 Parent Governor representatives are appointed to the LAF and must serve on the Children's Services Scrutiny Committee. If one or more of these representatives needs to be replaced, it can take some time to proceed through the Children's Services Scrutiny Committee's election process to achieve the replacements. For this reason, it is suggested that the Constitution be amended so that the Parent Governor representatives are appointed by the Herefordshire Parent Governor Association. In the Core Members Membership paragraph (vi), it is suggested that the emboldened wording be replaced by the underlined wording.

## **Recommendations**

**THAT: the amendments to the Local Admissions Forum Constitution as set out in the Appendix to this report be approved and where appropriately noted.**

## **Background Papers**

School Standards and Framework Act 1998

Education and Inspections Act 2006

Education (Admission Forums) (England) Regulations 2002, as amended by the Education (Admission Forums) (England) (Amendment) Regulations 2007

School Admissions Code 2007

## **Appendices**

Appendix 2.1

## CONSTITUTION OF HEREFORDSHIRE LOCAL ADMISSIONS FORUM

### Introduction

The constitution of the LAF has been established under the provisions of the Education (Admission Forums) (England) Regulations 2002.

### Relevant Area

For the purpose of organising a local admissions forum, the Local Education Authority has determined that the relevant area will be the County of Herefordshire. If the discussion covers a cross-border issue the Forum may invite a representative from the appropriate authority.

### Role of the Forum

The role of a forum shall be to

- (a) consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the authority;
- (b) consider the consistency and coherence of each admission authority's criteria for determining offers in the event of oversubscription.
- (c) promote agreement on admission issues;
- (d) consider the comprehensiveness and accessibility of the admissions literature and information for parents, produced by each admission authority within the area of the forum;
- (e) consider the effectiveness of the authority's proposed co-ordinated admission arrangements;
- (f) consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
- (g) Monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with ***arrangements made under section 86(1) of the Act***; the Hard to Place Pupils Protocol or In Year Fair Access Protocol;
- (h) Promote the arrangements of children with special educational needs, looked after children and children who have been excluded from school;
- (i) Insofar as not included within paragraphs (a) to (h), consider any admissions issues arising.
- (j) The Local Admissions Forum will publish an annual report, which covers:
  - (i) a breakdown of preferences met by ranking and the main factors affecting whether

preferences were met:

(ii) the number of admission appeals made for schools in the area;

(iii) the ethnic and social mix of pupils attending schools in the area, and factors which affect this;

(iv) the extent to which existing and proposed admission arrangements serve the interests of vulnerable children;

(v) how well In-Year Fair Access Protocols are working and the number of children admitted to each school under the protocol;

(vi) whether primary schools are complying with infant class size legislation;

(vii) details of other matters that affect how fairly admission arrangements serve the interests of local children and parents; and

(viii) any recommendation/s that the forum wishes to make in order to improve parental choice and access to education in the local authority's area.

## **Membership**

### **CORE MEMBERS**

- i) **LEA**  
3 elected members of Herefordshire Council
- ii) **Church of England**  
1 representative appointed by the Hereford Diocesan Board of Education
- iii) **Roman Catholic Church**  
1 representative appointed by the Catholic Schools Commission based at the Cardiff Archdiocese
- iv) **Headteachers**

1	Headteacher representing jointly a community and voluntary controlled primary school	)	to be appointed by the Headteachers acting jointly
		)	
		)	
1	Headteacher representing a voluntary aided primary school	)	
		)	
1	Headteacher representing a community high school)	)	to be appointed by HASH
		)	
1	Headteacher representing Bishop of Hereford's Bluecoat and St. Mary's R.C. High, acting jointly	)	Headteachers to decide which one is to represent the 2 Aided Schools
		)	
		)	

- v) **School Governors**
- 1 Governor nominated by the Governing Body of The Bishop of Hereford's Bluecoat School and St. Mary's R.C. High School (acting jointly)
  - 1 Governor representing a primary or secondary school ) to be appointed by  
) HAG after seeking  
) nominations from  
) individual schools
- vi) **Parent Governor Representative**
- 3 Parent Governor representatives who are appointed to serve **on the Education Scrutiny Committee** and be appointed by the Parent Governors Association.
- vii) **Local Community**
- 3 Representatives appointed to represent the interests of the local community on the recommendation of the other core members

**Other Key Interested Groups (the core members of the Forum will decide whether any or all the following groups should be invited to nominate representatives to serve on the Forum)**

- 1 Person nominated by the Ministry of Defence representing service families
- 1 Person nominated by the West Midlands Service For Travelling Children
- 1 Person representing the Hereford Cathedral School as a nomination from the independent sector
- 1 Person nominated by the Consortium of Special Educational Needs
- 1 Person nominated by Social Care and Strategic Housing Directorate to represent the needs of children and young people in public care
- 1 Person nominated by the Herefordshire Childcare Partnership

**Quorum**

The quorum for the Forum will be a third of the appointed core members.

**Tenure of Office**

Core members of the Forum will serve for a period of four years and their tenure of office is determined by paragraph 6 of Statutory Instrument 2002 No 2900.

**Substitutes**

Each nominating group may arrange for a substitute to attend when its normal representative cannot do so in line with paragraph 10 of Statutory Instrument 2002 No 2900.

That arrangement is designed to ensure that groups can be represented, though it is important for there to be as much continuity as possible from one meeting to the next.

### **Chairman and Vice Chairman**

The Chairman and Vice Chairman of the Forum will be elected at the first meeting by the core members and thereafter the term of office will be considered annually.

In the absence of the Chairman and Vice Chairman the meeting will elect a Chairman from the core membership group for the meeting.

### **Calendar of Meetings**

The first meeting of the Forum will be convened before 20th March 2003 and will meet at least three times during the initial year and at least twice each following year.

### **Timing of Meetings**

Meetings will start at times acceptable to the Forum, and will normally be limited to two hours duration.

### **Convening and Notice of the Meetings**

All meetings will be convened by the Secretary of the Forum who is an Officer of Herefordshire Council nominated by the County Secretary and Solicitor. Written notice of meetings and the agenda will be sent to members of the Forum 7 days before the meeting (or 3 clear days in the case of an Extraordinary meeting) with any relevant documents to the Agenda items 7 days in advance of the meeting

Non-receipt by any members of notice of a meeting will not invalidate the meeting.

### **Agenda**

The Agenda will be prepared by the Secretary, in consultation with the Chairman and the Lead Officer nominated by the Director of Education.

Items may be placed on the agenda by any member of the Forum by notice in writing to the Secretary received at least 10 clear days prior to the meeting.

Papers relating to the agenda items will be sent to members with the agenda. The Chairman may agree that papers should also be tabled at the meeting.

### **Late Items/Any Other Business**

Immediately before the minutes of the previous meeting have been approved, members should inform the meeting of any item they wish to raise under any other business. The meeting will decide whether any items so identified may be raised under any other business or deferred to a subsequent meeting.

### **Minutes of Meeting**

Minutes of meetings, including a record of persons attending, will be drafted by the Secretary.

The draft minutes of the meeting will be considered for approval or amendment at the start of the following meeting. Any dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more members present.

**Decision Making**

Decisions should normally be made through consensus.

In the event of an item receiving two separate motions, the matter would be resolved by simple majority voting with each representative entitled to one vote. The Chairman will have the casting vote in the event of a tie.

The Forum may decide that, before reaching a decision on a matter affecting particular schools, it would be appropriate to hear representations from the school(s) affected. Such representations may be made by written submission, but could also include oral presentations, lasting no more than five minutes per school, with the opportunity for members of the Forum to ask questions before reaching a final decision.

**Rights of Press and Public to attend Meetings**

The press and public will be entitled to attend meeting of the Forum but may be excluded from the meeting during the consideration of items containing information capable of being treated as exempt information as if meetings of the Forum were those of the local authority.

The Secretary will arrange for a public announcement of meetings of the Forum, and will also arrange for minutes and papers relating to the Forum meetings to be available for inspection in Council Offices and Public Libraries after the draft minutes have been approved by the Forum.

Members of the public may submit written questions provided they reach the Secretary at least 48 hours before the relevant meeting.





**INFORMATION FOR PARENTS BOOKLETS**  
**REPORT BY ADMISSIONS AND TRANSPORT MANAGER**

**LOCAL ADMISSIONS FORUM**

**19 JUNE 2008**

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**Wards Affected**

Countywide

**Purpose**

To approve the separate booklets for the admission/transfer of pupils into (a) primary and (b) secondary schools.

**Financial Implications**

None.

**Background**

As part of the Admissions Code 2007, Councils are required to produce information for parents and carers on an annual basis to assist them with expressing a preference for either a primary or secondary school. The attached documents are updated annually for Herefordshire.

The documents have been changed to reflect feedback that one booklet for all admissions was felt to be unwieldy. Two booklets have therefore been produced, one for primary admissions and one for secondary. In addition to the primary and secondary booklets it is suggested that Herefordshire produce a separate guidance leaflet to assist parents and carers with the process. These are on the Local Admissions Forum's agenda as distinct items.

**Issues**

The booklets contain information that complies with the Admissions Code and takes into account the local context of Herefordshire and its schools.

**Recommendation**

**THAT the booklets be approved subject to any agreed changes.**

**Considerations**

None.

**Risk Management**

Herefordshire County Council has to produce this information to comply with the current Admissions Code

## **Background Papers**

None

## **Appendices**

3A Primary Booklet:

Appendices 3A1 to 3A6

3B Secondary Booklet:

Appendices 3B1 to 3B9

# CONTENTS

## Contact Points

### Contents page numbers to go in

Letter from Director of Children’s Services	
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Appendix	Local code of practice for admissions authorities and schools concerning contacts with parents on pupil admissions, transfers and exclusions
Appendix	Co-ordinated primary admission arrangements
Appendix	Information about schools in each district of Herefordshire
Appendix	Admission policies of voluntary aided / foundation schools
Appendix	Quick reference guide to provided schools for parishes in Herefordshire
Appendix	Data Protection Act – Notice of Fair Processing

## EDUCATING YOUR CHILD

Starting school is one of the most important events in any child's life. At this time, 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 2009/2010 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 in the 2009/2010 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 transport
- Other issues to do with schools – school uniform requirements and how parents can discuss concerns with individual schools

Staff in the Children & Young People's Services 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.

***EDUCATING YOUR CHILD***

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

## 1: ABOUT THE EDUCATION SERVICE

Herefordshire has 80 primary, (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 3 at the back of this booklet.

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

- **PRIMARY SCHOOLS (age range 4-11 years or 4-7 years)**  
Of the 80 primary schools, 39 are community, 39 Church of England (20 Aided and 19 Controlled) 3 Roman Catholic (all Aided) and 2 Foundation Schools. In 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.
- **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 3<sup>rd</sup> birthday. Children with April birthdays will be admitted in the September (following their 3<sup>rd</sup> birthday).

A Leaflet entitled "Guide to Early Years Education for 3 and 4 Year Olds" is available from the Early Years and Extended Services (EYES) 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 3<sup>rd</sup> birthday. The places are free of charge provided they have been approved through the Herefordshire EYES. 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 EYES 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 explains how the specific admissions arrangements work for primary schools, and include the timetable for entry to schools in September 2009.

#### ADMISSION ARRANGEMENTS TO SCHOOLS

- **Catchment Areas**

Each community, foundation 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 3 (primary 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 3. The admissions number will be taken into account by the Council and the Governing Body of a voluntary aided and foundation school when considering applications from parents. Some applications will be turned down if the total number of applications is greater than the published admission number. In such circumstances, parents have a right of appeal.

- **Definition Of 'Sibling'**

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

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

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

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

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

- ***Parental Interviews***

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

## 4: ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS

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

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

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

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

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

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

You will need to check with the school you would like your child to attend, to see what their admissions arrangements are **for pupils with 5th birthdays on or after 1st January**. Some schools may decide to admit as set out in the Council's **standard admissions policy**. Other schools may allow all children who become 5 during the school year to start in September. Some schools may allow the older children to start in September, with the rest starting in January. Many schools provide for children to attend part-time at first. Any period of part-time attendance could vary according to the circumstances at each school and perhaps also according to the age of the child. (For details about Early Years education for 3 year olds and younger 4 year olds, please see Section 2)

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

Parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following the 5th birthday). Schools cannot require children to start sooner than parents wish. If you do wish to defer taking up a place for your child, you are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and you must apply by the closing date for applications (16<sup>th</sup> January 2009).

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 (if a summer term birth child i.e. 5 in June, July or August), 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 2009, you will be able to express two preferences, in ranked order, on the common application form PA1.

#### *On Line Admissions*

Applications can be made on line at [www.cs.herefordshire.gov.uk](http://www.cs.herefordshire.gov.uk) within Herefordshire for the academic year 2009/2010.

#### **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 2009, (*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 16<sup>th</sup> January 2009, or by September 2010 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](mailto: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: **16<sup>th</sup> January 2009** 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 2010 or April 2010. 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 **24<sup>th</sup> March 2009**.

#### **4.8 What Happens If I Apply After The Closing Date Of January 2009?**

Applications received after 16<sup>th</sup> January 2009 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 Foundation or 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 24<sup>th</sup> March 2009, so late applications received between 16<sup>th</sup> January and 24<sup>th</sup> March 2009, 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 3.

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 16<sup>th</sup>

January 2009. The offer of a place will be made by Herefordshire LA, on 24<sup>th</sup> March 2009, and not the Council in which the parents live.

## 5: ALLOCATION OF PLACES IN PRIMARY 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).

### 5.1 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 live outside the **catchment** area of the school; **sorted firstly by sibling/distance connection** and school not only at the time of application but also when the younger child is due to start; and **then by distance only** (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 (see Footnote 5)
- vi) *pupils* who live **nearest** to the school by the shortest available walking route. (See



paragraph 7.1 for how walking distance is measured). (see Footnote 6)

**General notes:**

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

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

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

**Footnote 3:** This is the 3<sup>rd</sup> priority because the Council gives high importance to trying to ensure that children are able to attend the school within their local community.

**Footnote 4:** This is the 4<sup>th</sup> priority to recognise the importance to daily family life, including travel arrangements, of having brothers/sisters at the same school where possible. The rule is **not** intended to favour parents with a previous but no longer current family connection with the school (see also Section 3 for definition of 'sibling').

**Footnote 5:** This is the 5<sup>th</sup> priority to be sensitive to exceptional needs that individual children and families may have. If you successful with this you will only go to the top of the criteria that you come under.

**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 2009, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.



## PRIMARY SCHOOL ALLOCATIONS AT RECEPTION AGE

### 5.2 Who determines the allocation of places?

**STAGE 1** All the applications received from parents, by the closing date of 16<sup>th</sup> January 2009, will be analysed together, along with any late applications for which there are good reasons (see paragraph 4.8). The applications for Community, Foundation and Voluntary Controlled Schools will be considered against the 6 priorities explained in paragraph 6.1. The Governors of Foundation and 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 Foundation 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. Foundation and 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.

### 5.3 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:

**24<sup>th</sup> March 2009**

The Council, including in the case of Foundation and Voluntary Aided Schools and schools in other LA's, will announce all offers. Please note that only **one** school will be offered on the 24<sup>th</sup> March 2009, 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.**

#### **5.4 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 2009 after the registration of pupils has been confirmed.

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

If parents are sent a refusal letter after the 24<sup>th</sup> March 2009, 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 Foundation and Voluntary Aided Schools the parents will appeal as follows: (i) for Catholic Schools: to the Governing Body;  
(ii) for Church of England Schools: through the Director of Education, at The Diocesan Education Office, The Palace, Hereford, HR4 9BL.  
(iii) for Foundation Schools: to the Governing Body.

## **6:ALLOCATION OF PRIMARY PLACES OUTSIDE NORMAL ADMISSIONS ROUND**

### **6.1 *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 wish to apply to or 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.

### **6.2 *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 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.

## **7: SCHOOL TRANSPORT UP TO THE AGE OF 11**

**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.)

As 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.

### **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 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 Local Authority redesignated 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.

### **7.7 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 2009. 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 2008/2009 school year is £125 per term.

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

### **Church of England**

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  
 LA 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

### **7.8 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 (£125 per term in 2008/2009) or at the lesser rate for each child (£40 per term in 2008/2009) 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.

**7.9 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.

**7.10 Will transport be provided to and from Independent Schools?**

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

**7.11 What happens if a pupil 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.

**7.12 How do I apply for transport?**

If you believe that you qualify for free transport or if you wish to apply for a seat under the Vacant Seat Payment Scheme please contact the Transport Section by email [schooltransport@herefordshire.gov.uk](mailto:schooltransport@herefordshire.gov.uk) or ring one of the contact numbers on the inside cover of this booklet.



## **8: NATIONAL CURRICULUM AND ASSESSMENT ARRANGEMENTS**

The Education Reform Act (1988) introduced a National Curriculum for all pupils aged 5-16 years in all publicly funded schools, including special schools. The main aims of the National Curriculum are to provide pupils with a broad and balanced curriculum, which promotes their spiritual, moral, cultural, social, mental and physical development. The following information explains the position for the school year 2007-2008.

### **8.1 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.

### **8.2 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.

### **8.3 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.

### **8.4 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.

### **8.5 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.



## 8.6 *How is the National Curriculum assessed?*

The National Curriculum is organised into the Foundation Stage and 2 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

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 (i.e. for pupils aged 7- 11). It includes both teacher assessment and externally set tasks/tests in the core subjects of English, mathematics and science as follows:

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

## 8.7 *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.**

### **8.8 *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.

## 9: CHARGES, SCHOOL MEALS AND MILK ALLOWANCES

### 9.1 *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.

## **9.2 *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 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 31<sup>st</sup> August.

### 11.1 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)

### 11.2 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.

## 12: *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)***

- 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  
Age range 5-16  
Telephone 01432 265153

### ***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



## 13: TRANSPORT FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS

### 13.1 *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: DO YOU HAVE A CONCERN OR COMPLAINT ABOUT YOUR CHILDS 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

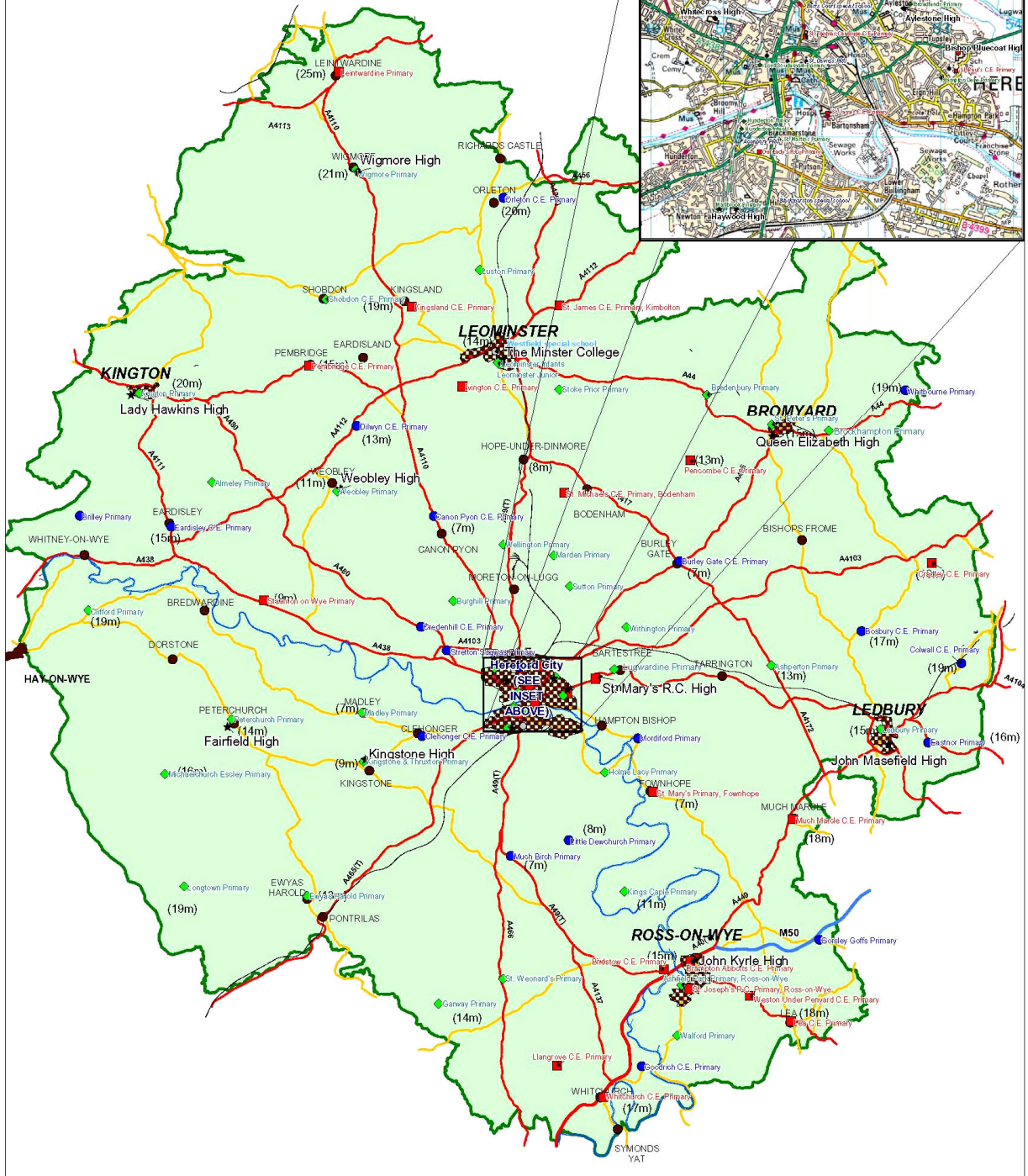
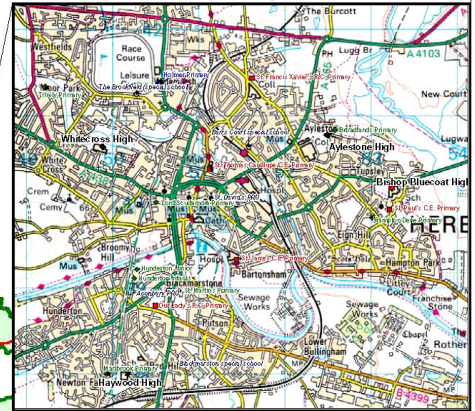
Advice and support can also be obtained from the **Parent Partnership Services** on 01432 260995

Blank page , will be used if we put the flow chart in for transport on the primary , therefore it will move text down one

# 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

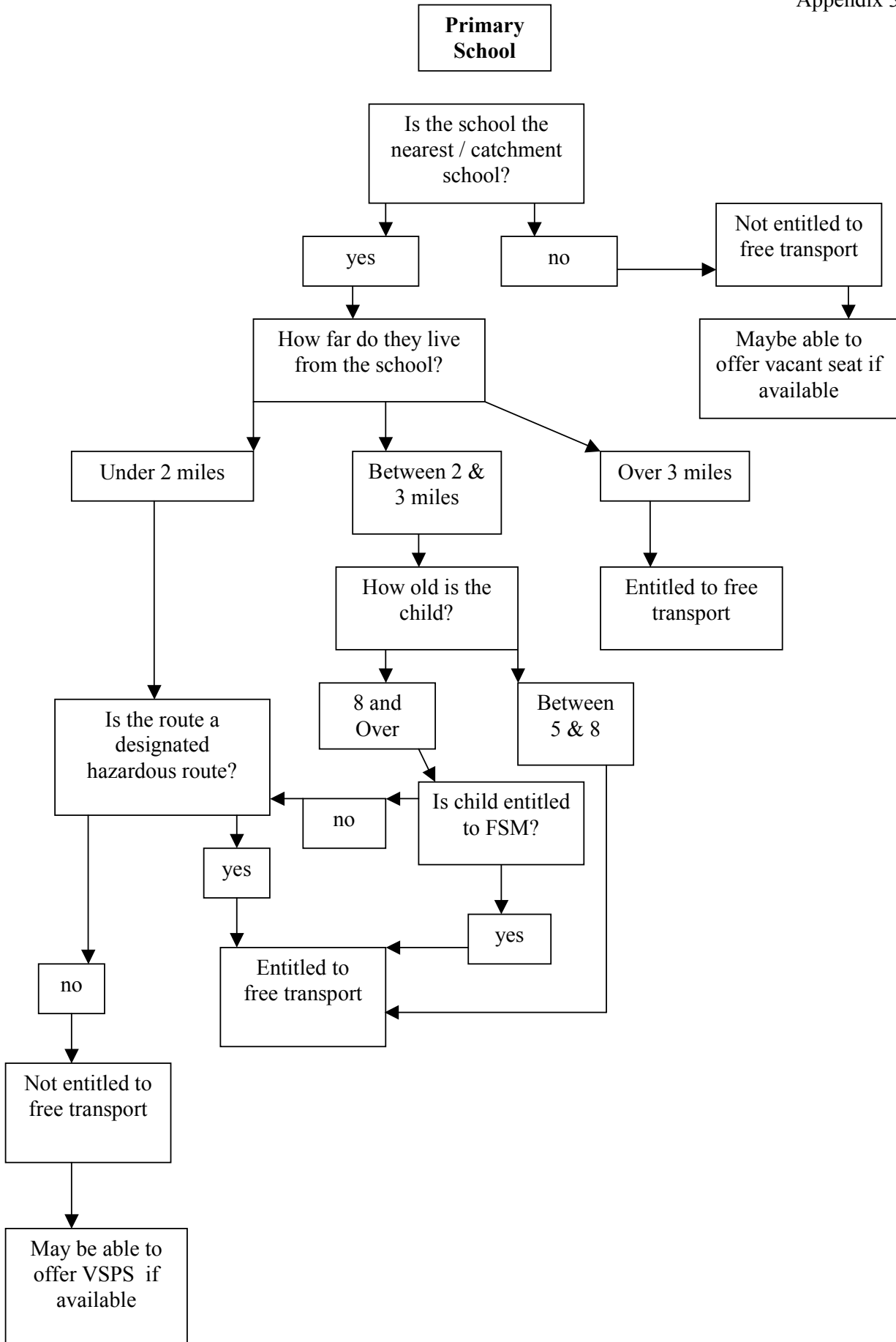
(839 sq. miles)

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**

***LA 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 DCSF 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 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 can be informed of their place on any waiting list.

***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.
9. Primary School staff should not support transfer applications to particular High Schools.

**Admission to Reception Class – September 2009 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 2009/2010.

**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 16th January 2009.

**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 16th January 2009.

**Date of Admission**

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

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

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

**Local Arrangements and Option for Delayed Entry**

**A child who has his or her 5<sup>th</sup> birthday between 1 January and 31 August** might be allowed to start earlier depending on the school. Each school makes its own decision, after considering whether or not they are able to provide the accommodation, staffing, curriculum and care arrangements for their children.

However, parents are not obliged to take up this early offer of a place and they can delay the admission until the beginning of the spring or summer term in the term after the child's fifth birthday.

### **Deferred Entry – for Summer Born Children**

As previously stated parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following their 5<sup>th</sup> birthday.) Schools cannot require children to start sooner than parents wish. If parents do wish to defer taking up a place for their child, they are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and parents must apply by the closing date for applications (16<sup>th</sup> January 2009). 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 16<sup>th</sup> January 2009. Applications should be sent to the Pupil Admissions Office. The date of 16<sup>th</sup> January 2009 applies for all admissions during the school year, including children who might be entitled to start school until January 2010 or April 2010.

The Council has defined that the single offer date for the 2009/2010-admission year will be: -

**Tuesday 24th March 2009**

### **Late Applications**

Applications received after 16<sup>th</sup> January 2009 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.

**APPENDIX 3A4****Information about Primary Schools in each District of Herefordshire****BROMYARD DISTRICT****PRIMARY SCHOOLS 5-11 Age Range**

<b>SCHOOL</b>	<b>PAN</b>	<b>NOR As at 06/05/08</b>	<b>No. of Applications for the School Year 2008/09</b>			<b>offers made as at 06/05/08</b>	<b>No. of appeals held</b>	<b>No. of appeals up held</b>
			<b>1st Pref</b>	<b>2nd Pref</b>	<b>3rd Pref</b>			
<b>Bredenburg (C) (DCFS 2011)</b> Bromyard, Herefordshire HR7 4TF Tel: 01885 483253	10	62	14	9	N/A	11	0	0
<b>Brockhampton (C) (DCFS 2014)</b> Bringsty, Worcs. WR6 6TD Tel: 01885 483238	26	153	15	17	N/A	19	0	0
<b>Bromyard, St. Peter's (C) (DCFS 2024)</b> Cherry Tree Close, Winslow Road, Bromyard, Herefordshire HR7 4UY Tel: 01885 483237	30	189	24	10	N/A	24	0	0
<b>Burley Gate C.E. (VC) (DCFS 3010)</b> Hereford HR1 3QR Tel: 01432 820367	20	94	17	10	N/A	19	0	0
<b>Pencombe C.E. (VA) (DCFS 3367)</b> Bromyard, Herefordshire HR7 4SH Tel: 01885 400255	8	53	8	6	N/A	8	0	0
<b>Whitbourne C.E. (VC) (DCFS 3109)</b> Worcester WR6 5SP Tel: 01886 821266	10	67	7	3	N/A	6	0	0

**Key:**

<b>C</b>	<b>Community</b>
<b>VC</b>	<b>Voluntary Controlled</b>
<b>VA</b>	<b>Voluntary Aided</b>
<b>F</b>	<b>Foundation</b>
<b>NOR</b>	<b>Number On Roll</b>
<b>PAN</b>	<b>Published Admissions Number</b>

## HEREFORD CITY & DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 05/06/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Broadlands (C) (DCFS 2056)</b> Prospect Walk, Hereford HR1 1NZ Tel: 01432 266772	60	282	23	7	N/A	23	0	0
<b>Burghill (C) (DCFS 2029)</b> Hereford HR4 7RP Tel: 01432 760240	15	89	15	10	N/A	15	2	0
<b>Fownhope, St. Mary's C.E. (VA) (DCFS 3325)</b> Hereford HR1 1PG Tel: 01432 860474	15	92	9	14	N/A	10	0	0
<b>Hampton Dene (C) (DCFS 2057)</b> Church Road, Hereford HR1 1RT Tel: 01432 273232	30	232	21	48	N/A	22	0	0
<b>Holme Lacy ( C ) (DCFS 2077)</b> Hereford HR2 6LW Tel: 01432 870374	10	58	10	6	N/A	9	0	0
<b>Holmer C.E. (VC)(DCFS 3055)</b> Holmer Road, Hereford HR4 9RX Tel: 01432 273301	60	272	39	54	N/A	50	0	0
<b>Little Dewchurch C.E. (VC) (DCFS 3071)</b> Hereford HR2 6PN Tel: 01432 840645	9	56	7	9	N/A	8	0	0
<b>Lord Scudamore (F) (DCFS 2061)</b> Friar Street, Hereford HR4 OAS Tel: 01432 273951	88	544	86	43	N/A	87	0	0
<b>Lugwardine (C) (DCFS 2102)</b> Barneby Avenue, Bartestree, Hereford HR1 4DH Tel: 01432 850449	30	153	20	16	N/A	22	0	0
<b>Marden (C) (DCFS 2115)</b> Hereford HR1 3EW Tel: 01432 880208	17	92	12	7	N/A	12	0	0
<b>Marlbrook (C) (DCFS 2063)</b> Green Croft Redhill Hereford HR2 7NT Tel: 01432 266643	60	384	74	31	N/A	60	3	0

## HEREFORD CITY & DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 06/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Mordiford C.E. (F)(DCFS 3078)</b> Hereford HR1 4LW Tel: 01432 870258	15	113	26	26	N/A	15	5	
<b>Our Lady's R.C. (VA)(DCFS 3330)</b> Boycott Road, Hereford HR2 7RN Tel: 01432 274814	30	203	33	26	N/A	30	0	0
<b>Riverside Primary (C) (DCFS 3393)</b> Belmont Avenue, Hereford HR2 7JF Tel: 01432 265080	90	347	38	39	N/A	45	0	0
<b>St Francis Xavier RC Primary School(VA) DCFS 3331)</b> Venns Lane, Hereford HR1 1DT Tel: 01432 273941	30	210	30	9	N/A	30	0	0
<b>St. James' C.E. (VA)(DCFS 3332)</b> Vicarage Road, Hereford HR1 2QN Tel: 01432 273961	30	201	32	13	N/A	30	1	0
<b>St. Martin's (C)(DCFS 2067)</b> Ross Road, Hereford HR2 7RJ Tel: 01432 273633	70	351	43	35	N/A	45	0	0
<b>St. Paul's C.E. (VA)(DCFS 3333)</b> Hampton Dene Road, Hereford HR1 1UX Tel: 01432 273784	60	432	58	38	N/A	57	0	0
<b>St. Thomas Cantilupe C.E. (VA)(DCFS 3392)</b> Coningsby Street, Hereford HR1 2DY Tel. 01432 268400	30	217	18	19	N/A	30	0	0
<b>Stretton Sugwas C.E. (VC)(DFES 3102)</b> Hereford HR4 7AE Tel: 01432 760282	15	99	25	26	N/A	15	5	0
<b>Sutton (C) (DFES 2154)</b> Sutton St. Nicholas, Hereford HR1 3AZ Tel: 01432 880336	12	51	10	3	N/A	9	0	0

<b>Trinity (C) (DFES 2071)</b> Moor Farm Lane, Hereford HR4 ONU Tel: 01432 266268	<b>84</b>	545	73	29	N/A	73	0	0
<b>Wellington (C) (DFES 2157)</b> Hereford HR4 8AZ Tel: 01432 830264	<b>28</b>	121	8	5	N/A	7	0	0
<b>Withington (C) (DFES 2160)</b> Hereford HR1 3QA Tel: 01432 850289	<b>15</b>	72	11	9	N/A	12	0	0

**Key:**  
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**VA**        **Voluntary Aided**  
**F**         **Foundation**  
**NOR**      **Number On Roll**  
**PAN**      **Published Admissions Number**



## KINGSTONE DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 06/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Clehonger C.E. (VC) (DFES 3021)</b> Gosmore Road, Clehonger, Hereford HR2 9SN Tel: 01981 250218	28	160	14	16	N/A	19	0	0
<b>Ewyas Harold ( C ) (DFES 2046)</b> Hereford HR2 OEY Tel: 01981 240432	20	119	18	6	N/A	21	0	0
<b>Garway (C) (DFES 2053)</b> Hereford HR2 8RQ Tel: 01600 750273	15	77	7	6	N/A	7	0	0
<b>Kingstone &amp; Thruxton Primary (c) (DFES 2095)</b> Kingstone, Hereford HR2 9HJ Tel: 01981 250338	30	176	15	28	N/A	22	0	0
<b>Madley (C) (DFES 2104)</b> Hereford HR2 9PH Tel: 01981 250241	24	172	41	17	N/A	24	9	0
<b>Much Birch C.E. (VC)(DFES 3079)</b> Hereford HR2 8HL Tel: 01981 540254	28	183	32	17	N/A	29	1	0

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**KINGTON DISTRICT****PRIMARY SCHOOLS 5-11 Age Range**

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 20008/09			offers made as at 06/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Almeley (C) (DFES 2001)</b> Hereford HR3 6LH Tel: 01544 327267	9	80	6	10	N/A	7	0	0
<b>Eardisley C.E. (VC) (DFES 3035)</b> Hereford HR3 6NS Tel: 01544 327262	15	72	11	12	N/A	11	0	0
<b>Kington (C) (DFES 2096)</b> Mill Street, Kington, Herefordshire HR5 3AL Tel: 01544 230363	30	191	25	3	N/A	25	0	0
<b>Pembridge (VA)(DFES 3366)</b> West Street, Pembridge, Leominster, Herefordshire HR6 9DU Tel: 01544 388366	13	99	15	5	N/A	15	2	2

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<b>NOR</b>	<b>Number On Roll</b>
<b>PAN</b>	<b>Published Admissions Number</b>

## LEDBURY DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 06/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Ashperton (C) (DFES 2005)</b> Ledbury, Herefordshire HR8 2SE Tel: 01531 670385	25	161	21	26	N/A	25	0	0
<b>Bosbury C.E. (VC) (DFES 3006)</b> Ledbury, Herefordshire HR8 1PX Tel: 01531 640276	20	128	29	9	N/A	20	7	0
<b>Colwall C.E. (VC) (DFES 3023)</b> Malvern, Worcs. WR13 6DU Tel: 01684 540532	28	180	33	10	N/A	28	3	0
<b>Cradley C.E. (VA) (DFES 3315)</b> Malvern, Worcs. WR13 5LL Tel: 01886 880315	20	107	13	7	N/A	14	0	0
<b>Eastnor (VC) (DFES 3037)</b> Ledbury, Herefordshire HR8 1RA Tel: 01531 632509	12	83	11	29	N/A	12	1	0
<b>Ledbury (C) (DFES 2098)</b> Longacres, Ledbury, Herefordshire HR8 2BE Tel: 01531 632940	60	445	72	8	N/A	68	1	0
<b>Much Marcle C.E. (VA) (DFES 3363)</b> Ledbury, Herefordshire HR8 2LY Tel: 01531 660607	17	83	11	15	N/A	12	0	0

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## LEOMINSTER DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 06/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Bodenham, St. Michael's C.E. (VA)</b> (DFES 3304) Bodenham, Hereford HR1 3JU Tel: 01568 797241	17	106	18	5	N/A	17	0	0
<b>Kimbolton, St. James' C.E. (VA)</b> (DFES 3341) Leominster, Herefordshire HR6 OHQ Tel: 01568 612691	15	91	13	8	N/A	14	0	0
<b>Leominster Infants (DFES 2099)</b> Hereford Road, Leominster, Herefordshire HR6 8JU Tel: 01568 612029	110	212	80	20	N/A	70	0	0
<b>Leominster Junior (DFES 2100)</b> George Street, Leominster, Herefordshire HR6 8JZ Tel: 01568 612555	110	338	N/A	N/A	N/A	N/A	N/A	N/A
<b>Leominster, Ivington C.E. (VA)</b> (DFES 3349) Leominster, Herefordshire HR6 OJH Tel: 01568 720216	15	86	16	20	N/A	15	0	0
<b>Luston (C) (DFES 2103)</b> Leominster, Herefordshire HR6 OEA Tel: 01568 615753	20	109	14	18	N/A	17	0	0
<b>Stoke Prior (C) (DFES 2148)</b> Leominster, Herefordshire HR6 OND Tel: 01568 760207	11	75	10	7	N/A	11	0	0

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**PETERCHURCH DISTRICT**

**PRIMARY SCHOOLS 5-11 Age Range**

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 06/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Clifford (C) (DFES 2031)</b> Hardwick, Hay-on-Wye, Hereford HR3 5HA Tel: 01497 831202	10	67	8	5	N/A	10	0	0
<b>Longtown (C) (DFES 2101)</b> Hereford HR2 OLE Tel: 01873 860239	8	41	11	1	N/A	10	1	0
<b>Michaelchurch Escley (C) (DFES 2116)</b> Hereford HR2 OPT Tel: 01981 510208	8	62	7	4	N/A	8	0	0
<b>Peterchurch (C) (DFES 2122)</b> Hereford HR2 ORP Tel: 01981 550230	15	63	16	3	N/A	15	0	0

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## ROSS-ON-WYE DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 06/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Ashfield Park (C) (DFES 2138)</b> Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU Tel: 01989 562738	68	320	42	23	N/A	44	0	0
<b>Brampton Abbots (VA) (DFES 3305)</b> Brampton Road, Ross-on-Wye, Herefordshire HR9 7DE Tel: 01989 562256	20	118	18	7	N/A	19	0	0
<b>Bridstow C.E. (VA)(DFES 3307)</b> Ross-on-Wye, Herefordshire HR9 6PZ Tel: 01989 562623	15	96	21	15	N/A	15	2	2
<b>Goodrich C.E. (VC)(DFES3046)</b> Ross-on-Wye, Herefordshire HR9 6HY Tel: 01600 890422	17	117	22	33	N/A	17	3	0
<b>Gorsley Goffs C.E. (VC) (DFES 3047)</b> Gorsley, Ross-on-Wye, Herefordshire HR9 7SE Tel: 01989 720321	25	152	22	4	N/A	22	0	0
<b>Kings Caple (C) (DFES2094)</b> Hereford HR1 4TZ Tel: 01432 840267	10	43	5	3	N/A	7	0	0
<b>Lea C.E. (VA) (DFES 3347)</b> Ross-on-Wye, Herefordshire HR9 7JY Tel: 01989 750296	15	83	6	2	N/A	6	0	0
<b>Llangrove C.E. (VA)(DFES 3351)</b> Ross-on-Wye, Herefordshire HR9 6EZ Tel: 01989 770322	15	58	5	5	N/A	6	0	0
<b>St. Joseph's R.C. (VA) (DFES 3372)</b> The Avenue, Ross-on-Wye, Herefordshire HR9 5AW Tel: 01989 564655	20	109	13	15	N/A	18	0	0
<b>St. Weonards (C) (DFES 2152)</b> Mount Way, St. Weonards, Herefordshire HR2 8NN Tel: 01981 580352	15	52	5	3	N/A	5	0	0

**ROSS-ON-WYE DISTRICT**

**PRIMARY SCHOOLS 5-11 Age Range**

<b>SCHOOL</b>	<b>PAN</b>	<b>NOR As at 06/05/08</b>	<b>No. of Applications for the School Year 2008/09</b>			<b>offers made as at 06/05/08</b>	<b>No. of appeals held</b>	<b>No. of appeals up held</b>
			<b>1st Pref</b>	<b>2nd Pref</b>	<b>3rd Pref</b>			
<b>Walford (C) (DFES 2155)</b> Ross-on-Wye, Herefordshire HR9 5SA Tel: 01989 562209	28	184	32	26	N/A	28	3	0
<b>Weston under Penyard C.E. (VA) (DFES 3384)</b> Ross-on-Wye, Herefordshire HR9 7PA Tel: 01989 563933	13	82	11	8	N/A	12	0	0
<b>Whitchurch C.E. (VA)(DFES 3385)</b> Ross-on-Wye, Herefordshire HR9 6DA Tel: 01600 890571	17	101	17	9	N/A	17	0	0

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**WEOBLEY DISTRICT**

**PRIMARY SCHOOLS 5-11 Age Range**

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 06/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Canon Pyon C.E. (VC) (DFES 3015)</b> Hereford HR4 8PF Tel: 01432 830334	13	83	12	4	N/A	12	0	0
<b>Credenhill C.E. (VC)(DFES 3026)</b> Station Road, Credenhill, Hereford HR4 7DW Tel: 01432 760408	30	157	31	4	N/A	30	1	0
<b>Dilwyn C.E. (VC)(DFES 3030)</b> Hereford HR4 8HR Tel: 01544 318277	8	36	5	7	N/A	5	0	0
<b>Staunton-on-Wye (VA) (DFES 3378)</b> Hereford HR4 7NF Tel: 01981 500331	10	59	14	2	N/A	10	0	0
<b>Weobley (C) (DFES 2158)</b> Hereford HR4 8QL Tel: 01544 318273	30	154	11	13	N/A	14	0	0

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**WIGMORE DISTRICT****PRIMARY SCHOOLS 5-11 Age Range**

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 06/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Kingsland C.E. (VA)(DFES 3342)</b> Leominster, Herefordshire HR6 9QN Tel: 01568 708436	18	131	23	14	N/A	18	4	4
<b>Leintwardine (VA)(DFES 3348)</b> Craven Arms, Shropshire SY7 OLB Tel: 01547 540641	15	101	15	2	N/A	15	0	0
<b>Orleton C.E. (VC)(DFES 3083)</b> Ludlow, Shropshire SY8 4HQ Tel: 01568 780366	30	178	26	5	N/A	25	0	0
<b>Shobdon (C) (DFES 2146)</b> Leominster, Herefordshire HR6 9LX Tel: 01568 708386	10	59	9	4	N/A	9	0	0
<b>Wigmore (C) (DFES 2159)</b> Ford Street, Wigmore, Leominster Herefordshire HR6 9UN Tel: 01568 770333	30	139	19	8	N/A	19	0	0

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<b>F</b>	<b>Foundation</b>
<b>NOR</b>	<b>Number On Roll</b>
<b>PAN</b>	<b>Published Admissions Number</b>



**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.

**Bodenham, St. Michael's C.E. Primary School (PAN 17)**

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

- 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.

**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 5<sup>th</sup> birthday occurs and parents are requested to register their children for admission well in advance.

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

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

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

Parents who wish to apply for a "church" place at the school should do so in writing to the Chair of Governors. An application form can be obtained from the school office for this purpose. The applicant's own minister will be contacted with respect to the application.

## **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 who have attended St Thomas Cantilupe Playgroup.
9. 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.

### OVER-SUBSCRIPTION

If there is over-subscription within a category, the Governors will give priority to children living closest to the school determined by the shortest straight line distance measured from the entrance to the school to the home address (see Note 4 below).

Note 1



Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to applicants.

**Note 2**

Evidence of Catholic Baptism or Reception into the Church will be required. For definition of Baptised see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

**Note 3**

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children.

**Note 4**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

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

### **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.

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. A child who lives closest to the school by the shortest appropriate route.
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.

## 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.



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

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

Parish	Designated Primary	Designated Secondary (11-16)
<b>A</b> bbey Dore	part Ewyas Harold part Kingstone & Thrupton	Kingstone
Aconbury	Little Dewchurch	Wyebridge Sports College
Acton Beauchamp	Brockhampton	Queen Elizabeth
Adforton	Wigmore	Wigmore
Allensmore	Kingstone & Thrupton	Kingstone
Almeley	Almeley (part Eardisley)	Lady Hawkins
Ashperton	Ashperton	John Masefield
Aston Ingham	part Gorsley Goffs part Lea	John Kyrle
Avenbury	St. Peter's (Bromyard)	Queen Elizabeth
Aylton	Ashperton	John Masefield
Aymestrey	part Kingsland part Wigmore	Wigmore
<b>B</b> acton	Ewyas Harold	Kingstone
Ballingham	Holme Lacy	John Kyrle
Bartestree	Lugwardine	Bishop of Hereford's Bluecoat
Belmont Rural	Part Hunderton / Marlbrook	Wyebridge Sports College
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/ Staunton-on-Wye	Weobley

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Blakemere	Madley	Kingstone
Bodenham	Bodenham St. Michael's	The Minster
Bolstone	part Little Dewchurch part Holme Lacy part Much Birch	Wyebridge Sports College
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	Part Kington Part Eardisley	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

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

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



<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
<b>G</b> anarew	Whitchurch	John Kyrle
Garway	Garway	Kingstone
Goodrich	Goodrich	John Kyrle
Grafton	Marlbrook	Wyebridge Sports College
Grendon Bishop	Bredenbury	Queen Elizabeth
<b>H</b> ampton Bishop	Mordiford	Bishop of Hereford's Bluecoat
Hampton Charles	Bredenbury	Queen Elizabeth
Harewood	Much Birch	John Kyrle
Hatfield & Newhampton** **For properties dependant on access to A44 – Fencote Road	Stoke Prior  Bredenbury	The Minster  Queen Elizabeth
Haywood	Marlbrook	Wyebridge Sports College
Hentland	part Much Birch part Bridstow part Kings Caple	John Kyrle
Holme Lacy	Holme Lacy	Wyebridge Sports Colleg
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	Kington	Lady Hawkins
<b>K</b> enchester	Credenhill	Weobley
Kenderchurch	Ewyas Harold	Kingstone
Kentchurch** **incl. Pontrilas village	part Garway part Ewyas Harold	Kingstone

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Kilpeck	Ewyas Harold	Kingstone
Kimbolton	Kimbolton St. James	The Minster
Kings Caple	Kings Caple	John Kyrle
Kings Pyon	part Canon Pyon part Weobley	Weobley
Kingsland	Kingsland	Wigmore
Kingstone	Kingstone	Kingstone
Kington	Kington	Lady Hawkins
Kington Rural	Kington	Lady Hawkins
Kinnersley	part Almeley part Eardisley	Lady Hawkins
Kinsham	Shobdon	Wigmore
Knill	Kington	Lady Hawkins
<b>Lea</b>	Lea	John Kyrle
Ledbury	Ledbury	John Masefield
Leinthall Starkes	Wigmore	Wigmore
Leintwardine	Leintwardine	Wigmore
Leominster* (*the village of Ivington feeds Leominster 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

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Little Cowarne	Pencombe	Queen Elizabeth
Little Dewchurch	part Little Dewchurch part Holme Lacy	Wyebridge Sports College
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	Wyebridge Sports College
Lower Harpton	Kington	Lady Hawkins
Lucton	part Kingsland part Luston	Wigmore
Lugwardine	Lugwardine	Bishop of Hereford's Bluecoat
Luston	Luston	The Minster
Lyonshall	part Kington part Almeley	Lady Hawkins
<b>Madley</b>	Madley	Kingstone
Mansell Gamage	Staunton on Wye	Weobley
Mansell Lacy	Weobley	Weobley
Marden	part Marden part Sutton	Aylestone
Marstow	Goodrich	John Kyrle
Mathon	Cradley	John Masefield
Michaelchurch Escley	Michaelchurch Escley	Fairfield

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

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

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

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Wellington	Wellington	Aylestone
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	Eardisley	Lady Hawkins
Wigmore	Wigmore	Wigmore
Willersley & Winforton	Eardisley	Lady Hawkins
Willey	Wigmore	Wigmore
Withington	Withington	Aylestone
Wolverlow	Brockhampton	Queen Elizabeth
Woolhope	part Mordiford part Fownhope	Bishop of Hereford's Bluecoat
Wormbridge	Ewyas Harold	Kingstone
<b>Yarkhill**</b>		
** 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





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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Providing information to Connexions**

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

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

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

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

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



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## *EDUCATING YOUR CHILD*

Moving on to high school is the most important events in any child's life. At this time, 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 transfer of children to Herefordshire secondary 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 2009/2010 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 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 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 Children & Young People's Services 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 2009

## 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

## 1: ABOUT THE EDUCATION SERVICE

Herefordshire has 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 3 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.

- **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.



## ?: GENERAL ARRANGEMENTS FOR HIGH SCHOOLS

This short Chapter explains basic terminology and general rules affecting secondary schools. Chapter 5 explain how the specific admissions arrangements work for secondary schools, and includes the timetable for entry to schools in September 2009.

### 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 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.

### 3: TRANSFERS TO HIGH SCHOOLS

Children are normally admitted to secondary 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.

#### 3.1 *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)

7<sup>th</sup> November 2008 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 7<sup>th</sup> November 2008 will also be acceptable in Gloucestershire, Monmouthshire, Powys, Shropshire and Worcestershire even if their closing dates are different.

1<sup>st</sup> March 2009 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 7<sup>th</sup> November 2008 and the national offer date will be included **only if** the reason for the delay was genuine and acceptable. Late applications, including applications received after 1<sup>st</sup> March 2009, will be considered only after the initial offers to parents who applied in time have been decided.

#### 3.2 *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.

### **3.3 How Do Parents Apply For A Secondary 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).

### **3.4 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 2009.

Applications can be made on line at [www.cs.herefordshire.gov.uk](http://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 2008.

On line parents can amend applications at any time up until the deadline of 7 November 2008.

Information for parents who have applied on line detailing the offer of a place for their child on the national offer date of 1<sup>st</sup> March 2009 will be made electronically on that day and therefore parents will not have to wait for the post to arrive to find out.

### **3.5 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 7<sup>th</sup> November 2008 via your child's present school.

### **3.6 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 2009

transfer. In practice, a parent applying for their catchment school by 7<sup>th</sup> November 2008 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.

### **3.7 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 7<sup>th</sup> November 2008. Once the Governing Body have made their decision the Council will be given the school allocation list and it will be the Council **NOT** the Governing Body that will announce the offer to parents on 1<sup>st</sup> March 2009.

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 7<sup>th</sup> November 2008, 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 after 7<sup>th</sup> November 2008 which means that parents could receive an offer or refusal of a place before 1st March 2009. 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 2009.

### **3.8 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 Local Authorities 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](http://www.education.herefordshire.gov.uk) The common application form can be supplemented (but not replaced) by additional forms where particular schools in the area might need extra information, e.g. to assess denominational commitment or in relation to testing. The 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.

### **3.9 *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.

### **3.10 *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.

### **3.11 *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 1<sup>st</sup> March 2009.

#### 4: ALLOCATIONS OF PLACES IN 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).

##### 4.1 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 – 2<sup>nd</sup> November 2007 (high schools) and 18<sup>th</sup> 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 2<sup>nd</sup> priority because the Council wishes to protect children in public care from further disadvantage that can arise from possible changes of school when the care placement changes.

**Footnote 3:** This is the 3<sup>rd</sup> priority because the Council gives high importance to trying to ensure that children are able to attend the school within their local community.

**Footnote 4:** This is the 4<sup>th</sup> priority to recognise the importance to daily family life, including travel arrangements, of having brothers/sisters at the same school where possible. The rule is **not** intended to favour parents with a previous but no longer current family connection with the school (see also Section 3 for definition of 'sibling').

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

**Footnote 6:** The 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 2009, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

## *HIGH SCHOOL ALLOCATIONS*

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

**STAGE 1** All the applications received by the closing date of 7<sup>th</sup> November 2008 from parents will be analysed together, along with any late applications for which there are good reasons. The applications for the 12 community high schools will be considered against the 6 priorities explained in paragraph 6.1. The Governors of the Bishop of Hereford Bluecoat and St Mary's R.C. High Schools will make their decisions based on the published admission criteria defined in Appendix 4. At this stage, all 3 preferences are treated as a 1<sup>st</sup> preference, i.e. the priority order shown by parents will not count at this point.

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

**STAGE 3** Each parent will then be offered a place at the highest of their 3 preferences (if any) that is available after all higher priority applicants have been allocated places. At this stage, applications for Community Voluntary Aided and schools in other LA'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.

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

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

**1<sup>st</sup> March 2009**

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 LA'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.**

#### **4.4 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 2<sup>nd</sup> November 2007.

If parents are not able to receive their first preference, the child will be placed on the waiting list after the **1<sup>st</sup> March 2009** 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 LA would expect that your child should be enrolled at the school offered by the Council, an independent school, or be educated otherwise.

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

##### **Community High Schools**

If parents submit 3 preferences by 7<sup>th</sup> November 2008 and include their local catchment school, it is highly likely that an offer for one of the preferences will be made on 1<sup>st</sup> March



2009. However, if the 1<sup>st</sup> or 2<sup>nd</sup> parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made for a named school, should be submitted in writing, using the form sent to all unsuccessful applicants, to the 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 1<sup>st</sup> March 2009. 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.

### ***Academy Schools***

As previously stated, offers of all places for high schools, including academy schools will be made by the Council on 1<sup>st</sup> March 2009. However, separate appeals procedures and arrangements exist to consider decisions by academy schools. The arrangements are published by the governors of the relevant schools and should be obtained from them direct.

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

### ***4.6 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 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. 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.

#### **4.7 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

## 5: 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.

### 5.1 *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 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.

### 5.2 *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).

### 5.3 *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.

### 5.4 *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.

**5.5 *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.

**5.6 *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.

**5.7 *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 3 miles for 11 year old children.

The Children's Services Cabinet member will set the level of parental contribution in January 2009. 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 2009/2010 school year is £125 per term.

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

**Roman Catholic**

St Mary's R.C. High

**Church of England**

The Bishop of Hereford's Bluecoat High

**5.8 *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 (£125 per term in 2008/2009) or at the lesser rate for each child (£40 per term in 2008/2009) 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.

**5.9 *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.

**5.10 *Will transport be provided to and from Independent Schools?***

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

**5.11 *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.

### ***5.11 How do I apply for transport?***

At the time an offer of a place at a high school is made (1<sup>st</sup> March 2009) 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](mailto:schooltransport@herefordshire.gov.uk) or ring one of the contact numbers on the inside cover of this booklet.

## 6: 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 £125 for all students, there will be no reduced rate for those students in receipt of or eligible for Education Maintenance Allowance.

- ❖ **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.

### 6.1 *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.



## 6.2 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 Arts or Holme Lacy College
Weobley High  Wigmore High	Kington, Lady Hawkins <b>(see footnote*)</b>  Ludlow College of FE <b>(see footnote*)</b>
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.**

## 6.3 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 Arts	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

## **7: NATIONAL CURRICULUM AND ASSESSMENT ARRANGEMENTS**

The Education Reform Act (1988) introduced a National Curriculum for all pupils aged 11-16 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 2009-2010.

### **7.1 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.

### **7.2 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.

### **7.3 What about pupils with special education needs?**

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

### **7.4 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.

### 7.5 *Specialist Schools*

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

### 7.6 *Who makes the decisions about the curriculum in schools?*

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

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

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

### 7.8 *How is the National Curriculum assessed?*

The National Curriculum is organised into Key Stages.

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 Key Stages 2 and 3 (i.e. for pupils aged 11, and 14). It includes both teacher assessment and externally set tasks/tests in the core subjects of English, mathematics and science as follows:

<b><i>End of Key Stage 2</i></b>	*	Externally set tests in English, mathematics and science.
<b><i>End of Key Stage 3</i></b>	*	Externally set tests in English, Mathematics and Science

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.

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

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

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

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

### **7.10 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.

## **8: CHARGES, SCHOOL MEALS AND ALLOWANCES**

### **8.1 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.

#### ***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.

**8.2 *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 Herefordshire Council, PO Box 185, Hereford HR4 9ZR or 01432 260000.

## 9: EDUCATION WELFARE SERVICE AND SCHOOL UNIFORM

### *Education Welfare Service*

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

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

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

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 31<sup>st</sup> August.



## 10: SPECIAL EDUCATIONAL NEEDS

### 10.1 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)

### 10.2 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 3<sup>rd</sup> 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.



**15<sup>th</sup> February (Year 6)**

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



**1<sup>st</sup> March (Year 6)**

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

If agreement is not made parents have the right to appeal through the school admissions appeal procedure (see page 20)  
OR  
SENDIST (see page 37) & should consult with Parent Partnership

Parents have full responsibility for transport arrangements when their child attends, by parental preference, a school other than the one provided for their child's home address.  
**See page 41 for more details**

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

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

## 11: 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

#### **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

### **Secondary Schools with a specialist centre**

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



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

### *12.1 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.

### *12.2 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 25<sup>th</sup> birthday. Some further education institutions consider that use of public transport is part of independence training for a student with special educational needs.

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

### *12.3 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.

### 12.4 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.



### **13: 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.

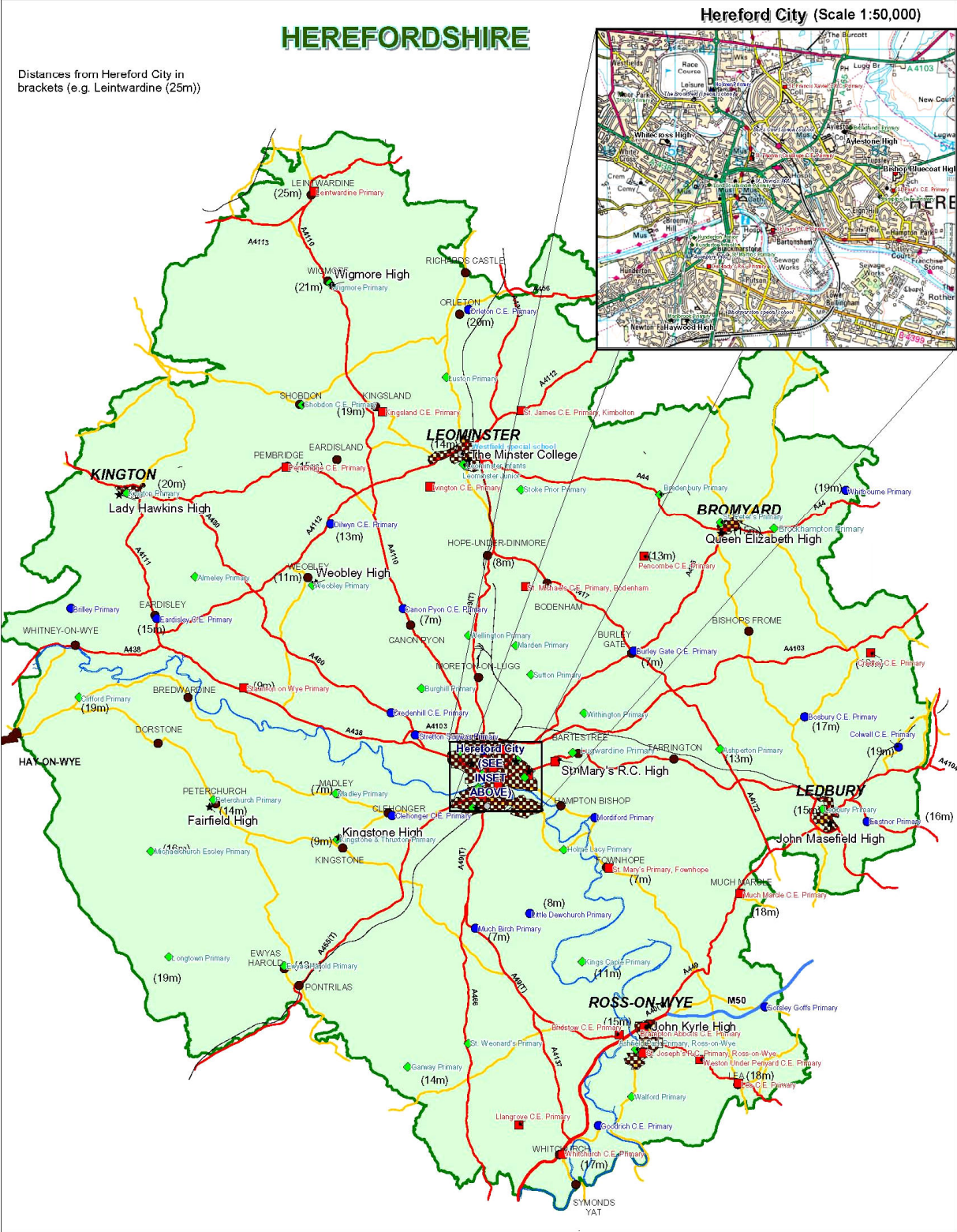
- ❖ Your letter of complaint will be acknowledged and will be passed to an appropriate member of staff for their attention.
- ❖ This officer will investigate the complaint and speak to the people involved.
- ❖ You will receive a written response to your complaint letting you know what action, if any,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

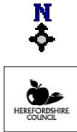
We will deal with your complaint as quickly as possible. However, in some cases, when complex issues are involved, it may take some time to complete the inquiries.

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:

<b>Exclusions from Schools</b>	
Manager of Pupil, School and Parent Support	01432 260816
<b>Pupil Admissions to Schools</b>	
Admissions and Transport Manager	01432 260927
<b>School Transport</b>	
Admissions and Transport Manager	01432 260927

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



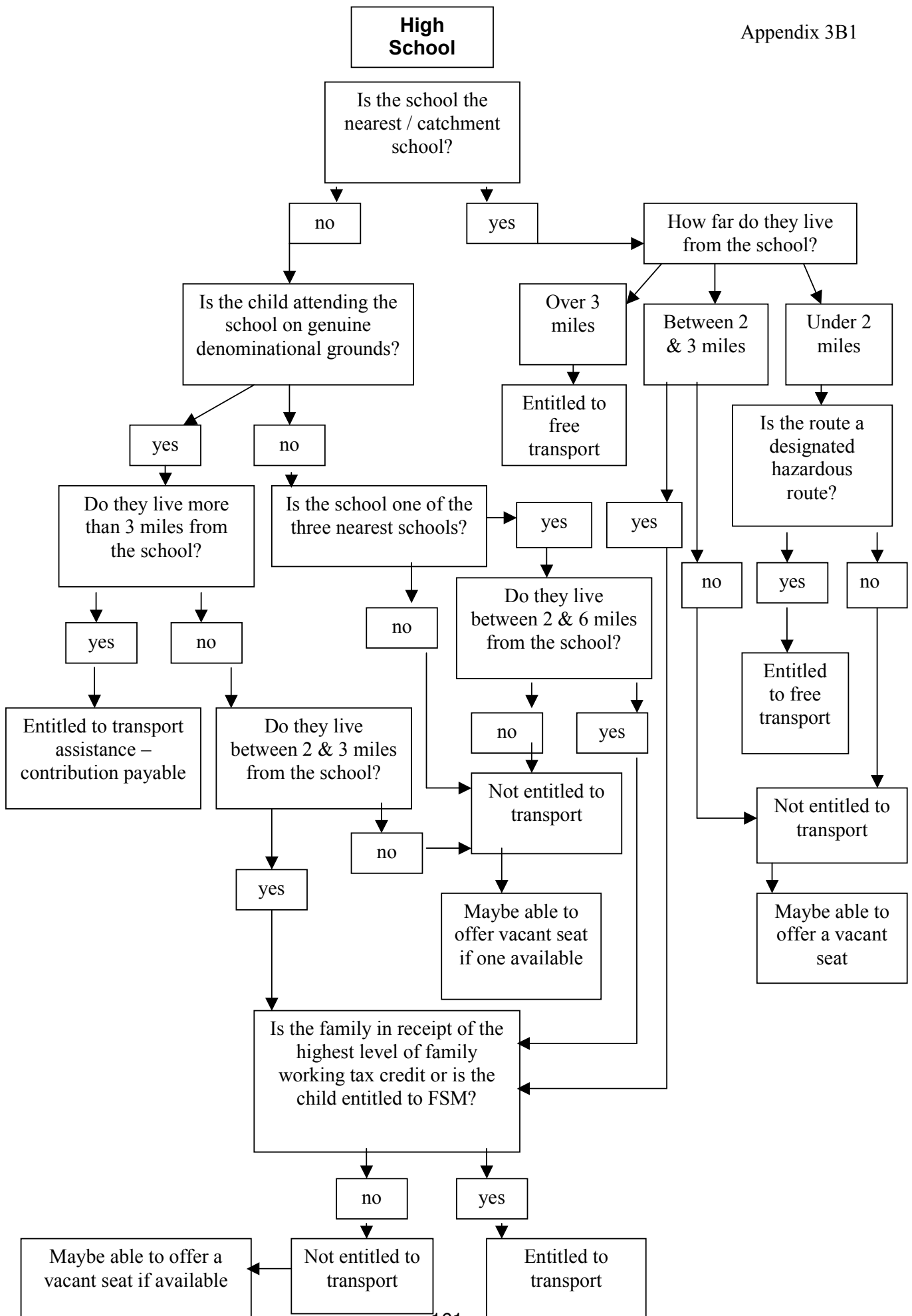


**LOCATION PLAN - Herefordshire (showing 103 LEA Schools)**  
**Voluntary Schools = Blue Aided Schools = Red**

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 6ZR  
 Tel.: (01432) 260900  
 Fax.: (01432) 260957







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

***LA 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 DCSF 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 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 can be informed of their place on any waiting list.

***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.
9. Primary School staff should not support transfer applications to particular High Schools.



## **SECONDARY TRANSFER – SEPTEMBER 2009**

### **CO-ORDINATED ADMISSIONS ARRANGEMENTS FOR HEREFORDSHIRE**

#### **Introduction**

Herefordshire will operate an inter-LA scheme for September 2009 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 either the school's home authority or the child'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 **7<sup>th</sup> November 2008**. 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 **7<sup>th</sup> November 2008** 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 w/c 17<sup>th</sup> November 2008, the Admission and Transport Office sends other admission authorities/LAs details of applicants for their schools. The Admission and Transport Office does not reveal the order of preference except insofar as other admission authorities need the information to apply their own over-subscription criteria. For example, if the order of preference is a key criterion in another LA area, or a school's criteria give highest priority to parents who have made that school their first preference over other parents for whom it is a second or lower preference.

Admission authorities then apply their admission criteria, including any selection tests, and will send the Admission and Transport Office by 9<sup>th</sup> January 2009 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 LA in whose area they are located, each LA 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 13<sup>th</sup> February 2009, 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 LAs of any places which those LAs 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 2009. 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 2009**. When this situation arises the Admission and Transport Office, will only confirm that an offer as been made by another Council. That confirmation will be sent on 1 March.

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

### ***Late Applications***

Between 7<sup>th</sup> November 2008 and 13<sup>th</sup> February 2009 (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 13<sup>th</sup> February 2009 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 LA then sends the schools, which it maintains, the final lists of pupils to be allocated places. On 1 March 2009 – 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 LA must state that the offer is being communicated on behalf of that school's governing body.

## Information about Schools in each District of Herefordshire

(figures quotes were as at 28th May 2008)

### BROMYARD DISTRICT

#### High School Age Range 11-16

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 28/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Queen Elizabeth High (C) (DCFS 4004)</b> Bromyard, Herefordshire HR7 4QS Tel: 01885 482230	100	304	61	14	18	61	0	0

#### How Places were allocated

Statemented	1
Looked After	1
Catchment Sibling	16
Catchment	40
Out of Area Sibling	2
Out of Area closets to school	1

#### Key:

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

**HEREFORD CITY & DISTRICT**

(figures quotes were as at 28th May 2008)

**High School Age Range 11-16**

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 28/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Aylestone High (C) (DCFS 4015)</b> Broadlands House, Broadlands Lane, Hereford HR1 1HY Tel: 01432 357371	210	1127	88	103	178	121	0	0

**How Places were allocated**

Statemented	2
Looked After	0
Catchment Sibling	36
Catchment	49
Out of Area Sibling	12
Out of Area closets to school	12

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 28/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Bishop of Hereford's Bluecoat(VA)</b> (DCFS (4600) Hampton Dene Road, Hereford HR1 1UU Tel: 01432 357481	236	1185	264	183	73	236	12	2

**How Places were allocated**

Statemented	8
Catchment	102
Church Place	54
Open Place Sibling	29
Open Place Feeder School	35
Open Place Special	2
Open Place Nearest to School	6

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 28/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>St. Mary's R.C. High (VA) (DCFS 4601)</b> Lugwardine, Hereford HR1 4DR Tel: 01432 850416	135	702	200	130	57	153	18	18

**How Places were allocated**

Statemented	2
Baptised Roman Catholic Feeder	54
Baptised Roman Catholic Other	39
Other Christain Feeder School	6
Minister Support	
Other Christain Sibling at School	26
Other Christain Minster Support	20
Other Religion Special Reasons / LAC	4
Open Place nearest route	2

SCHOOL	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 28/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Whitecross High &amp; Specialist Sports College (C) (DCFS 4014)</b> Three Elms Road, Hereford HR4 0RN Te: 01432 376080	180	899	186	126	103	180	3	0

**How Places were allocated**

Statemented	3
Looked After	1
Catchment Sibling	58
Catchment	80
Out of Area Sibling	9
Out of area special reasons	2
Out of Area closets to school	27

<b>Wyebridge Sports College (C) (DCFS 4011)</b>	<b>180</b>	751	120	26	72	128	0	0
Stanberrow Road, Hereford HR2 7NG Tel: 01432 355213								

**How Places were allocated**

Stated	1
Looked After	1
Catchment Sibling	32
Catchment	87
Out of Area Sibling	2
Out of Area closets to school	5

**KINGSTONE DISTRICT****High School Age Range 11-16**

SCHOOL	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 06/05/08	School Year 2008/09			as at 28/05/08		
			1st Pref	2nd Pref	3rd Pref			
<b>Kingstone High (C) (DCFS 4021)</b>	<b>136</b>	675	107	90	41	119	0	0

Kingstone, Hereford HR2 9HJ  
Tel: 01981 250224

**How Places were allocated**

Stated	3
Catchment Sibling	33
Catchment	27
Out of area special reason	1
Out of Area Sibling	13
Out of Area closets to school	42

**KINGTON DISTRICT****High School Age Range 11-16**

School	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 06/05/08	School Year 2008/09			as at 28/05/08		
			1st Pref	2nd Pref	3rd Pref			
<b>Kington, Lady Hawkins (C) (DCFS 4022)</b>	<b>90</b>	462	72	19	13	72	0	0

Church Road, Kington,  
Herefordshire HR5 3AG  
Tel: 01544 230441

**How Places were allocated**

Stated	1
Catchment Sibling	21
Catchment	36
Out of Area Sibling	6
Out of Area closets to school	8

**LEDBURY DISTRICT****High School Age Range 11-16**

	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 28/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

<b>John Masefield High (C) (DCFS 4058)</b> Mabel's Furlong, Ledbury, Herefordshire HR8 2HF Tel: 01531 631012	174	949	150	44	32	154	0	0
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**How Places were allocated**

Catchment Sibling	51
Catchment	84
Out of Area Sibling	5
Out of Area closets to school	14

**LEOMINSTER DISTRICT****High School Age Range 11-16**

School	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 28/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

<b>The Minster College (C) (DCFS 4027)</b> South Street, Leominster, Herefordshire HR6 8JJ Tel: 01568 613221	140	698	91	27	52	108	0	0
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**How Places were allocated**

Statemented	2
Looked After	1
Catchment Sibling	39
Catchment	64
Out of Area Sibling	1
Out of Area closets to school	1

**PETERCHURCH DISTRICT****High School Age Range 11-16**

School	PAN	NOR	No. of Applications for the			offers made	No. of appeals held	No. of appeals up held
		As at 06/05/08	School Year 2008/09			as at 28/05/08		
			<i>1st Pref</i>	<i>2nd Pref</i>	<i>3rd Pref</i>			
<b>Fairfield (C) (DCFS 4032)</b> Peterchurch, Hereford HR2 OSG Tel: 01981 550231	70	363	91	65	23	70	7	2

**How Places were allocated**

Statemented	3
Looked After	1
Catchment Sibling	14
Catchment	26
Out of Area Sibling Special Reason	1
Out of Area Sibling	8
Out of Area closets to school	19

**ROSS-ON-WYE DISTRICT****High School Age Range 11-16**

School	PAN	NOR	No. of Applications for the			offers made	No. of appeals held	No. of appeals up held
		As at 06/05/08	School Year 2008/09			as at 28/05/08		
			<i>1st Pref</i>	<i>2nd Pref</i>	<i>3rd Pref</i>			
<b>John Kyrle High (C) (DCFS 4428)</b> Ledbury Road, Ross-on-Wye, Herefordshire HR9 7ET Tel: 01989 764358	210	1130	202	59	36	209	0	0

**How Places were allocated**

Statemented	4
Catchment Sibling	66
Catchment	121
Out of Area Sibling	5
Out of Area closets to school	13



**WEOBLEY DISTRICT****High School Age Range 11-16**

School	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 28/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

<b>Weobley High ( C ) (DFES 4045)</b> Weobley, Hereford HR4 8ST Tel: 01544 318159	<b>100</b>	433	102	79	46	100	6	3
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**How Places were allocated**

Statemented	2
Looked After	2
Catchment Sibling	22
Catchment	51
Out of Area Sibling	10
Out of Area closets to school	13

**WIGMORE DISTRICT****High School Age Range 11-16**

School	PAN	NOR As at 06/05/08	No. of Applications for the School Year 2008/09			offers made as at 28/05/08	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

<b>Wigmore High (C) (DFES 4046)</b> Ford Street, Wigmore, Leominster, Herefordshire HR6 9UW Tel: 01568 770323	<b>90</b>	446	117	70	43	90	13	2
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Statemented	2
Catchment Sibling	30
Catchment	56
Out of Area Sibling	2

**Key:**

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



## 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 <sup>1</sup>).
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 <sup>2</sup>), supported by the endorsement of the parish priest or minister of that church (see footnote <sup>3</sup>). 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 <sup>4</sup>) currently attending the school and will still be registered pupils at the time of admission.

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

<sup>2</sup> For the purposes of this policy “A Christian Church” is taken to mean an organised body subscribing to the Doctrine of the Trinity 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)

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

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

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 – Medical, Social, Compassionate:** 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 footnotes<sup>5</sup>)

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.

#### **Oversubscription Criteria**

In the event of any category being oversubscribed the governors will use a ‘tie-breaker’ of the shortest practical walking route.

1. Children who have a Statement of Special Educational Needs, which names the school.
2. 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 the application.
3. Baptised Roman Catholic children in the three designated feeder primary schools, with application form signed by their Parish Priest.
4. Baptised Roman Catholic children in other schools with a Certificate of Baptism and application form signed by their Parish Priest.
5. Other Christian denominations 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.
6. Pupils who have a brother or sister at St Mary’s at the time of admission
7. Other Christian denominations whose parents wish their children to receive a Christian education, and who are in attendance at one of the three Herefordshire

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<sup>5</sup> 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.

designated feeder primary school and who have a letter of support from a Minister of Religion or Religious Leader.

8. Other Christian denominations 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.
9. Other Christian denominations where the Governors are satisfied that the ethos and Christian teaching of the school is of prime importance to those making the application.
10. Other Christian denominations whose parents wish their children to receive a Christian education and who have a letter of support from a Head Teacher, Scout/Guide Leader or a person in a Position of Responsibility.
11. Pupils who live nearest to the school by the shortest practical walking route.

For the purpose of the Policy, other Christian denominations under categories 5-10 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 Churches/Christians Together or affiliated to 'Churches Together in England'.

#### **Waiting List**

Those applicants who at the time of applying are not Catholic but who are later received into the Catholic Church, will then be placed at the top of the waiting list in their appropriate category, provided that they fulfil the criteria as above and provide a letter of support or signature of the Parish Priest together with evidence of Baptism/Conversion.

#### **Late or Incomplete Applicants**

Catholic applicants who make late or incomplete applications to the school will be placed on the waiting list for admissions, after those other applicants who may have converted to the Catholic faith as described above. Also, provided that they fulfil the criteria, the application form is signed by the Parish Priest and, if not in a feeder school, they provide evidence of Baptism.



## APPENDIX 3B6

### ADMISSION POLICIES OF SCHOOL SIXTH FORMS

The following are the admission arrangements for students transferring from Year 11. The Published 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 Masfield High School (PAN 90)**

John Masfield 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)

<b>Parish</b>	<b>Designated Secondary (11-16)</b>
<b>A</b> bbey Dore	Kingstone
Aconbury	Wyebridge Sports College
Acton Beauchamp	Queen Elizabeth
Adforton	Wigmore
Allensmore	Kingstone
Almeley	Lady Hawkins
Ashperton	John Masefield
Aston Ingham	John Kyrle
Avenbury	Queen Elizabeth
Aylton	John Masefield
Aymestrey	Wigmore
<b>B</b> acton	Kingstone
Ballingham	John Kyrle
Bartestree	Bishop of Hereford's Bluecoat
Belmont Rural	Wyebridge Sports College
Birley with Upper Hill	Weobley The Minster
Bishops Frome **Fromes Hill locality of civil parish of Bishops Frome	Queen Elizabeth John Masefield
Bishopstone	Weobley

**Parish****Designated Secondary (11-16)**

Blakemere	Kingstone
Bodenham	The Minster
Bolstone	Wyebridge Sports College
Bosbury	John Masefield
Brampton Abbots	John Kyrle
Brampton Bryan	Wigmore
Bredenbury	Queen Elizabeth
Bredwardine	Kingstone
Breinton	Whitecross
Bridge Sollars	Weobley
Bridstow	John Kyrle
Brilley	Lady Hawkins
Brimfield	Wigmore
Brinsop & Wormsley	Weobley
Brockhampton (Ross)	John Kyrle
Brockhampton (Bromyard)	Queen Elizabeth
Brobury with Monnington-on-Wye	Weobley
Bromyard & Winslow** ** Part excl. locality of Bromyard Town ** Locality of Bromyard Town only	Queen Elizabeth  Queen Elizabeth
Buckton and Coxall	Wigmore
Burghill	Whitecross
Burrington	Wigmore

**Parish****Designated Secondary (11-16)**

Byford

Weobley

Byton

Lady Hawkins

**Callow**

Wyebridge Sports College

Canon Frome

John Masefield

Canon Pyon

Weobley

Castle Frome

John Masefield

Clehonger

Kingstone

Clifford

Fairfield

Coddington

John Masefield

Colwall

John Masefield

Collington

Queen Elizabeth

Combe

Lady Hawkins

Cradley

John Masefield

Craswall

Fairfield

Credenhill

Weobley

Croft &amp; Yarpole

Wigmore

Cusop

Fairfield

**Dewsall**

Wyebridge Sports College

Dilwyn

Weobley

Dinedor

Wyebridge Sports College

Dinmore

Aylestone

Docklow &  
Hampton Wafre

The Minster

Donnington

John Masefield

**Parish****Designated Secondary (11-16)**

Dormington	Bishop of Hereford's Bluecoat
Dorstone	Fairfield
Downton	Wigmore
Dulas	Kingstone
<b>E</b> ardisland	Weobley
Eardisley	Lady Hawkins
Eastnor	John Masefield
Eaton Bishop	Kingstone
Edvin Loach & Saltmarsh	Queen Elizabeth
Edwyn Ralph	Queen Elizabeth
Eggleton	John Masefield
Elton	Wigmore
Evesbatch	John Masefield
Ewyas Harold	Kingstone
Eye, Moreton & Ashton	The Minster
Eyton	The Minster
<b>F</b> elton	Queen Elizabeth
Ford & Stoke Prior	The Minster
Fownhope	Bishop of Hereford's Bluecoat
Foy	John Kyrle

**Parish****Designated Secondary (11-16)****G**anarew

John Kyrle

Garway

Kingstone

Goodrich

John Kyrle

Grafton

Wyebridge Sports College

Grendon Bishop

Queen Elizabeth

**H**ampton Bishop

Bishop of Hereford's Bluecoat

Hampton Charles

Queen Elizabeth

Harewood

John Kyrle

Hatfield &amp; Newhampton\*\*

The Minster

\*\*For properties

dependant on access

to A44 – Fencote Road

Queen Elizabeth

Haywood

Wyebridge Sports College

Hentland

John Kyrle

Holme Lacy

Wyebridge Sports Colleg

Holmer –

Within City boundary

Out “ “

Whitecross

Aylestone (east of A49)

Whitecross (west of A49)

Hope Mansell

John Kyrle

Hope under Dinmore

The Minster

How Caple

John Kyrle

Humber

The Minster

Huntington

Lady Hawkins

**K**enchester

Weobley

Kenderchurch

Kingstone

Kentchurch\*\*

Kingstone

\*\*incl. Pontrilas village

**Parish****Designated Secondary (11-16)**

Kilpeck	Kingstone
Kimbolton	The Minster
Kings Caple	John Kyrle
Kings Pyon	Weobley
Kingsland	Wigmore
Kingstone	Kingstone
Kington	Lady Hawkins
Kington Rural	Lady Hawkins
Kinnersley	Lady Hawkins
Kinsham	Wigmore
Knill	Lady Hawkins
<b>Lea</b>	John Kyrle
Ledbury	John Masefield
Leinthall Starkes	Wigmore
Leintwardine	Wigmore
Leominster	The Minster
Letton	Lady Hawkins
Leysters	The Minster
Lingen	Wigmore
Linton (Bromyard)	Queen Elizabeth
Linton (incl. Gorsley Village)	John Kyrle
Little Birch	Kingstone

**Parish****Designated Secondary (11-16)**

Little Cowarne	Queen Elizabeth
Little Dewchurch	Wyebridge Sports College
Little Hereford	Wigmore
Little Marcle	John Masefield
Llancillo	Fairfield
Llandinabo	John Kyrle
Llangarron	John Kyrle
Llanrolthal	John Kyrle
Llanveynoe	Fairfield
Llanwarne	John Kyrle
Longtown	Fairfield
Lower Bullingham	Wyebridge Sports College
Lower Harpton	Lady Hawkins
Lucton	Wigmore
Lugwardine	Bishop of Hereford's Bluecoat
Luston	The Minster
Lyonshall	Lady Hawkins
<b>M</b> adley	Kingstone
Mansell Gamage	Weobley
Mansell Lacy	Weobley
Marden	Aylestone
Marstow	John Kyrle
Mathon	John Masefield
Michaelchurch Escley	Fairfield

**Parish****Designated Secondary (11-16)**

Middleton on the Hill

The Minster

Moccas

Kingstone

Monkland &amp; Stretford

The Minster

Mordiford

Bishop of Hereford's Bluecoat

Moreton Jeffries

Queen Elizabeth

Moreton on Lugg

Aylestone

Much Birch

Kingstone

Much Cowarne

Queen Elizabeth

Much Dewchurch

Kingstone

Much Marcle

John Masefield

Munsley

John Masefield

**N**ewton (Leominster)

The Minster

Newton (Peterchurch)

Fairfield

Norton (Bromyard)

Queen Elizabeth

Norton Canon

Weobley

**O**cle Pychard

Queen Elizabeth

Orcop

Kingstone (area associated with  
Garway)  
John Kyrle (area associated  
with St. Weonards)

Orleton

Wigmore

**P**encombe &  
Grendon WarrenQueen Elizabeth  
The Minster

Pembridge

Lady Hawkins



**Parish****Designated Secondary (11-16)**

Pencoyd	John Kyrle
Peterchurch	Fairfield
Peterstow	John Kyrle
Pipe Aston	Wigmore
Pipe & Lyde	Aylestone
Pixley	John Masefield
Preston on Wye	Kingstone
Preston Wynne	Queen Elizabeth
Pudleston	The Minster
Putley	John Masefield
<b>R</b> ichards Castle (Hereford)	Wigmore
Rodd, Nash & Little Brampton	Lady Hawkins
Ross-on-Wye	John Kyrle
Ross Rural	John Kyrle
Rowlstone	Fairfield
<b>S</b> ellack	John Kyrle
St. Devereux	Kingstone
St. Margarets	Fairfield
St. Weonards	John Kyrle Kingstone
Sarnesfield	Weobley
Shobdon	Wigmore
Sollers Hope	John Kyrle
Stanford Bishop	Queen Elizabeth
Stapleton	Wigmore

**Parish****Designated Secondary (11-16)**

Staunton on Arrow

Lady Hawkins

Staunton on Wye

Weobley

Stoke Edith

John Masefield

Stoke Lacy

Queen Elizabeth

Stretton Grandison

John Masefield

Stretton Sugwas

Whitecross

Sutton

Aylestone

**T**arrington

John Masefield

Tedstone Delamere

Queen Elizabeth

Tedstone Wafer

Queen Elizabeth

Thornbury

Queen Elizabeth

Thrupton

Kingstone

Titley

Lady Hawkins

Tretire with Michaelchurch

John Kyrle

Treville

Kingstone

Turnastone

Fairfield

Tyberton

Kingstone

**U**llingswick

Queen Elizabeth

Upper Sapey

Queen Elizabeth

Upton Bishop

John Kyrle

**V**owchurch

Fairfield

**W**acton

Queen Elizabeth

Walford

John Kyrle

Walford, Letton &amp; Newton

Wigmore

Walterstone

Fairfield

**Parish****Designated Secondary (11-16)**

Wellington	Aylestone
Wellington Heath	John Masefield
Welsh Bicknor	John Kyrle
Welsh Newton	John Kyrle
Weobley	Weobley
Westhide	Aylestone
Weston Beggard	John Masefield
Weston under Penyard	John Kyrle
Whitbourne	Queen Elizabeth
Whitchurch	John Kyrle
Whitney-on-Wye	Lady Hawkins
Wigmore	Wigmore
Willersley & Winforton	Lady Hawkins
Willey	Wigmore
Withington	Aylestone
Wolferlow	Queen Elizabeth
Woolhope	Bishop of Hereford's Bluecoat
Wormbridge	Kingstone
<b>Y</b> arkhill**	
** Newtown Crossroads locality of civil parish of Yarkhill only	John Masefield
** excl. Newtown Crossroads locality	John Masefield
Yarpole – see Croft & Yarpole	
Yatton	John Masefield
Yazor	Weobley



## POST-16 Transport Policy

The Herefordshire Post-16 Transport Partnership is made up of Herefordshire LA, 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 (£125 per term)
- Students will cease to be eligible at 31<sup>st</sup> August following their 19th birthday, even where they are continuing on the same course.
  - The Transport Partnership will decide upon the form of travel assistance provided with the administration being carried out by Herefordshire LEA – Admissions and Transport Section.
  - 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 1<sup>st</sup> September, free transport may be provided to the appropriate school or further education institution, irrespective of the normal statutory walking distances defined for primary or secondary pupils, if walking is too difficult for the student. **Students cease to be eligible for free transport at 31<sup>st</sup> August following their 19<sup>th</sup> birthday.**

SEN students in the age range 19 years to 25 years will be provided with transport upon payment of the required termly fee (£165). 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 Starks, 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 1<sup>st</sup> September and have gained or will be continuing their 16-19 Education at one of the Herefordshire Colleges.

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

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

## **Policy Five**

This policy relates to overseas Post 16 students.

The Department for Education and Skills 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 Children, Schools & Families (DCSF) (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 DCSF, 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 DCSF 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 DCSF 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 DCSF'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 DCSF 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 DCSF 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 THE SCHOOL YEAR 2009/2010**  
**REPORT BY ADMISSIONS AND TRANSPORT MANAGER**

**LOCAL ADMISSIONS FORUM**

**19 JUNE 2008**

**Wards Affected**

Countywide

**Purpose**

To approve the layout and content of the “common application form” to be used for the co-ordinated secondary transfer arrangement for September 2009, SA1, and the PA1 form for primary co-ordination to be introduced from the same time.

**Financial Implications**

None.

**Background**

These are documents which require annual updates. They form part of the coordinated admission arrangements, in line with the Admissions Code 2007. LAF will note that the forms have not changed from last year, other than the various applicable dates, to reflect the forthcoming admissions round.

**Issues**

Forms can be completed as hard copies or on line.

**Recommendation**

**THAT: the application forms be approved subject to any agreed changes.**

**Considerations**

None.

**Risk Management**

These forms have to be produced and used, in line with the Schools Admissions Code.

**Background Papers**

None

## **Appendices**

Appendix 4.1 - PA1 – primary school application form

Appendix 4.2 - SA1 – secondary school application form



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 16<sup>th</sup> January 2009.

**PART A - ABOUT YOUR CHILD**

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

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

Child’s 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 **24<sup>th</sup> March 2009**.

**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 5<sup>th</sup> birthday, as follows: -

In the Autumn Term, if 5 between 1<sup>st</sup> September and 31<sup>st</sup> December inclusive

In the Spring Term, if 5 between 1<sup>st</sup> January and 30<sup>th</sup> April inclusive

In the Summer Term, if 5 between 1<sup>st</sup> May and 31<sup>st</sup> August inclusive

***If you wish your child’s education 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 (Voluntary Aided – see note below) admissions priorities and initially on the basis of applications received by 16<sup>th</sup> January 2009 for admissions in the school year 2009/2010

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

### **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 2009//2010 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 16<sup>th</sup> January 2009, the Council will offer places, including those for Voluntary Aided, **on 24<sup>th</sup> March 2009**.

### **NOTE 4 – CHANGE OF ADDRESS/WITHDRAWAL OF APPLICATION**

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

### **NOTE 5 – THE PROVIDED SCHOOL**

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

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

### **NOTE 6 – OTHER NOTES ABOUT ADMISSIONS**

- (a) Admission of a child to a school does not guarantee admission of brothers and/or sisters.
- (b) There is no guarantee that a child in a nursery class (or playgroup connected with a particular school) will be allocated a place in the reception class of the same school.
- (c) Details of the Council’s transport assistance policy are given in the Information for Parents booklet.
- (d) Interviews are not part of the admissions process, even for Church place applications to a voluntary aided school. In no circumstances should interviews be held before a place has been allocated, though it is sensible for parents to visit the school before deciding whether or not to apply.





**HEREFORDSHIRE COUNCIL – CHILDREN & YOUNG PEOPLE’S DIRECTORATE**

**APPLICATION FOR A PLACE AT A HIGH SCHOOL FOR SEPTEMBER 2009**

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 7<sup>th</sup> November 2008)

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 7<sup>th</sup> November 2008

**PART A - ABOUT YOUR CHILD**

Child’s Surname ..... First Names.....

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

Child’s 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 2009, 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 pupil's 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; The Hereford Academy (Wyebridge Sports College Hereford); St. Mary’s R.C. High School, Lugwardine; Whitecross High School, Hereford; Kingstone High School; Lady Hawkins’ High School, Kington; The John Masefield High School, Ledbury; The Minster College, Leominster; Fairfield High School, Peterchurch; The John Kyrle High School, Ross-on-Wye; Weobley High School and Wigmore High School.

### 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 2009. 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.





## APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

19 JUNE 2008

### **Wards Affected**

Countywide

### **Purpose**

To approve the layout and content 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.

### **Financial Implications**

None.

### **Background**

The attached documents have been produced in line with the annual process of updating information to send to parents and carers. These will be issued to parents and carers to assist them with expressing a preference for admissions in September 2009.

### **Issues**

The leaflets support the information for parent booklets which comply with the Admissions Code and takes into account the local context of Herefordshire and its schools. The leaflets are a summary of key information and it is good practice to provide succinct versions to assist parents and carers with expressing a preference.

### **Recommendation**

**THAT: the guidance notes be approved subject to any agreed changes.**

### **Considerations**

These booklets are not a requirement, but are seen as good practice and have been valued in the past by parents and carers.

### **Risk Management**

None

## **Background Papers**

None

## **Appendices**

Appendix 5. 1 - "Starting School" leaflet

Appendix 5. 2 - "Applying for a place at High School " leaflet.

## 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 2007 and their Date of Birth is between **01.09.2004** and **31.08.2005** 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 2008 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 16 **January 2009** if you wish your child to start in September 2009, January 2010 or April 2010.

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 2009 to August 2010

Important information if your child is four before September 2009

Apply on or before

**16<sup>th</sup> January 2009 for all admissions between September 2009 & August 2010**



HEREFORDSHIRE  
COUNCIL

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

To be read with the  
Information for Parents Booklet  
2009/2010

### 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 2009 August 2010. This one date is 16<sup>th</sup> January 2009.

Even if your child is **not** due to start school until January 2010 or April 2010 **YOU STILL NEED TO APPLY BEFORE 16<sup>th</sup> January 2009**. 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 2009 to August 2010, 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 LA authority if I live in Herefordshire?

Yes, you can apply to another LA 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 16<sup>th</sup> January 2009*.

### Could my child start earlier?

It may be **possible** for your child to start school earlier if his/her 5<sup>th</sup> birthday is between 1<sup>st</sup> January and 31<sup>st</sup> August 2009. *You need to contact the school to find out if an earlier start is possible, and apply on or before 16<sup>th</sup> January 2009*.

### 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 16<sup>th</sup> January 2009** so that the place can be reserved.

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

**NO**. 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 5<sup>th</sup> 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 (16<sup>th</sup> January 2009)

Therefore parents 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 5<sup>th</sup> birthday, nor beyond the academic year for which the original application was accepted. If parents wish to defer their child's admission to a later academic year, they will have to reapply during the appropriate admissions round.

### How will my child get to school?

You will have to make your own travel arrangements for getting your 4 year old to school at least until the term of his/her 5<sup>th</sup> birthday. At that stage, there may be transport assistance for the catchment area school, if you live more than 2 or 3 miles away (see chapter 7 of Information for Parents Booklet).

### LA Choice Advisor

Within Herefordshire a Choice Advisor has been appointed which offers help and guidance on the schools admissions process. The Choice Advisor can be contacted on **01432 260999**

**APPLYING FOR A PLACE  
AT  
HIGH SCHOOL  
IN  
HEREFORDSHIRE  
2009/2010**

Important information if your child is eleven before  
1<sup>st</sup> September 2009

**Apply on or before  
7<sup>th</sup> November 2008**



**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 2009/2010**

## 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 7<sup>th</sup> November 2008 (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 7<sup>th</sup> November 2008.

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 5 of the Information for Parents Booklet for details of the Council's School Transport policy).

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

Chapters 2, 3 & 4 of the Information for Parents Booklet 2009/2010 contains more information about applying for a school place, and Appendix 3 gives details about the 14 Herefordshire High Schools. The information is also on the Council's Education Website ([www.education.herefordshire.gov.uk](http://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 2008. If you apply for that catchment school by **7<sup>th</sup> November 2008**, 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 2008. That one date, which also applies to Church schools, is 7<sup>th</sup> November 2008. Late applications received between 7<sup>th</sup> November 2007 and the national offer date of 1<sup>st</sup> March 2009, may be included in the initial consideration but **only if** the reason for the delay was genuine and acceptable. Applications received after 1<sup>st</sup> March 2009 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 7<sup>th</sup> November 2008. **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 LA's.

### 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 7<sup>th</sup> November 2008 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 2009 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 7<sup>th</sup> November 2008 will be told the decision on 1<sup>st</sup> 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 7<sup>th</sup> November 2008 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 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference) for each school. At the top of each list will be the applicants whose children live in the catchment area, and living nearest to the school. At the bottom of the list will be the applicants whose children live outside the catchment area, and live furthest from the school.

**STAGE 3** Each parent will then be offered a place at the highest of their 3 preferences (if any) that is available after all higher priority applicants have been allocated places. In the case of parents living in Herefordshire, but applying for a school outside the county. The notifications in 2009 will be given by Herefordshire LA, for Gloucestershire, Shropshire and Worcestershire schools. Parents living outside the County but applying for a Herefordshire school must send the details to their home LA who will send the information direct to the Pupil Admissions Office based in Hereford. Therefore where you live will determine the LA 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 2009 transfer. In practice, parents applying for their catchment school by 7<sup>th</sup> November 2008 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 7<sup>th</sup> November 2008. 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 2009. 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](mailto: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 2, 3 and 5, 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 1<sup>st</sup> March 2009.
- The closing date for applications is 7<sup>th</sup> November, 2008.
- Late applications, without good explanation, will have lower priority.

### ***MISLEADING OR FRAUDULENT INFORMATION***

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







## HEREFORDSHIRE LOCAL ADMISSION FORUM - ANNUAL REPORT

### REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

19 JUNE 2008

#### **Wards Affected**

Countywide.

#### **Purpose**

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

#### **Financial Implications**

None.

#### **Background**

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.

For each section, there is a brief analysis of the information in Appendices 6.1 to 6.4 and where appropriate, recommendations for the future are suggested.

- 1. 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 6.1 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 Local Authority.

As in any Local Authority, 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.

Across secondary schools Bishop's as usual attracted the highest number of first preferences, 261 followed by Whitecross High School 181, John Kyrle 196 and St Mary's 194.

A further significant downturn in popularity is evident at Aylestone, only 86 first preferences compared to 126 in the 2007/2008. 91.7% of the pupils to be admitted are for the first preference school.

There were in total 6 over subscribed schools, namely: Bishop's, St Mary's, Weobley, Whitecross, Fairfield and Wigmore.

There are currently 258 spare places (12.6 % of PAN) available in secondary schools within Herefordshire.

Across primary schools there are currently 398 spare places (18.9% of PAN) available in primary schools within Herefordshire. 93.6% of the pupils to be admitted are for the first preference school.

2. *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 6.1 for each school.

In the secondary sector, there were a total of 60 appeals (compared to 60 in the 2007/2008 round and 41 in the 2006/2007 round) for Bishop's, St Mary's, Weobley, Whitecross, Fairfield and Wigmore.

In the primary sector there were significantly more appeals this year, a total of 59 for 18 schools, compared to 11 appeals for 4 schools last year. This is despite there being 398 (18.9%) spare places.

3. *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 6.2. As might be expected the largest group is "white" (97.2%) followed by "Asian" (0.49%).

The social mix of pupils attending Herefordshire schools is shown in appendix 6.3.

4. *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.

5. *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 6.4.

The existing arrangements appear to be working well as numbers of exclusions for 2007/08 are significantly less than 2006/07 and excluded pupils are found receiving schools.

6. *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).

7. *Details of other matters that might affect how fairly admission arrangements serve the interests of children and parents within the authority; and*  
Two schools have not complied with the work on the Admissions Code of Practice, St Mary's RC High School and Kingsland C.E VA Primary School. These are covered in a separate agenda item.

8. *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.*  
It is recommended that the LAF reiterate the importance of adherence to the Admissions Code of Practice and the local Code of Practice in Appendix 1 of the Information for Parent Booklets to all schools, including Governing Bodies.

This would reinforce the national message that was issued earlier this year.

## **Recommendation**

### **THAT:**

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

(b) **The Forum is requested to suggest actions to take forward, particularly relating to 7 and 8 above if it is felt to be appropriate.**

## **Considerations**

None.

## **Risk Management**

None

## **Background Papers**

None

## **Appendices**

Appendices 6.1 to 6.4



Secondary	Type	PAN	1st	2nd	3rd	Allocated	Total	LAC	SEN	Spaces	W/List	Appeals	Upheld
QE	11-16, Maintained	100	57	3	1	0	61	1	2	39	0	0	0
Aylestone	11-16, Maintained	210	85	17	11	14	127	0	2	83	0	0	0
Bishop's	11-16, CE VA	236	218	20	0	0	238	0	8	0	42	12	2
St Mary's	11-16, RC VA	135	153	0	0	0	153	0	2	0	58	18	18
Whitcross	11-16, Maintained	180	172	8	0	0	180	1	3	0	13	3	0
Wyebridge	11-16, Maintained	180	117	3	2	6	128	1	1	52	0	0	0
Kingstone	11-16, Maintained	136	104	11	4	0	119	0	3	17	0	0	0
Kington	11-18, Maintained	90	69	0	0	2	71	1	1	19	0	0	0
John Masefield	11-18, Maintained	174	146	8	2	3	159	0	0	15	0	0	0
The Minster	11-18, Maintained	140	91	7	5	5	108	1	2	32	0	0	0
Fairfield	11-16, Maintained	70	71	1	0	0	72	1	3	0	17	7	2
John Kyrle	11-18, Maintained	210	200	7	1	1	209	0	4	1	0	0	0
Weobley	11-16, Maintained	100	93	8	1	0	102	2	2	0	12	5	3
Wigmore	11-16, Maintained	90	92	0	0	0	92	0	1	0	26	15	2
Totals		2051	1668	93	27	31	1819	8	34	258	168	60	27
											12.6%		
Primary	Type	PAN	1st	2nd	3rd	Allocated	Total	LAC	SEN	Spaces	W/List	Appeals	Upheld
Aimeley	4-11, Maintained	9	6	1	0	0	7	0	0	2	0	0	0
Ashfield Park	4-11, Maintained	68	40	0	0	3	43	0	0	25	0	0	0
Ashperton	4-11, Maintained	25	21	1	1	2	25	0	0	0	0	0	0
Bosbury	4-11, Maintained	20	20	0	0	0	20	0	0	0	9	7	0
Brampton Abbots	4-11, CE, VA	20	18	0	1	1	20	0	0	0	0	0	0
Bredenbury	4-11, Maintained	10	11	0	0	0	11	0	0	0	4	1	1
Bridstow	4-11, CE, VA	15	16	1	0	0	17	0	0	0	8	2	2
Broadlands	4-11, Maintained	60	23	0	0	0	23	0	0	37	0	0	0
Brockhampton	4-11, Maintained	26	15	3	1	0	19	0	0	7	0	0	0
Burghill	4-11, Maintained	15	14	2	0	0	16	0	0	0	2	2	0
Burley Gate	4-11, Maintained	20	17	1	0	1	19	0	0	1	0	0	0
Canon Pyon	4-11, Maintained	13	12	0	0	0	12	0	0	1	0	0	0
Cleghonger	4-11, Maintained	28	14	4	0	1	19	0	0	9	0	0	0
Clifford	4-11, Maintained	10	8	1	0	1	10	0	0	0	0	0	0
Colwall	4-11, Maintained	28	27	1	0	0	28	0	0	0	6	3	0
Cradley	4-11, CE, VA	20	12	1	1	0	14	0	0	6	0	0	0
Credenhill, St Mary's	4-11, Maintained	30	29	0	0	1	30	0	0	0	1	0	0
Dilwyn	4-11, Maintained	8	5	0	0	0	5	0	0	3	0	0	0
Eardisley	4-11, Maintained	15	11	0	0	0	11	0	0	4	0	0	0
Eastnor	4-11, Maintained	12	10	2	0	0	12	0	0	0	4	1	0
Ewyas Harold	4-11, Maintained	20	18	3	0	0	21	0	0	0	0	0	0
Fownhope St Mary's	4-11, CE, VA	15	9	5	1	0	15	0	0	0	0	0	0
Garway	4-11, Maintained	15	7	0	0	0	7	0	0	8	0	0	0
Goodrich	4-11, Maintained	17	17	0	0	0	17	0	1	0	4	2	0
Gorsley Goffs	4-11, Maintained	25	21	0	0	1	22	0	0	3	0	0	0
Hampton Dene	4-11, Maintained	30	21	1	0	0	22	1	0	8	0	0	0
Holme Lacy	4-11, Maintained	10	9	0	0	0	9	0	0	1	0	0	0
Holmer	4-11, Maintained	60	39	6	3	0	48	0	0	12	0	0	0
Ivington	4-11, CE, VA	15	15	0	0	0	15	1	0	0	2	0	0
Kimbolton, St James	4-11, CE, VA	15	13	1	0	0	14	0	0	1	0	0	0

Kings Cagle	4-11, Maintained	10	5	2	0	0	0	7	0	0	3	0	0	0	0
Kingsland	4-11, CE,VA	18	22	0	0	0	0	22	0	1	0	4	4	0	4
Kingstone & Thrupton	4-11, Maintained	30	15	5	0	2	0	22	0	0	8	0	0	0	0
Kington	4-11, Maintained	30	25	0	0	0	0	25	0	0	5	0	0	0	0
Lea	4-11, CE,VA	15	6	0	0	0	0	6	0	0	9	0	0	0	0
Ledbury	4-11, Maintained	60	67	1	0	0	0	68	0	0	0	3	1	0	0
Leitwardine Endowed	4-11, CE,VA	15	15	0	0	0	0	15	0	0	0	0	0	0	0
Leominster Infant	4-11, Maintained	110	77	0	0	1	0	78	1	0	32	0	0	0	0
Little Dewchurch	4-11, Maintained	10	7	0	0	1	0	8	0	0	2	0	0	0	0
Liangrove	4-11, CE,VA	15	5	1	0	0	0	6	0	0	9	0	0	0	0
Longtown	4-11, Maintained	8	10	0	0	0	0	10	0	0	0	1	0	0	0
Lord Scudamore	4-11, Maintained	88	83	2	2	0	0	87	1	0	1	0	0	0	0
Lugwardine	4-11, Maintained	30	20	1	1	0	0	22	0	0	8	0	0	0	0
Luston	4-11, Maintained	20	14	1	2	0	0	17	0	0	3	0	0	0	0
Madley School	4-11, Maintained	24	24	0	0	0	0	24	0	0	0	19	9	0	0
Marden	4-11, Maintained	17	12	0	0	0	0	12	0	0	5	0	0	0	0
Marlbrook	4-11, Maintained	60	60	0	0	0	0	60	0	1	0	12	5	0	0
Michaelchurch Escley	4-11, Maintained	8	7	1	0	0	0	8	0	0	0	0	0	0	0
Mordiford	4-11, Maintained	15	15	0	0	0	0	15	0	0	0	13	5	0	0
Much Birch	4-11, Maintained	28	26	3	0	0	0	29	0	0	0	6	1	0	0
Much Marcle	4-11, CE,VA	17	11	1	0	0	0	12	0	0	5	0	0	0	0
Orleton	4-11, Maintained	30	25	0	0	0	0	25	0	0	5	0	0	0	0
Our Lady's	4-11, RC,VA	30	30	0	0	0	0	30	0	0	0	4	0	0	0
Pembridge	4-11, CE,VA	16	18	0	0	0	0	18	0	0	0	2	2	0	0
Pencombe	4-11, CE,VA	8	8	0	0	0	0	8	0	0	0	0	0	0	0
Peterchurch	4-11, Maintained	15	15	0	0	0	0	15	0	0	0	0	0	0	0
Riverside	4-11, Maintained	90	38	7	1	0	0	46	0	0	44	0	0	0	0
Shobdon	4-11, Maintained	10	9	0	0	0	0	9	0	0	1	0	0	0	0
St Francis Xaviers	4-11, RC,VA	30	30	0	0	0	0	30	0	0	0	0	0	0	0
St James HFD	4-11, CE,VA	30	30	0	0	0	0	30	0	0	0	2	2	0	0
St Josephs Rc	4-11, RC,VA	20	13	4	3	0	0	20	0	0	0	0	0	0	0
St Martins	4-11, Maintained	70	38	2	1	1	0	42	0	0	28	0	0	0	0
St Michaels	4-11, CE,VA	17	17	0	0	0	0	17	0	0	0	1	0	0	0
St Paul's	4-11, CE,VA	60	57	0	0	0	0	57	0	0	3	0	0	0	0
St Peter's	4-11, Maintained	30	24	0	0	0	0	24	0	0	6	0	0	0	0
St Thomas Cantilupe	4-11, CE,VA	30	18	4	0	0	0	22	0	0	8	0	0	0	0
St Weonards	4-11, Maintained	15	5	0	0	0	0	5	0	0	10	0	0	0	0
Staunton-on- Wye	4-11, VA	10	10	0	0	0	0	10	0	0	0	4	4	0	0
Stoke Prior	4-11, Maintained	11	10	1	0	0	0	11	0	0	0	0	0	0	0
Stretton Sugwas	4-11, Maintained	15	15	0	0	0	0	15	0	0	0	12	5	0	0
Sutton	4-11, Maintained	12	9	0	0	0	0	9	0	0	3	0	0	0	0
Trinity	4-11, Maintained	84	70	3	0	0	0	73	0	0	11	0	0	0	0
Walford	4-11, Maintained	28	28	0	0	0	0	28	0	0	0	5	3	0	0
Wellington	4-11, Maintained	28	7	0	0	0	0	7	0	0	21	0	0	0	0
Weobley	4-11, Maintained	30	10	0	0	0	0	10	0	0	20	0	0	0	0
Weston Under Penyard	4-11, CE,VA	13	10	0	1	0	0	11	0	0	2	0	0	0	0
Whitbourne	4-11, Maintained	10	6	0	0	0	0	6	0	0	4	0	0	0	0
Whitchurch	4-11, CE,VA	17	16	0	1	0	0	17	0	1	0	0	0	0	0
Wigmore	4-11, Maintained	30	19	0	0	0	0	19	0	0	11	0	0	0	0
Withington	4-11, Maintained	15	11	1	0	0	0	12	0	0	3	0	0	0	0
Totals		2106	1620	1	1	0	0	1730	4	4	398	128	59	12	12
			93.6%								18.9%				







Appendix 6.3  
Social Mix

DCSF	Wealthy Achievers			Urban Prosperity			Comfortably Off			Moderate Means			Hard Pressed			Actual	% Match	
	A	B	C	D	E	F	G	H	I	J	L	M	N	O	P			
8842001	2.5%	97.5%														79	80	98.8%
8842005	16.9%	67.5%	3.1%			0.6%				1.3%		1.3%				160	159	100.6%
8842011	7.0%	45.6%	7.0%			3.5%										57	62	91.9%
8842014	11.9%	46.9%	12.6%			0.7%										143	153	93.5%
8842024	1.5%	9.3%	2.9%			2.5%										204	210	97.1%
8842029	28.4%	30.7%	14.8%							3.4%		2.3%				88	89	98.9%
8842031	3.2%	91.9%										4.8%				62	67	92.5%
8842046	4.0%	77.2%	5.0%									5.9%				101	113	89.4%
8842053	4.1%	89.2%	2.7%													74	77	96.1%
8842056	4.5%	4.5%	5.8%															
8842057	12.9%	13.4%	10.3%			0.3%				1.6%		12.3%			1.3%	308	310	99.4%
8842061	0.7%	5.0%	3.8%			1.0%				1.3%		5.6%			3.0%	232	233	99.6%
8842063		1.0%	3.4%							5.0%		10.2%			5.2%	580	533	108.8%
8842063		1.0%	3.4%							0.2%		8.5%			9.9%	413	430	96.0%
8842067	0.5%	1.3%	3.2%			4.6%				1.1%		6.4%			18.0%	373	381	97.9%
8842071	3.4%	11.7%	10.6%			0.4%				8.0%		16.5%			1.1%	528	546	96.7%
8842077	5.4%	23.2%	37.5%			5.4%										56	59	94.9%
8842094	2.3%	86.0%	4.7%							4.7%		2.3%				43	43	100.0%
8842095	11.0%	17.4%	15.1%							1.2%		10.5%			0.6%	172	180	95.6%
8842096		40.6%				4.5%				17.3%		16.8%				202	207	97.6%
8842098	2.3%	12.1%	10.8%			0.6%				2.1%		0.2%			0.6%	481	495	97.2%
8842099	0.4%	5.2%	1.2%			9.1%				13.5%		13.1%			6.0%	252	262	96.2%
8842100	3.3%	8.0%	2.1%			3.3%				15.5%		14.9%			5.1%	336	340	98.8%
8842101		100.0%														39	41	95.1%
8842102	43.0%	21.9%	15.2%									3.3%			0.7%	151	153	98.7%
8842103	2.8%	32.1%	12.8%			2.8%				3.7%		6.4%				109	109	100.0%
8842104	7.7%	40.5%	22.6%							2.4%		2.4%				168	172	97.7%
8842115	11.0%	45.1%	16.5%							5.5%						91	92	98.9%
8842116	1.6%	90.3%								8.1%						62	62	100.0%
8842122		47.6%								31.7%						63	62	101.6%
8842138	8.8%	18.5%	10.5%			0.6%				7.1%		0.3%			4.8%	351	354	99.2%
8842146	5.3%	63.2%								1.8%		15.8%				57	59	96.6%
8842148		700.0%								4.3%		4.3%				70	75	93.3%
8842152	2.1%	93.8%								4.2%						48	52	92.3%
8842154	25.5%	52.9%	9.8%			2.0%				5.9%		2.0%				51	50	102.0%
8842155	17.8%	44.3%	8.6%							6.3%		1.1%				174	184	94.6%
8842157	34.7%	14.0%	19.8%							16.5%		1.7%			0.8%	121	108	112.0%
8842158	4.3%	53.7%								1.2%						164	167	98.2%
8842159	8.7%	50.4%	0.8%							33.1%						127	139	91.4%
8842160	17.8%	300.0%	14.4%							4.4%		31.1%				90	95	94.7%
8843006	29.3%	33.3%	4.1%							7.3%						123	128	96.1%
8843010	8.5%	77.7%	3.2%							5.3%					1.1%	94	94	100.0%
8843015	20.7%	54.9%	14.6%							3.7%		2.4%				82	73	112.3%
8843021	3.1%	17.6%	30.2%							1.3%		1.3%				159	160	99.4%
8843023	45.2%	29.7%	2.6%			1.3%				0.6%					11.0%	155	180	86.1%
8843026	0.7%	5.0%	20.7%			2.1%				8.6%		0.7%			0.7%	140	157	89.2%
8843030	2.8%	66.7%								2.8%		5.6%			2.8%	36	35	102.9%
8843035	13.2%	80.9%	1.5%			1.5%										68	72	94.4%
8843037	9.1%	46.8%	7.8%							1.3%		3.9%				77	83	92.8%



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

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

2007-08 (02.04.08)		
Year	Excluding School	Receiving School
1	Lady Hawkins' High	The Priory Centre
2	The Minster College	The Priory Centre
3	Aylestone High	St David's Centre
4	St Martin's Primary	Trinity Primary
5	Aylestone High	St David's Centre
6	Aylestone High	The Priory Centre
7	John Masefield High	St David's Centre
8	St Marys RC High	pending
9	Bishop Bluecoat	pending
10	Whitecross	pending



## INFORMATION REGARDING TRANSFERS OUTSIDE THE NORMAL ADMISSIONS ROUNDS

### REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

19 JUNE 2008

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#### **Wards Affected**

Countywide

#### **Purpose**

To consider the statistics in relation to secondary school “in-year” transfers.

#### **Financial Implications**

None.

#### **Background**

At the LAF June 2007 it was requested that information be provided on secondary school in-year transfers. It was felt by LAF that this information would be of interest and would give an indication of parental preference amongst high schools.

The first page of the information in Appendix 7.1 gives overall numbers across the County in 2006/07. Pages following provide a further breakdown of this information by reason. SA3 refers to the in-year transfer request application form.

#### **Issues**

There have been approximately 500 transfers in-year over the past two years. This is the first time the Directorate has looked into the specific reasons. LAF will note that over half of the transfers are from out of county (OCC) or out of the country transfers. There are clearly a range of reasons why transfers occur, including parents moving house as well as the reasons such as bullying explicitly highlighted in the data report. Aylestone experienced the largest number of in-year transfers out of the school during 2006/07 (93), but also received 72 requests into the school.

#### **Recommendation**

**THAT: the information be considered by LAF**

#### **Considerations**

None.

#### **Risk Management**

None

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

## **Background Papers**

None

## **Appendices**

Appendix 7.1 - "In-Year Transfer Matrix"



**SA3 Transfer Requests - Moved House Within the County 06/07**

		Transfer Request To													Total	
		Aylestone High	Bishop of Hereford's Bluecoat	Fairfield High	John Kyrle High	John Masefield High	Kingstone High	Lady Hawkins' High	Queen Elizabeth High	St Mary's R C High	The Minster College	Weobley High	Whitecross High	Wigmore High		Wyebridge Sports College
Transfer Request From	Aylestone High		5					3			1	5	2		2	18
	Bishop of Hereford's Bluecoat			1			1							3		5
	Fairfield High															0
	John Kyrle High							2								2
	John Masefield High	1						1		2						4
	Kingstone High	1	1	1	1	1						1	1			7
	Lady Hawkins' High		1								2			1		4
	Queen Elizabeth High	1					1						1		1	4
	St Mary's R C High															0
	The Minster College											2				2
	Weobley High					1		1			1		1		2	6
	Whitecross High			1					2		2					5
	Wigmore High	1	1										1			3
	Wyebridge Sports College	1			1				1			1	3			7
	Other	2											2			4
<b>Total</b>		7	8	3	2	2	5	4	5	0	6	9	11	4	5	71



## AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS

### REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

19 JUNE 2008

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#### Wards Affected

Potentially countywide.

#### Purpose

To consider changes to the Planned Admission Numbers (PAN) at Aylestone High School, Kingstone High School, Leominster Junior School and St Martin's Primary.

#### Financial Implications

None.

#### Background

##### 1. Aylestone High School

Aylestone High School has requested a reduction in its PAN from 210 to 180. For information the makeup of the categories of places offered for its new year 7 starting in September 2008 is:

Category	Number
Stated child	2
Catchment Sibling	37
Catchment	49
Sibling Out of Area	12
Out of Area	15
System Allocated	14
Total	129

The reasons given by the school for their request are:

“ The new staffing structure for the school will be constructed to serve the needs of 900 students, the equivalent of 180 per year group. This will take effect as of 1<sup>st</sup> September 2008.

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

In this way the school will be seen to deal sensibly with the demographic information available, staff the school prudently, and be able to plan for the future needs of the students without the risk of suffering the extremes of market forces.

Currently only 129 students have been allocated a place in Year 7 for September 2008, after the appeals have been heard at more popular schools.

The PAN will require to be reset for 180 for the new Year 7 group from September 2008 and for the foreseeable future. This will give the Governors and the Head Teacher the opportunity to plan for and deliver, appropriate curriculum provision within the budgetary means of the school in its present context and the likely context over the next three to five year period.”

## **2. Kingstone High School**

Kingstone High School has requested a reduction in its PAN from 136 to 120. For information the makeup of the categories of places offered for its new year 7 starting in September 2008 is:

Category	Number
Stamented child	3
Catchment Sibling	33
Catchment	27
Sibling Out of Area	13
Out of Area	43
Total	119

## **3. Leominster Junior School**

Leominster Junior School has requested a decrease in its PAN from 110 to 90. The full Governing Body met on Monday 19<sup>th</sup> May 2008 and unanimously agreed that to continue at a PAN of 110 was unrealistic and the opportunity to operate as a four-form entry school was no longer practical (due to conversion of teaching spaces to libraries, music rooms, ICT suites etc).

In addition the predicted numbers transferring from Leominster Infant School for the next three years are between 70 and 75.

#### 4. St Martin's Primary

St Martin's Primary has requested a decrease in its PAN from 70 to 60. For information the makeup of the categories of places offered for its new Reception Class starting in September 2008 is:

Category	Number
Catchment Sibling	13
Catchment	14
Sibling Out of Area	5
Out of Area	8
System Allocated	2
Total	42

The reasons given by the school behind their request are:

"The existing PAN of 70 has caused significant organisational problems in recent years (particularly in 2007), when last minute additions to pupil numbers resulted in a complete restructure of KS1/Foundation to accommodate 5 'extra' Reception children in the last week of the Summer Term, taking us to a notional 64 pupils in Reception. These children then did not arrive in September, resulting in significant unnecessary disruption to the children and families. The situation required the creation of a mixed Reception/Year 1 class in the last week of term.

A PAN of 70 has no logical link to class size; having no relation to either a 'single-class' or a 'half-class' number in KS1.

The disruption for families and staff if alterations have to be made to class structures at the last minute is unreasonable (i.e. after they have been shared with children and parents and 'transition days' have been held).

The move to a PAN of 60 would give clear organisational logic to future planning for years to come.

The school has current excess surplus places. Current notional capacity (PAN of 70): 490. Future notional capacity (PAN 60): 420. Actual current NOR: 381."

It is noted that in all four cases the revised PAN's meet the needs of children from the catchment areas. With falling rolls a decrease in PAN is likely to be to a sensible organisational request.

## Recommendation

**THAT: the requests be considered and the requests for the changes in PAN be agreed.**

### **Considerations**

None.

### **Risk Management**

None

### **Background papers**

None

### **Appendices**

None

## UNAUTHORISED ADDITIONAL ADMISSIONS IN EXCESS OF AGREED SCHOOL PUBLISHED ADMISSION NUMBERS

### REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

19 JUNE 2008

#### Wards Affected

Potentially countywide.

#### Purpose

To consider unauthorised changes to the Published Admission Numbers (PAN) at St Mary's R C High School and Kingsland C.E. Primary School.

#### Financial Implications

None

#### Background

##### 1. Issues: St Mary's RC High School

18 transfer schools appeals for St Mary's R C High School were considered at an appeals panel on Tuesday 29<sup>th</sup> April 2008. The Headteacher of St Mary's RC High School, acting as the Presenting Officer at the beginning of the Stage 1 of the Appeal process, stated that the school had room for another class in the new year 7 starting September 2008. This would enable the school to take up to 150 pupils, against a PAN of 135. The appeal panel felt that the only action they could take was to uphold 18 appeals because of the position stated.

There were originally 79 applicants on the waiting list. Other applicants on the waiting list (79 - 18 = 61 applicants) may now decide to appeal because the school has stated that they had capacity to take additional pupils above their PAN. It is also the case that the last person on the waiting list, who appealed, has been offered a place. This may prompt others to appeal.

In light of falling rolls the knock on effect is that other high schools will now have less pupils starting in year 7 in September 2008. The school most impacted upon is Aylestone who could lose up to 11 pupils. Also affected are John Masefield and Weobley.

##### 2. Issues: Kingsland CE Primary School

The Kingsland C.E. Primary Governors at their meeting of Monday 14<sup>th</sup> April 2008 decided, to admit 23 pupils in the Reception Class starting in September 2008, against a Published Admission Number of 18.

At this meeting the Governors considered the 5 appeals submitted by parents who were not offered a place at Kingsland C.E. Primary. Places were not offered as a result of the Co-ordinated Primary Admission Arrangements for Herefordshire.

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

The Governors decided to uphold the 5 appeals and therefore offered places taking the number of admissions from 18 to 23. This was contrary to standard practice and outside of the Independent Appeal Panel process.

In light of falling rolls the knock on effect is that other primary schools will now have less pupils starting in year R in September 2008. The school impacted upon are Leominster, Luston and Shobdon.

## **Recommendation**

**THAT: the LAF consider whether either or both schools should be referred to the Schools Adjudicator.**

## **Considerations**

None

## **Risk Management**

None

## **Background papers**

None

## **Appendices**

None