

AGENDA

Local Admissions Forum

Date: **Thursday 18 June 2009**

Time: **6.30 pm**

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

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

For any further information please contact:

Paul Rogers, Democratic Services Officer

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Email: progers@herefordshire.gov.uk

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Agenda for the Meeting of the Local Admissions Forum

Membership

Chairman **Councillor JW Hope MBE**
Vice-Chairman **Councillor AM Toon**

Mrs JS Powell	Primary School
Mr AR Ross	Primary School
Mr P Box	Primary School
Mrs E Kearns	Primary School
Mr T Plumer	Primary School
Mrs C Shaw	Local Community
Mr P McKinnie	Local Community
Mrs O Denson	Local Community
Mrs C Weston	Local Community
Mr C. Barker	Secondary School
Mr N Parker	Secondary School
Mrs S Catlow-Hawkins	Secondary School
Mr C Barker	Secondary School
Mrs A Robertson	Roman Catholic Church
Mr A Leach	Church of England
Mr T Mephram	Steiner Academy
Mr A Wood	Special School
Mr P Smith	Independent Sector

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The Council's Members' Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.

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AGENDA

		Pages
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.	MINUTES To approve and sign the Minutes of the Meeting held on 19 March 2009.	5 - 8
6.	DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on the Agenda.	
7.	LATE ITEMS/ANY OTHER BUSINESS To consider any issues that Forum Members may wish to raise	
8.	INFORMATION FOR PARENTS BOOKLETS To approve the separate booklets for the admission/transfer of pupils into (a) primary and (b) high schools.	9 - 204
9.	STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2008/09 To consider the layout of the 'common application form' to be used for the co-ordinated secondary transfer arrangement for September 2008 and the PA1 form for primary co-ordination to be introduced from the same time.	205 - 212
10.	APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL To consider the format of the simple guidance notes in relation to admission of children into reception class at 4 years of age and the transfer of pupils into high school at age 11.	213 - 220
11.	ANNUAL SCHOOLS ADJUDICATOR REPORT REQUIRED TO BE PRODUCED BY THE HEREFORDSHIRE LOCAL AUTHORITY To agree the annual report as required by The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008.	221 - 248
12.	INFORMATION REGARDING TRANSFERS OUTSIDE OF THE NORMAL ADMISSION ROUNDS To consider the statistics in relation to secondary school transfers.	249 - 252

13. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS

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To consider revising the Planned Admission Number's for Leominster Infant School and Almeley Primary.

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- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
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- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
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HEREFORDSHIRE COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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HEREFORDSHIRE COUNCIL

MINUTES of the meeting of Local Admissions Forum held at Council Chamber, Brockington, 35 Hafod Road, Hereford HR1 1SH on Thursday 19 March 2009 at 6.30 pm

Present:	Local Education Authority	JW Hope (Chairman)
	Church Representative	Mrs A Robertson (Roman Catholic Church)
	Headteachers	Mr C. Barker (Community High School)
	Academy Representatives	Mr T Mepham (Steiner Academy)
	School Governors	Mr Ross (Primary Schools)
	Parent Governors	Mr A Wood
	Key Interested Group	Mr P Smith (Hereford Cathedral School)
	Local Community Representatives	None

In attendance: None

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr A leach, Mrs E Kearns and Mr N Parker.

26. NAMED SUBSTITUTES

There were no named substitutes.

27. MINUTES

RESOLVED: That the Minutes of the meeting held on 25 September 2008 be approved as a correct record and signed by the Chairman.

28. DECLARATIONS OF INTEREST

There were no declarations of interest.

29. LATE ITEMS/ANY OTHER BUSINESS

There were no late items/any other business.

30. CONSTITUTION OF THE LOCAL ADMISSIONS FORUM

The Admissions and Transport Manager presented the report which requested approval to update the Local Admissions forum constitution in accordance with the revised School Admissions Code which came into effect on 10 February 2009. He

drew members' attention to the revisions to the constitution as set out in the report and, in particular, to the core membership which must not exceed 20 core members.

A member requested that the word 'School' be deleted from the 'Church of England School' Representative.

A member suggested that there should be two Community School Representatives, one Primary school representative and one Secondary School representative, and one Academy representative.

Members also noted the suggestion that the sentence set out under 'Calendar of Meetings' on page 13 of the report should be deleted and replaced with the sentence 'The Forum will meet at least twice a year'.

RESOLVED: That subject to the following amendments, the revised Local Admissions Forum constitution as set out in Appendix 1 to the report be approved:

- (i) two Community School Representatives, one Primary school representative, one Secondary School representative and one Academy representative;**
- (ii) the word 'School' be deleted from the 'Church of England School Representative'; and**
- (iii) that the sentence set out under 'Calendar of Meetings' on page 13 of the report should be deleted and replaced with the sentence ' The Forum will meet at least twice a year.**

31. ADMISSION ARRANGEMENTS 2010/11 CONSULTATION

The Admissions and Transport Manager presented a report which detailed the results of the consultation of the proposed Herefordshire Admission Arrangements for 2010/2011 as required by The School Admissions Code pursuant to section 85(3) of the School Standards and Framework Act 1998. He referred to the consultation process and emphasized the need to advertise and consult interested parties, all Herefordshire schools including Academies, Foundation Schools and Voluntary Aided schools. Two responses had been received following the consultation and these were set out in paragraphs 6 and 7 of the report.

A member questioned the definition of the nearest measurable walking route between the home of the child and the school as an objective way of allocating remaining places. The member took the view that a public footpath route should be a route which could be measured. The Admissions and Transport Manager informed the Forum that the measurable route was a route which took a route over tarmaced footpaths and that this measurable route was taken from national guidance. The information in the report was consistent with information previously published on this matter. He stated that he would make further enquiries to firm up on the measurable route.

RESOLVED: That

- (i) the Forum agrees that the proposed arrangements, shown in**

appendix 2, be determined for the 2010/2011 academic year; and

- (ii) **the Admissions and Transport Manager confirm that the measurable walking route between the home of the child and the school for school allocation purposes, should be via a tarmaced footpath and not a public footpath route, and clarify the technology that will be used to measure such distances.**

32. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS

The Admissions and Transport Manager presented a report proposing changes to the Planned Admission Numbers (PAN) at Queen Elizabeth Humanities College, Bodenham St Michael's Primary, Burley Gate Primary, Llangrove Primary, Madley Primary and Kingsland Primary Schools.

The Forum discussed criteria for the possibility of allowing any application for the increase in PAN. It was noted that for any school to achieve an increase in PAN, the school would need show a physical capability in the school buildings structure to enable such an increase. The Forum was informed that Madley Primary school and Kingsland CE Primary school were aware that the Admissions and Transport Manager was in dispute with both schools with regard to the schools physical capability.

The Head of Performance, Planning and Development referred to a recent meeting with headteachers, Cabinet members and officers. He made particular reference to a request that had been made at that meeting for a briefing note to be circulated on the content of the new School Admissions Code in respect of admissions in excess of a school's PAN. The Code came into effect from February 2009. The local authority's interpretation of applying the new Admissions Code to admissions above PAN was also set out in the briefing note. A copy of the briefing note that was circulated to headteachers was tabled at the meeting and is attached to the agenda papers.

The Admissions and Transport Manager emphasised that as part of the new admissions code, from September 2010 the local authority would be responsible for in year transfers at maintained schools, voluntary aided schools, Foundation schools and academies and ensuring fair access protocols.

With regard to a member's question, the Head of Performance, Planning and Development acknowledged that the relaxation in the code for admitting pupils up to a total of 27 over PAN in a three year period was unclear as to whether upheld education appeals should be included.

A Member referred to the new oversubscription criteria and asked why John Kyrle High school had been allowed to extend its PAN to include a further year group and another school building. The Head of Performance, Planning and Development circulated an additional briefing note which detailed the reasons for the decision to temporarily admit an additional form of entry to year 7 in September 2009 at John Kyrle High School. He informed the Forum that there was no trend to suggest that there was a requirement to change the PAN for the high school and that this had been made clear in discussions with the high school. The Member was concerned that the agreement to the oversubscription would create a precedent.

RESOLVED: That

- (i) the requests for PAN reductions at Queen Elizabeth Humanities College, Bromyard, St Michael's CE Primary School, Burley Gate CE School and Llangrove CE School as set out in the report be approved;**
- (ii) the increase in PAN at Madley Primary school be refused;**
- (iii) the physical capability for capacity to increase the PAN at Kingsland CE Primary school be re-examined and should the physical capability be confirmed as insufficient, the application be refused;**
- (iv) the Briefing notes circulated regarding the new school Admissions Code in respect of admissions in excess of PAN and John Kyrle High School be noted;**
- (v) further investigation be made to clarify whether upheld education appeals are included in the cumulative total of admissions above PAN over a three year period; and**
- (vi) the points raised by members regarding admissions over PAN be noted.**

The meeting ended at 8.13 pm

CHAIRMAN

INFORMATION FOR PARENTS BOOKLETS
REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

18 JUNE 2009

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, 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

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Appendix 6	Data Protection Act – Notice of Fair Processing

CONTACT DETAILS FOR NEIGHBOURING AUTHORITIES

Gloucestershire LA

Access to Education Team (0 – 16)
Children & Young People's Directorate
Shire Hall
Gloucester GL1 2TP
Tel: 01452 425407
Fax: 01452 425713
Email: schadmit@gloucestershire.gov.uk

Shropshire LA

Admissions Team
Children & Young People's Directorate
The Guildhall
Frankwell
Shrewsbury SY3 8HQ
Tel: 03456789008
Fax: 01743 254500
Email: school-admissions@shropshire-cc.gov.uk

Worcestershire LA

Pupil Admissions & Transfers Section
Children's Services Directorate
P.O.Box 73
Worcester
WR5 2YA
Tel: 01905 765765
Fax: 01905766776
Email: schooladmissions@worcestershire.gov.uk

Powys LA

Admissions & Transport Team
Schools & Inclusion
Powys County Council Hall
Tel: 01597 826455. / 826477/ 826449
Fax: 01597 826475
Email: education@powys.gov.uk

Monmouthshire LA

Admissions and School Meals Team
Directorate of Lifelong, Learning and Leisure
Monmouthshire County Council
5th Floor County Hall
Croesyceiliog
Cwmbran Torfaen
NP44 2XH
Tel: 01633 644530 / 01633 644946
Fax: 01633 644208
E-mail schoolandstudentaccessunit@monmouthshire.gov.uk

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 primary schools. It explains 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 admission arrangements work, the admissions timetable for the 2010-2011 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 2010/2011 school year.
- Information about 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 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

Hereford Choice Advisor Service

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

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

External Advisory Service

The Advisory Centre for Education (ACE) provides free, independent advice on the admissions process and a range of education issues including bullying, exclusion, SEN and attendance.

For advice, enquirers should text the phrase **AskACE** to 68808 and follow instructions, or call 0808 800 5793 Monday - Friday, 10am – 5pm. For further information visit www.ace-ed.org.uk

1: ABOUT PRIMARY SCHOOLS IN HEREFORDSHIRE

Herefordshire has 82 primary schools, (all of which are comprehensive day schools for both boys and girls), and 3 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, voluntary controlled and academy schools are on a non-selective basis. Most schools have defined catchment areas. Different admission arrangements apply to foundation, voluntary aided and academy schools where the Governing Bodies make the decisions.

- **PRIMARY SCHOOLS (age range 4-11 years or 4-7 years)**
Of the 82 primary schools, 36 are community, 39 Church of England (20 Aided and 19 Controlled) 3 Roman Catholic (all Aided) 1 Academy and 3 Foundation Schools. In Leominster primary education is provided by separate infants and junior schools with transfer between them at age 7. 13 of the primary schools have nursery classes for 3 and 4 year olds.
- **SPECIAL SCHOOLS**
There are 3 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 Nursery Education Funding (NEF) For 2, 3 and 4-Year Olds

Local Authorities (LA's) are required to arrange 12.5 hours early education (i.e. 5 half-day sessions per week of 2½ hours each) over 38 weeks for 3 and 4 year olds whose parents would like their children to attend. Eligibility is from the term **after** the child's 3rd birthday. Children with April birthdays will be admitted in the September (following their 3rd birthday).

A Leaflet entitled "Guide to Early Years Education for 3 and 4 Year Olds" is available from the Early Years and Extended Services (EYES) Children and Family, Information Service, on request.

Early years education in Herefordshire is provided through a mixture of LA, private, independent and voluntary settings, which adhere to the Early Years Foundation Stage (EYFS) Curriculum, the settings include -

LA nursery classes attached to 12 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

Childminders within an Accredited and Approved Childminder network

In September 2009 3 and 4 year old funding is being extended so that 25% of children will receive 15 hours NEF which it is envisaged will be rolled out to all 3 and 4 year olds in September 2010. Early in 2009 the Government announced that a small number of 2 year olds will be able to access up to 10 hour per week (over 38 weeks) of NEF funding, in Herefordshire 50 places will have been made available from September 2009 which will be allocated based on set criteria available from the Children and Families Information Service. (CFIS)

2.2 What Rights Do Parents Have?

Parents have a right to 12.5 hours per week of early **education** for their 4 year olds and 3 year olds in the term after their 3rd birthday spread over 38 weeks. The places are free of charge provided the settings are included within the register of providers held by the LA. 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 12.5 hours (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 early 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 entitlement or the level of provision to suit their needs on a paying basis should contact should contact the Children and Family 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 Thruxton Primary School	01981 250338
Kington Primary School	01544 230363
Ledbury Primary School	01531 632940
Leominster Infants' School	01568 612029
Ross-on-Wye, Ashfield Park Primary School	01989 562738
Weobley Primary School	01544 318273
Withington Primary School	01432 850289

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

Each of the nursery classes, at 13 primary schools, serves quite a wide catchment area. The places available are allocated on a half time basis for either the morning or afternoon sessions on all days the nursery class is open. Acceptance of a place in an 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 Children and Family Information Service (CFIS)

EYES provides an Information Service, the C.F.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 other relevant services available for parents and children throughout the County of Hereford. The service is provided both in person at Blackfriars, Blackfriars Street, Hereford, HR4 9ZR and by telephone on 01432 261681.

2.7 Children's Centres

Ten Children's Centres are now fully operational in Herefordshire

- | | |
|---|--------------|
| • Green Croft Children's Centre, Hereford | 01432 271693 |
| • Springfield Children's Centre, Hereford | 01432 261730 |
| • Hollybush Childrens Centre, Hereford | 01432 269437 |
| • Widemarsh Children's Centre, | 01432 383430 |
| • Golden Valley Children's Centre, | 01432 260700 |
| • Ryefield Children's Centre, Ross on Wye | 01432 260700 |
| • Ledbury Children's Centre, | 01531 637810 |
| • HOPE Family Centre, Bromyard | 01885 488495 |
| • Conningsby Children's Centre , Leominster | 01432 383340 |
| • Kington Children's Centre, Kington | 01432 383340 |

A further 2 centres are to be confirmed a second in the north of Hereford City (contact number 01432 383430) together with a centre in the far north of the County, (contact number 01531 637810)

These centres 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.

2.8 Extended Schools

Extended schools are schools that provide a range of services and activities for children, young people, families and communities. Schools are ideally places to provide access to a range of activities, opportunities and support. Services that may be available are: access to quality childcare, parenting support including family learning sessions, parenting programmes and information sessions at key transition points, swift and easy access to a wide range of specialist support services such as speech therapy and sexual health services, study support such as homework clubs, arts, sports, special interest clubs and play opportunities, community access to ICT, sports and arts and adult learning facilities.

The government version is that by 2010 all schools will provide access to extended services. Schools however are not expected to provide all services on their own but to work in partnership with nearby schools, organizations and agencies across local area.

3: GENERAL ADMISSIONS ARRANGEMENTS FOR PRIMARY SCHOOLS

This short Chapter explains the terminology and general rules affecting primary schools. Chapter 4 explains how the specific admissions arrangements work for primary schools, and include the timetable for entry to schools in September 2010.

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 children whose parents are applying for a school place on the grounds of their religion or denomination. Details can be found in their school prospectus. Children whose parents apply on time are given priority for a place at the school serving their ordinary place of residence unless their parents ask for a place at a school in another area. The procedure for expressing a preference is described in chapter 4. **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.

Please note (The Academy) - Hereford Steiner does not have a catchment area.

- **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 5.1 on page 15 sets out the Council's oversubscription policy and category 4 defines the brother/sister qualification. To qualify under this category a sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address. However the Council will consider applications for 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.

- ***Additional/supplementary forms***

All parents who list their preferred schools on the Local Authority Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools.

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 (15th January 2010).

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 apply for what will than be year 1.

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 Local Authority's Directory of Early Years' providers- available from the Children's Info Service.

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 2010, you will be able to express **three** 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

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 beginning of September 2009.

Please note : that if you do apply online you must click the submit button at the end, otherwise the application will not get submitted in the enrol system.

On line parents can amend applications at any time up until the deadline of 15th January 2010.

Please note : that if you do amend your online application don't forget to click the submit button each time you amend anything on the application.

Information for parents who have applied on line detailing the offer of a place for their child on the offer date of 23rd March 2010 will be made electronically on that day or closest date if falls on a weekend, and therefore parents will not have to wait for the post to arrive to find out.

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

As previously stated, for children who will start school, in the reception year after September 2010, parent's will be given the opportunity to express three preferences for primary school's. This position only relates to applications for the initial allocation process for forms received by 15th January 2010, or by September 2011 which will be dealt with as late applications.

Parents should send new applications to the Pupil Admissions Office (***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, Foundation School or Academy.

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 to **Admissions Blackfriars Street Hereford HR4 9ZR** or by e-mail to schooladmissions@herefordshire.gov.uk if you are withdrawing your application for any reason. **You should notify the Pupil Admissions Office of a change of address**

immediately.

4.7 When Are Decisions Made?

Community, Voluntary Controlled, Foundation, Academy and Voluntary Aided Primary Schools

Places in reception classes in community, voluntary controlled, foundation, Academy and voluntary aided schools are allocated on the basis of applications received by the Pupil Admissions Office on or before: **15th January 2010** for admissions in school year September 2010 to August 2011.

That date applies for all admissions during that school year, **including** children who might not be entitled to start school until January 2011 or April 2011. 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 **23rd March 2010**.

4.8 What Happens If I Apply After The Closing Date Of 15th January 2010?

Applications received after 15th January 2010 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 23rd March 2010, so late applications received between 15th January and 23rd March 2010, 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, **academy** and foundation schools to adjust standard admission numbers so that they are suitable for the class size limit of 30 pupils per class.

For further details about the allocation of places, the appeals procedure and transport arrangements which might affect your decisions, you should refer to chapters 5, 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 15th January 2010. The offer of place will be made by Herefordshire Local Authority on the 23rd March 2010 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?

Children with a Statement of Special Education Needs which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority below.

- 1) 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 1)
- 2) Pupils whose ordinary place of residence is **within the catchment** area of the school as defined by the LA and have a **sibling in school** at the time of entry. (see footnote 2)
- 3) Pupils whose ordinary place of residence is **within the catchment** area of the school as defined by the LA (see footnote 2)
- 4) Pupils whose ordinary place of residence is **outside the catchment** area of the school as defined by the LA and **who have a sibling** at the school (see footnote 3)
- 5) 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 4)
- 6) Pupils whose ordinary place of residence 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 (see paragraph 7.1 for how walking distance is measured) (see footnote 5)

Footnote 1: This is the 1st ^{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 2: This is the 2nd priority because the Council gives high importance to trying to ensure that children are able to attend the school within their local community.

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

Footnote 4: This is the 5th 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 5: The 6th priority is a measurable, objective way of allocating the remaining places.

Where, at any community, foundation, academy or voluntary controlled school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after SEN, if any, children in the 'looked after' system it will be catchment area children with siblings, catchment children, out of area with siblings, medical social reason, and out of area 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 5.1.).

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 2010, 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 15th January 2010, will be analysed together, along with any late applications for which there are good reasons (see paragraph 4.8). The applications for Community, and Voluntary Controlled Schools will be considered against the 6 priorities explained in paragraph 5.1. The Governors of Foundation, Academy and Voluntary Aided Schools will make their decisions based on the published admission criteria defined in Appendix 4. At this stage, the three 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 for Community Foundation and Voluntary Controlled (whether as first, second or third preference) for each school according to the criteria in chapter 5. Foundation, Academy 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 3 preferences that is available (if any) after all higher priority applicants have been allocated places. At this stage applications for Community, Foundation, Academy, 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 3 preferred schools. That could happen only in the case of parents who have applied for 3 over-subscribed 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 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 date will

be:

23rd March 2010

Herefordshire Council, including in the case of Foundation, Academy, Voluntary Controlled and Voluntary Aided Schools and schools in other Local Authority's will announce all offers. Please note that only **one** school will be offered on the 23rd March 2010, 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 end of the Autumn Term December 2010.

5.5 Can you appeal if your request is unsuccessful?

If parents are sent a refusal letter after the 23rd March 2010, for either the first, second or third 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, Academy 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.
- IV. For Academy : 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 *In year transfer form* 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 (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 intake age, in order to judge whether it would overcrowd the school and 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. 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 must refer requests for transfer to the local authority for a decision, as the local authority is responsible for admissions to schools.

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.

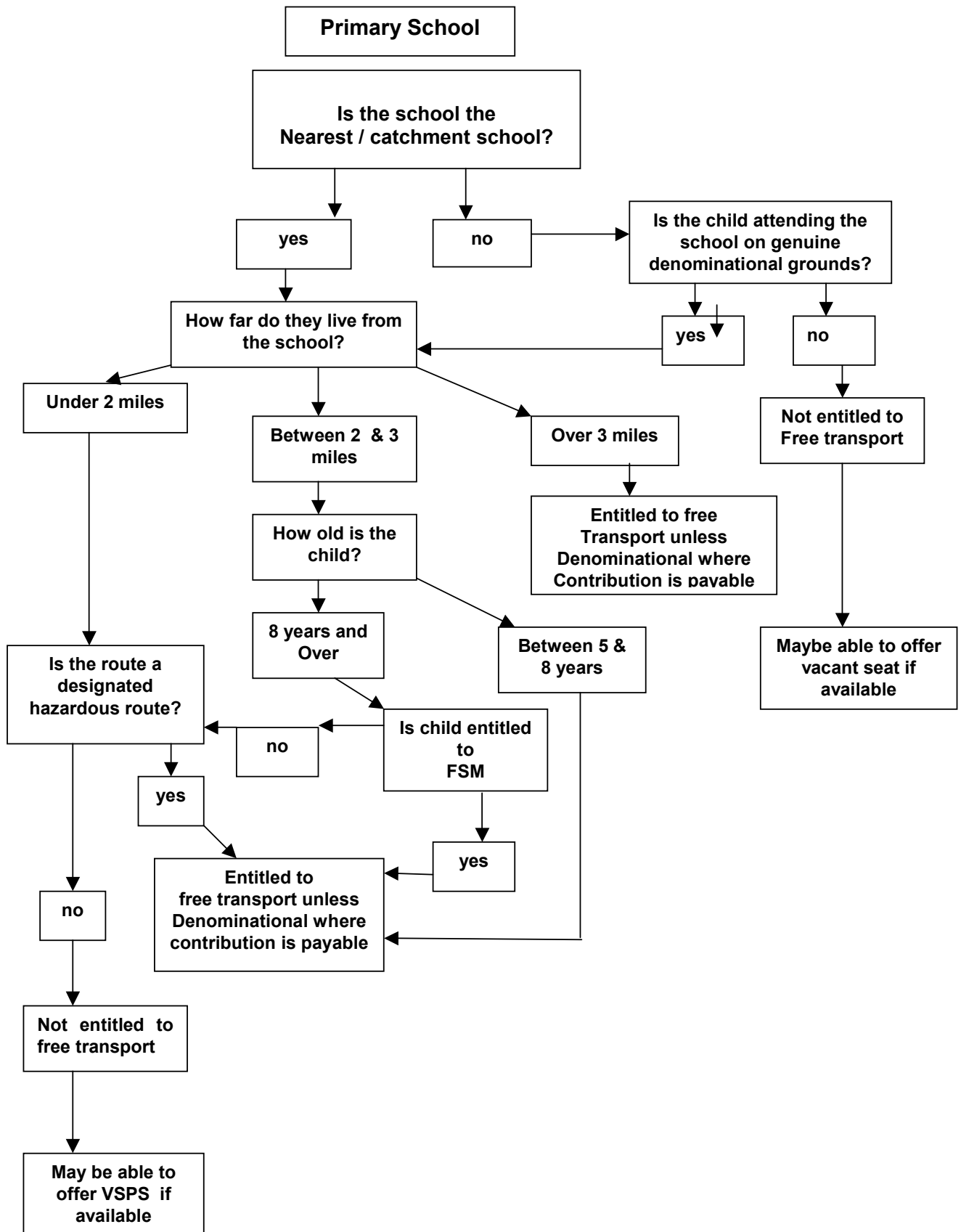
However, where possible the authority will try to place a pupil at a suitable alternative school at a reasonable distance from the home address.

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.

Primary School Transport

7. Herefordshire Council have a statutory duty to provide home to school transport assistance for Primary School pupils who meet one of the following criteria.

- Is attending the nearest or catchment school and lives over 3 miles from the school.
- Is under 8 years of age attending the nearest or catchment school, living between 2 and 3 miles from the school. (Transport will not be provided until the term in which the child turns 5).
- Is over 8 years of age attending the nearest or catchment school, living between 2 and 3 miles and is in receipt of free school meals.
- Is attending the nearest or catchment school, living less than 3 miles from the school on a route that has been designated as containing exceptional hazards and is too dangerous for an accompanied child to walk.
- Is attending the nearest Aided church school on genuine denominational grounds and also:-
 - Is over 8 years of age and is living more than 3 miles from the school.
 - Is under 8 years of age and living between 2 and 3 miles from the school. (Transport will not be provided until the term in which the child turns 5).
 - Is over 8 years of age and living between 2 and 3 miles and is in receipt of free school meals.



7.1 What is the statutory walking distance?

Walking distance is defined in law as up to 2 miles for children less than 8 years of age and up to 3 miles for older children. It is always assumed that a child will be accompanied as necessary.

7.2 How is the distance measured?

To ensure consistency, the distance between the home and the school is calculated by a computer based mapping system using the shortest available walking route along a road or made up footpath from the nearest pedestrian access to the school site to the nearest entrance to the external boundary of the pupil's home address.

7.3 What happens if there is a disagreement about the walking distance?

If you believe that the distance has been measured inaccurately, please contact the Transport and Admissions Officer on 01432 260931 and the distance will be manually reassessed, using a computer based mapping system and measuring the distance by hand.

7.4 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.

7.5 My child is isn't 5 when he starts school, why isn't transport assistance provided from the outset?

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

In line with The Council's standard admission's policy, transport is not provided for under 5s; it is provided from the term in which they become 5.

7.6 My child is over 8 but we are on a low income, is he still entitled to free transport assistance?

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 assistance where they live more than two miles from their nearest or catchment school. When your child becomes 8 you can either send in evidence of your Working Tax Credit or inform us that your child is in receipt of free school meals. (To check if your child would qualify for Free School Meals please call 01432 260268. We will return to you any evidence you submit.

7.8 The route I need to take to school is too dangerous to walk, am I entitled to

transport?

The measured distance (see 'How is the distance measured?') to school must be one along which a child, accompanied as necessary, can walk with reasonable safety to school. If a parent believes that the route to the catchment or nearest school is not safe, they can ask us to assess it on the grounds of exceptional hazard. (see: How do I apply for the route to be assessed)

If part of the route is assessed as containing exceptional hazards, it will not be included in the statutory walking distance measurement. If the alternative shortest route, avoiding the part of the route with exceptional hazards, is over the statutory walking distance, transport assistance will be provided.

Several routes have already been assessed as containing exceptional hazards and so it is always worth checking if your is one of them by calling the Transport & Admissions Officer on 01432 260931.

7.9 My child is attending the nearest denominational school, can he have transport assistance?

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 260268) 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.

For information the list of Voluntary 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
LEA C.E. Primary
Leintwardine Endowed Primary
Leominster, Ivington C.E. Primary
Llangrove C.E. Primary
Much Marcle C.E. Primary
Pembroke C.E. Primary
Pencombe C.E. Primary
Weston-under-Penyard C.E. Primary
Whitchurch C.E. Primary

7.10 Will transport assistance be given to a school other than one provided for their 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:

- (i) if the catchment or nearest school is full and your child is not awarded a place in that school, the Local Authority will redesignate an alternative school for your child. If that school is situated beyond the defined walking distance, transport assistance will be provided.
- (ii) a pupil with problems associated with special education needs for whom attendance at a particular school is considered to be appropriate and the school is situated beyond the defined walking distance, or if walking is too difficult for the pupil.

7.11 Is transport available to two different home addresses?

No, transport assistance is only provided to the main home address. It is not available a second address or to child care facilities. Where parents live apart the child's main home is defined as the one being where they live most of the time and that parent receives the Child Benefit. However, it may be possible to purchase a seat for the second address under the Vacant Seat Payment Scheme (VSPS) See below.

7.12 I do not qualify for free transport, is there any other help available?

For pupils who are not entitled to free transport, Herefordshire Council operate a Vacant Seat Payment Scheme, when spare seats are sold at either the current standard rate for each child (£130 per term in 2009/2010) or at the lesser rate for each child (£45 per term in 2009/2010) 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 distance to the provided or nearest school: the nearest to the school being awarded the seat first.

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.

7.13 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.

7.14 Will transport be provided to and from Independent Schools?

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

7.15 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 being banned from all school transport. In these situations the parents will become responsible for transporting the child to school.

7.16 What types of transport assistance are available?

The Director of Children Services 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.

7.17 How do I apply for transport?

If you believe you qualify for free transport or if you wish to apply for a seat under the Vacant seat Payment Scheme you will need to submit a 'Travel Assistance Form' (Form T), available from the website www.herefordshire.gov.uk or by calling the Transport & Admissions Officer on 01432 260931. Once complete, these forms should be sent to:

The Transport & Admissions Officer, Admissions & Transport, PO Box 185, Hereford, HR4 9ZR.

7.18 I have been refused assistance with transport but believe that my circumstances are exceptional and wish to appeal against the decision, how do I do this?

You can appeal against any decision made by a member of the School Transport team by writing, explaining your reasons/circumstances to:

Mr Rob Reid, Planning & Access Manager, PO Box 185, Hereford HR4 9ZR

7.19 How do I apply for transport on the grounds of Exceptional Hazard?

If your child has not been awarded free transport on the grounds that you live less than the statutory walking distance from the catchment or nearest school, but believe that the route you need to take is not safe to walk with your child, you can apply for the route to be assessed by completing the form 'Application for Free Transport on Exceptional Hazard Grounds' or calling the Transport & Admissions Officer on 01432 260931.

7.20 How can I contact the Transport Office?

Email – schooltransport@herefordshire.gov.uk

Name		
Mr Andrew Blackman	Admissions & Transport Manager	01432 260927
Mrs Jackie O'Connor	Transport & Admissions Officer	01432 260931
Mrs Helen Downen	SEN, PRU & P16 Transport Officer	01432 383544
Miss Kate Sherratt	Section Administrator	01432 260930
Mr David Baldwin	Enforcement Officer	01432 260937
Mrs Michelle Wathen	Admin Assistant	01432 260928
TBA	Admin Assistant	01432 260924
Mr David Magness	Independent Travel Trainer	01432 260937

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 2010-2011.

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 Children Schools and Families, 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:

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

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 schools profile can be found at www.schoolsfinder.direct.gov.uk 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. The Education Welfare Service administers a small fund to offer parents / carers some financial support towards the cost of school uniform including shoes (but not other items such as sports equipment). Those parents / carers in receipt of benefits or whose income is limited are prioritised although the Education Welfare Service considers all applications individually. The fund offers vouchers, which can be exchanged for goods in a range of shops across the county. Vouchers are valued up to £40 for secondary school uniform and up to £15 for primary uniform. The fund prioritises children starting school at 4 / 5 and those transferring between primary and secondary schools although children of other ages and circumstances will be considered for support. Enquiries and application forms can be obtained from the Education Welfare Service 01432 260861 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.

10: EDUCATION WELFARE SERVICE AND SCHOOL UNIFORM

Education Welfare Service

The Education Welfare Service provides support to children / young people, parents / carers and schools regarding issues of irregular school attendance. Each Education Welfare Officer works with particular high schools and their local primary schools.

The Service also offers support and advice (advises on pupil welfare matters and issues related to attendance at school, including) on child employment matters and children / young people working in entertainment, the service issues permits and licences for both of these. In addition, the Education Welfare Service licences Chaperones who supervise and support children / young people working in entertainment

Should you experience difficulties (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.

11: SPECIAL EDUCATIONAL NEEDS

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; the Access and Improvement Learning, Behavioural and Low Incidence Needs Teams, 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. For a small minority of children a Statutory Assessment of their special educational needs be appropriate and might result in the Local Authority issuing a Statement of SEN. In April 2009 the Local Authority delegated additional funding for SEN into schools to make a range of additional arrangements for children with the most significant needs more quickly and simply. 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 3 special schools in Herefordshire:

- Blackmarston School for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/PMLD) Age Range 3 -11
- Westfield School for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/PLMD) Age Range 5 -19
- The Brookfield School 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
Honduu Close
Hereford HR2 7NX
Telephone 01432 272376

Age Range 3 -11

Leominster

- Westfield School
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
Grandstand Road
Hereford
HR4 9NG
Age range 5-16
Telephone 01432 265153

Primary 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

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 7.8 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 CHILD'S SCHOOL

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

Step 1

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

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

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

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

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

Step 2

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

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

Step 3

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

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

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

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

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

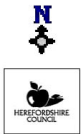
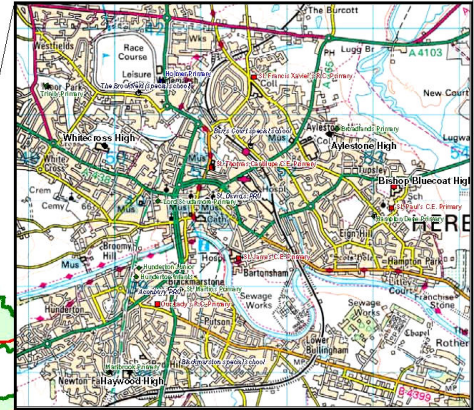
Early Years and Childcare:	
Herefordshire Childcare Services	01432 261681
Exclusions from Schools	
Manager of Pupil, School and Parent Support	01432 260816
Pupil Admissions to Schools	
Admissions and Transport Manager	01432 260927
School Transport	
Transport and Admissions Officer	01432 260931

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

HEREFORDSHIRE

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

Hereford City (Scale 1:50,000)



LOCATION PLAN - Herefordshire (showing 103 LEA Schools)
Voluntary Schools = Blue Aided Schools = Red
 SCALE 1:200,000
 (839 sq. miles)
 Pupil density = 28 per sq mile (second lowest in England after N.Yorks' = 27)

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

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

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 40 school 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 2010 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 2010/2011.

Number of Preferences and Closing Date

All parents will be invited to state three 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 15th January 2010.

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 15th January 2010.

Date of Admission

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

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

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

Local Arrangements and Option for Delayed Entry

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

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

Deferred Entry – for Summer Born Children

As previously stated, parents are not obliged to take up places for their children any earlier than the law requires, (i.e. currently from the term following their 5th birthday.) Schools cannot require children to start sooner than parents wish. If parents do wish to defer taking up a place for their child, they are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and parents must apply by the closing date for applications (15th January 2010). 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 15th January 2010. Applications should be sent to the Pupil Admissions Office. The date of 15th January 2010 applies for all admissions during the school year, including children who might be entitled to start school until January 2011 or April 2011.

The Council has defined that the single offer date for the 2010/2011-admission year will be: -

Tuesday 23rd March 2010

Late Applications

Applications received after 15th January 2010 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 3**Information about Primary Schools in each District of Herefordshire****BROMYARD DISTRICT****PRIMARY SCHOOLS 5-11 Age Range**

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Bredenbury (C) (DCFS 2011) Bromyard, Herefordshire HR7 4TF Tel: 01885 483253	10	79	16	6	10	2	
Brockhampton (C) (DCFS 2014) Bringsty, Worcs. WR6 6TD Tel: 01885 483238	26	119	9	18	12	0	0
Bromyard, St. Peter's (C) (DCFS 2024) Cherry Tree Close, Winslow Road, Bromyard, Herefordshire HR7 4UY Tel: 01885 483237	30	189	28	6	28	0	0
Burley Gate C.E. (VC) (DCFS 3010) Hereford HR1 3QR Tel: 01432 820367	20	99	12	3	11	0	0
Pencombe C.E. (VA) (DCFS 3367) Bromyard, Herefordshire HR7 4SH Tel: 01885 400255	8	52	8	5	**9	0	0
					** 1 Exceptional Circumstance		
Whitbourne C.E. (VC) (DCFS 3109) Worcester WR6 5SP Tel: 01886 821266	10	61	7	0	7	0	0

Key:

A	Academy
C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
F	Foundation
NOR	Number On Roll
PAN	Published Admissions Number

HEREFORD CITY & DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 200-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Broadlands (C) (DCFS 2056) Prospect Walk, Hereford HR1 1NZ Tel: 01432 266772	60	241	14	10	19	0	0
Burghill (C) (DCFS 2029) Hereford HR4 7RP Tel: 01432 760240	15	84	8	12	12	0	0
Fownhope, St. Mary's C.E. (VA) (DCFS 3325) Hereford HR1 1PG Tel: 01432 860474	19	92	20	7	19	0	0
Hampton Dene (C) (DCFS 2057) Church Road, Hereford HR1 1RT Tel: 01432 273232	30	239	35	51	30	0	0
Holme Lacy (C) (DCFS 2077) Hereford HR2 6LW Tel: 01432 870374	10	56	6	8	9	0	0
Holmer C.E. (VC)(DCFS 3055) Holmer Road, Hereford HR4 9RX Tel: 01432 273301	60	289	46	40	54	0	0
Little Dewchurch C.E. (VC) (DCFS 3071) Hereford HR2 6PN Tel: 01432 840645	9	49	9	3	9	0	0
Lord Scudamore (F) (DCFS 2061) Friar Street, Hereford HR4 OAS Tel: 01432 273951	88	558	93	48	88	0	0
Lugwardine (C) (DCFS 2102) Barneby Avenue, Bartestree, Hereford HR1 4DH Tel: 01432 850449	30	161	23	14	30	0	0
Marden (C) (DCFS 2115) Hereford HR1 3EW Tel: 01432 880208	17	90	12	4	13	0	0
Marlbrook (C) (DCFS 2063) Green Croft Redhill Hereford HR2 7NT Tel: 01432 266643	60	389	81	34	60	5	0

HEREFORD CITY & DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Mordiford C.E. (F)(DCFS 3078) Hereford HR1 4LW Tel: 01432 870258	19	128	13	19	16	0	0
Our Lady's R.C. (VA)(DCFS 3330) Boycott Road, Hereford HR2 7RN Tel: 01432 274814	30	185	22	33	30		
Riverside Primary (C) (DCFS 3393) Belmont Avenue, Hereford HR2 7JF Tel: 01432 265080	90	329	44	34	54	0	0
St Francis Xavier RC Primary Venns Lane, Hereford HR1 1DT Tel: 01432 273941	30		35	12	30		
St. James' C.E. (VA)(DCFS 3332) Vicarage Road, Hereford HR1 2QN Tel: 01432 273961	30	198	39	17	30		0
St. Martin's (C)(DCFS 2067) Ross Road, Hereford HR2 7RJ Tel: 01432 273633	60	334	32	25	40	0	0
St. Paul's C.E. (VA)(DCFS 3333) Hampton Dene Road, Hereford HR1 1UX Tel: 01432 273784	60	434	74	42	60		
St. Thomas Cantilupe C.E. (VA)(DCFS 3392) Coningsby Street, Hereford HR1 2DY Tel. 01432 268400	30	213	26	41	30		
Stretton Sugwas C.E. (VC)(DFES 3102) Hereford HR4 7AE Tel: 01432 760282	15	102	27	32	**17	5	
					**2 Exceptional Circumstances offered		
Sutton (C) (DFES 2154) Sutton St. Nicholas, Hereford HR1 3AZ Tel: 01432 880336	12	64	8	11	9	0	0

HEREFORD CITY & DISTRICT**PRIMARY SCHOOLS 5-11 Age Range**

Trinity (C) (DFES 2071)	84	558	76	26	78	0	0
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Moor Farm Lane, Hereford HR4 ONU

Tel: 01432 266268

Wellington (C) (DFES 2157)	28	97	11	9	12	0	0
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Hereford HR4 8AZ

Tel: 01432 830264

Withington (C) (DFES 2160)	15	65	9	6	9	0	0
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Hereford HR1 3QA

Tel: 01432 850289

Key:

A	Academy
C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
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PAN	Published Admissions Number

KINGSTONE DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Clehonger C.E. (VC) (DFES 3021) Gosmore Road, Clehonger, Hereford HR2 9SN Tel: 01981 250218	28	127	7	5	7	0	0
Ewyas Harold (C) (DFES 2046) Hereford HR2 OEY Tel: 01981 240432	20	130	19	3	19	0	0
Garway (C) (DFES 2053) Hereford HR2 8RQ Tel: 01600 750273	15	64	6	5	7	0	0
Kingstone & Thruxton Primary (c) (DFES 2095) Kingstone, Hereford HR2 9HJ Tel: 01981 250338	30	180	15	26	24	0	0
Madley (C) (DFES 2104) Hereford HR2 9PH Tel: 01981 250241	24	178	38	15	**26 **2 Exceptional Circumstances	6	
Much Birch C.E. (VC)(DFES 3079) Hereford HR2 8HL Tel: 01981 540254	28	184	32	14	28	4	
Steiner Academy (A) DFES (6005) Much Dewchurch Hereford HR2 8DL Tel: 01981 540221	26	155	28	3	26		

Key:
A Academy
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VC Voluntary Controlled
VA Voluntary Aided
F Foundation
NOR Number On Roll
PAN Published Admissions Number

KINGTON DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Almeley (C) (DFES 2001) Hereford HR3 6LH Tel: 01544 327267	9	69	12	7	9		
Eardisley C.E. (VC) (DFES 3035) Hereford HR3 6NS Tel: 01544 327262	15	68	9	11	10	0	0
Kington (C) (DFES 2096) Mill Street, Kington, Herefordshire HR5 3AL Tel: 01544 230363	30	197	22	8	26	0	0
Pembridge (VA)(DFES 3366) West Street, Pembridge, Leominster, Herefordshire HR6 9DU Tel: 01544 388366	16	100	19	8	17	1	1

1 appeal included

Key:

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LEDBURY DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Ashperton (C) (DFES 2005) Ledbury, Herefordshire HR8 2SE Tel: 01531 670385	25	156	22	12	23	0	0
Bosbury C.E. (VC) (DFES 3006) Ledbury, Herefordshire HR8 1PX Tel: 01531 640276	20	127	20	17	20	0	0
Colwall C.E. (VC) (DFES 3023) Malvern, Worcs. WR13 6DU Tel: 01684 540532	28	176	21	6	23	0	0
Cradley C.E. (VA) (DFES 3315) Malvern, Worcs. WR13 5LL Tel: 01886 880315	20		17	7	19	0	0
Eastnor C.E. (VC) (DFES 3037) Ledbury, Herefordshire HR8 1RA Tel: 01531 632509	12	78	12	17	12	0	0
Ledbury (C) (DFES 2098) Longacres, Ledbury, Herefordshire HR8 2BE Tel: 01531 632940	60	454	62	15	60	0	0
Much Marcle C.E. (VA) (DFES 3363) Ledbury, Herefordshire HR8 2LY Tel: 01531 660607	17	101	16	12	17	0	0

Key:

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PAN	Published Admissions Number

LEOMINSTER DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Bodenham, St. Michael's C.E. (VA) (DFES 3304) Bodenham, Hereford HR1 3JU Tel: 01568 797241	17	96	13	7	15	0	0
Kimbolton, St. James' C.E. (VA) (DFES 3341) Leominster, Herefordshire HR6 OHQ Tel: 01568 612691	15	85	12	8	13	0	0
Leominster Infants (DFES 2099) Hereford Road, Leominster, Herefordshire HR6 8JU Tel: 01568 612029	110	227	84	8	84	0	0
Leominster Junior (DFES 2100) George Street, Leominster, Herefordshire HR6 8JZ Tel: 01568 612555	90	334	N/A	N/A	N/A	N/A	N/A
Leominster, Ivington C.E. (VA) (DFES 3349) Leominster, Herefordshire HR6 OJH Tel: 01568 720216	17	89	17	20	17		
Luston (C) (DFES 2103) Leominster, Herefordshire HR6 OEA Tel: 01568 615753	20	111	8	21	10	0	0
Stoke Prior (C) (DFES 2148) Leominster, Herefordshire HR6 OND Tel: 01568 760207	11	78	16	13	11	3	

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PETERCHURCH DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Clifford (C) (DFES 2031) Hardwick, Hay-on-Wye, Hereford HR3 5HA Tel: 01497 831202	10	60	11	3	12	0	0
Longtown (C) (DFES 2101) Hereford HR2 OLE Tel: 01873 860239	8	54	2	4	2	0	0
Michaelchurch Escley (C) (DFES 2116) Hereford HR2 OPT Tel: 01981 510208	8	63	13	19	16	0	0
Peterchurch (C) (DFES 2122) Hereford HR2 ORP Tel: 01981 550230	15	70	6	1	6	0	0

Key:

A	Academy
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ROSS-ON-WYE DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Ashfield Park (C) (DFES 2138) Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU Tel: 01989 562738	68	315	31	10	30	0	0
Brampton Abbots (VA) (DFES 3305) Brampton Road, Ross-on-Wye, Herefordshire HR9 7DE Tel: 01989 562256	20	118	10	7	10	0	0
Bridstow C.E. (VA)(DFES 3307) Ross-on-Wye, Herefordshire HR9 6PZ Tel: 01989 562623	15	87	13	16	13	0	0
Goodrich C.E. (VC)(DFES3046) Ross-on-Wye, Herefordshire HR9 6HY Tel: 01600 890422	17	119	15	15	17	0	0
Gorsley Goffs C.E. (VC) (DFES 3047) Gorsley, Ross-on-Wye, Herefordshire HR9 7SE Tel: 01989 720321	25	169	22	8	23	0	0

Kings Caple (C) (DFES2094) Hereford HR1 4TZ Tel: 01432 840267	10	40	4	2	4	0	0
Lea C.E. (VA) (DFES 3347) Ross-on-Wye, Herefordshire HR9 7JY Tel: 01989 750296	15	79	3	5	3	0	0
Llangrove C.E. (VA)(DFES 3351) Ross-on-Wye, Herefordshire HR9 6EZ Tel: 01989 770322	15	56	4	2	4	0	0
St. Joseph's R.C. (VA) (DFES 3372) The Avenue, Ross-on-Wye, Herefordshire HR9 5AW Tel: 01989 564655	20	105	15	8	15	0	0
St. Weonards (C) (DFES 2152) Mount Way, St. Weonards, Herefordshire HR2 8NN Tel: 01981 580352	15	51	6	4	6	0	0

ROSS-ON-WYE DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Walford (C) (DFES 2155) Ross-on-Wye, Herefordshire HR9 5SA Tel: 01989 562209	28	188	21	15	21	0	0
Weston under Penyard C.E. (VA) (DFES 3384) Ross-on-Wye, Herefordshire Tel: 01989 563933	13	85	13	8	13	0	0
Whitchurch C.E. (VA)(DFES 3385) Ross-on-Wye, Herefordshire HR9 6DA Tel: 01600 890571	17	114	10	7	10	0	0

Key:

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WEOBLEY DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Canon Pyon C.E. (VC) DFES 3015) Hereford HR4 8PF Tel: 01432 830334	13	75	11	4	11	0	0
St Mary's Credenhill C.E. (VC)(DFES 3026) Station Road, Credenhill, Hereford HR4 7DW Tel: 01432 760408	30	180	29	4	30	0	0
Dilwyn C.E. (VC)(DFES 3030) Hereford HR4 8HR Tel: 01544 318277	8	30	4	3	4	0	0
Staunton-on-Wye (VA) (DFES 3378) Hereford HR4 7NF Tel: 01981 500331	10	78	8	3	7	0	0
Weobley (C) (DFES 2158) Hereford HR4 8QL Tel: 01544 318273	30	152	14	3	14	0	0

Key:

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PAN	Published Admissions Number

WIGMORE DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 21/05/09	No. of Applications for the School Year 2009-2010		offers made as at 21/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref			
Kingsland C.E. (VA)(DFES 3342) Leominster, Herefordshire HR6 9QN Tel: 01568 708436	18	141	21	20	20	2	2
Leintwardine (VA)(DFES 3348) Craven Arms, Shropshire SY7 OLB Tel: 01547 540641	15	103	16	7	16	0	0
					1 offered exceptional circumstances		
Orleton C.E. (VC)(DFES 3083) Ludlow, Shropshire SY8 4HQ Tel: 01568 780366	30	196	27	7	27	0	0
Shobdon (C) (DFES 2146) Leominster, Herefordshire HR6 9LX Tel: 01568 708386	10	52	7	6	7	0	0
Wigmore (F) (DFES 2159) Ford Street, Wigmore, Leominster Herefordshire HR6 9UN Tel: 01568 770333	30	138	17	11	17	0	0

as from July 1st 2009 Foundation Status

Key:

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ADMISSION POLICIES OF VOLUNTARY AIDED SCHOOLS

The following are the oversubscription criteria for the Voluntary Aided, Foundation and Academy 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.

St. Michael's Church of England Primary School Bodenham (PAN 17)

Introduction

The governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner. Up to 17 children are admitted each year to the Reception class.

Our Policy

St. Michael's School has Voluntary Aided status, and as a Church School the Governors determine admission arrangements. A copy of the entry regulations may be obtained from the Local Education Authority (LA) or from the School.

Children are entered in the September of the year of their fifth birthday, i.e. we operate a one entry system, but only if that child resides in the Bodenham catchment area. Outside catchment children can start on this basis if their designated school offers the same opportunity.

Prospective parents are invited to make an appointment to view the school and meet staff before their child begins his / her first term. Children are usually invited to spend some half-day sessions in the Reception class before starting full-time school.

How parents can apply for their child to be admitted to St. Michael's School

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school.

Applications should be made on a form which may be obtained from the LA and should be returned by the date stipulated on that form.

The only restriction placed on entry is that of number. It is our wish for parents to find a place for their child at the school of their choice. However this is not always possible, due to excess demand on the places available. If the number of children seeking admission is likely to exceed the published admission limit, preference will be given to:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) 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
 - b) A child who is a pupil at the School's Nursery, up to the proposed time of admission
- 2) A Church place for a genuine candidate, and then only on the recommendation of the Vicar of their Parish.

- 3) A child who lives nearest to the school by the shortest available walking route.
- 4) A child who may have Special Reason for admission. Parents claiming Special Reason should inform the Governors in writing at the time of application.
- 5) Children in the Looked After system will be given priority in each of the oversubscription criteria above.

Places will be allocated with the priority (1) to (6) above.

Appeals

If the School is unable to offer a place, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

If parents wish to appeal against the decision not to allocate their child a place, they can do so by applying to the School in writing. An independent panel considers all such appeals, and its decision is binding by all parties concerned. If the appeal panel decides that the School should admit a pupil previously refused a place, the School will endeavour to provide the best education for all children at the School.

The Published Admissions Number is the number of children the LA considers the school can accommodate. However the Governors keep this under review and can apply to the LA to amend this number should circumstances change.

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

Brampton Abbotts is a small (approx 120 on roll) welcoming C.E. Primary School on the outskirts of Ross on Wye town. The school serves children from both the schools historic catchment area which covers Brampton Abbotts Village, Greytree and surrounding areas and the area around the school. Parents who are considering sending their children to the school are encouraged to visit with their children, during the day to see the school in action. Please phone the school office on 01989 562256 to make an appointment.

If more applications are made than places are available the following oversubscription criteria will be used.

OVERSUBSCRIPTION CRITERIA

If there are too many applications for places, the Governors will decide which children would be offered places at Brampton Abbotts C E Primary School according to the following admissions criteria, taken in order.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Children in the "Looked After" system.
- 2) Children whose home address is within the catchment area of the school as defined by the LA and have the shortest available walking route to school.
- 3) Children with siblings already at the school.
- 4) Children who request a Church (faith) 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 home address is outside the catchment area of the school as defined by the LA and who have the 'shortest available walking route to school'.

Please note that

'Church' is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

'Shortest available walking route to school' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

'Parents' include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

'The Home Address' will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

'Sibling' is defined as

- A full or half brother or sister
- A step brother or step sister
- An adoptive brother or sister
- Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

Bridstow CE Primary School (PAN 15)

Bridstow CE Primary School is a Voluntary Aided School. This means that the Governing Body is responsible for the admission of pupils to the school.

The overall capacity of the school has been determined to be 105 places, which means that up to 15 children can be admitted into the reception class each year. This figure of 15 is known as the published admissions number and is formally published by Herefordshire Council in their Information for Parents' booklet, and in the school prospectus.

An admission information pack and PA1 application form is issued by the Education Authority during the Autumn Term prior to the year your child is due to start school. For the 2010/2011 school year the closing date for the applications is 15th January 2010. Based on applications received on or before 15th January 2010 the Governors will consider applications and places will be offered on 23rd March 2010 in line with the Local Education Authority's timetable.

If the number of applications received is above the published admissions number, the Governors have decided to follow the following convention in allocating places at the school.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Children in the 'Looked after' system.
- 2) Those children living in the catchment area of the school, as defined by Herefordshire Council, will be considered next.
- 3) Those children who have a brother or sister on roll at Bridstow School at the time of admission are next to be allocated places.

- 4) Children of families who are actively involved in the worship, life and work of a Christian Church, supported by a statement from the parish priest or minister of that church are then considered.
- 5) Pupils who live nearest to the school to the shortest available walking route (NB – the Governing Body will use the policy of Herefordshire Council in determining such 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:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 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 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.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA 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.
- 4) 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.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 6) 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 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.
- 7) 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.

ST MARY'S, FOWNHOPE C E PRIMARY SCHOOL (PAN 15)

If there are too many applications for places, the Governors will decide which children would be offered places at St Mary's C E Primary School according to the following admissions criteria, taken in order.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Looked After children
- 2) Pupils whose home 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.
- 3) Pupils whose home 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 is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
- 5) Pupils whose home address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school
- 6) Pupils whose home address is **outside** the catchment area of the school as defined by the LA, but who are 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
- 7) Pupils whose home 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

Please note that

Church is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

Shortest available walking route to school is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

Parents include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

The Home Address will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

Sibling is defined as:

A full or half brother or sister

A step brother or step sister

An adoptive brother or sister

Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

Hereford, Lord Scudamore Foundation School (PAN 88)

Criteria as per community schools refer to page 14

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) 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.
- 2) Pupils whose home 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.
- 3) Pupils whose home address is **within the catchment** area of the school as defined by the LA.
- 4) Pupils whose home address is **outside the catchment** area of the school as defined by the LA and **who have a sibling** at the school.
- 5) 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.
- 6) Pupils whose home 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 (see paragraph 7.1 for how walking distance is measured)

Where, at any community, foundation, academy or voluntary controlled 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 with siblings, catchment children, out of area with siblings, medical social reason, and out of area 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 5.1.).

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 2010, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

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.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

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)

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 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) Other children whose parents 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 CE Primary School, Hereford (PAN 30)

The Governors of the school are the admissions authority for the school and they determine their admissions policy after consultation with the Diocese and the Local Authority.

Policy

Each class and year group is restricted to a maximum of 30 pupils throughout the school.

That number can only be exceeded, or admissions refused before that number is reached, by a unanimous vote of those governors attending a properly constituted and quorate meeting of the governing body.

This is a Church of England Aided School and the Admissions Committee may allocate up to two of the thirty places in any class on successful completion of the church place application process. (See below)

Admission of Pupils

The admissions limit for the 2010/2011 academic year has been established at 30. Children are admitted to the reception class at the beginning of the year in which they reach their 5th birthday. Children whose 5th birthday falls between 1st September and the end of the following February will join the reception class full time at the start of the autumn term. Children whose birthday falls between 1st March and 31st August will have the choice of attending full or part time until half term.

Prospective parents are warmly invited to visit the school. Appointments can be made by contacting the school administrator or headteacher on 01432 273961. A school prospectus is available from the school office or from the school web site at www.sjps.org.uk.

Applications for a place at St James for admission in the school year September 2010 to August 2011 must be received by the Admissions Office, PO Box 185, Blackfriars Street, Hereford HR4 9ZR by 15th January 2010.

All offers of places will be made by the Pupil Admissions Office on 23rd March 2010.

We hope that all new entrants will be able to visit the school at least twice in the term before they are due to start. After a short preliminary visit accompanied by parents, the children spend a whole afternoon in the reception class where they are introduced to the routine of the school. Further visits can be made, accompanied by parents, on Friday afternoons after the initial visit.

There can be significant pressure for places at the school and in response to this the governors have decided upon the following criteria for admission to the school.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Looked after children at the request of the Local Authority.
- 2) All children living within the catchment area of the school have an automatic right to a place at the school up to the year group size of 30.
- 3) Children from outside the catchment area who have siblings in the school will receive favourable consideration in their application providing there are places available.
- 4) 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.
- 5) Exceptional medical or social need. (Supporting evidence setting out the particular reasons why St James is the most suitable school and the difficulties that would arise if the child had to attend another school will be required. This could be in a letter from a registered health professional such as a doctor or social worker).
- 6) 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 Chairman 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.

When necessary a committee of the Governors meets in January of the year previous to admission of children to the reception class to consider all applications. Parents of those children to be admitted are offered the place by the Local Authority Pupil Admissions Office in writing in late March.

Parents who disagree with a decision made by the Governors have the right to appeal. The Diocesan Director of Education is responsible for organising the appeals procedure.

The address of the Diocesan Director of Education is:

The Diocesan Office, Units 8 & 9, The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY88 1FD.

When a year group is deemed full, the governors may hold a register expressing an interest should a vacancy occur as a 'waiting list' for that year group.

Please note that

- **'Church'** is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.
- **'shortest available walking route to school'** is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.
- **'Parents'** include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.
- **'The Home Address'** will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.
- **'sibling' is defined as:**
 - A full or half brother or sister
 - A step brother or step sister
 - An adoptive brother or sister
 - Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

Hereford, St. Paul's C.E. Primary School (PAN 60)

Oversubscription criteria to be applied in order where there are more applications than there are places available.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Pupils in the "Looked After" system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that St Paul's C E Primary school is the most appropriate school to meet the child's needs.
- 2) Pupils whose principal address is within the ecclesiastical parish of St. Paul's Church, Tupsley and who have a sibling in school at the time of entry.
- 3) Pupils whose principal address is within the ecclesiastical parish of St. Paul's Church, Tupsley and who request a 'church place' supported by the appropriate church minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the ecclesiastical parish of St. Paul's Church, Tupsley and who have the shortest available walking route to school as measured by the LA.
- 5) Pupils whose principal address is outside the ecclesiastical parish of St. Paul's Church, Tupsley and who have a sibling in school at the time of entry.
- 6) Pupils whose principal address is outside the ecclesiastical parish of St. Paul's Church, Tupsley 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 church minister.
- 7) Pupils whose principal address is outside the ecclesiastical parish of St. Paul's Church, Tupsley and who have the shortest available route to school as measured by the LA.

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

Admission Arrangements for the School Year 2010 / 2011

Children whose 5th birthday is between 1st September and 31st December will usually be admitted full time from September.

Children whose 5th birthday is between 1st January and 30th April inclusive may be admitted full time from September, but parents can choose whether to send their children mornings only or full time. From January these children usually attend full time.

Children whose 5th birthday is between 1st May and 31st August inclusive may be admitted full time from September, but parents can choose whether to send their children mornings only or full time. From April these children usually attend full time.

Induction Arrangements

We always aim to help our children settle into school as well as possible and therefore over the first two weeks of the autumn term the children will be in school for the morning only. Further details will be available from the school during the summer term before admission.

Admissions and Oversubscription Criteria

The following statements for admission to St Thomas Cantilupe CE Primary School have been used for a number of years. However, in line with the recommendations of the new Code of Practice, the Governing Body, as Admissions Authority for the school, will now operate an equal

ranking system under which **all** preferences will be given equal consideration and the resulting admissions / oversubscription criteria applied to all applications.

In line with our published Pupil Admission Number (PAN), the number of children admitted to the School during the School year 2010 / 2011 will be 30. Admission for Reception children will now be ranked according to the following criteria:

Children 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.

- 1) Children in the 'Looked After' system (children in the care of the Local Authority) 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) Children whose principal address is within the catchment area of the school (Millbrook Street forms the boundary to the west, St. Owen's Street to the East and Penn Grove Road to the North) as defined by the LA and who have a SIBLING IN SCHOOL at time of entry. Principal address is defined as the address where the child usually resides with the primary carer within the catchment area. Sibling is defined as full or half brother or sister, adoptive brother or sister residing in the same household at the principal address.
- 3) Children whose principal address is within the catchment area of the school as defined by the LA and who request a CHURCH PLACE. Appendix A contains Diocese definitions of faith and requirements of parents in terms of Church attendance which must be supported by the appropriate parish priest or minister. Appendix B is the form that parents are required to complete to apply for a Church place.
- 4) Children 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'. Note: 'shortest walking route to school' will simply be used to differentiate between applicants who both fulfil these criteria and to rank them accordingly in the case of oversubscription rather than being a requirement of the oversubscription criteria itself.
- 5) Children 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.
- 6) Children whose principal address is outside the catchment area of the school as defined by the LA, and who request a Church place as outlined in point 3 above.
- 7) Children who have attended St. Thomas Cantilupe Playgroup for at least the last two terms prior to entry in Reception.
- 8) Children 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.

Definitions

Church is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council /Council of Churches or affiliated to 'Christians together in England'.

Shortest available walking route to school' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement, under the criteria itself.

Parents include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address becomes the principal address used for admission purposes.

Principal address is also the home address - the address where the child resides for the majority of the week with the parent who has parental responsibility for that child. It is the address used for correspondence related to where 'child Benefit' is paid. In cases where there is doubt about the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. The principal or home address will be the address which complies with the above at the closing date for applications set by the Local Authority.

Sibling is defined as a full brother or sister

A half brother or sister
A step brother or sister
An adoptive brother or sister
Children of parents who are married or cohabiting, where the parents and children live together in the same family household

Note: To fulfil admission criteria 2 and 5, siblings must be residing in the same household at the principal address.

Governing Body of St Thomas Cantilupe (Voluntary Aided) CE Primary School

In the event of the school's Pupil Admission Number (PAN) being reached for admission into Reception, children's names will be entered on a waiting list, ranked according to the criteria above.

For Key Stage 2 classes, the Governors will decide whether to admit above PAN on an individual basis. It is preferred policy to maintain a maximum class size of 30.

Pupils completing their Primary education in this School transfer to a High School at the beginning of the Autumn Term following their eleventh birthday.

Christian commitment – "faith priority" places

- (i) **Baptism** is the basic criterion for the identification of the children of practising Christian families. **Thanksgiving for the Gift of a Child** could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if over-subscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. There needs also to be some evidence of Christian commitment and practice for those seeking admission on the basis that they are of the faith of the school.
- (ii) We operate, therefore, a three-tier stratification for faith-based places:
 - at the heart of the church
 - attached to the church and
 - known to the church
- (iii) Applicants for a faith priority place will be asked to identify themselves as being: known to the church; or attached to the church; or at the heart of the church. The period in question will normally be the past two years. Applicants new to the area would need to provide evidence from a previous church or churches.
- (iv) An applicant '**at the heart of the church**' will be a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. **The worshipper could be the child** for whom application is made or one or both parents.
- (v) An applicant '**attached to the church**' will be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

- (vi) An applicant '**known to the church**' will not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.

Application form and church reference

- (vii) Applicants for faith priority places will need an application form (available from the school office) to give evidence of their Christian (or other faith) commitment.
- (viii) Christian applicants should give evidence that the child for whom a place is sought has been baptised or had a service of Thanksgiving for the Gift of a Child. A copy of a certificate of Baptism or of a service of Thanksgiving should be included if possible with the application.
- (ix) There needs to be confirmation through a worship community reference of applicants' claims, where they are applying on a faith priority basis. This reference will simply confirm or reject the objective facts as proposed by the family: this family is known to the church; this family is attached to the church; this family is at the heart of the church.
- (x) Once the reference is available to the governing body of the school it becomes objective evidence for the admissions committee in forming their judgement on the application. The same will apply in the case of any subsequent appeal or adjudication.

The Steiner Academy Hereford 4-16 Provision (PAN 26)

Process of application

Applications for places at the Academy will be made in accordance with LA's co-ordinated admission arrangements for pupils at "rising 5" age only. All other applications will be treated as 'in-year' transfers.

In September the Steiner Academy Hereford will publish information about the admission arrangements, including over-subscription criteria, for the following September (e.g. in September 2009 for admission in September 2010). This will include details of open days or evenings and other opportunities for prospective parents to visit the school.

Procedures where the Steiner Academy Hereford is oversubscribed, where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs, where the Steiner Academy Hereford is named on the statement, the criteria will be applied in the order in which they are set out below:

- 1) children in public care;
- 2) admission of pupils whose siblings currently attend the school and who will continue to do so on the date of admission;
- 3) admission of pupils on the basis of closest proximity to the school; proximity meaning, the distance which is the shortest walking route from the child's home to the school that the Steiner Academy Hereford considers practical and safe.

Operation of waiting lists

Where, in any year, the Steiner Academy Hereford receives more applications for places than there are places available, a waiting list will operate until a year after the date of admission. The waiting list will be maintained by the Steiner Academy Hereford and it will be open to any parent

to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admission of pupils as the Steiner Academy Hereford, builds to its full capacity

The Steiner Academy Hereford will operate from 1 September 2009 with a Published Admission Number relating solely to pupils in Year R. Pupils in subsequent Years were transferred automatically from the predecessor school, Hereford Waldorf School, which closed on 31 August 2008.

Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Steiner Academy Hereford and the efficient use of resources.

KIMBOLTON ST JAMES C.E. PRIMARY SCHOOL(PAN 15)

Standard Admission Dates

Admission into the Reception class is determined by the following standard dates.

Autumn Term - 5th birthday between 1st September and 31st December inclusive;

Spring Term - 5th birthday between 1st January and 30th August inclusive;

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.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

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

If any parent is not offered a place for their child and wants to press their case, they have a right of appeal.

Kingsland C.E. Primary School (PAN 18)

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

If there are too many applications for places, the Governors will decide which children would be offered places at Kingsland C E Primary School according to the following admissions criteria, taken in order.

- 1) Looked After children
- 2) Pupils whose home 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.
- 3) Pupils whose home 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 is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose home address is within the catchment area of the school as defined by the LA and who have the 'shortest available walking route to school'.
- 5) Pupils whose home address is outside the catchment area of the school as defined by the LA and who have a sibling at the school
- 6) Pupils whose home address is outside the catchment area of the school as defined by the LA, but who are 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
- 7) Pupils whose home 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

Please note that

'Church' is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

'shortest available walking route to school' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

'Parents' include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

'The Home Address' will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

'sibling' is defined as

A full or half brother or sister

A step brother or step sister

An adoptive brother or sister

Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

Lea C.E. Primary School (PAN 15)

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

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 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 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.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA 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.
- 4) 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.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 6) 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 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.
- 7) 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.

Leintwardine Endowed Primary School (PAN 15)

Leintwardine Endowed Church of England Primary School is a Voluntary Aided school provided for the children in the Parish of Wigmore Abbey in the Diocese of Hereford, serving Leintwardine, Brampton Bryan, Buckton, Downton, Newton and Walford. The provided school for a child is the one regarded by the Local Authority as serving the area in which he or she resides (often referred to as the Catchment Area.). The school catchment area is shown clearly on the coloured map accompanying this document.

As Leintwardine Primary is a Voluntary Aided School, it means that the Governing Body is the Admissions Authority, and must publish a policy setting out all the arrangements for admissions. The Governing Body works with the Local Authority and the Diocese adhering to their statutory arrangements and criteria.

This policy has been made in accordance with the Sex Discrimination Act, the Race Relations Act, the Human Rights Act 1995 and 2006, and the Equality Act 2006. The implementation of this policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.

The information following is correct for the academic year 2009/2010 onwards, but could be altered for future years. All applications are made by parents or carers for their child or children.

ADMISSIONS POLICY

Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the planned admissions number (PAN). For Leintwardine Endowed C of E Primary School a limit of 15 places has been set for the Reception group and the school must admit all eligible pupils until that particular year group has reached its PAN. Our recent practice over the last three years has been to offer Reception children whose birthdays fall between 1st September and 31st August admission in September of that year on either a full time or a mornings-only basis depending on their birth date. This has proved highly

effective since all children therefore receive three terms of education during their Reception year.

Autumn Term - your child will start full time school in September if their birthday is between 1st September and 31st December inclusive.

Autumn term – your child may start full time school in September if their birthday is between 1st January and 31st August if this is your wish and you feel that your child is ‘ready’.

Autumn term – your child may start part-time school (mornings only) in September if their birthday is between 1st January and 31st August if this is your wish and you feel that your child is not quite ‘ready’ for full time admission.

The LA and the Governors are required to admit eligible pupils a place on demand up to at least the published admission limit. The duty to comply with any preference expressed by a parent DOES NOT apply in a situation where the PAN has been reached for a particular age group. The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA manages the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – but it is still the Governing Body for this school which will allocate the available places in line with this policy.

The parents of each child approaching school age and living in the catchment area will receive an admissions pack from the Local Authority which will contain information about the admission process and the forms that are required to be completed. The information booklet will help you complete the application form and will provide the dates for notification to parents of admission decisions and the closing date for accepting places or for lodging any appeals.

OVERSUBSCRIPTION CRITERIA

If there are too many applications for places, the Governors will decide which children would be offered places at Leintwardine Primary School according to the following admissions criteria, taken in order.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Looked After children
- 2) Pupils whose home 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.
- 3) Pupils whose home 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 is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose home address is within the catchment area of the school as defined by the LA
- 5) Pupils whose home address is outside the catchment area of the school as defined by the LA and who have a sibling at the school
- 6) Pupils whose home address is outside the catchment area of the school as defined by the LA, but who are 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
- 7) Pupils whose home 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

Please note that

‘Church’ is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to ‘Christians together in England’.

‘shortest available walking route to school’ is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

‘Parents’ include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

‘The Home Address’ will be the address used for correspondence related to where ‘Child Benefit’ is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

‘sibling’ is defined as:

- A full or half brother or sister
- A step brother or step sister
- An adoptive brother or sister
- Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

The closing date for applications, set by the LA, is in January preceding the relevant academic year. Subsequent to this date the Governors will allocate places in accordance with the admission policy. If a place is refused, then under the 1996 Education Act, a parent has the right of appeal, for which application should be made in writing to the Diocesan Director of Education, The Diocesan Office, The Palace, Hereford GR4 9BL.

IN YEAR APPLICATIONS

Within the school’s admission limits of 15 pupils per year group, the allocation of places which become available during the year will be made on the basis of the Oversubscription Criteria but bearing in mind that this is a mixed age class and it may be possible to be flexible if a particular year group only has a very few children.

ADMISSION DECISION

Reception parents will be notified of the Governors’ decision on the date published in the Local Authority’s Booklet.

If you are offered a place at Leintwardine Endowed Church of England Primary School, you will be given more information and your child will be invited to visit the school during the latter part of the summer term. There is a regular, annual meeting set up for parents to meet Reception staff and the Head Teacher in July.

APPEALS

Currently, and in recent years there have been no appeals made regarding admission arrangements – but the procedure and process is outlined in the Local Authority’s Admission Booklet ‘Information for Parents – Admissions and Transfer to Schools’.

Addendum: Church Places Criteria

The following extract adapted from the National Society’s admissions advice is an additional explanation that the DBE (Diocesan Board of Education) would like highlighted to Governors and prospective parents of how Church places are defined and determined:

National context: On 14 March 2006, the Archbishop of Canterbury asked the Church to find “some simple objective criteria, applicable across the country, for admissions; and, to avoid misunderstanding, some clear public commitment in the whole sector to guarantee places for local children and for children of other faith backgrounds”. The Hereford Diocesan Board of Education has responded by recommending the following criteria and understandings which have been adopted by this school’s Governing Body.

Christian commitment – “faith priority” places

- (xi) **Baptism** is the basic criterion for the identification of the children of practising Christian families. **Thanksgiving for the Gift of a Child** could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if over-subscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. There needs also to be some evidence of Christian commitment and practice for those seeking admission on the basis that they are of the faith of the school.
- (xii) We operate, therefore, a three-tier stratification for faith-based places:
 - o known to the church
 - o attached to the church and
 - o at the heart of the church.
- (xiii) Applicants for a faith priority place will be asked to identify themselves as being: known to the church; or attached to the church; or at the heart of the church. The period in question will normally be the past two years. Applicants new to the area would need to provide evidence from a previous church or churches.
- (xiv) An applicant **‘known to the church’** will not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.
- (xv) An applicant **‘attached to the church’** will be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- (xvi) An applicant **‘at the heart of the church’** will be a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. **The worshipper could be the child** for whom application is made or one or both parents.

Application form and church reference

- (xvii) Applicants for faith priority places will need an application form (available from the Governors) to give evidence of their Christian (or other faith) commitment.
- (xviii) Christian applicants should give evidence that the child for whom a place is sought has been baptised or had a service of Thanksgiving for the Gift of a Child. A copy of a certificate of Baptism or of a service of Thanksgiving should be included if possible with the application.
- (xix) There needs to be confirmation through a worship community reference of applicants’ claims, where they are applying on a faith priority basis. This reference will simply confirm or reject the objective facts as proposed by the family: this family is known to the church; this family is attached to the church; this family is at the heart of the church.
- (xx) Once the reference is available to the governing body of the school it becomes objective evidence for the admissions committee in forming their judgement on the application. The same will apply in the case of any subsequent appeal or adjudication.

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

The school operates a single-intake system with all Reception pupils admitted in September. Children with birthdays from 1st January-31st August can initially attend for mornings only should parents prefer – arrangements for each child are agreed with the reception teacher.

The school's Planned Admission Number (PAN) is 15. All Governing Bodies are required by section 324 of the EA 1996 to admit to the school a child with a Statement of Special Educational Needs (SEN) that names the school. This is not an oversubscription criterion.

After automatic allocation of SEN places, if more parents have expressed a preference for the school than the published number of places for new admissions, the Governors will use the following **Oversubscription Criteria (taken in order)**:

- 1) Looked After children
- 2) Pupils whose home 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.
- 3) Pupils whose home 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 is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
- 5) Pupils whose home address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school.
- 6) Pupils whose home address is **outside** the catchment area of the school as defined by the LA, but who are 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.
- 7) Pupils whose home 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.

Please note that:

'**Church**' is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

'**Shortest available walking route to school**' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

'**Parents**' include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

'**The Home Address**' will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

'**Sibling**' is defined as:

- A full or half brother or sister
- A step brother or step sister
- An adoptive brother or sister

Children of parents who are married or cohabiting, where the parents and children live together in the same family household.

Llangrove C.E. Primary School (PAN 15)

The school has developed its over-subscription criteria which has been approved by the school Governors. 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:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 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 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.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being adherent to the Christian Trinity.
- 4) 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.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 6) Pupils with special medical or social needs. Production of a medical certificate or other appropriate information is required.
- 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. Faith in this context is defined as being adherent to the Christian Trinity.
- 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.

Mordiford Church of England Primary, Foundation School (PAN 19)

Children with a Statement of Special Education Needs which names Mordiford school will be allocated places.

Where the number of children seeking admission exceeds the Published admission number of 19, the Governors of Mordiford Church of England Primary School will apply the following criteria in order of priority:

- 1) A child who has been designated as a Looked After Child, where the approved agencies, in consultation with the Governors, agree that Mordiford is the most appropriate to meet the child's needs.
- 2) A child who lives within the school's catchment area

- 3) A child whose brother(s) or sister(s) attend the school at the time of admission
- 4) A child with unique circumstances which prevent them from attending their designated school (additional evidence is required for this)
- 5) A child whose family are active members of the Church of England who are committed to the practice of the Christian Religion (This application must be supported by a letter from the appropriate Vicar/Rector/Minister)
- 6) A child who attends Mordiford Dragons Playgroup
- 7) A child living outside the school's catchment area and who does not qualify on any of the above statements will be considered in relation to the distance from school using the most likely route of travel.

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

If there are too many applications for places, the Governors will decide which children would be offered places at Much Marcle C E Primary School according to the following admissions criteria, taken in order.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Looked After children
- 2) Pupils whose home 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.
- 3) Children who are **currently attending** Much Marcle Nursery School.
- 4) Pupils whose home 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 is defined as being an adherent to the Christian Trinity.
- 5) Pupils whose home 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 home address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school
- 7) Pupils whose home address is **outside** the catchment area of the school as defined by the LA, but who are 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 home 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

Please note that

'Church' is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

'shortest available walking route to school' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

'Parents' include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

'The Home Address' will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

'sibling' is defined as

A full or half brother or sister

A step brother or step sister

An adoptive brother or sister

Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

Pembridge C.E. Primary School (PAN 13)

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

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

Over subscription Criteria

Where the number of children seeking admission is likely to exceed the planned admission limit, the priority for admission will be as follows:

- 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) Children for whom Pembridge is the designated school.
- 3) Siblings
- 4) Church Places
- 5) Social/medical reasons

Church Places

When applying for a church place, the family will need to be reasonably regular and long standing church members, and the application will need to be supported by a letter from the local vicar/minister. Additional criteria for church places, as recommended by the Hereford Diocesan Board of Education, and taken from the National Society's admissions advice can be found in appendix (1).

Medical reasons

Parents, who wish their children to be admitted on medical grounds will be required to produce a medical certificate, or other appropriate information, preferably from an independent source. The Governors acknowledge that occasionally there may be a very compelling medical/social reason for admission, and after consultation with the appropriate authorities (doctors, social worker etc.) such a need may be given a higher priority
Your application, on either religious or medical grounds, WILL NOT be considered unless this supporting evidence is attached with your application form.

Siblings

The Governors definition of siblings is:

“brothers and sisters who are attending the school at the time of the applicants admission.”

Over subscription within the second criteria

(children for whom Pembridge is the designated school)

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

- 1) Siblings
- 2) Medical/social reasons (again, accompanied by appropriate information ie. From doctors, social workers etc.)
- 3) Walking distance - pupils who live nearest to the school by the shortest available walking route.

Parents will be informed whether their child has secured a place for the following academic year initially by the LA.

Governing Body

A sub-committee of the governing body will meet annually, after the deadline, to consider applications. If it appears to the sub-committee that the number of applications will exceed the number of places available, recommendations will be made to the full governing body and a final decision will be taken at a full governing body meeting. Parents will be informed whether their child has secured a place for the following academic year within one month of the closing date.

As a Voluntary Aided school the governors can, in very exceptional circumstances, choose to admit more than the planned admission limit, but they must be able to ensure that doing so does not adversely affect the education of the children in the school. (For example, if the number admitted one year is very low, and groups need to be balanced).

Appendix (1).

Criteria for church places, as recommended by the Hereford Diocesan Board of Education, and taken from the National Society's admissions advice.

National context: On 14 March 2006, the Archbishop of Canterbury asked the Church to find “some simple objective criteria, applicable across the country, for admissions; and, to avoid misunderstanding, some clear public commitment in the whole sector to guarantee places for local children and for children of other faith backgrounds”. The Hereford Diocesan Board of Education has responded by recommending the following criteria and understandings which have been adopted by this school's Governing Body.

Christian commitment – “faith priority” places

- (xxi) **Baptism** is the basic criterion for the identification of the children of practising Christian families. **Thanksgiving for the Gift of a Child** could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if over-subscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. There needs also to be some evidence of Christian commitment and practice for those seeking admission on the basis that they are of the faith of the school.
- (xxii) We operate, therefore, a three-tier stratification for faith-based places:
- known to the church
 - attached to the church and
 - at the heart of the church.
- (xxiii) Applicants for a faith priority place will be asked to identify themselves as being: known to the church; or attached to the church; or at the heart of the church. The period in question will normally be the past two years. Applicants new to the area would need to provide evidence from a previous church or churches.
- (xxiv) An applicant ‘**known to the church**’ will not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.
- (xxv) An applicant ‘**attached to the church**’ will be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- (xxvi) An applicant ‘**at the heart of the church**’ will be a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. **The worshipper could be the child** for whom application is made or one or both parents.

Application form and church reference

- (xxvii) Applicants for faith priority places will need an application form (available from the school) to give evidence of their Christian (or other faith) commitment.
- (xxviii) Christian applicants should give evidence that the child for whom a place is sought has been baptised or had a service of Thanksgiving for the Gift of a Child. A copy of a certificate of Baptism or of a service of Thanksgiving should be included if possible with the application.
- (xxix) There needs to be confirmation through a worship community reference of applicants’ claims, where they are applying on a faith priority basis. This reference will simply confirm or reject the objective facts as proposed by the family: this family is known to the church; this family is attached to the church; this family is at the heart of the church.
- (xxx) Once the reference is available to the governing body of the school it becomes objective evidence for the admissions committee in forming their judgement on the application. The same will apply in the case of any subsequent appeal or adjudication.

Pencombe C.E. Primary School (PAN 8)

Admission Arrangements

Soon after a child's third birthday parents are invited to make applications by form PA1 which they should receive from the LA for places at primary schools, including Pencombe CE. In the accompanying handbook dates will be set by the LA as to deadlines for applications and the time framework for notification of places allocated. Following LA allocation of places the governing body of this school will send out appropriate forms to the successful applicants at the end of the Spring Term.

Local Education Authority Regulations:

'.....the Council's standard admissions policy entitles parents to places for their children in one of the council maintained schools at the commencement of the term in which the child celebrates their 5th birthday'.

Certificate of Eligibility, Admissions and Pencombe School

The Education Authority states:

'The Council does not permit schools to admit children into LEA schools before the school year in which they become five years of age'.

This means that children whose fifth birthday occurs between 1st September and 31st December could therefore NOT start school until the Autumn term of the school year in which they will become five.

The Governing Bodies of Voluntary Aided Schools are able to decide their own admissions policy, however the Diocese Board of Education issued the following statement:

'Aided schools have the legal power to disregard County advice and policies for early admissions. For the sake of the four year olds, however, we beg that no church school should seek to evade County's quality check on its' nursery proposals. Besides this, in the interests of justice and neighbourly relations, every church school should think carefully before using its' privilege to steal a march on its neighbours.'

In Pencombe School, which is a Voluntary Aided school, the staff and governors have agreed a policy for twice yearly admissions.

This decision has been made with regard for:

- the developmental needs of the four year olds;
- the needs of other pupils in the class and school;
- the future viability of the Pre-School group and the children within it.

It was not an easy decision and we realize that some schools will be admitting those children with birthdays in the latter part of the school year earlier than us. However, I hope that everyone can appreciate the reasons for our decision and will consider

Pencombe School, as they always have done, as an excellent place for their children to learn and develop, even if they have to wait at playgroup or nursery for a few weeks longer. The children will however, have the opportunity to enjoy, and benefit from, our carefully structured induction programme of part-time attendance.

*The Headteacher reserves the right to make changes to school procedures in exceptional circumstances.

Pencombe CE Voluntary Aided Primary School Admission Programme:

Child's 5th birthday falls 1st September – 29th February
Fulltime admission September

Child's 5th birthday falls 1st March – 31st August
Part-time attendance September- Fulltime attendance- January.

* Part-time attendance is three mornings each week from September, increasing to three mornings and two afternoons each week from after the October half term break.

Admission Arrangements for Pupils Over 5 Years of Age

Parents wishing to transfer their children to this school from another setting outside of the admission age of 5 years may apply directly to the Governing Body through the Headteacher.

Admission Support

Our school book for new pupils, an illustrated book entitled Pencombe School is available for sharing prior to entry to the school.

Information Evening for Parents

Parents of pupils offered places at the school will be invited to an information evening at the school. The evening will be held in the second half of the summer term and will be used for sharing information, discussing concerns and familiarization with school routines, procedures and staff!

Induction Visits

Pupils accepted for admission will be offered two induction visits. These will be placed in the latter part of the summer term prior to full or part time admission.

Home- School Packs

Home-school packs containing a variety of books and activities are available to loan and exchange during visits and part-time attendance.

Pencombe CE Primary School Admission Criteria

The governors of Pencombe School have agreed to support and comply with the co-ordinated admission arrangements as defined by Herefordshire School Admission Forum, including the Oversubscription Policy criteria in the event of the school, class or year group having more applications than places.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

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 whose principal address is within the catchment area of the school as defined by the LA and who have a sibling in the school at the time of entry.
- 3) 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 Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the catchment area as defined by the LA and who have the 'shortest available walking route to school'.
- 5) 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.
- 6) Pupils whose principal address is outside the catchment area of the scho 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 Minister.
- 7) 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 route' as defined by the LA.

RESOLUTION

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

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

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

A form is available from the school.

NB. The deadline for application is set annually by the LEA and families should refer to Herefordshire Council Information for Parents Booklet (Admission and Transfer to Schools) for the year in question.

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 Headteacher should write or telephone for an appointment. School Prospectus are available from the school secretary.

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

The admissions process is part of the Herefordshire LA co-ordinated scheme.

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 2010 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 (see Note 2 below) living within the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury who have a brother or sister (see Note 3 below) 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 walking route measured from the front door of the child's home address (including flats) to the main entrance of the school, using the L A

computerised measuring system, with those living closer to the school receiving the higher priority .(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.

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school. Parents may discuss this with the Headteacher.

APPEALS

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors.

REPEAT APPLICATIONS

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

LATE APPLICATIONS

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances-

- The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms.
OR
- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application form arriving on time – the circumstances must be given in writing and attached to the Application Form.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order)

WAITING LISTS

Waiting lists for admission will remain open until the end of the 2010/2011 Autumn Term and will then be discarded.

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

Children reach the age of compulsory school age at the beginning of the term following their 5th birthday. The Staunton-on-Wye School admits children twice a year, according to the timing of their birthday. Children who have their 5th birthday between 1st September and the start of the February ½ term holiday, are admitted full-time at the beginning of the autumn term. Those

children who reach the age of 5 after the start of the February ½ term holiday are admitted full-time at the start of the spring term. All children are given the opportunity to attend school on Thursday mornings for the term before they start full-time.

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

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

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

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

Definition of Place of Residence

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

Pupils with special educational needs but without statements

If the School is named in a statement of special educational needs, the admission authority has a duty to admit the child to the School. For non-statemented children with special educational needs or disabilities over-subscription criteria are applied as to other applicants.

Admission authorities may not refuse to admit a pupil because they consider themselves unable to cater for his or her special educational needs – the LEA should provide the School, the pupil and the family with all required aids and assistance.

Disapplication of Parental Preference

The duty to comply with parental preference does not apply:

- where to admit the child would prejudice the provision of efficient education or the efficient use of resources. N.B. A pupil must not be refused admission on the grounds of that child's difficult behaviour. However, the School may always consider disciplinary action, including temporary and permanent exclusion once a child is on role;

- where the admission would be incompatible with preserving the School's (generally religious) character. (See Section 91 School Standards and Framework Act 1998);

- where the child is of compulsory school age and has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997. Disapplication is for a period of two years following the second exclusion.

N.B. A permanent exclusion is regarded as taking effect from the first school day the Headteacher has told the pupil not to attend school;

- where admission would be incompatible with co-ordinated admission arrangements covering two or more maintained schools and which have been approved by the Secretary of State; where admission would be incompatible with the duty to meet infant class size limits.

Rights of Appeal

All parents have a right to appeal against the decision made. Appeal panels consider appeals from parents against a decision by an LEA admission authority, or a decision by a school governing body to refuse admission to their child.

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

Which school will my child go to?

Each school has a geographical area known as its Catchment Area. Children living within this area are normally offered a place at this school unless parents express a preference for a different school. Our Catchment Area lies within the following boundaries: Lea, Drybrook, Hope Mansell, Hildersley Roundabout and Bromsash. Parents considering sending their children to our school are encouraged to visit with their children during the school day to see the school within a working context. Appointments are made via the School Administrator.

Parents who live outside the catchment area can state a preference.

When will my child start school?

Children do not legally have to start school until the term after their 5th birthday. However most schools within the area operate a one admission policy offering all children to commence school in the autumn term within the academic year in which their 5th birthday falls. This is known as the reception year within the framework of the Foundation stage of education. At our school all reception children start at the beginning of the Autumn Term on a full time basis but are allowed to be collected from the school following discussion about their individual needs with their Reception Teacher. All children are offered two Induction Days in the summer term preceding their entry, when parents will have the opportunity to meet members of staff and learn a little about school procedures, reading, school activities and how they can be involved in school. We also hold an information evening for parents at which we hand out the Information Booklet for New Parents.

How do we apply for a place?

Parents are automatically sent a pack from the Local Authority when their child is 3 years old which includes PA1 form. Once completed the form is returned to the Local Authority who then allocate places. The school and parents are notified of places by mid March of the academic year before the autumn term the children are due to start school. Our school is fully inclusive and welcomes children of all abilities, regardless of race or religion.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

Our current admission limit is 13 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. Children from the catchment area.
3. Children with brothers and/or sisters already at the school.
4. 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.
5. Children with particular medical, social or educational needs. Production of medical information may be required.
6. The location of the child's home in relation to the school, priority will be given to the nearest.

If the number of applications for places at our school is within the published admission number set for the school (13), we will allocate places to everyone who applies.

What happens if my child is not offered a place?

If the number of applications for places at our school is higher than the published admission number set for the school (13), applications will be considered against the criteria set out above.

In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.

Parents have the right to appeal to the Governing Body against an admissions decision.

This should be sent via email to admin@weston-under-penyard.hereford.sch.uk or by post to:

Weston-under-Penyard CE Primary School
School Lane
Weston-under-Penyard
Ross-on-Wye
HR9 7PA

Whitchurch CE Primary School (PAN 17)

The Education Act 1996 states that children must be admitted to school at the beginning of the term following their fifth birthday.

The Local Education Authority has delegated to school governors the power to admit children arising from the beginning of the academic year in which they will be five. In accordance with this delegation the school's policy is as follows

children will be admitted in the September of the academic year in which they will be five

children whose 5th birthdays fall between 1 May and 31 August will be admitted for morning sessions until the Autumn half term.

Application

For children entering the Reception year, forms are sent directly from the Local Education Authority with guidance on the application procedure. Parents are warmly invited to visit the school prior to application. The school and parents will be notified of allocated places in the following March.

Number of places

The maximum number for which the school can cater is 120. The maximum number of admissions to year R (reception) is 17.

The governors of Whitchurch School have agreed to support and comply with the co-ordinated admission arrangements as defined by Herefordshire School Admission Forum, including the following Oversubscription Policy criteria in the event of the school, a class or a year group having more applications than places.

Appeals

A parent whose preference cannot be met may appeal against the decision. Details of the appeals procedure may be obtained from the school. All appeals must be submitted in writing within three weeks of the date of notification of the refusal of a place.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

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 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.
- 3) 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.
- 4) 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**'.
- 5) 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.
- 6) 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.
- 7) 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.

Info here for the relevant form below for applicants to fill in if required



CHURCH PLACE INFORMATION FORM



Full Name of Child	Christian Name(s)	Surname	M/F	Date of Birth
Address		Telephone No		No of Years at this address
Post Code				
Name of Parent(s) or other legal guardians				Date for which application is made
Names of brothers or sisters attending this school - at present - in the past Number of younger brothers /sisters				Class
Primary school or present secondary school attended				
Church attended				
How long has your family attended this church?				
Name of Priest of Minister				
On how many Sundays in the year are services held in the Church you attend? How many of these services does your family normally attend		What is your denomination? (please tick) <input type="checkbox"/> Church of England <input type="checkbox"/> Baptist <input type="checkbox"/> Methodist <input type="checkbox"/> United Reform <input type="checkbox"/> Other.....		
Information relating to your child:				
Has your child been baptized or dedicated? Please give details of the year and church. Church..... Year.....				
Family Involvement with the Church <i>Identification of your involvement with the Church. Please tick one of the appropriate definitions</i>				

1. At the heart of the Church

[A regular worshipper. At least twice a month (including weekdays). The worshipper could be the child for whom application is made, or one or both parents.]

2. Attached to the Church

[A regular but not frequent worshipper (eg once monthly at family service or Church parade) or is regularly involved in a weekday church activity including an element of worship.]

3. Known to the Church

[Not a frequent worshipper but attend occasionally, eg Christmas, Easter, Harvest Festival. Perhaps known to the Church through a family connection or where one or more of the family are involved in some church activity, such as uniformed or other church organization]

Please add any comments which you wish to be considered:

Signature of Parent/Guardian.....Date.....

Clergy Reference:

How many years have you been responsible for the church usually attended by the applicants?

How many years have the applicants been attending church since your appointment?

Please indicate **YES** in the box which most closely describes your level of support. (And **NO** in the other two boxes):

- 1. This applicant is at the heart of the church and I unreservedly recommend a church place
- 2. I fully support this application and can vouch that this applicant is attached to the church
- 3. I confirm that this applicant is known to the church and I support the application

Clergy comments:

Signature of Priest/Minister.....Date.....

QUICK REFERENCE GUIDE TO PROVIDED SCHOOLS FOR PARISHES IN HEREFORDSHIRE

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

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

Parish	Designated Primary	Designated Secondary (11-16)
Blakemere	Madley	Kingstone
Bodenham	Bodenham St. Michael's	The Minster
Bolstone	part Little Dewchurch part Holme Lacy part Much Birch	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

Parish	Designated Primary	Designated Secondary (11-16)
Byford	Staunton-on-Wye	Weobley
Byton	Shobdon	Lady Hawkins
C 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
D 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

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

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

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

Parish	Designated Primary	Designated Secondary (11-16)
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
Madley	Madley	Kingstone
Mansell Gamage	Staunton on Wye	Weobley
Mansell Lacy	Weobley	Weobley
Marden	part Marden part Sutton	Aylestone
Marstow	Goodrich	John Kyrle
Mathon	Cradley	John Masefield
Michaelchurch Escley	Michaelchurch Escley	Fairfield

Parish	Designated Primary	Designated Secondary (11-16)
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 & Thrupton	Kingstone
Much Marcle	Much Marcle	John Masefield
Munsley	Ashperton	John Masefield
N ewton (Leominster)	Bodenham	The Minster
Newton (Peterchurch)	part Longtown part Michaelchurch	Fairfield
Norton (Bromyard)	Brockhampton	Queen Elizabeth
Norton Canon	Weobley	Weobley
O cle Pychard	Burley Gate	Queen Elizabeth
Orcop	part Garway part St. Weonards	Kingstone (area associated with Garway) John Kyrle (area associated with St. Weonards)
Orleton	Orleton	Wigmore
P encombe & Grendon Warren	Pencombe part Stoke Prior	Queen Elizabeth The Minster
Pembridge	Pembridge	Lady Hawkins

Parish	Designated Primary	Designated Secondary (11-16)
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
R ichards Castle (Hereford)	Orleton	Wigmore
Rodd, Nash & Little Brampton	Kington	Lady Hawkins
Ross-on-Wye	Ashfield Park	John Kyrle
Ross Rural	Walford	John Kyrle
Rowlstone	Ewyas Harold	Fairfield
S ellack	Bridstow	John Kyrle
St. Devereux	Ewyas Harold	Kingstone
St. Margarets	part Longtown part Michaelchurch	Fairfield
St. Weonards	part St. Weonards part Garway	John Kyrle Kingstone
Sarnesfield	Weobley	Weobley
Shobdon	Shobdon	Wigmore
Sollers Hope	Kings Cuple	John Kyrle
Stanford Bishop	Brockhampton	Queen Elizabeth
Stapleton	Shobdon	Wigmore

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

Parish	Designated Primary	Designated Secondary (11-16)
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
Wolferlow	Brockhampton	Queen Elizabeth
Woolhope	part Mordiford part Fownhope	Bishop of Hereford's Bluecoat
Wormbridge	Ewyas Harold	Kingstone
Yarkhill**		
** 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

FAIR PROCESSING NOTICE

Schools, Local Education Authorities and the Department for Children, Schools and Families (DCSF) all hold information on pupils in order to run the education system and in so doing, have to follow the requirements of the Data Protection Act 1998. This means that the data held about pupils must only be used for specific purposes allowed by law.

The **school** processes personal data about its pupils in order to support its pupils' teaching and learning; monitor and report on their progress; provide appropriate pastoral care, and 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 the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), (which also has responsibility for ContactPoint¹: see below) and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT). All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

The Children Act 2004 Information Database (England) Regulations 2007 requires maintained schools to supply basic contact information to ContactPoint.

The **Local Authority (Herefordshire Council)** uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child 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 children cannot be identified from them. Herefordshire Council is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area.

The **Qualifications and Curriculum Authority (QCA)** uses information about pupils to administer the national curriculum assessments portfolio throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. The results of these are passed on to DCSF 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.

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the views of children and young people, to inform children's services inspections in local authority areas. Inspection reports do not identify individual pupils.

The **Learning and Skills Council (LSC)** uses information about pupils for statistical purposes, to evaluate and develop education policy and 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. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. The LSC or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of

¹ ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support

Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

The **Department of Health (DH)** uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils attending schools in the PCT areas to help focus local resources and deliver the Public Service Agreement target to halt the year on year rise in obesity among children under 11 by 2010, in the context of a broader strategy to tackle obesity in the population as a whole. The Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

The **Department for Children, Schools and Families (DCSF)** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DCSF will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school.

DCSF, with the participation of LAs, operates the database known as ContactPoint. ContactPoint is an online directory available to authorised staff who need it to do their jobs. It is designed to allow practitioners to find out who else is working with the child or young person, making it easier to deliver more coordinated support. Schools are under a statutory duty to pass onto ContactPoint certain information. This consists of basic information about the child or young person, the contact details of the school and the contact address and telephone numbers for the parents or carers, with parental responsibility of the child or young person. 'Parental responsibility' is defined as: all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law

The DCSF will also provide Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DCSF may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DCSF may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

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 you wish to access the personal data held about your child, then please contact the relevant organisation in writing.

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CONTACT DETAILS FOR NEIGHBOURING AUTHORITIES

Gloucestershire LA

Access to Education Team (0 – 16)
Children & Young People's Directorate
Shire Hall
Gloucester GL1 2TP
Tel: 01452 425407
Fax: 01452 425713
Email: schadmit@gloucestershire.gov.uk

Shropshire LA

Admissions Team
Children & Young People's Directorate
The Guildhall
Frankwell
Shrewsbury SY3 8HQ
Tel: 03456789008
Fax: 01743 254500
Email: school-admissions@shropshire-cc.gov.uk

Worcestershire LA

Pupil Admissions & Transfers Section
Children's Services Directorate
P.O.Box 73
Worcester
WR5 2YA
Tel: 01905 765765
Fax: 01905766776
Email: schooladmissions@worcestershire.gov.uk

Powys LA

Admissions & Transport Team
Schools & Inclusion
Powys County Council Hall
Tel: 01597 826455. / 826477/ 826449
Fax: 01597 826475
Email: education@powys.gov.uk

Monmouthshire LA

Admissions and School Meals Team
Directorate of Lifelong, Learning and Leisure
Monmouthshire County Council
5th Floor County Hall
Croesyceiliog
Cwmbran Torfaen
NP44 2XH
Tel: 01633 644530 / 01633 644946
Fax: 01633 644208
E-mail schoolandstudentaccessunit@monmouthshire.gov.uk

EDUCATING YOUR CHILD

Moving on to high 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 transfer of children to Herefordshire High schools. It explains 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 2010/2011 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 2010/2011 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

Open Days / Evenings 2009 For Phase Transfers 2010/2011

School	Open Evening	Open Day
Queen Elizabeth Aylestone Bishop Bluecoat	<i>being confirmed</i>	
The Hereford Academy		
St Mary's RC		
Whitecross Kingstone Lady Hawkins		
John Masefield		
The Minster Fairfield		
John Kyrle Weobley		
Wigmore		

Please do not hesitate to contact the schools directly if you have concerns on the times / dates

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

External Advisory Service

The Advisory Centre for Education(ACE) provides free, independent advice on the admissions process and a range of education issues including bullying, exclusion, SEN and attendance.

For advice, enquirers should text the phrase **AskACE** to 68808 and follow instructions, or call 0808 800 5793 Monday - Friday, 10am – 5pm. For further information visit

www.ace-ed.org.uk

1: HIGH SCHOOLS IN HEREFORDSHIRE

Herefordshire has 14 high (all of which are comprehensive day schools for both boys and girls), and 3 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)**
10 high schools are community schools, 2 voluntary aided (1 Church of England, 1 Roman Catholic). 1 Academy, and 1 Foundation. 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 3 special schools for children with Statements of special education needs (SEN). Admissions are arranged in consultation with the parents.

Extended Schools

Extended schools are schools that provide a range of services and activities for children, young people, families and communities. Schools are ideally places to provide access to a range of activities, opportunities and support. Services that may be available are: access to quality childcare: parenting support including family learning sessions, parenting programmes and information sessions at key transition points: swift and easy access to a wide range of specialist support such as homework clubs, arts, sports, special interest clubs and play opportunities: community access to ICT, sports and arts and adult learning facilities.

The government vision is that by 2010 all schools will provide access to extended services. Schools however are not expected to provide all services on their own but to work in partnership with nearby schools, organisations and agencies across local areas

2: GENERAL ADMISSIONS ARRANGEMENTS FOR HIGH SCHOOLS

This short Chapter explains the terminology and general rules affecting secondary schools. Chapter 4 explains how the specific admissions arrangements work for secondary schools, and includes the timetable for entry to schools in September 2010.

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 children whose parents are applying for a place on grounds of their religion or denomination. Details can be found in the school's 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 given in chapter 3. **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 Number (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 PAN will be taken into account by the Council and the Governing Body of a voluntary aided school, academy 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 4.1 on page 12 sets out the Council's oversubscription policy and category 4 defines the brother/sister qualification. To qualify under this category a sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address. 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.

- ***Additional/supplementary forms***

All parents who list their preferred schools on the Local Authority Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants to be considered under faith criteria of faith schools.

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)

6th November 2009 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, St Mary's R C High, Wigmore High and The Hereford Academy 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 6th November 2009 will also be acceptable in Gloucestershire, Monmouthshire, Powys, Shropshire and Worcestershire even if their closing dates are different.

1st March 2010 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 after the 6th November 2009 and the national offer date will be included **only if** the reason for the delay was genuine and acceptable. Late applications, including applications received after 1st March 2010, 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 3 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 Children, Schools and Families, 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 5 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 a 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

Parents can now apply on line for places in Year 7 at Herefordshire High Schools starting in September 2010.

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

By making an application on line parents do not then have to complete the paper application form that is circulated with the Information for Parents booklet at the beginning of September 2009.

Please note : that if you do apply online you must click the submit button at the end, otherwise the application will not get submitted into the enrol system.

You can amend applications at any time up until the deadline of 6th November 2009.

Please note : that if you do amend your online application don't forget to click the submit button each time you amend anything on the application.

Information for parents who have applied on line detailing the offer of a place for their child on the national offer date of 2nd March 2010 will be made electronically on that day or closest date if falls on a weekend, 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. If applying for a church place at Bishop of Hereford Bluecoat School you will need to contact your local priest or minister. For a non catholic or catholic form, you will need to contact the St Mary's RC High school directly. This form must be returned together with the SA1 by 6th November 2009 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. Parents are asked to consider naming their catchment school as one of their 3 preferences. If they do not and they are unsuccessful with their other preferences it may be that there are no places left at their catchment school after offers are made. The child may then have to attend another school altogether which may involve the parents having to meet the cost of transport. 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 11 community high schools based on the criteria defined in paragraph 4.1. In the case of the Bishop of Hereford's Bluecoat, St. Mary's R.C. Wigmore High School and The Hereford Academy, the Governing Body will make the decision based on the application forms (SA1) and additional supporting information that the Council received by 6th November 2009. Once the Governing Body have made their decision the Council will be given the school allocation list and it will be the Council **NOT** the Governing Body that will announce the offer to parents on 1st March 2010.

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 6th November 2009, 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, which means that parents could receive an offer or refusal of a place before 1st March 2010. 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 2010.

3.8 What Is the Co-ordinated Admissions Scheme?

The 1998 Schools Standards and Framework 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.cs.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. 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 Local Authority who will send the details to Herefordshire 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 4.1. In the case of Shropshire, Gloucestershire and Worcestershire residents, those Councils will make offers for a Herefordshire high school to their residents on 1st March 2010.

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 3 reasons why one or more of their 3 preferences might have to be refused:

- i) the school(s) might be oversubscribed;
- ii) the child does not meet the requirements of the admissions policy or subsequently fails to do so;
- iii) 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?*

Children with a Statement of Special Education Needs which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority below.

- 1) 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 1)
- 2) Pupils whose ordinary place of residence is **within the catchment** area of the school as defined by the LA and have a **sibling in school** at the time of entry. (see footnote 2)
- 3) Pupils whose ordinary place of residence is **within the catchment** area of the school as defined by the LA (see footnote 2)
- 4) Pupils whose ordinary place of residence is **outside the catchment** area of the school as defined by the LA and **who have a sibling** at the school (see footnote 3)
- 5) 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 4)
- 6) Pupils whose ordinary place of residence 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 (see paragraph 7.1 for how walking distance is measured) (see footnote 5)

Footnote 1: This is the 1st 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 2: This is the 2nd priority because the Council gives high importance to trying to ensure that children are able to attend the school within their local community.

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

Footnote 4: This is the 5th 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 5: The 6th priority is a measurable, objective way of allocating the remaining places.

Where, at any school community 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 5.1.).

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 2010, 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 6th November 2009 from parents will be analysed together, along with any late applications for which there are good reasons. The applications for the 10 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 The Hereford Academy and Wigmore High Schools will make their decisions based on the published admission criteria defined in Appendix 4. At this stage, all 3 preferences are treated as a 1st preference, i.e. the priority order shown by parents will not count at this point.

STAGE 2 Following analysis, lists will be drawn up of children whose parents have applied (whether as 1st, 2nd or 3rd preference) for each school. List will be drawn up as according to criteria in 4.1

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 schools and schools in other Local Authority areas will be considered together.

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 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 –

1st March 2010

All offers will be announced by Herefordshire Council, including Herefordshire voluntary aided schools. **Please note that only one school will be offered on the 1st March 2010, 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 6th November 2009.

If parents are not able to receive their first preference, the child will be placed on the waiting list after the **1st March 2010**. The rank order of each child's place on the waiting list will be determined using the oversubscription criteria. If vacancies occur after that date the Pupil Admissions Office will make offers, including in the case of voluntary aided schools.

Any subsequent successful appeals for the school in question will mean that no place can be offered to a child from the waiting list until the total number of children due to start in September is reduced to one below the Published Admission Number (e.g. PAN of 180 plus three successful appeals means no further places offered until total reduces to 179 by four sets of parents no longer requiring a place for their child).

The waiting list will be kept open until the end of the Autumn term of the 2010/2011 school year. 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 Local Authority 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 6th November 2009 and include their local catchment school, it is highly likely that an offer for one of the preferences will be made on 1st March 2010. However, if the 1st or 2nd parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made for a named school, should be submitted in writing, using the form sent to all unsuccessful applicants, to the Children & Young People's Directorate **within three**

weeks of the date of notification of the refusal of a place. All appeals are heard by an independent appeals panel which holds most of its meetings between April and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school. Further information about the appeals procedure is available from the Pupil Admissions Office or from the County Secretary and Solicitor, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR.

Voluntary Aided High Schools

As previously stated, offers of all places for high schools, including voluntary aided schools will be made by the Council on 1st March 2010. 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 and Foundation Schools

As previously stated, offers of all places for high schools, including academy schools will be made by the Council on 1st March 2010. 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 in year transfer form 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.

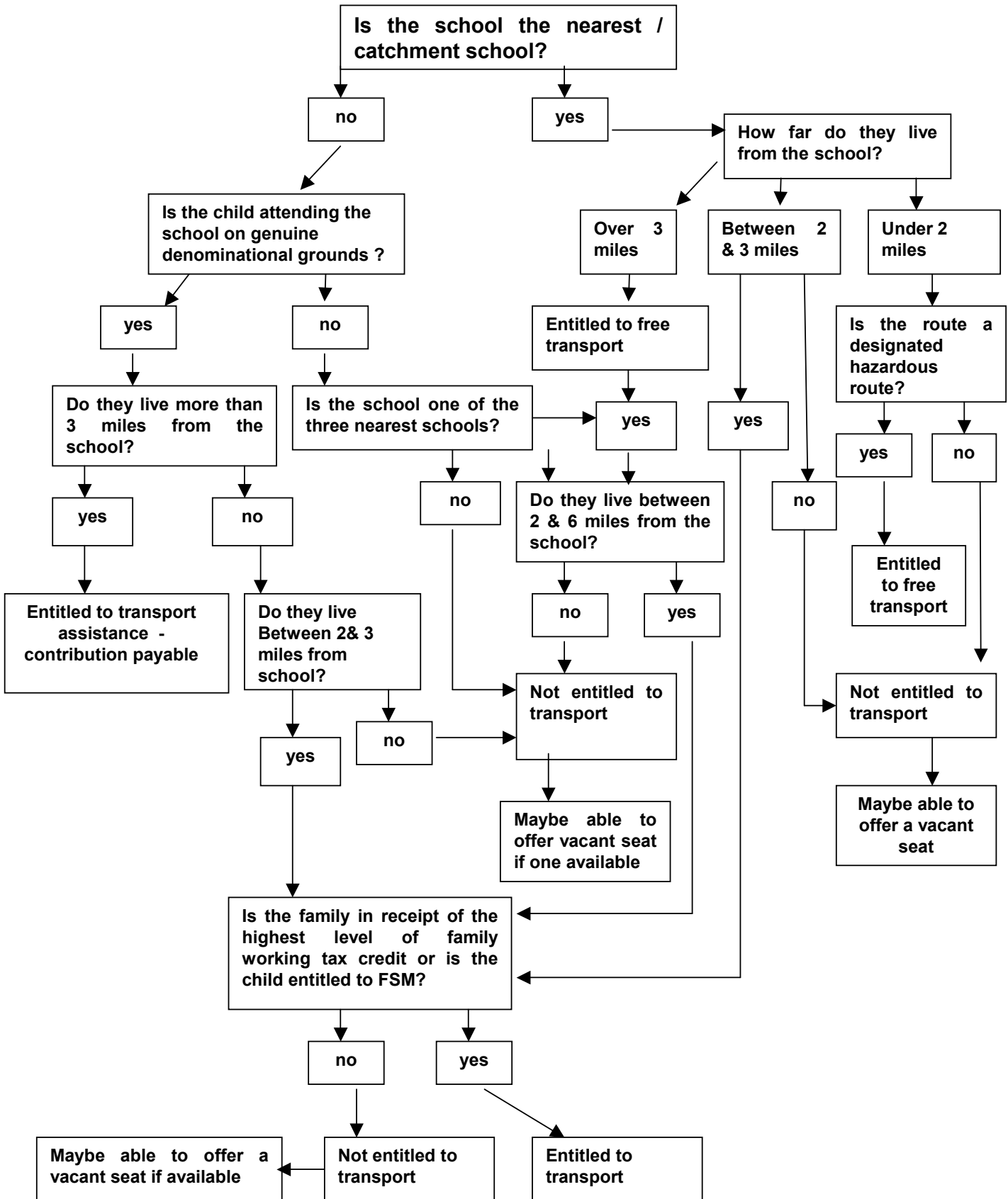
- | | | |
|--------------------------------|-------------|--------------|
| ❖ St David's Centre Hereford | (KS4 14-16) | 01432 274485 |
| ❖ The Aconbury Centre Hereford | (KS3 11-14) | 01432 341096 |
| ❖ The Priory Centre Leominster | (KS4 14-16) | 01568 610733 |

High School Transport

Herefordshire Council have a statutory duty to provide home to school transport for High School pupils living within the County who meet one of the following criteria:

- Is attending the nearest/catchment school and lives over 3 miles from the school.
- Is attending the nearest/catchment school, living less than 3 miles from the school on a route that has been designated as hazardous.
- Is attending the school on genuine denominational grounds and lives over 3 miles from the school (contribution payable).
- Is attending the school on genuine denominational grounds, lives between 2 and 3 miles from the school and the family is in receipt of the **highest level of family working tax credit** or the child is in receipt of **free school meals**. Evidence of low income will be required.
- Is attending one of the three nearest schools, living between 2 and 6 miles from the school and the family is in receipt of the **highest level of family working tax credit** or the child is in receipt of **free school meals**. Evidence of low income will be required.

Do you qualify for Transport? High School



What is the statutory walking distance?

For High school age pupils, walking distance is defined in law as up to 3 miles. 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.

How is the distance measured?

To ensure consistency, the distance between the home and the school is calculated by a computer based mapping system using the shortest available walking route along a road or made up footpath from the nearest pedestrian access to the school site to the nearest entrance to the external boundary of the pupil's home address.

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.

What happens if there is a disagreement about the walking distance?

If you believe that the distance has been measured inaccurately, please contact the Transport and Admissions Officer on 01432 260931 and the distance will be manually reassessed, using a computer based mapping system and measuring the distance by hand.

The route I need to take to school is too dangerous to walk, am I entitled to transport?

The measured distance (see 'How is the distance measured?') to school must be one along which a child, accompanied as necessary, can walk with reasonable safety to school. If a parent believes that the route to the catchment or nearest school is not safe, they can ask us to assess it on the grounds of exceptional hazard. (see: How do I apply for the route to be assessed?')

If part of the route is assessed as containing exceptional hazards, it will not be included in the statutory walking distance measurement. If the alternative shortest route, avoiding the hazardous part of the route, is over the statutory walking distance, transport assistance will be provided.

Several routes have already been assessed as containing exceptional hazards so it is always worth checking if yours is one of them by calling the Transport & Admissions Officer on 01432 260931.

We are on a low income, is my child still entitled to free transport assistance?

From September 2008, children who are between the ages of 11 and 16 and attending High School from low income families (those families whose children are entitled to free school meals, or who are in receipt of the 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. If you would qualify for this assistance we will write to tell you once we have assessed your application for transport (See How do I apply for transport)

You will need to supply evidence of your Working Tax Credit or inform us that your child is in receipt of free school meals. (To check if your child would qualify for Free School Meals please call 01432 260268. We will return to you any evidence you submit.

My child is attending the nearest denominational school, can he have transport assistance?

Herefordshire Council will provide assistance with transport where a child attends, on **denominational grounds (either at the time of their original admission or at some subsequent point in time)**, 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 high school children.

The Children's Services Cabinet member set the level of parental contribution in January 2009. For budgetary purposes the charge is linked to the level of contribution paid by parents utilising the Vacant Seat Payments Scheme, which for the 2009/2010 school year is £130 per term.

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

Roman Catholic

St Mary's R.C. High School Lugwardine

Church of England

The Bishop of Hereford's Bluecoat High School Hereford

Will transport assistance be given to a school other than one provided for their 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:

- (i) if the catchment or nearest school is full and your child is not awarded a place in that school, the Local Authority will redesignated an alternative school for your child. If that school is situated beyond the defined walking distance, transport assistance will be provided.
- (ii) 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.

Is transport available to two different home addresses?

No, transport assistance is only provided to the main home address. It is not available from a second address or to child care facilities. Where parents live apart the child's main home is defined as the one being where they live most of the time and that parent receives the Child Benefit. However, it maybe possible to purchase a seat for the second address under the Vacant Seat Payment Scheme (VSPS) See below.

I do not qualify for free transport, is their any other help available?

For pupils who are not entitled to free transport, Herefordshire Council operate a Vacant Seat Payment Scheme, when spare seats are sold at either the current standard rate for each child (£130 per term in 2009/2010) or at the lesser rate for each child (£45 per term in 2009/2010) 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 distance to the provided or nearest school: the nearest to the school being awarded the seat first.

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.

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.

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.

Will transport be provided to and from Independent Schools?

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

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 being banned from all school transport. In these situations the parents will become responsible for transporting the child to school.

What types of transport assistance are available?

The Director of Children Services 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.

How do I apply for transport?

If you believe you qualify for free transport or if you wish to apply for a seat under the Vacant seat Payment Scheme you will need to submit a 'Travel Assistance Form' (Form T) which is available from the website www.herefordshire.gov.uk or by calling the Transport & Admissions Officer on 01432 260931. Once complete, these forms should be sent to:

The Transport & Admissions Officer, Admissions & Transport, PO Box 185, Hereford, HR4 9ZR.

I have been refused assistance with transport but believe that my circumstances are exceptional and wish to appeal against the decision, how do I do this?

You can appeal against any decision made by a member of the School Transport team by writing, explaining your reasons/circumstances to:

Mr Rob Reid, Planning & Access Manager, PO Box 185, Hereford HR4 9ZR

How do I apply for transport on the grounds of Exceptional Hazard?

If your child has not been awarded free transport on the grounds that you live less than the statutory walking distance from the catchment or nearest school, but believe that the route you need to take is not safe to walk with your child, you can apply for the route to be assessed by completing the form 'Application for Free Transport on Exceptional Hazard Grounds' which is available on the website www.herefordshire.gov.uk or by calling the Transport & Admissions Officer on 01432 260931.

How can I contact the Transport Office?

Email – schooltransport@herefordshire.gov.uk

Name		
Mr Andrew Blackman	Admissions & Transport Manager	01432 260927
Mrs Jackie O'Connor	Transport & Admissions Officer	01432 260931
Mrs Helen Downen	SEN, PRU & P16 Transport Officer	01432 383544
Miss Kate Sherratt	Section Administrator	01432 260930
Mr David Baldwin	Enforcement Officer	01432 260937
Mrs Michelle Wathen	Admin Assistant	01432 260928
TBA	Admin Assistant	01432 260924
Mr David Magness	Independent Travel Trainer	01432 260937

6: POST 16 TRANSPORT

In accordance with the requirements of the Education Act 2002, Herefordshire Council has set up a Post 16 Transport Partnership which include 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 (see footnote*) Ludlow College of FE (see footnote*)
Catchment areas served by 11-16 age range High School	Pupils served
Kington, Lady Hawkins Ledbury, John Masefield Leominster, The Minster Ross-on-Wye, John Kyrle	All pupils living in the relevant school Catchment area including pupils who attended an 11-16 high school

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

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
The Hereford Academy	Stanberrow Road Hereford HR2 7NG	01432 355213

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 Children, Schools and Families, 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 Children, Schools and Families.

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:

End of Key Stage 2	*	Externally set tests in English, mathematics and science.
End of Key Stage 3	*	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 schools profile can be found at www.schoolsfinder.direct.gov.uk 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?

- ❖ 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.

The Education Welfare Service administers a small fund to offer parents / carers some financial support towards the cost of school uniform including shoes (but not other items such as sports equipment).

Those parents / carers in receipt of benefits or whose income is limited are prioritised although the Education Welfare Service considers all applications individually.

The fund offers vouchers, which can be exchanged for goods in a range of shops across the county. Vouchers are valued up to £40 for secondary school uniform. The fund prioritises children that are transferring between primary and secondary schools although children of other ages and circumstances will be considered for support.

Enquiries and application forms can be obtained from the Education Welfare Service 01432 260861

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 / young people, parents / carers and schools regarding issues of irregular school attendance. Each Education Welfare Officer works with particular high schools and their local primary schools.

The Service also offers support and advice (advises on pupil welfare matters and issues related to attendance at school, including) on child employment matters and children / young people working in entertainment, the service issues permits and licences for both of these. In addition, the Education Welfare Service licences Chaperones who supervise and support children / young people working in entertainment

Should you experience difficulties (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

The school leaving date is the last Friday in June for all pupils who will be 16 by 31st 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; Access and Improvement Learning, Behavioural, and Low Incidence Needs Teams, 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. For a small minority of children a Statutory Assessment of their special educational needs may be appropriate and might result in the Local Authority issuing a Statement of SEN. In April 2009 the Local Authority delegated additional funding for SEN into schools, as well as continuing to offer a system of Banded Funding. Banded Funding enables schools to make a range of additional arrangements for children with the most significant needs more quickly and simply. 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 3 special schools in Herefordshire able to take secondary children:

- ❖ Barrs Court School for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/ PMLD) Age Range 11-19
- ❖ Westfield School for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/PLMD) Age Range 5 -19
- ❖ The Brookfield School 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 6 2009** (see page 12)



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

15th February (Year 6)

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



1st March (Year 6)

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

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

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
Barrs Court Road
Hereford HR1 1EQ
Telephone 01432 265035

Age Range 11-19

Leominster

- ❖ Westfield School
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
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 10.

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 5.8 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 2009-2010 this was set at £165 per term. Students cease to be eligible at 31st August following their 25th birthday. Some further education institutions consider that use of public transport is part of independence training for a student with special educational needs.

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

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:

Exclusions from Schools

Manager of Pupil, School and Parent Support 01432 260816

Pupil Admissions to Schools

Admissions and Transport Manager 01432 260927

School Transport

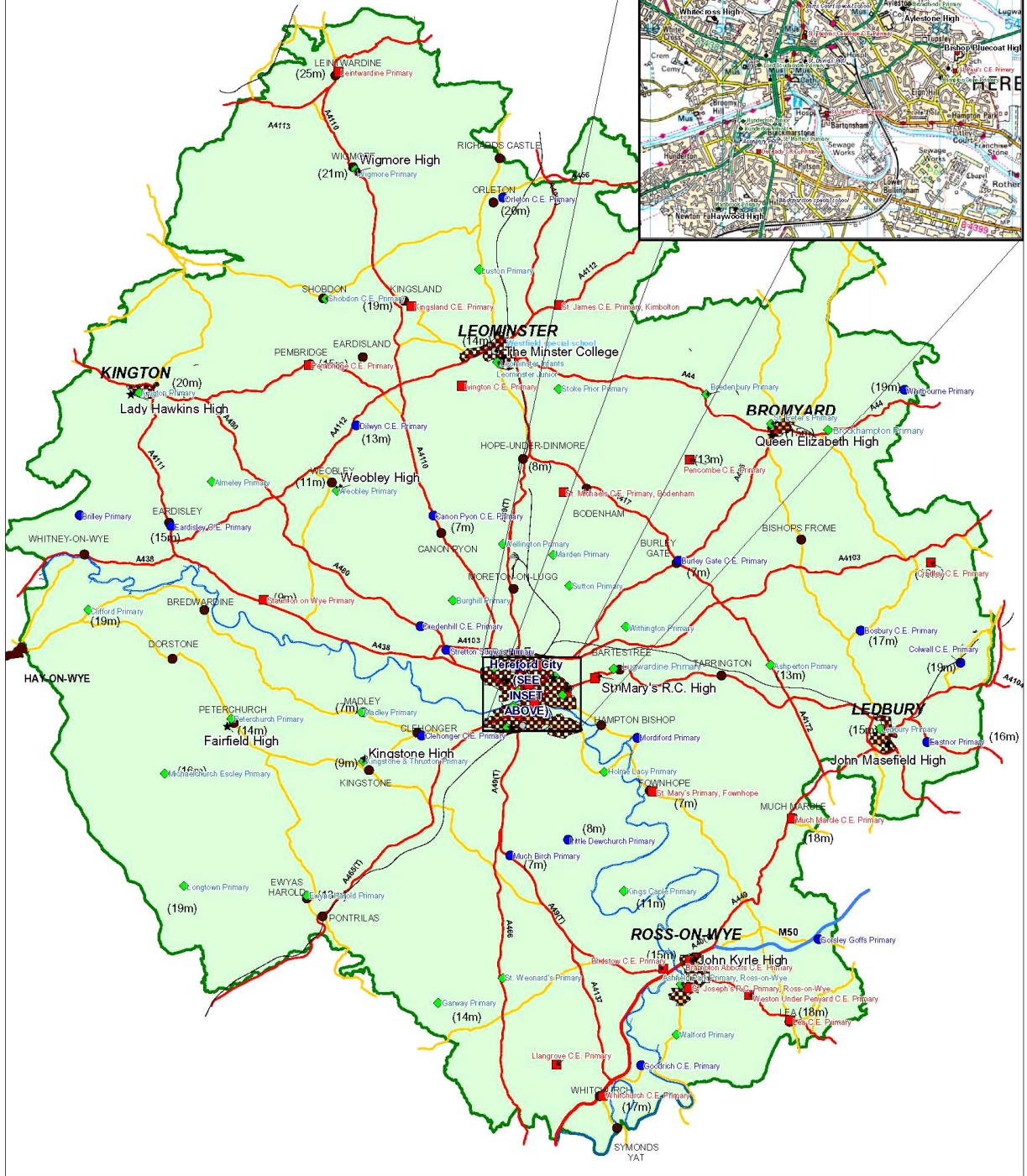
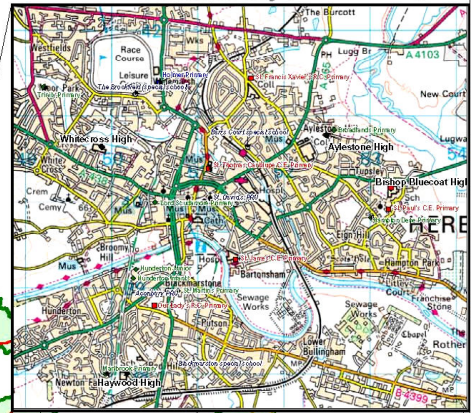
Transport and Admissions Officer 01432 260931

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

HEREFORDSHIRE

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

Hereford City (Scale 1:50,000)



LOCATION PLAN - Herefordshire (showing 103 LEA Schools)

Voluntary Schools = Blue Aided Schools = Red

SCALE 1:200,000

(839 sq. miles)

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

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

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

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. 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.
7. Appeals will be heard within 30 school days of the date indicated for parental reply (see paragraph 6 above).
8. 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 2010

CO-ORDINATED ADMISSIONS ARRANGEMENTS FOR HEREFORDSHIRE

Introduction

Herefordshire will operate an inter-LA scheme for September 2010 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 6th November 2009. 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 6th November 2009 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 6th November 2009, the Admission Office sends other admission authorities / LA's details of applicants for their schools.

Admission authorities then apply their admission criteria, including any selection tests, and will send the Admission and Transport Office by 8th January 2010 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 12th February 2010, 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 2010. 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 1st March 2010**. 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 6th November 2009 and 12th February 2010 (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 12th February 2010 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 1st March 2010 – 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**Appendix 3**

(figures quotes were as at 18th May 2009)

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

SCHOOL	PAN	NOR As at 18/05/09	No. of Applications for the School Year 2009-10			offers made as at 18/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Queen Elizabeth Humanities College (C) (DCFS 4004) Bromyard, Herefordshire 4QS Tel: 01885 482230	HR7 100	314	63	17	20	65	0	0

How Places were allocated

Catchment Sibling	14
Catchment	40
Out of Area Sibling	6
Out of Area closest to school	3
System Allocated	2

Key:

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

HEREFORD CITY & DISTRICT

(figures quotes were as at 18th May 2009)

High School Age Range 11-16

SCHOOL	PAN	NOR As at 18/05/09	No. of Applications for the School Year 2009-10			offers made as at 18/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Aylestone High Business and Enterprise College (C) (DCFS 4015) Broadlands House, Broadlands Lane, Hereford HR1 1HY Tel: 01432 357371	180	865	99	128	123	108	0	0

How Places were allocated

Catchment Sibling	36
Catchment	41
Out of Area Sibling	11
Out of Area closest to school	20

SCHOOL	PAN	NOR As at 18/05/09	No. of Applications for the School Year 2009-10			offers made as at 18/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Bishop of Hereford's Bluecoat(VA) (DCFS (4600)) Hampton Dene Road, Hereford HR1 1UU Tel: 01432 357481	236	1184	234	202	88	**236 **with appeal added	2	1

How Places were allocated

Statemented	12
Catchment	91
Church Place	63
Open Place Sibling	21
Open Place Feeder School	15
Open Place exceptional medical, social or compassionate	1
Out of Area closest to school	33

SCHOOL	PAN	NOR As at 18/05/09	No. of Applications for the School Year 2009-10			offers made as at 18/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
St. Mary's R.C. High (VA) (DCFS 4601) Lugwardine, Hereford HR1 4DR Tel: 01432 850416	135	688	165	119	51	** 137 **with appeals added	9	4

How Places were allocated

Statemented	2
Baptised Roman Catholic Feeder Schools	54
Baptised Roman Catholic Other Schools	31
Other Christain Feeder School Minister Support	9
Other Christain Sibling at School	15
Other Christain Minster Support	24
Out of Area closest to school	1
other christain support	1

SCHOOL	PAN	NOR As at 18/05/09	No. of Applications for the School Year 2009-10			offers made as at 18/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Whitecross High & Specialist Sports College (C) (DCFS 4014) Three Elms Road, Hereford HR4 ORN Te: 01432 376080	180	903	188	110	114	**183 **with appeal added and 2 exceptional circumstances	3	1

How Places were allocated

Statemented	4
Looked After	2
Catchment Sibling	48
Catchment	89
Catchment Special Reason	1
Out of Area Sibling	5
Out of area special reasons	2
Out of Area closest to school	31

HEREFORD CITY & DISTRICT

SCHOOL	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 18/05/09	School Year 2009-10			as at 18/05/09		
			<i>1st Pref</i>	<i>2nd Pref</i>	<i>3rd Pref</i>			
School								
The Hereford Academy (C)								
(DCFS 4011)	180	676	123	40	36	127	0	0
Stanberrow Road, Hereford	HR2							
7NG								
Tel: 01432 355213								
How Places were allocated								
Statemented	2							
Catchment Sibling	34							
Catchment	84							
Out of Area Sibling	2							
Out of Area closest to school	3							
System Allocated	2							

KINGSTONE DISTRICT

High School Age Range 11-16

SCHOOL	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 18/05/09	School Year 2009-10			as at 18/05/09		
			<i>1st Pref</i>	<i>2nd Pref</i>	<i>3rd Pref</i>			

Kingstone High (C) (DCFS 4021)	136	651	108	86	28	112	0	0
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Kingstone, Hereford HR2 9HJ
Tel: 01981 250224

How Places were allocated

Statemented	1
Looked After Child	1
Catchment Sibling	25
Catchment	34
Out of Area Sibling	19
Out of Area closest to school	30
System Allocated	2

KINGTON DISTRICT

High School Age Range 11-16

School	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 18/05/09	School Year 2009-10	1st Pref	2nd Pref	3rd Pref		

Kington, Lady Hawkins (C) (DCFS 4022) Church Road, Kington, Herefordshire HR5 3AG Tel: 01544 230441	90	408	68	27	15	76	0	0
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How Places were allocated

Statemented	1
Looked After Child	1
Catchment Sibling	32
Catchment	31
Out of Area Sibling	3
Out of Area closest to school	6
System Allocated	2

LEDBURY DISTRICT

High School Age Range 11-16

	PAN	NOR As at 18/05/09	No. of Applications for the School Year 2009-10			offers made as at 18/05/09	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
John Masefield High (C) (DCFS 4058) Mabel's Furlong, Ledbury, Herefordshire HR8 2HF Tel: 01531 631012	174	764	138	48	32	145	0	0

How Places were allocated

Stated	1
Catchment Sibling	50
Catchment	84
Out of Area Sibling	5
Out of Area closest to school	2
System Allocated	3

LEOMINSTER DISTRICT

High School Age Range 11-16

School	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 18/05/09	School Year 2009-10	1st Pref	2nd Pref	3rd Pref		

The Minster College (C) (DCFS 4027) South Street, Leominster, Herefordshire HR6 8JJ Tel: 01568 613221	140	588	114	29	35	122	0	0
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How Places were allocated

Statemented	1
Catchment Sibling	38
Catchment	79
Out of Area Sibling	1
Out of Area closest to school	1
System Allocated	2

PETERCHURCH DISTRICT

High School Age Range 11-16

School	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 18/05/09	School Year 2009-10			as at 18/05/09		
			<i>1st Pref</i>	<i>2nd Pref</i>	<i>3rd Pref</i>			

Fairfield (C) (DCFS 4032)	70	377	97	52	16	** 84	13	13
Peterchurch, Hereford HR2 OSG Tel: 01981 550231						** with appeals added and 1 SEN child		

How Places were allocated

Statemented	1
Looked After	1
Catchment Sibling	24
Catchment	26
Out of Area Sibling	11
Out of Area closest to school	21

ROSS-ON-WYE DISTRICT

High School Age Range 11-16

School	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 18/05/09	School Year 2009-10			as at 18/05/09		
			<i>1st Pref</i>	<i>2nd Pref</i>	<i>3rd Pref</i>			

John Kyrle High (C) (DCFS 4428) Ledbury Road, Ross-on-Wye, Herefordshire HR9 7ET Tel: 01989 764358	210	998	256	59	33	240	0	0
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How Places were allocated

Statemented	4
Catchment Sibling	81
Catchment	125
Out of Area Sibling	6
Out of Area closest to school	24

WEOBLEY DISTRICT

High School Age Range 11-16

School	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 18/05/09	School Year 2009-10	1st Pref	2nd Pref	3rd Pref		

Weobley High (C) (DFES 4045) Weobley, Hereford HR4 8ST Tel: 01544 318159	100	461	92	68	57	93	0	0
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How Places were allocated

Looked After	1
Catchment Sibling	20
Catchment	47
Out of Area Sibling	9
Out of Area closest to school	15
out of area speacial reasons	1

WIGMORE DISTRICT

High School Age Range 11-16

School	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 18/05/09	School Year 2009-10			as at 18/05/09		
			1st Pref	2nd Pref	3rd Pref			

Wigmore High (F)	90	452	115	52	39	**97	11	4
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(DFES 4046)

Ford Street, Wigmore, Leominster,

Herefordshire HR6 9UW

Tel: 01568 770323

****with appeals added and 3 exceptional circumstances offered**

Statemented	1
Looked After Child	1
Catchment Sibling	31
Catchment	60
Out of Area Sibling	1
out of area nearest to school	3

Key:

F	Foundation
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 stated under the Education Act 1996

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 will be offered before the criteria below (see footnote ¹).

1. **“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.
2. **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.
3. **Church Place:** Available to children of families resident within the Archdeaconry of Hereford and actively involved in the worship, life and work of a Christian Church (see footnote ²), supported by the endorsement of the parish priest or minister of that church (see footnote ³). Family involvement with the Church will be assessed according to the following three definitions:
 - **At the heart of the Church** – a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of weekday worship. The worshipper could be the child for whom application is made or one or both parents.
 - **Attached to the Church** – a regular but not frequent worshipper, by which is meant one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
 - **Known to the Church** – an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.

(Further details are available on the Church information form.)

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

² For the purposes of this policy “A Christian Church” is taken to mean an organised body subscribing to the Doctrine of the Trinity and which is either a member of a local Christian Council/Council of Churches or is affiliated to “Christians Together in England”. (Further information is available by contacting the school direct)

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

4. **Open Place – Sibling:** Children resident outside the designated area who have brothers or sisters (see footnote ⁴) currently attending the school and will still be registered pupils at the time of admission.
5. **Open Place – Feeder School:** Children resident outside the designated area who nevertheless attend one of this school’s feeder primary schools (St Paul’s, Hampton Dene, St Mary’s Fownhope, Mordiford and Lugwardine).
6. **Open Place:** Children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to the school is necessary for the well being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source.
7. **Open Place – other:** Children who live closest to the school by the shortest available walking route (see paragraph 7.1 of the Information for Parents Booklet for details of how walking distance is measured). (See footnotes⁵)

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.

Children who have a Statement of Special Educational Needs, which names the school, will be offered before the below criteria.

1. Baptised Roman Catholic children who have a special reason for admission e.g. children in the ‘looked after system’. Applications for admission by Baptised Roman Catholic children on social, physical or medical grounds will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or other appropriate supporting information at the time of the application.
2. Baptised Roman Catholic children in the three designated feeder primary schools, with application form signed by their Parish Priest.
3. Baptised Roman Catholic children in other schools with a Certificate of Baptism and application form signed by their Parish Priest.
4. 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.

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

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

Applicants are required to produce a medical certificate or other appropriate supporting information at the time of application.

5. Pupils who have a brother or sister at St Mary's at the time of admission
6. Other Christian denominations whose parents wish their children to receive a Christian education, and who are in attendance at one of the three Herefordshire designated feeder primary school and who have a letter of support from a Minister of Religion or Religious Leader.
7. 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.
8. 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.
9. 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.
10. 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.

ADMISSION POLICIES OF SCHOOL SIXTH FORMS

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

Kington, Lady Hawkins High School (PAN 30)

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

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

Ledbury, The John Masefield High School (PAN 90)

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

Leominster, The Minster College (PAN 50)

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

Advice is given on the following basis:

4/5 GCSE passes of Grade C or above for Advanced Courses.
4/5 GCSE passes of Grade E or above for Intermediate Courses.
Appropriate advice is given for Foundation Courses.

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

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

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

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

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

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

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

The Hereford Academy (PAN 110)

Post 16 Entry Criteria

For **Level 1** courses such as BTEC Introductory Certificate

Entry level achievement such as Skills for Life, ASDAN Bronze

For **Level 2** courses such as BTEC First Diploma/Certificate, NVQ Level 1

2 GCSEs grade D – G

BTEC Introductory Certificate

Other Level 1 achievement such as NCFE Introductory Award

For **Level 3** courses such as BTEC National Diploma/Certificate/Award and NVQ Level 2/AS and A2

4-5 GCSEs grade A* - C

BTEC First Diploma

2 BTEC Certificates

1 BTEC Certificate and 2-3 GCSE grade A* - C

NVQ Level 1

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 Secondary (11-16)
A 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 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 Abbotts	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**	Queen Elizabeth
** Part excl. locality of Bromyard Town	
** Locality of Bromyard Town only	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 & 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
E 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
F 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

Hampton Bishop

Bishop of Hereford's Bluecoat

Hampton Charles

Queen Elizabeth

Harewood

John Kyrle

Hatfield & 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

Kenchester

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
Lea	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
M 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 & 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

Newton (Leominster)

The Minster

Newton (Peterchurch)

Fairfield

Norton (Bromyard)

Queen Elizabeth

Norton Canon

Weobley

Ocle Pychard

Queen Elizabeth

Orcop

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

Orleton

Wigmore

Pencombe &
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
R ichards Castle (Hereford)	Wigmore
Rodd, Nash & Little Brampton	Lady Hawkins
Ross-on-Wye	John Kyrle
Ross Rural	John Kyrle
Rowlstone	Fairfield
S 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

Tarrington

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

Ullingswick

Queen Elizabeth

Upper Sapey

Queen Elizabeth

Upton Bishop

John Kyrle

Vowchurch

Fairfield

Wacton

Queen Elizabeth

Walford

John Kyrle

Walford, Letton & 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
Yarkhill**	
** 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 (£130 per term)
- Students will cease to be eligible at 31st August following their 19th birthday, even where they are continuing on the same course.
 - The Transport Partnership will decide upon the form of travel assistance provided with the administration being carried out by Herefordshire LA – 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 1st September, free transport may be provided to the appropriate school or further education institution, irrespective of the normal statutory walking distances defined for primary or secondary pupils, if walking is too difficult for the student. **Students cease to be eligible for free transport at 31st August following their 19th birthday.**

SEN students in the age range 19 years to 25 years will be provided with transport upon payment of the required termly fee (£175). 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 LA does not give transport provision to students attending any of these High Schools from outside the County. Students should apply to their home LA 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 LA 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 LA 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 LA they may then apply to Herefordshire LA. The student will be required to pay the £130 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 1st September and have gained or will be continuing their 16-19 Education at one of the Herefordshire Colleges.

The Herefordshire Post 16 Partnership will consider the allocation of a transport provision if space is available on the appropriate College/LA 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 Children, Schools & Families 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.

FAIR PROCESSING NOTICE

Schools, Local Education Authorities and the Department for Children, Schools and Families (DCSF) all hold information on pupils in order to run the education system and in so doing, have to follow the requirements of the Data Protection Act 1998. This means that the data held about pupils must only be used for specific purposes allowed by law.

The **school** processes personal data about its pupils in order to support its pupils' teaching and learning; monitor and report on their progress; provide appropriate pastoral care, and 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, the school is required to pass on some of this data to local authorities, the DCSF, (which also has responsibility for ContactPoint¹: see below) and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT) and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme. All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law. The Children Act 2004 Information Database (England) Regulations 2007 requires maintained schools to supply basic contact information to ContactPoint.

The **Local Authority (Herefordshire Council)** uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child 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 children cannot be identified from them. Herefordshire Council is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area.

The **Qualifications and Curriculum Authority (QCA)** uses information about pupils to administer the national curriculum assessments portfolio throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. The results of these are passed on to DCSF 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.

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the views of children and young people, to inform children's services inspections in local authority areas. Inspection reports do not identify individual pupils.

The **Learning and Skills Council (LSC)** uses information about pupils for statistical purposes, to evaluate and develop education policy and 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. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. The LSC or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

Learner Registration System (LRS) The Learning and Skills Council (LSC) also administers the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP membership. More information about MIAP membership can be found at www.miap.gov.uk

¹ ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support

LSC is responsible for the development and operation of the Learner Registration Service (LRS) and also the creation of a learner record.

For pupils of 14 years and over and for pupils registering for post-14 qualifications, the school will pass on certain identification information to the LRS to create and maintain a unique learner number (ULN), and achievement information to the MIAP Service to create and maintain a learner record.

The Learner Registration Service will enable organisations allowed by law and detailed at www.miap.gov.uk to access the ULN and contain it in their systems, thereby saving individuals having to supply the same information repeatedly to different organisations.

Details of how an individual may opt-out of sharing achievement data in their learner record with those organisations detailed at www.miap.gov.uk, can also be found at www.miap.gov.uk

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

The **Department of Health (DH)** uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils attending schools in the PCT areas to help focus local resources and deliver the Public Service Agreement target to halt the year on year rise in obesity among children under 11 by 2010, in the context of a broader strategy to tackle obesity in the population as a whole. The Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

The **Department for Children, Schools and Families (DCSF)** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DCSF will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school.

DCSF, with the participation of LAs, operates the database known as ContactPoint. ContactPoint is an online directory available to authorised staff who need it to do their jobs. It is designed to allow practitioners to find out who else is working with the child or young person, making it easier to deliver more coordinated support. Schools are under a statutory duty to pass onto ContactPoint certain information. This consists of basic information about the child or young person, the contact details of the school and the contact address and telephone numbers for the parents or carers, with parental responsibility of the child or young person. 'Parental responsibility' is defined as: all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

The DCSF will also provide Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DCSF may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is

usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DCSF may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to access your personal data, or you wish your parents to do so on your behalf, then please contact the relevant organisation in writing.

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role. However parents, or the pupils 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 wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school.

The LA and DCSF may supply to Connexions services providers information which they have about children, but will not pass on any information they have received from the school if parents (or the children themselves 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 2010/2011

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

18 JUNE 2009

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 2010, 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 Schools Admissions Code. 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 INFANT/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 15th January 2010.

You can now apply on line at www.cs.herefordshire.gov.uk

1. PUPILS DETAILS		
Surname	Forename	Middle name(s)
Date of birth	Gender (please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>	
Home Address (this must be the normal and genuine residence of the parent / carer who has care of the child, that is, the address at which the child resides)		
Address details		Post Code
Telephone Number	Mobile Number	
2. CHOSEN SCHOOL(s) please see overleaf if applying for a Voluntary Aided School (number 7) and (number 8) if applying for a school in another Local Authority.		
1		
2		
3		
3. SIBLING(s) please give full names and date of birth of any brothers or sisters, who in September 2010 will still be attending one of the schools that you are now applying for. Sibling is defined on page 9 of the information for parents book.		
Surname	Forename(s)	Date of Birth(s)
School sibling(s) currently attending		
4. LOOKED AFTER CHILDREN		
Is your child (or has your child ever been) in care / looked after by Herefordshire Council or by any other authority? (Please tick) yes <input type="checkbox"/> no <input type="checkbox"/>		
If yes please name the Social Worker and Local Authority		
5. TRANSPORT		
Please refer to the Information for Parents Book Section 7 regarding transport entitlement		

6. APPLYING FOR A PLACE ON SOCIAL, MEDICAL OR COMPASSIONATE GROUNDS

Complete this section **ONLY** if you are applying for a place on social, medical or compassionate grounds. This applies to adopted children too.

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

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 5.1 of the Information for Parents Book)

What school(s) does this supporting information relate to?	
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Number of pages attached	
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7. APPLICATIONS TO VOLUNTARY AIDED SCHOOLS

Complete this section **ONLY** if you are applying for a place at a Voluntary Aided School. You will need to contact the school to ask if you are required to fill in an additional form about your religious commitment if any, as well as the PA1. These forms must be attached together when returned back to the Admissions Section.

What school(s) are you applying for, which this relates to?	
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Have you attached an additional form from the school(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please state any other supporting information you have attached i.e Baptismal Certificate	
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8. APPLYING FOR A PLACE IN ANOTHER LOCAL AUTHORITY

If you are applying for an out of county school still fill in this form, we will then pass the information onto the relevant authority, they will inform us if they can offer a place, and we will inform you on the **official offer date 23rd March 2010** of the outcome.

9. NAME OF APPLICANT (details of person filling in this form required below)

Title Mr / Mrs / Miss / Ms / other	Name	Surname
------------------------------------	------	---------

Relationship to pupil *(please see below)	Do you have parental responsibility for this child (please tick)
	Yes <input type="checkbox"/> No <input type="checkbox"/>

*eg Mother, Father, Step-parent, Social Worker, Foster Parent, or other relative (please state)

10. THE DECLARATION

I declare that the information on this form is correct and that I have received the Information for Parents Book. And that I have read the conditions stated on the Important Notes (page enclosed with this form). I understand that a place maybe lawfully withdrawn if it is proved to have been offered on the basis of fraudulent or misleading application.

Signed Print Name.....Date.....

IMPORTANT NOTES

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

NOTE 1 – ADMISSION OF PUPILS TO INFANT AND PRIMARY SCHOOLS

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

In the Autumn Term, if 5 between 1st September and 31st December inclusive

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

In the Summer Term, if 5 between 1st May and 31st August inclusive

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

The Autumn Term begins after the summer holidays, the Spring Term after the Christmas and New Year holidays and the Summer Term after the Easter holidays. Places are allocated according to the Council's or Governors (Voluntary Aided – see note 2 below) admissions priorities and initially on the basis of applications received by **15th January 2010** for admissions in the school year 2010/2011

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

NOTE 2 - APPLICATIONS TO AIDED FOUNDATION & ACADEMY SCHOOLS

It is the Governing Body of a **Voluntary Aided, Foundation and Academy** school that makes decisions on admissions, not the Herefordshire Council, though all notifications are made by the Council's Admissions Office. Appendix 4 of the Information for Parents Booklet 2010//2011 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 **15th January 2010**, the Council will offer places, including those for Voluntary Aided, Foundation and Academy **on 23rd March 2010**.

NOTE 4 – CHANGE OF ADDRESS/WITHDRAWAL OF APPLICATION

You must notify the Admissions Office of any change of home address, prior to the date of admission, as that might affect entitlement to a place at the school. You must inform the Pupil Admissions Office 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 SCHOOL FOR SEPTEMBER 2010

Please read the attached notes and 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 your child's primary school no later than 6th November 2009

If your child attends a school in another Local Authority or in an Independent School please return to the Pupil Admissions Office, Children & Young People's Directorate, Herefordshire Council, Blackfriars PO Box 185, Blackfriars Street, Hereford HR4 9ZR no later than 6th November 2009.

You can now apply on line at www.cs.herefordshire.gov.uk

1. PUPILS DETAILS		
Surname	Forename	Middle name(s)
Date of birth	Gender (please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>	
Home Address (this must be the normal and genuine residence of the parent / carer who has care of the child, that is, the address at which the child resides)		
Address details		Post Code
Telephone Number		Mobile Number
Present School child is attending		Date child started at this school
2. CHOSEN SCHOOL(s) please see overleaf if applying for a Voluntary Aided School (number 8) and (number 9) if applying for a school in another Local Authority.		
1		
2		
3		
3. SIBLING(s) please give full names and date of birth of any brothers or sisters, who in September 2010 will still be attending one of the schools that you are now applying for. Sibling is defined on page 9 of the information for parents book.		
Surname	Forename(s)	Date of Birth(s)
School sibling(s) currently attending		
4. LOOKED AFTER CHILDREN Is your child (or has your child ever been) in care / looked after by Herefordshire Council or by any other authority? (Please tick) yes <input type="checkbox"/> no <input type="checkbox"/> If yes please name the Social Worker and Local Authority		
5. SPECIAL EDUCATIONAL NEEDS Has your child a Statement of Special Educational Needs (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. TRANSPORT Please refer to the Information for Parents Book Section 5 regarding transport entitlement		

7. APPLYING FOR A PLACE ON SOCIAL, MEDICAL OR COMPASSIONATE GROUNDS

Complete this section **ONLY** if you are applying for a place on social, medical or compassionate grounds. This applies to adopted children too.

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

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 4.1 of the Information for Parents Book)

What school(s) does this supporting information relate to?

Number of pages attached

8. APPLICATIONS TO VOLUNTARY AIDED SCHOOLS

Complete this section **ONLY** if you are applying for a place at a Voluntary Aided School.

If applying for a Church Place at Bishops of Hereford Bluecoat School you will need to contact your local priest or minister to request the additional form that is required in addition to this form (SA1).

If applying for a place at St Mary's RC you are required to contact the school requesting either the catholic form or non catholic form required in addition to this form (SA1).

These forms must be attached together when returned.

What school(s) are you applying for, which this relates to?

Have you attached an additional form from the school(s)?

Yes

No

Please state any other supporting information you have attached i.e Baptismal Certificate

9. APPLYING FOR A PLACE IN ANOTHER LOCAL AUTHORITY

If you are applying for an out of county school please complete this form, we will then pass the information onto the relevant authority. They will inform us if they can offer a place, and we will inform you on the **official offer date 1st March 2010** of the outcome.

10. NAME OF APPLICANT (details of person filling in this form required below)

Title Mr / Mrs / Miss / Ms / other

Name

Surname

Relationship to pupil *(please see below)

Do you have parental responsibility for this child (please tick)

Yes

No

*eg Mother, Father, Step-parent, Social Worker, Foster Parent, or other relative (please state)

11. THE DECLARATION

I declare that the information on this form is correct and that I have received the Information for Parents Book. And that I have read the conditions stated on the Important Notes (page enclosed with this form). I understand that a place maybe lawfully withdrawn if it is proved to have been offered on the basis of fraudulent or misleading application.

Signed Print Name.....Date.....

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

LOCAL ADMISSIONS FORUM

18 JUNE 2009

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 2010.

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 3. 1 - "Starting School" leaflet

Appendix 3. 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 2009 and their Date of Birth is between **01.09.2005** and **31.08.2006** 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 2009 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, 5 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 **15th January 2010** if you wish your child to start in September 2010, January 2011 or April 2011.

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 2010 to August 2011

Important information if your child is four before September 2010

Apply on or before

15th January 2010 for all admissions between September 2010 & August 2011

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

To be read with the
Information for Parents Booklet
2010/2011

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 2010 to August 2011. **This one date is 15th January 2011.**

Even if your child is **not** due to start school until January 2011 or April 2011 **YOU STILL NEED TO APPLY BEFORE 15th ANUARY 2010.** Late applications are always considered, but may have lower priority. See section 4.8 of the Information for Parents Book

Can I apply to any school?

Yes, you can apply for any school maintained by Herefordshire Council. For the school year September 2010 to August 2011, you will have the opportunity to express three 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 4.5 of the Information for Parents Book.

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 15th January 2010.*

Could my child start earlier?

It may be **possible** for your child to start school earlier if his/her 5th birthday is between 1st January and 31st August 2010. *You need to contact the school to find out if an earlier start is possible, and apply on or before 15th January 2010.*

Would my child have to start school earlier?

NO. You could wait until the term after your child is 5, without risking the place allocated to your child. Please talk to your preferred school, and **apply on or before 15th January 2010**, 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 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 15th January 2010

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 5th 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. **This only applies if child as a birth in Summer Term**

How will my child get to school?

You will have to make your own travel arrangements for getting your 4 year old to school at least until the term of his/her 5th birthday. At that stage, there may be transport assistance for the catchment area school, if you live more than 2 or 3 miles away (see 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
2010-2011**

Important information if your child is eleven before
1st September 2010

**Apply on or before
6th November 2009**

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

**To be read with the
Information for Parents
Booklet 2010-2011**

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 6th November 2009 (see paragraph 5 below), including any school you wish to apply for in **other LA areas**. Please note that your 3 preferences will not be formally analysed until after the closing date of 6th November 2009.

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 2010/2011 contains more information about applying for a school place, and Appendix 3 gives details about the Secondary High Schools in Herefordshire. The information is also on the Council's Education Website (www.education.herefordshire.gov.uk). Please read all those sections **BEFORE** completing the SA1 form.

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

The school for your child's home address is named in the letter provided by the Children Services in September 2009. If you apply for that catchment school by **6th November 2009**, 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 4 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 2010. That one date, which also applies to Church schools, is 6th November 2009. Late applications received between 6th November 2009 and the national offer date of 1st March 2010, may be included in the initial consideration but **only if** the reason for the delay was genuine and acceptable. Applications received after 1st March 2010 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 6th November 2009. **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 for St Mary's RC And for Bishop of Hereford's Bluecoat School from your priest or minister. This **must be** returned **with the SA1** form by 6th November 2009 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 chapter 4 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 6th November 2009 will be told the decision on 1st March 2010, 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 6th November 2009 from parents will be analysed together, but only after that date, along with late applications for which parents have provided genuine explanations. Applications for the schools will be considered against the 6 priorities listed in paragraph 9 above. The Governors of the 2 voluntary aided schools and The Hereford Academy will make decisions based on their criteria shown in Appendix 4 of the Information for Parents Booklet. At stage 1, all 3 preferences are treated as a first preference (i.e. the priority order shown by parents will not count at this point).

STAGE 2 Following analysis, lists will be drawn up of all the parents who have applied (whether as 1st, 2nd or 3rd preference) for each school, according to criteria in chapter 4 of the admissions information book.

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 2010 will be given by Herefordshire Local Authority, 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 2010 transfer. Parents are asked to consider naming their catchment school as one of their 3 preferences. If they do not and they are unsuccessful with their other preferences it may be that there are no places left at their catchment school after offers are made. 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 6th November 2009. 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 2010. Please note that this does not apply to Bishop Bluecoat School, St Mary's RC High, The Hereford Academy or a school in another Local Authority as they define their own.

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

No – the designated High School is based on your child's home address. The fact that your child attends an associated primary school will not give your application any higher priority, unless you are including Bishop of Hereford Bluecoat and / or St Mary's RC in your preferences.

How can we get further help?

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

- The number of parents who applied in the previous year, and (where relevant) the number of children admitted later from the waiting list or after appeal following an initial refusal of a place
- The schools that have had vacancies in previous years
- Criteria under which places were offered

Admissions Information Lines - 01432 260925/260926
Herefordshire Council: schooladmissions@herefordshire.gov.uk

Choice Advisor Service

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

Remember:

- You should read the Information Booklet, especially chapters 2, 3, 4 and 5, BEFORE applying for a place.
- You must complete an SA1 form to apply for a place at any of the County's high schools, including if you are applying to the Bishop of Hereford's Bluecoat School or St. Mary's R.C. High School. You may also be required to complete additional information if applying for a Church place, which needs to be attached together with SA1 form.
- The Governors of church schools make the initial decisions on all their admissions and will inform the Council who will make the formal offer on the 1st March 2010.
- The closing date for applications is 6th November, 2009.
- 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 SCHOOLS ADJUDICATOR REPORT

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

18 JUNE 2009

Wards Affected

Countywide.

Purpose

To consider the annual Schools Adjudicator report shown in appendix X as required by The School Admissions (Local Authority Reports and Admissions Forums ((England) Regulations 2008(the Regulations).

Financial Implications

None.

Background

The School Admissions (Local Authority Reports and Admissions Forums ((England) Regulations 2008(the Regulations) states that local authorities are required to make a report to the Schools Adjudicator about the admission arrangements of schools in their area by 30th June each year.

Recommendation

THAT:

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

Considerations

None.

Risk Management

None

Background Papers

None

Appendices

Appendix X

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

LOCAL AUTHORITY REPORT
TO
THE SCHOOLS ADJUDICATOR
FROM
Herefordshire Council

30 JUNE 2009

Report Cleared by.....

Date submitted

By Andrew Blackman

Contact email address ablackman@herefordshire.gov.uk

Telephone number 01432 260927

SECTION 1

FOR THE ACADEMIC YEAR IN WHICH THE REPORT IS MADE - 2008 - 2009

Please complete using data/information for the period 1 September 2008 to date of report

Code 4.9 a) (i) how well the Fair Access Protocol has worked and how many children have been admitted to each school in the area under the protocol;

The Code at 3.44 requires (1) each local authority to have a Fair Access Protocol and (2) all schools and Academies to participate in their LA area's protocol

- a) Please confirm that the LA has a Fair Access Protocol that has been agreed with all the relevant schools in its area.

Protocol not yet agreed by all schools and academies?

We do have a protocol, but recognise with schools that we need to develop it further and work is currently underway to have a revised protocol in place by January 2010.

- b) Give your assessment of how well the Fair Access Protocol has worked since 1 September 2008:

- a. in placing children in schools;

Has worked well.

- b. the co-operation of schools and Academies in implementing the protocol; and

Good co-operation

- c. any issues you have had in implementing the protocol.

None

- c) In Appendix A, please record for each school the number of children directed to (column O) and admitted (column P) to the school under

the protocol between 1 September 2008 and date of report.

Code 4.9 a) (ii) whether primary schools are complying with infant class size legislation

Please include in your comments the number of schools where qualifying measures are being taken.

No primary schools are in breach of the infant class size legislation other than those circumstances covered by section 2.63 of the School Admissions Code. The two schools this relates do not expect to have to take qualifying measures in September 2009.

Code 4.9 a) (iii) the number of admissions appeals held for each and every school in the area, and the number of appeals that were upheld.

Please insert the data covering the period 1 September 2008 to the date of the report in Appendix A to show for each school:

- column Q - the number of appeals held;
- column R - the number of appeals upheld; and
- column S - the number of appeals pending from the date of the report onwards.

Code 4.9 a) iv the extent to which the local authority and appeal panels in the area complied with the requirements of the Appeals Code, with reference to ensuring the timeliness and transparency of appeals, effective communications with parents and any other relevant matter.

Please include in your comments, where there is evidence of non-compliance, what action have you taken.

No evidence of non-compliance.

4.9 d) iii any other matters which affect the fairness of admission arrangements for schools for schools in the area.

Please complete with reference to Choice Advice provided to parents applying for a secondary school place for the 2009/2010 school year.

Appendix 5 of the Code requires local authorities to provide an independent Choice Advice service that is focused on supporting the families who most need support in navigating the secondary school admissions process (paragraph 5). Choice Advice must be independent and free from any potential conflict of interest between the need of the local authority to allocate places and the advice that parents receive (paragraph 8). As a minimum, local authorities must ensure that Choice Advisers are not in the same management chain or reporting lines as the local authority's admissions staff (paragraph 9).

- a) Please confirm that your local authority has an independent Choice Advice service in place.

YES

- b) Please explain how you ensure the independence of the Choice Advice provided (for example, the Choice Advice service may be situated in the Parent Partnership service or Family Information Service).

Based within the Parent Partnership Service

- c) Please confirm that your Choice Adviser(s) are not in the same line management chain or reporting lines as staff on the admissions team.

YES

Choice Advice must be targeted at those parents who most need support with the secondary school admissions process (paragraph 10). Local authorities and Choice Advisers should market their service to ensure that they reach the families most in need of their support and that other relevant agencies and professionals are aware of the service they provide (paragraph 11). Choice Advisers should be proactive in reaching 'hard to reach' parents and should develop good links with organisations that may be able to refer parents to them (paragraph 12).

- d) Please explain how you ensure Choice Advice reaches those parents who are most in need of it.

Targeting through schools, all other agencies working with vulnerable families such as traveller support groups and forces family officers. Advertising through local newspapers, radio and

journals such as "Kids Stuff"

- e) Describe how has Choice Advice contributed to the fairness of the admissions process.

Working regularly on behalf of those parents who come into the vulnerable target groups, providing information at Yr5 Parent Information Sessions offered to families at both stages of transition, being accessible to all agencies working with families, providing email and cell phone contact and regularly asking parents for their evaluation of the service. Representing the most vulnerable parents (e.g. those who are illiterate) at appeals

Local authorities may provide Choice Advice at the primary school admission stage and for in-year applications (paragraph 5).

- f) Choice Advice is offered at the primary admissions stage?

YES

- g) Choice Advice is offered for in-year applications?

YES

It is good practice for Choice Advisers to provide support during the appeals process, particularly to those parents who accessed Choice Advice at the application stage.

- h) The Choice Adviser provides support during the appeals process?

YES

- i) We plan to provide support during the appeals process in future?

YES

SECTION 2

FOR THE ACADEMIC YEAR WHICH STARTS AFTER THE REPORT IS MADE – 2009-2010:

Code 4.9 b) (i) the extent to which admission arrangements for schools in the authority's area serve the interests of children in care, children with disabilities, children with special educational needs and service children.

Note: You may wish to point out if specialist staff from within the Council has contributed to this report.

The local arrangements to secure appropriate school placements for children in care have been welcomed by foster carers, social workers and young people and often their parents. Ensuring a good match with the child's individual circumstances has helped facilitate successful transition.

Facilitating in year moves have been helped by the oversubscription policy introduced. We have successfully moved a number of young people for a variety of reasons. Each individual circumstance differs but having the capacity for flexibility assists matching individual need. Not having to look at another school other than the chosen school and subject young people to unnecessary travel arrangements is very helpful. Although in some cases moving away from the local school has been deemed advantageous for social and personal reasons

Parents of children with a Statement of special educational needs are able to express a school preference. The SEN Team will consult with this school if appropriate. However if the local mainstream school can appropriately meet the child's needs, if parents prefer another school the child will not be eligible for Local Authority transport to and from school on SEN grounds.

Looked After status and a Statement of special educational needs both have high priority when schools rank children for admissions purposes.

Code 4.9 b) (ii) the effectiveness of co-ordination.

Note: You may wish to report on the authority's assessment of the effectiveness of any scheme for co-ordinating:

- a) the admission of pupils to relevant schools in the authority's area in the next academic year to begin after the date of the report, and
- b) the admission of pupils in the authority's area to other relevant schools in that academic year.

SECTION 3

FOR ADMISSION ARRANGEMENTS THAT HAVE BEEN DETERMINED IN THE APRIL IMMEDIATELY BEFORE THE DATE OF THE REPORT IS MADE (determined by 15 April 2009 for admission in September 2010):

Code 4.9 c) (i) a statement of whether or not admission arrangements for maintained schools in the area complied with the mandatory requirements of this Code and admissions law.

Are you satisfied that the admission arrangements for all maintained schools in your area are fully compliant with the Code?

YES

If NO, please specify what action you are taking – please see paragraph “Referring objections to the Schools Adjudicator” on page 10.

Following the compliance exercise in 2008, the Chief Adjudicator wrote to all local authorities with details of where the admission arrangements for schools in their area may not be compliant with the Code. Subsequently, local authorities were asked to report on the action that had been taken to amend the arrangements.

Are you satisfied that all the necessary action that was said to be needed has been taken for the arrangements determined by 15 April 2009?

YES

If you are not completely satisfied, what further action are you taking?

The Schools Adjudicator and local authority reports

*Code 4.10 local authority reports play an important part in monitoring schools’ compliance with this Code and ensuring an open and fair admissions system. The Schools Adjudicator **must** ensure that admission arrangements which come to his attention via local authority reports, and any Admission Forum reports that he receives comply with this Code and admissions legislation. This will form the basis of an annual report to the Secretary of*

State which will also include how fair access is being achieved locally. The Schools Adjudicator's annual report to the Secretary of State on fair access replaces the biennial report of the Schools Commissioner.

*Code 4.11 where a local authority report, under section 88P of the SSFA 1998, states that admission arrangements for maintained schools do not or may not conform with statutory requirements or the mandatory requirements of this Code, the Schools Adjudicator **must** decide whether the arrangements are compliant. In the case of Academies he may advise the Secretary of State on whether he considers the arrangements are compliant and the Secretary of State will reach a decision on any changes that are necessary.*

Referring objections to the Schools Adjudicator

*Code 4.12 local authorities **must** refer an objection to the Schools Adjudicator if they consider, or are made aware of any admission arrangements proposed by any other admission authority that are unlawful, that do not comply with the mandatory requirements or guidelines in this Code, or that appear to be unfair, unclear and subjective or encouraged social segregation. Local authorities **must** refer the objection as soon as such admission arrangements come to their attention. Local authorities may refer such an objection with their report or separately.*

*Code 4.13 local authorities **must** also consider carefully any representations they receive from parents about the admission arrangements for schools for which they are not the admission authority and whether they will use their power to make an objection to the Authority.*

Using Appendix A, please identify any schools (column U) that you have referred to the OSA, or may be referring to the OSA by the 31 July 2009.

SECTION 4

OTHER MATTERS:

Code 4.9 d) (i) details about the current membership of the Admission Forum for the area

Please list the bodies represented and the number of representatives in each category. Do **NOT** give the names of members.

2 elected Members of Herefordshire Council
2 Community School Representatives (1 Primary & 1 Secondary)
1 Voluntary Controlled School representative
1 Voluntary Aided School representative
2 Foundation School representatives
1 Academy School representative
1 Church of England School representative
1 Roman Catholic School representative
3 Parent Representatives
1 Armed Forces Representative
1 Consortium of Special Needs Representative
1 Choice Advisor
1 School Governor Representative
1 Independent Sector Representative

Please add any comments on the transition from the previous to the new constitution of the Forum; the effectiveness of the Forum in challenging non-compliant admission arrangements; the contribution of the Forum in promoting fair access.

TBA

The Admission Forum may make a report to the Schools Adjudicator. If the Forum wishes to make such a report it would be helpful to include the report with the report from the local authority. Please indicate:

The Admissions Forum does not wish to make a report to the Schools Adjudicator in 2009.

Whether or not the Admission Forum is making/submitting a report, please confirm that the Forum has seen, or will see, this LA report.

Will be presented at the next Admission Forum meeting on 18th June 2009.

Code 4.9 d) (ii) the proportion of children currently on free school meals at each school in the area.

The data provided by the Local Authority to the DCSF in January 2008 has been “cleaned” and is included in Appendix A at the end of this template.

If the data for 2009 is significantly different please state how it differs.

Using and interpreting the data, please comment on any features associated with Fair Access to allocation of school places and meeting parental preferences.

The data does not suggest that there are any issues between Fair Access and parental preferences

Code 4.9 d) (iii) any other matters which affect the fairness of admission arrangements for schools in the area.

Please provide evidence about or any information, that in your view affect the fairness of admission arrangements by improving or reducing the fairness for schools in your area.

SECTION 5

RANDOM ALLOCATION OF SCHOOL PLACES

1. Was random allocation being used in any way by the local authority in allocating places at community and/or voluntary controlled schools for September 2009:

(a) infant/primary/middle deemed primary schools?

NO

If yes, please specify how?

(b) in secondary/middle deemed secondary schools?

NO

If yes, please specify how?

2. Do the determined admission arrangements for admission in 2010 use random allocation in the same way as 2009 arrangements?

N/A

If no, please specify the changes that have been made.

3. What are your views on whether the outcomes of random allocation as used by the local authority result in fair outcomes for parents?

4. What evidence do you have of parental reaction to the use of random allocation and parental understanding of how the system works?

5. For all foundation and voluntary aided schools in your area, please indicate in Appendix A (column T), those schools that use random allocation in any part of its admission arrangements.

SECTION 6

ADMISSION OF TWINS TO THE SAME SCHOOL

1a). What is your policy on the admission of twins (and multiple births) to primary schools?

Unless there is a very good reason not to, then to admit to the same school

b). What is your policy when the last place of the admission number is allocated to one twin (or fewer than all born in a multiple birth)?

Offer a place (or places) to other twin (or others born in a multiple birth)

2a). What is your policy on the admission of twins (and multiple births) to secondary school?

As per answer to 1a)

b) What is your policy when the last place of the admission number is allocated to one twin (or fewer than all born in a multiple birth)?

As per answer to 1b)

3) Please indicate below, those Foundation and Voluntary Aided schools within your area, that do not have a policy on admission of twins (and multiple births).

URN	LEA Number	Estab Number	LA Estab	Sex of school description	School Name
116645	884	2001	8842001	Mixed	Almeley Primary School
116649	884	2005	8842005	Mixed	Ashperton Primary School
116654	884	2011	8842011	Mixed	Bredenbury Primary School
116657	884	2014	8842014	Mixed	Brockhampton Primary School
116666	884	2024	8842024	Mixed	St Peter's Primary School
116667	884	2029	8842029	Mixed	Burghill Community Primary School
116668	884	2031	8842031	Mixed	Clifford Primary School
116674	884	2046	8842046	Mixed	Ewyas Harold Primary School
116677	884	2053	8842053	Mixed	Garway Primary School
116679	884	2056	8842056	Mixed	Broadlands Primary School
116680	884	2057	8842057	Mixed	Hampton Dene Primary School
116683	884	2061	8842061	Mixed	Lord Scudamore Primary School
116684	884	2063	8842063	Mixed	Marlbrook Primary School
116685	884	2067	8842067	Mixed	St Martin's Primary School
116686	884	2071	8842071	Mixed	Trinity Primary School
116687	884	2077	8842077	Mixed	Holme Lacy Primary School
116699	884	2094	8842094	Mixed	King's Caple Primary School
116700	884	2095	8842095	Mixed	Kingstone and Thrupton Primary School
116701	884	2096	8842096	Mixed	Kington Primary School
116702	884	2098	8842098	Mixed	Ledbury Primary School
116703	884	2099	8842099	Mixed	Leominster Infants' School
116704	884	2100	8842100	Mixed	Leominster Junior School
116705	884	2101	8842101	Mixed	Longtown Community Primary School
116706	884	2102	8842102	Mixed	Lugwardine Primary School
116707	884	2103	8842103	Mixed	Luston Primary School
116708	884	2104	8842104	Mixed	Madley Primary School
116713	884	2115	8842115	Mixed	Marden Primary School
116714	884	2116	8842116	Mixed	Michaelchurch Escley Primary School
116718	884	2122	8842122	Mixed	Peterchurch Primary School
116731	884	2138	8842138	Mixed	Ashfield Park Primary School
116734	884	2146	8842146	Mixed	Shobdon Primary School
116736	884	2148	8842148	Mixed	Stoke Prior Primary School
116740	884	2152	8842152	Mixed	St Weonard's Primary School
116742	884	2154	8842154	Mixed	Sutton Primary School
116743	884	2155	8842155	Mixed	Walford Primary School
116745	884	2157	8842157	Mixed	Wellington Primary School
116746	884	2158	8842158	Mixed	Weobley Primary School
116747	884	2159	8842159	Mixed	Wigmore Primary School
116748	884	2160	8842160	Mixed	Withington Primary School
116785	884	3006	8843006	Mixed	Bosbury CofE Primary School
116788	884	3010	8843010	Mixed	Burley Gate CofE Primary School
116790	884	3015	8843015	Mixed	Canon Pyon CofE Primary School

116795	884	3021	8843021	Mixed	Clehonger CofE Primary School
116797	884	3023	8843023	Mixed	Colwall CofE Primary School
116799	884	3026	8843026	Mixed	St Mary's CofE Primary School
116803	884	3030	8843030	Mixed	Dilwyn CofE Primary School
116804	884	3035	8843035	Mixed	Eardisley CofE Primary School
116805	884	3037	8843037	Mixed	Eastnor Parochial Primary School
116813	884	3046	8843046	Mixed	Goodrich CofE Primary School
116814	884	3047	8843047	Mixed	Gorsley Goffs Primary School
116820	884	3055	8843055	Mixed	Holmer CofE Primary School
116828	884	3071	8843071	Mixed	Little Dewchurch CofE Primary School
116832	884	3078	8843078	Mixed	Mordiford CofE Primary School
116833	884	3079	8843079	Mixed	Much Birch CofE Primary School
116836	884	3083	8843083	Mixed	Orleton CofE Primary School
116849	884	3102	8843102	Mixed	Stretton Sugwas CofE Primary School
116855	884	3109	8843109	Mixed	Whitbourne CofE Primary School
116866	884	3304	8843304	Mixed	St Michael's CofE Primary School
116867	884	3305	8843305	Mixed	Brampton Abbots CofE Primary School
116869	884	3307	8843307	Mixed	Bridstow CofE Primary School
116874	884	3315	8843315	Mixed	Cradley CofE Primary School
116880	884	3325	8843325	Mixed	St Mary's CofE Primary School
116883	884	3330	8843330	Mixed	Our Lady's RC Primary School
116884	884	3331	8843331	Mixed	St Francis Xavier's Primary School
116885	884	3332	8843332	Mixed	St James' CofE Primary School
116886	884	3333	8843333	Mixed	St Paul's CofE Primary School
116890	884	3341	8843341	Mixed	Kimbolton St James CofE Primary School
116891	884	3342	8843342	Mixed	Kingsland CofE School
116892	884	3347	8843347	Mixed	Lea CofE Primary School
116893	884	3348	8843348	Mixed	Leintwardine Endowed Primary School
116894	884	3349	8843349	Mixed	Ivington CofE Primary School
116896	884	3351	8843351	Mixed	Llangrove CofE Primary School
116904	884	3363	8843363	Mixed	Much Marcle CofE Primary School
116906	884	3366	8843366	Mixed	Pembridge CofE Primary School
116907	884	3367	8843367	Mixed	Pencombe CofE Primary School
116911	884	3372	8843372	Mixed	St Joseph's RC Primary School
116913	884	3378	8843378	Mixed	Staunton-on-Wye Endowed Primary School
116918	884	3384	8843384	Mixed	Weston-under-Penyard CofE Primary School
116919	884	3385	8843385	Mixed	Whitchurch CofE Primary School
116926	884	3392	8843392	Mixed	St Thomas Cantilupe CofE Primary School
128077	884	3393	8843393	Mixed	Riverside Primary School
116930	884	4004	8844004	Mixed	Queen Elizabeth High School
116935	884	4014	8844014	Mixed	Whitecross High School
116936	884	4015	8844015	Mixed	Aylestone High School
116939	884	4021	8844021	Mixed	Kingstone High School
116940	884	4022	8844022	Mixed	Lady Hawkins High School
116941	884	4027	8844027	Mixed	The Minster College
116944	884	4032	8844032	Mixed	Fairfield High School
116952	884	4045	8844045	Mixed	Weobley High School

116953	884	4046	8844046	Mixed	Wigmore High School
116955	884	4058	8844058	Mixed	John Masefield High School
116975	884	4428	8844428	Mixed	John Kyrle High School and Sixth Form Centre
116991	884	4600	8844600	Mixed	The Bishop of Hereford's Bluecoat School
116992	884	4601	8844601	Mixed	St Mary's RC High School 'A Specialist Science College'
135662	884	6905	8846905	Mixed	Hereford Academy
135672	884	6906	8846906	Mixed	Hereford Steiner Academy
117051	884	7003	8847003	Mixed	Barrs Court School
117052	884	7004	8847004	Mixed	Blackmarston School
117055	884	7007	8847007	Mixed	Westfield School
131817	884	7008	8847008	Mixed	Brookfield School

School Type	Headcount of pupils	FTE Pupils	Number of pupils (used for FSM calculation)	Number of pupils taking free school meals	% of pupils taking free school meals	Number of pupils known to be eligible for free school meals	% of pupils known to be eligible for free school meals
Community	80	80.0	80	3	3.8	3	3.8
Community	161	161.0	161	3	1.9	4	2.5
Community	62	62.0	62	12	19.4	12	19.4
Community	153	153.0	153	9	5.9	9	5.9
Community	210	199.5	210	6	2.9	7	3.3
Community	89	89.0	89	0	0.0	0	0.0
Community	67	67.0	67	3	4.5	3	4.5
Community	113	113.0	113	6	5.3	6	5.3
Community	76	76.0	77	0	0.0	3	3.9
Community	310	296.0	310	32	10.3	33	10.6
Community	232	232.0	232	7	3.0	8	3.4
Community	596	569.5	596	13	2.2	13	2.2
Community	435	409.5	435	77	17.7	82	18.9
Community	380	365.5	380	48	12.6	51	13.4
Community	543	543.0	545	34	6.2	44	8.1
Community	58	58.0	58	5	8.6	5	8.6
Community	43	43.0	43	#	#	#	#
Community	181	178.5	181	12	6.6	20	11.0
Community	216	203.5	216	20	9.3	20	9.3
Community	493	469.0	493	39	7.9	38	7.7
Community	262	237.0	262	51	19.5	56	21.4
Community	337	337.0	338	38	11.2	61	18.0
Community	41	40.5	41	0	0.0	0	0.0
Community	153	153.0	153	#	#	#	#
Community	109	109.0	109	9	8.3	9	8.3
Community	172	172.0	172	8	4.7	8	4.7
Community	92	92.0	92	4	4.3	6	6.5
Community	62	62.0	62	#	#	#	#
Community	63	63.0	63	6	9.5	7	11.1
Community	353	336.5	353	30	8.5	35	9.9
Community	59	59.0	59	6	10.2	10	16.9
Community	75	75.0	75	0	0.0	0	0.0
Community	52	52.0	52	3	5.8	3	5.8
Community	51	50.5	51	#	#	#	#
Community	184	184.0	184	3	1.6	3	1.6
Community	121	120.5	122	12	9.8	12	9.8
Community	167	160.5	167	19	11.4	19	11.4
Community	139	139.0	139	12	8.6	12	8.6
Community	95	80.0	95	#	#	#	#
Voluntary controlled	126	126.0	128	11	8.6	11	8.6
Voluntary controlled	94	94.0	94	6	6.4	9	9.6
Voluntary controlled	83	83.0	83	#	#	#	#

Voluntary controlled	160	159.0	160	4	2.5	4	2.5
Voluntary controlled	179	179.0	179	7	3.9	7	3.9
Voluntary controlled	157	157.0	157	20	12.7	20	12.7
Voluntary controlled	36	36.0	36	0	0.0	#	#
Voluntary controlled	72	72.0	72	#	#	4	5.6
Voluntary controlled	83	83.0	83	#	#	#	#
Voluntary controlled	117	117.0	117	#	#	#	#
Voluntary controlled	152	152.0	152	4	2.6	4	2.6
Voluntary controlled	272	272.0	272	15	5.5	15	5.5
Voluntary controlled	56	56.0	56	0	0.0	0	0.0
Voluntary controlled	113	113.0	113	3	2.7	3	2.7
Voluntary controlled	183	183.0	183	3	1.6	3	1.6
Voluntary controlled	178	178.0	178	4	2.2	4	2.2
Voluntary controlled	99	99.0	99	0	0.0	0	0.0
Voluntary controlled	67	67.0	67	0	0.0	0	0.0
Voluntary aided	106	106.0	106	9	8.5	9	8.5
Voluntary aided	118	118.0	118	19	16.1	20	16.9
Voluntary aided	96	96.0	96	#	#	#	#
Voluntary aided	107	107.0	107	#	#	#	#
Voluntary aided	92	92.0	92	#	#	#	#
Voluntary aided	203	203.0	203	16	7.9	16	7.9
Voluntary aided	210	210.0	210	10	4.8	10	4.8
Voluntary aided	201	201.0	201	14	7.0	15	7.5
Voluntary aided	432	432.0	432	12	2.8	12	2.8
Voluntary aided	91	91.0	91	0	0.0	0	0.0
Voluntary aided	130	130.0	131	6	4.6	6	4.6
Voluntary aided	82	82.0	83	18	21.7	18	21.7
Voluntary aided	101	100.5	101	6	5.9	6	5.9
Voluntary aided	86	86.0	86	11	12.8	11	12.8
Voluntary aided	58	58.0	58	0	0.0	0	0.0
Voluntary aided	90	90.0	90	4	4.4	4	4.4
Voluntary aided	99	99.0	99	4	4.0	4	4.0
Voluntary aided	53	53.0	53	#	#	#	#
Voluntary aided	109	109.0	109	4	3.7	4	3.7
Voluntary aided	59	59.0	59	3	5.1	3	5.1
Voluntary aided	82	82.0	82	5	6.1	5	6.1
Voluntary aided	101	101.0	101	#	#	4	4.0
Voluntary aided	217	216.0	217	18	8.3	23	10.6
Community	384	365.5	384	40	10.4	56	14.6
Community	303	303.0	303	9	3.0	20	6.6
Community	897	897.0	897	31	3.5	59	6.6
Community	1,012	1,012.0	1,012	54	5.3	85	8.4
Community	670	670.0	670	42	6.3	56	8.4
Community	481	481.0	482	26	5.4	33	6.8
Community	668	668.0	668	67	10.0	90	13.5
Community	366	366.0	366	26	7.1	29	7.9
Community	458	458.0	458	49	10.7	50	10.9

Community	447	447.0	447	20	4.5	20	4.5
Community	921	921.0	922	19	2.1	31	3.4
Community	1,160	1,160.0	1,160	42	3.6	54	4.7
Voluntary aided	1,192	1,192.0	1,192	40	3.4	40	3.4
Voluntary aided	700	700.0	700	12	1.7	22	3.1
Academies							
Academies							
Community Special	68	68.0	68	8	11.8	10	14.7
Community Special	48	44.5	56	6	10.7	8	14.3
Community Special	28	28.0	34	4	11.8	4	11.8
Community Special	63	63.0	63	21	33.3	25	39.7

0	0	11	4	0	N	N
0	0	0	0	0	N	N
0	1	0	0	0	N	N
0	1	5	2	0	N	N
0	0	14	4	0	N	N
0	0	0	0	0	N	N
0	0	7	6	0	N	N
0	0	0	0	0	N	N
0	0	0	0	0	N	N
0	0	0	0	0	N	N
0	0	0	0	0	N	N

INFORMATION REGARDING TRANSFERS OUTSIDE THE NORMAL ADMISSIONS ROUNDS

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

18 JUNE 2009

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 2007/08. 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 354 transfers during the 2007/2008 academic year compared to the previous academic year's total of 521. LAF will note that over half (55%) 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.

Whilst Aylestone continued to experience the largest number of transfers out of school during 2007/08 (30) this is a significant reduction from last year (93). The school also received 53 requests to join the school.

It is also worth noting that the number of transfers citing bullying as a reason is reduced from 56 in 2006/2007 to 18 in 2007/2008.

Recommendation

THAT: the information be considered by LAF

Considerations

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

None.

Risk Management

None

Background Papers

None

Appendices

Appendix 5.1 - "In Year Transfer Matrix"

Total Number of SA3 Transfer Requests 07/08

		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		2		1	1	4		3	1	3	3	5		7	30
	Bishop of Hereford's Bluecoat	1				3						1	3			8
	Fairfield High						1								1	2
	John Kyrle High					2	3	1			1				1	8
	John Masefield High	2														2
	Kingstone High	1		1	3							1			6	12
	Lady Hawkins' High	1								2	1			1		5
	Queen Elizabeth High	3											1		1	5
	St Mary's R C High		1		1		1					1	2		2	8
	The Minster College	3						2				8	1			14
	Weobley High	2				1	1	3			4				2	13
	Whitecross High	2					4				2	1			1	10
	Wigmore High	1									1					2
	Wyebridge Sports College	3		1			8	1	2		1		2			18
	Other	2		4	2	1	2	1	2	1	3	1	1		3	23
	OOO	19	8	1	21	10	6	7	13	1	7	9	4	6	19	131
Outside of the UK	13	4		8	11	3		1	2	1	1	4	2	13	63	
Total		53	15	7	36	29	33	15	21	5	25	27	23	9	56	354

The total number of SA3 transfer requests for 07/08 was 354

This matrix shows the total number of SA3 transfer requests to and from all high schools, including all requests from other local authorities and all requests from children outside of the UK, in the academic year 07/08.

Other = No School / Home Educated / Independent School / PRU

OOO = Out of County

Transfer Request Reason	Number of Requests
Moved into Herefordshire from another county	131
Moved into Herefordshire from another country	63
Moved house within the county	59
Bullying	18
Preferred school	23
Unhappy at current school	33
Exclusion/managed move	2
Other	25
Total	354

AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

18 JUNE 2009

Wards Affected

Potentially countywide.

Purpose

To consider changes to the Planned Admission Numbers (PAN) at Leominster Infants School and Almeley Primary.

Financial Implications

None.

Background

1. Leominster Infants School

Leominster Infants School has requested a decrease in its PAN from 110 to 90. This is in line with the reduction in PAN from 110 to 90 agreed by the LAF in June 2008 for Leominster Junior School.

The predicted numbers starting at Leominster Infant School over the next three years are between 70 and 75.

2. Almeley Primary

Almeley Primary has requested an increase in its PAN from 9 to 12.

For information the makeup of the categories of places offered for its new Reception Class starting in September 2009 is:

Category	Number
Catchment Sibling	1
Catchment	3
Sibling Out of Area	2
Out of Area	3
Total	9

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

The reasons given by the school behind their request are:

“We currently have a PAN of 9, (63 children) + 19 additional allowance for the pupils who transferred to us following the closure of Brilley School. Any children born in, or moving into Brilley since the school closed will be allocated Eardisley School which means that as our 19 Brilley children move through the school we have capacity for an increased PAN.

We would like to increase our PAN to 12 making the future of the school more secure (total 84 as opposed to 63).

We could actually accommodate 15 children per year but in the current climate this may jeopardise other schools and make for a KS1 class of 30, which is not desirable in mixed aged classes. We currently operate in 4 classes - am YR/1, Y2/3, Y4/5, Y5/6 and pm YR, Y1/2, Y3/4 and Y5/6. This facilitates access to the appropriate curriculum.

Including myself as Head teacher we have 4.94 teachers. We have 4 classrooms, 2 of which are full sized (to accommodate 30 children) and 2 temporary classrooms that are undersized; each will accommodate 25 pupils (suitability audit 2008). We have planning permission for a permanent classroom to accommodate 30 pupils.

We have a waiting list of 4 children this academic year with another child 99% certain of moving into area before the start of term which means that there will be 4 appeals this year. We are the only non-denominational school within a 13 mile radius.”

It is the view of the local authority that the PAN should not be increased at this time.

The current PAN of 9 is sufficient to accommodate catchment and sibling children. At the time that offers for reception places were made in March 2009, it was possible to accommodate 3 out of area children within the PAN of 9.

Currently, the school has one additional, temporary, mobile classroom to accommodate the children who were at Brilley Primary School when that school closed. As a result, the current capacity of the school equates to 4 classes. This is to cope with the resultant ‘bulge’ of pupil numbers from the Brilley closure. As these children move through the school and eventually transfer to high school, the additional mobile classroom will be removed and the school capacity will reduce.

Given the current 4 class capacity of the school the local authority has had to agree to the admission of a further two out of area children to the reception year for September 2009. However, there is not a longer term pattern of oversubscription at this school.

The local authority is working with the school on their plans to replace one of their other mobile classrooms with permanent accommodation. As part of this process the local authority will discuss with the school the future capacity requirements.

Recommendation

THAT: the requests be considered and the request for the change in PAN at Leominster Infants School be agreed but the change at Almeley Primary not to be agreed.

Considerations

None.

Risk Management

None

Background papers

None

Appendices

None

