

# AGENDA

## Local Admissions Forum

Date: **Wednesday 14 July 2010**

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Time: **6.30 pm**

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

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

For any further information please contact:

**Paul Rogers, Democratic Services Officer**

Tel: 01432 383408

Email: [progers@herefordshire.gov.uk](mailto:progers@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format or language, please call Paul Rogers, Democratic Services Officer on 01432 383408 or e-mail [progers@herefordshire.gov.uk](mailto:progers@herefordshire.gov.uk) in advance of the meeting.

# Agenda for the Meeting of the Local Admissions Forum

## Membership

<b>Chairman</b>	<b>Councillor JW Hope MBE</b>
<b>Vice-Chairman</b>	<b>Councillor AM Toon</b>
	<b>Mr P Box</b> Primary School
	<b>Mrs E Kearns</b> Primary School
	<b>Mr T Plumer</b> Primary School
	<b>Mrs C Shaw</b> Local Community
	<b>Vacancy</b> Local Community
	<b>Mrs O Denson</b> Local Community
	<b>Mrs C Weston</b> Local Community
	<b>Mr N Parker</b> Secondary School
	<b>Mrs S Catlow-Hawkins</b> Secondary School
	<b>Mr C Barker</b> Secondary School
	<b>Mrs J Baker</b> Secondary School
	<b>Mrs A Robertson</b> Roman Catholic Church
	<b>Mr A Leach</b> Church of England
	<b>Mr P Smith</b> Independent Sector

## **GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS**

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.

A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.

Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is. A Councillor who has declared a prejudicial interest at a meeting may nevertheless be able to address that meeting, but only in circumstances where an ordinary member of the public would be also allowed to speak. In such circumstances, the Councillor concerned will have the same opportunity to address the meeting and on the same terms. However, a Councillor exercising their ability to speak in these circumstances must leave the meeting immediately after they have spoken.

## AGENDA

		Pages
1.	<b>ELECTION OF CHAIRMAN</b> To elect a Chairman for the ensuing year.	
2.	<b>APPOINTMENT OF VICE-CHAIRMAN</b> To appoint a Vice-Chairman for the ensuing year.	
3.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
4.	<b>NAMED SUBSTITUTES</b> To receive any details of Members nominated to attend the meeting in place of a Member of the Forum.	
5.	<b>MINUTES</b> To approve and sign the Minutes of the Meeting held on 18 March 2010.	5 - 8
6.	<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest by Members in respect of items on the Agenda.	
7.	<b>REVISED CONSTITUTION FOR LOCAL ADMISSIONS FORUM</b> To receive a report proposing that the Forum amends its constitution to include a Members Code with regard to Declarations of Interest.	9 - 18
8.	<b>ANNUAL SCHOOLS ADJUDICATOR REPORT</b> To consider the annual Schools Adjudicator report shown in appendices 4.1 and 4.2 as required by The Schools Admissions (Local Authority Reports and Admissions Forums ((England) Regulations 2008 (the Regulations).	19 - 36
9.	<b>AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS</b> To consider changes to the Planned Admission Numbers at Almeley, Canon Pyon and Madley Primary Schools.	37 - 48
10.	<b>INFORMATION FOR PARENTS BOOKLETS</b> To approve the separate booklets for the admission/transfer of pupils into (a) primary and (b) secondary schools.	49 - 262
11.	<b>INFORMATION REGARDING TRANSFERS OUTSIDE NORMAL ADMISSION ROUNDS</b> To consider the statistics in relation to secondary school "in-year" transfers.	263 - 278
12.	<b>STANDARD APPLICATION FORMS FOR THE SCHOOL YEAR 2011/12</b> To approve the layout and content of the "common application form" to be used for the co-ordinated secondary transfer arrangement for September	279 - 286

2011, SA1, and the PA1 form for primary co-ordination to be introduced from the same time.

**13. PROPOSED TERM DATES FOR 2011/12 AND 2012/2013 ACADEMIC YEARS**

287 - 296

To approve proposals, sent out for consultation, to adopt the School Term Dates for both 2011/2012 and 2012/2013 academic years.

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

To consider any issues that Forum Members may wish to raise

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

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

## **Please Note:**

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

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

A public telephone is available in the reception area.

## **Public Transport Links**

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

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

## **HEREFORDSHIRE COUNCIL**

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

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

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

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

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





HEREFORDSHIRE COUNCIL

**MINUTES of the meeting of Local Admissions Forum held at The Council Chamber, Brockington, 35 Hafod Road, Hereford on Thursday 18 March 2010 at 6.30 pm**

**Present:** Councillor JW Hope MBE (Chairman)  
Councillor AM Toon (Vice Chairman)

Mr C Barker, Mrs S Catlow-Hawkins, Mrs E Kearns,  
Mr T Mephram, Mrs A Robertson and Mrs C Weston,

**In attendance:** None

**23. CHAIRMAN'S ANNOUNCEMENT**

The Chairman announced that it was with his regret that he had to inform members of the sad loss of Phillip McKinnie who had died recently. Mr McKinnie had been a member of the Forum since 2005 as the Consortium of Special Needs representative.

**24. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs O Denson, Mr N Parker and Mr T Plumer.

**25. NAMED SUBSTITUTES**

There were no named substitutes.

**26. MINUTES**

**RESOLVED:** That the Minutes of the meeting held on the 5 November 2009 be approved as a correct record and signed by the Chairman subject to the following amendments:

- (i) The name 'Mrs S Catlow-Hawkins' be replaced with the name 'Councillor AM Toon' in the resolution of Minute 14;
- (ii) The word 'prejudicial' being replaced with the word 'personal' in the second paragraph of Minute 18.

**27. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**28. ADMISSION ARRANGEMENTS 2011/2012 CONSULTATION**

The Admissions and Transport Manager presented a report which informed Members of 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 emphasised that three responses had been received from the consultation and that these were detailed in paragraph 3. He informed members that as a consequence of the new School Admissions Code which was effective

from February 2010, an additional section had been added relating to 'Admission of children below compulsory age' on page 17.

To clarify an issue raised, the Forum was informed by the Admissions and Transport Manager that walking routes, as referred to in Priority 5 on page 13, were defined as made up paths. Therefore, a footpath across a field was not a made up route.

**RESOLVED: That the proposed arrangements, shown in Appendix 1, be determined for the 2011/2012 academic year.**

## **29. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS**

The Admissions and Transport Manager presented a report which informed the Forum of proposed changes to the Planned Admission Numbers (PAN) at Broadlands, Clehonger and Much Birch Primary Schools and John Masefield High School. Since the report had been circulated, he was able to advise the Forum of the following:

- Broadlands primary school would offering 8 places which compared to 15 places offered in 2009.
- Clehonger CE primary school would be offering 17 places which compared to approximately 9 places offered in 2009.
- Much Birch Voluntary Controlled (VC) primary school would be offering 28 places and a waiting list was in place.
- With regard to John Masefield high school the catchment area number had been revised to 93 and the out of area number revised to 15. There were also 6 System Allocation places. System Allocation places are as a consequence of parents not being offered any of their three preferences.

The Admissions and Transport Manager also informed members of the numbers of places being offered at other schools in the cluster/neighbouring primary schools. He also advised that Herefordshire had the highest percentage of first preferences met for secondary schools in the West Midlands. The percentage for first preferences met for primary schools had not yet been evaluated.

The Forum discussed

- the growing trend of falling rolls.
- the effects of parental preference and the revised Code of Practice.
- the issues facing schools that are relatively large but still face pressures due to the overall fall of numbers.
- the particular issues at schools which had been highlighted with the requests for a reduction in PAN at three of the schools in the report, alongside contextual information for the surrounding schools.

**RESOLVED: That the requests for changes in PAN at Broadlands Primary school, Clehonger CE primary school, Much Birch VC primary school and John Masefield High school as detailed in the report be approved.**

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

**St Mary's High School – 2010/2011 Transfer Admission Round**

At the request of a member, the Forum discussed the increase in published admission numbers at St Mary's RC High school from 135 to 150. The Forum noted that the school had stated that parental preferences were the reasoning for the increase plus the fact that the school was capable of accommodating them.

The Admissions and Transport Manager informed members that St Mary's school had been advised of the impact the increase in their admission numbers would have on other schools in the neighbouring area. The school Governing body considered this information alongside its wish to maximise parental preference in accordance with the Schools Admissions Code and determined, as the admission authority for the school, that it could offer 150 places for September 2010. The local authority was, therefore, obliged to recognise the increase and offer 15 additional places.

In response to an issue raised by the Vice-Chairman, the Admissions and Transport Manager informed the Forum that he had not received information from the school with regard to the school's compliance with the 2010/11 Schools Admissions Code.

**RESOLVED: That**

- (i) the Vice-Chairman be authorised to meet with the Admissions and Transport Manager to discuss St Mary's RC High school's compliance with the 2010/11 School Admissions Code; and**
- (ii) if the school does not comply with the 2010/11 Code, a letter be written to the school requesting further information to enable an appropriate assessment to be made in respect of the new Code and admission numbers.**

The Chairman took the opportunity to give Mr C Barker his best wishes on his impending retirement.

The meeting ended at 7.13 pm

**CHAIRMAN**



<b>MEETING:</b>	<b>LOCAL ADMISSIONS FORUM</b>
<b>DATE:</b>	<b>14 JULY 2010</b>
<b>TITLE OF REPORT:</b>	<b>REVISED CONSTITUTION FOR LOCAL ADMISSIONS FORUM</b>
<b>OFFICER:</b>	<b>INTERIM ASSISTANT CHIEF EXECUTIVE – LEGAL AND DEMOCRATIC</b>

**CLASSIFICATION:** Open

### **Wards Affected**

County-wide – All Schools.

### **Purpose**

That the Forum amends its constitution to include a Members Code with regard to Declarations of Interest.

### **Key Decision**

This is not a Key Decision.

### **Recommendation(s)**

**That the Admissions Forum approves**

**(a) the proposed amendment to the Admissions Forum constitution as set out in paragraph 5 of the report; and**

**(b) the requirement for members to complete a Notification of Interests form.**

### **Key Points Summary**

- A specific Code within the constitution relating to Declarations of Interest.
- When becoming a member of the Forum members will be bound to adhere to the Code.

### **Alternative Options**

To continue with the current protocol.

### **Reasons for Recommendations**

- 1 Whilst agreeing to make declarations of interest where appropriate using Herefordshire

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Further information on the subject of this report is available from  
Paul Rogers, Democratic Services Officer on (01432) 383408

Council's Code for guidance, there should be provision for a specific Code regarding declarations of interest within the constitution of the Forum for its members to adhere to.

- 2 The current protocol does not ensure that Forum members are bound to disclose interests. The recommended protocol will ensure that members are duty bound to make disclosures in accordance with the Code as contained within the constitution.

## Introduction and Background

- 3 A Declarations of Interest item has been included on the Agenda for Forum meetings which has given members the opportunity to declare any interests in relation to items that appear on the Agenda. Although the Forum's constitution does not make specific reference to the need for members to declare interests, the protocol used as a basis in such instances where it might be appropriate for members to declare an interest has been Herefordshire Council's Code.
- 4 The Council's Code applies to Herefordshire Council's elected members and co-opted non elected members only. In signing up to the Code, Herefordshire Councillors are bound to adhere to the Code when representing the Council on outside bodies such as the Schools Forum. Co-opted members adhere to the Code as members on Council Committees and meetings only.
- 5 It is suggested that the following paragraph be included within the constitution:

'It is recognised that all Schools Group members will have an interest in at least one school. It is important that members should declare if the item under discussion could make a material difference to that school, or where they may have a personal or prejudicial interest. Notwithstanding this, a member may continue contributing to the discussion, but should not take any part in any decision made concerning that particular proposal which uniquely changes funding for their particular school/schools. (An advice note concerning declarations of interest is attached as an appendix to the constitution).'

The advice note referred to above is as follows:

'Appendix

### **ADVICE NOTES CONCERNING DECLARATIONS OF INTEREST**

There are many instances where a decision on an issue will have an effect on all schools, be it on a pro rata basis, and as such members would not declare an interest. Where a decision on an issue 'uniquely' affects one particular school, at which the member is, for example, an employee of that school, or where the employee's children attend, then it would be appropriate for an interest to be declared.

In considering the declaration of an interest, a Member of the Forum should apply the following test: would a member of the public, knowing the facts of the situation, reasonably think that the member might be influenced by the interest?

A prejudicial interest would include the situation whereby a proposal uniquely affects either a school at which they are for example employed or which their children attend.

Any member who requires advice/guidance concerning declarations of interest or any other issue concerning the Forum should contact the Clerk in the first instance on telephone number.'

Attached to the report as an Appendix is the Forum constitution showing the above wording at page 4 of the constitution. Attached to the constitution is the Appendix setting out the advice notes as referred to above.

- 6 When becoming a member of the Forum, members would be required to complete a Notification of Interests form detailing their interests. In agreeing to this requirement, the current members will be required to complete the Notification of Interests as soon as possible.'

## **Key Considerations**

- 7 There is a need to formalise the protocol with regard to declarations of interest to protect the integrity of members and the Forum. The proposals in the report achieve this aim.

## **Community Impact**

- 8 None

## **Financial Implications**

- 9 None

## **Legal Implications**

- 10 None.

## **Risk Management**

- 11 There would be a risk to the authority's reputation and that of the member if it was subsequently found that an interest should have been declared.

## **Consultees**

- 12 None.

## **Appendices**

Copy of the Local Admissions Forum constitution.

## **Background Papers**

Local Admissions Forum constitution.

Schools Forum Constitutions from several Councils.





# CONSTITUTION OF HEREFORDSHIRE LOCAL ADMISSIONS FORUM

## Introduction

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

In accordance with the School Standards and Framework Act 1998, the Herefordshire Local Admissions Forum (LAF) was set up. The School Admissions Code 2007 is made under Section 84 of the School Standards Framework as amended by Section 40 of the Education and Inspections Act 2006.

## Relevant Area

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

## Role of the Forum

- a) consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the local authority;
- b) promote agreement on admission issues;
- c) review the comprehensiveness, effectiveness within the local context, and accessibility of advice and guidance for parents by the local authority, both through the published composite prospectus (see Appendix A attached) and the delivery of Choice Advice (see Appendix B attached) within the area of the forum;
- d) consider the effectiveness of the authority's proposed co-ordinated admission arrangements, and advise on whether the authority's proposed co-ordinated admission arrangements differ substantially from the previous year;
- e) consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
- f) monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made under section 86(1) of the School Standards Framework Act 1998 and in accordance with this School Admissions Code 2009;
- g) promote the arrangements for children with special educational needs, children in care and children who have been excluded from school;
- h) monitor the effectiveness of local authority Fair Access Protocols;
- i) In discharging fair access responsibilities, an objection will be referred to the Schools Adjudicator where either it identifies admissions policy, practice or oversubscription criteria of a school that may be unfair, unlawful or that contravene the mandatory

provisions of the Code, or where its advice has been disregarded by admission authorities;

- j) Review the impact of local admissions policies on achieving fair access;
- k) Consider any other admission issues that arise;
- l) Any other matters that the Forum deems to be relevant.
- m) The Local Admissions Forum will publish an annual report, which covers:
  - (i) a breakdown of preferences met by ranking and the main factors affecting whether preferences were met;
  - (ii) the number of admission appeals made for schools in the area;
  - (iii) the ethnic and social mix of pupils attending schools in the area, and factors which affect this;
  - (iv) the extent to which existing and proposed admission arrangements serve the interests of vulnerable children;
  - (v) how well In-Year Fair Access Protocols are working and the number of children admitted to each school under the protocol;
  - (vi) whether primary schools are complying with infant class size legislation;
  - (vii) details of other matters that affect how fairly admission arrangements serve the interests of local children and parents; and
  - (viii) any recommendation/s that the forum wishes to make in order to improve parental choice and access to education in the local authority's area.

### **Membership**

The Membership of the Forum must not exceed 20 Core Members.

### **CORE MEMBERS**

- (i) 2 elected Members of Herefordshire Council
- (ii) 2 Community School Representatives (1 Primary and 1 Secondary)
- (iii) 1 Voluntary Control School Representative
- (iv) 1 Voluntary Aided School Representative
- (v) 2 Foundation School Representatives
- (vi) 1 Academy School Representative
- (vii) 1 Church of England Representative
- (viii) 1 Roman Catholic Representative
- (ix) 3 Parent Representatives

- (x) 1 Armed Forces (Local Community Representative)
- (xi) 1 Consortium of Special Needs (Local Community Representative)
- (xii) 1 Choice Advisor (Local Community Representative)
- (xiii) 1 School Governor Representative
- (xiv) 1 Independent Sector Representative

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

### **Tenure of Office**

Core members of the Forum will serve for a period of four years and their tenure of office is determined by paragraph 9 of Statutory Instrument 2008 No.3091.

### **Substitutes**

Each nominating group may arrange for a substitute to attend when its normal representative cannot do so in line with paragraph 10 of Statutory Instrument 2008 No. 3091. That arrangement is designed to ensure that groups can be represented, though it is important for there to be as much continuity as possible from one meeting to the next.

### **Chairman and Vice Chairman**

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

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

### **Calendar of Meetings**

The Forum will meet at least twice a year.

### **Timing of Meetings**

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

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

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

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

## **Agenda**

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

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

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

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

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

## **Minutes of Meeting**

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

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

## **Decision Making**

Decisions should normally be made through consensus.

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

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

## **Declarations of Interest**

It is recognised that all Schools Group members will have an interest in at least one school. It is important that members should declare if the item under discussion could make a material difference to that school, or where they may have a personal or prejudicial interest. Notwithstanding this, a member may continue contributing to the discussion, but should not take any part in any decision made concerning that particular proposal which uniquely changes funding for their particular school/schools. (An advice note concerning declarations of interest is attached at Annex 1).

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

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

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

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

## **ANNEX 1**

### **ADVICE NOTES CONCERNING DECLARATIONS OF INTEREST**

There are many instances where a decision on an issue will have an effect on all schools, be it on a pro rata basis, and as such members would not declare an interest. Where a decision on an issue 'uniquely' affects one particular school, at which the member is, for example, the employee of that school, or where the employee's children attend, then it would be appropriate for an interest to be declared.

In considering the declaration of an interest, a Member of the Forum should apply the following test: would a member of the public, knowing the facts of the situation, reasonably think that the member might be influenced by the interest?

A prejudicial interest would include the situation whereby a proposal uniquely affects either a school at which they are for example an employee or which their children attend.

Any member who requires advice/guidance concerning declarations of interest or any other issue concerning the Forum should contact the Clerk in the first instance on telephone number 01432 383408.



<b>MEETING:</b>	<b>HEREFORDSHIRE LOCAL ADMISSION FORUM</b>
<b>DATE:</b>	<b>14 JULY 2010</b>
<b>TITLE OF REPORT:</b>	<b>ANNUAL SCHOOLS ADJUDICATOR REPORT</b>
<b>OFFICER:</b>	<b>ADMISSIONS AND TRANSPORT MANAGER</b>

**CLASSIFICATION:** Open

### **Wards Affected**

Potentially countywide

### **Purpose**

To consider the annual Schools Adjudicator report shown in appendices 4.1 and 4.2 as required by The Schools Admissions (Local Authority Reports and Admissions Forums ((England) Regulations 2008 (the Regulations).

### **Key Decision**

This is not a Key Decision.

### **Recommendations**

**THAT the draft report is noted and any changes requested by the Local Admission Forum be adopted.**

### **Alternative Options**

- 1 No alternative options. This is a statutory requirement.

### **Reasons for Recommendations**

- 2 It is the role of Herefordshire's Local Admission Forum to consider the information contained within the annual Schools Adjudicator report and make changes where necessary.

### **Introduction and Background**

- 3 As part of the Admissions Code, Local Authorities are required to produce annual Schools Adjudicator report. The attached appendices are updated annually for Herefordshire.

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

## **Key Considerations**

4 None

## **Community Impact**

5 Not applicable

## **Financial Implications**

6 None

## **Legal Implications**

7 See comments under Risk Management.

## **Risk Management**

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

## **Consultees**

9 Not applicable

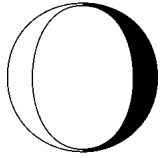
## **Appendices**

10 Appendices 4.1 and 4.2

## **Background Papers**

None





Office of the  
Schools  
Adjudicator

**LOCAL AUTHORITY REPORT  
TO  
THE SCHOOLS ADJUDICATOR  
FROM**

**Herefordshire Council**

**30 JUNE 2010**

**Report Cleared by David Sanders**

**Date submitted 22<sup>nd</sup> June 2010**

**By Andrew Blackman**

**Contact email address [ablackman@herefordshire.gov.uk](mailto:ablackman@herefordshire.gov.uk)**

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## SECTION 1

**FOR THE ACADEMIC YEAR IN WHICH THE REPORT IS MADE - 2009 - 2010**

**Please complete using data/information for the period 1 September 2009 to date of report**

***NOTE: This template is designed to be filled in electronically – boxes can/should be expanded as necessary.***

### **Fair Access Protocol**

*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;*

NOTE: 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 (relevant schools are all maintained schools and academies).

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If NO please explain:

- b) Give your assessment of how well the Fair Access Protocol has worked since 1 September 2009. In particular in placing children, the co-operation of schools and Academies well as any other issues you have had in implementing the protocol.

**Has worked well with satisfactory co-operation from schools and Academies.**

- c) In Appendix A, please record for each school the number of children considered to be placed in (column O) and those actually placed in

(column P) to the school under the protocol between 1 September 2009 and the date of this report.

### **Infant Class Sizes**

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

Are all Primary Schools in your area complying with infant class sizes?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If NO please comment and also include the number of schools where qualifying measures are being taken:

### **Admission Appeals**

*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.*

\* Every school includes: community, voluntary controlled, voluntary aided, foundation, Academies, city technology colleges and city colleges for technology of the arts.

For the period 1 September 2009 to the date of this report please insert in Appendix A the following 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 this report.

*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.*

NOTE: other appeals panels have a duty to provide you with information on appeals (Section 88Q of Schools Standards and Framework Act).

Has your independent appeals panel complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If NO please explain including non-compliance and action taken:

Have all other appeals panels for own admission authority schools complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input checked="" type="checkbox"/>
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If NO or Don't Know please highlight any issues raised and if you have been unable to obtain information:

**No known issues. I have received information when it has been requested.**

## SECTION 2

### FOR THE ACADEMIC YEAR WHICH STARTS AFTER THE REPORT IS MADE – 2010-2011:

*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 and highlight any problems that may have occurred.

Children in care: (Specialist staff comment)

Children in care are a national priority. Herefordshire has also prioritised former looked after children whose permanence has been sought through adoption.

All looked after children get the school of preference when starting school and on transition. Requests for in year moves are generally met with the rare exception posing difficulties, in these cases there often mitigating circumstances.

Occasionally there are difficulties placing children and young people from other authorities where education provision is not discussed before a placement move. Delays are often due to the lack of supporting information to inform choice and unreasonable expectations regarding the nature of that provision.

My recent experience is that Herefordshire's admission arrangements exceed what is expected of them, offering a good practice model.

Children with disabilities:

Inclusion Team undertakes early assessment of access needs and use is then made of a capital programme to make physical access improvements to preferred schools.

Children with Special Educational Needs: (Specialist staff comment)

- When a child has a Statement of SEN, the SEN team advises Admissions when a child/young person starts at or leaves a school.
- In Autumn Term of Year 6, the SEN Team and Admissions liaise regarding Phase Transfer of children with a Statement of SEN; no later than 15<sup>th</sup> February these children have a Final Statement naming the high school from the following September.

Service Children: (Specialist staff comment)

CA service works very closely with Service welfare officers, staff from military pre-school, HIVE the forces information service. It is a priority to support all military families throughout the appeal process.

*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 LA schools in September 2010

All offers made according to the published co-ordination timetable.

b) the admission of pupils in the authority's area to other admission authority schools in September 2010.

All offers made according to the published co-ordination timetable.

### 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 2010 for admission in September 2011):**

*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.*

NOTE: All non-compliant admission arrangements must be corrected. All mandatory requirements can be changed by the admission authority. Any other non-compliant issues must be referred to the OSA.

Are you satisfied that the admission arrangements for all maintained schools in your area are fully compliant with the Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If YES please provide a statement to confirm this:

Determined admission arrangements for all maintained schools for the 2011/2012 academic year are being reviewed by the Local Admission Forum on July 14<sup>th</sup> 2010.

If NO, please specify what action you are taking:

Using column T in Appendix A, please identify those schools that you have identified with problems now or which you have referred to the OSA, or may be referring to the OSA by the 31 July 2010.

## SECTION 4

### OTHER MATTERS:

#### Admission Forum

*Code 4.9 d) (i) details about the current membership of the Admission Forum for the area*

NOTE: 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 representative  
1 Roman Catholic 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



Is the Admission Forum writing a report?

Tick as appropriate: 

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If YES is the report attached or has it been sent separately?

Tick as appropriate: 

Attached	<input type="checkbox"/>	Separately	<input type="checkbox"/>
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If separately please provide the date the report will or has been sent to the OSA?

DATE:

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Please confirm whether the Admission Forum has seen, or will see, a copy of this LA report.

Tick as appropriate: 

Has seen	<input type="checkbox"/>	Will see	<input checked="" type="checkbox"/>
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### **Free School Meals**

*Code 4.9 d) (ii) the proportion of children currently on free school meals at each school in the area.*

NOTE: The data provided by the Local Authority to the DCSF in January 2009 has been “cleaned” and is included in Appendix A.

If the data for 2010 is significantly different from 2009 please state how it differs.

	% NOR Eligible	% taking FSM
2009	8.61	7.23
2010	10.63	8.21

Using and interpreting the data, please comment on whether the allocation of school places meets parental preferences for those children on Free School Meals.

Generally parents of those children eligible/taking up FSM state a preference for their local/catchment school.
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*Code 4.9 d) (iii) any other matters which affect the fairness of admission arrangements for schools in the area.*

NOTE: Please identify any issues not covered elsewhere on this template.

## **SECTION 5**

### **OTHER ISSUES REQUESTED IN ADDITION THIS YEAR BY THE SECRETARY OF STATE.**

#### **Choice Advice**

Please complete with reference to Choice Advice provided to parents applying for a secondary school place for the 2010/2011 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.

Tick as appropriate: 

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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- 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).

Situated in the Parent Partnership Service sited in a discrete area of the CYPD building where parents can access independently. There is a private meeting area which guarantees confidentiality for parents.

Tick as appropriate: 

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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- c) Are your Choice Adviser(s) in the same line management chain or reporting lines as staff on the admissions team.

Tick as appropriate: 

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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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 direct contact with learning mentors, traveller groups, immigrant community groups, Health visitors and school nurses, and other colleagues within the CYPD. In addition colleagues in admissions and Parent Partnership guide families to the service, as do EWO's, Social Services, Children's Centres, Carers Support, etc Parents come to the service on the recommendation of families who have used the service.

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

Ensuring parents know their rights and have support to execute them. Regular discussions with the admissions staff. Contributions to changes in the Information Book for Parents. Completing application forms. Challenging colleagues who make assumptions or "label" families, and ensuring rigorous support for the most vulnerable families at appeals. Providing Parent Information Sessions at R, YR5 & YR6

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?

Tick as appropriate:

Yes	√	No	
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g) Choice Advice is offered for in-year applications?

Tick as appropriate:

Yes	√	No	
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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?

Tick as appropriate:

Yes	√	No	
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i) If no, do you plan to provide support during the appeals process in future?

Tick as appropriate:

Yes		No	
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### **Transport**

Admission authorities **must** explain clearly whether or not school transport will be available, and, if so, to which schools and at what cost (if any). Are details of the availability and cost of home to school travel and transport clearly set out in the composite prospectus?

Tick as appropriate:

Yes	√	No	
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If No, please provide an explanation

Paragraphs 1.90 and 1.91 of the Code provide guidance on how Governing Bodies **should** ensure that the cost of a school uniform does not inhibit the choice of school. In the following box, please provide details of where schools do not comply with this and what actions you or Governing Bodies have taken or are proposing to take.

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Please provide details of any improvements that you feel can be made to this template.

Personally I find text boxes very difficult to use effectively. I would prefer to be able to simply "insert" text as required.



UR N	LA Number	Estab number	LA+ESTAB Number	sex of school description	School Name	school type	headcount of 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	Children considered to be placed under FAP	Children actually placed under FAP	Number of appeals held	Number of appeals upheld	Number of appeals pending	Admission Arrangements referred / may be referred to the OSA (Y/N)
###	884	2001	8842001	Mixed	Almeley Primary School	Community	69	69	69	4	5.8	4	5.8					
###	884	2005	8842005	Mixed	Ashperton Primary School	Community	152	152	152	5	3.3	6	3.9					
###	884	2011	8842011	Mixed	Bredenbury Primary School	Community	77	77	77	16	20.8	17	22.1					
###	884	2014	8842014	Mixed	Brockhampton Primary School	Community	122	122	122	6	4.9	6	4.9					
###	884	2024	8842024	Mixed	St Peter's Primary School	Community	215	202	215	30	14.0	32	14.9					
###	884	2029	8842029	Mixed	Burghill Community Primary Schc	Community	86	86	86	#	#	#	#					
###	884	2031	8842031	Mixed	Clifford Primary School	Community	59	59	59	3	5.1	3	5.1					
###	884	2046	8842046	Mixed	Ewyas Harold Primary School	Community	132	132	132	13	9.8	13	9.8					
###	884	2053	8842053	Mixed	Garway Primary School	Community	65	65	65	0	0.0	#	#					
###	884	2056	8842056	Mixed	Broadlands Primary School	Community	264	256	264	35	13.3	38	14.4					
###	884	2057	8842057	Mixed	Hampton Dene Primary School	Community	236	236	236	7	3.0	9	3.8		1	0		
###	884	2061	8842061	Mixed	Lord Scudamore Primary School	Trust	607	582	607	18	3.0	20	3.3					
###	884	2063	8842063	Mixed	Marbrook Primary School	Community	438	412	438	82	18.7	85	19.4		1	1	4	
###	884	2067	8842067	Mixed	St Martin's Primary School	Community	369	354	369	69	18.7	73	19.8					
###	884	2071	8842071	Mixed	Trinity Primary School	Community	554	554	554	46	8.3	46	8.3					
###	884	2077	8842077	Mixed	Holme Lacy Primary School	Community	57	57	57	#	#	5	8.8					
###	884	2094	8842094	Mixed	King's Caple Primary School	Community	40	40	40	3	7.5	3	7.5					
###	884	2095	8842095	Mixed	Kingstone and Thruyton Primary	Community	189	186	189	20	10.6	20	10.6					
###	884	2096	8842096	Mixed	Kington Primary School	Community	216	206	216	28	13.0	28	13.0					
###	884	2098	8842098	Mixed	Ledbury Primary School	Community	489	467	489	40	8.2	42	8.6		1	0	1	
###	884	2099	8842099	Mixed	Leominster Infants' School	Community	275	250	275	44	16.0	48	17.5					
###	884	2100	8842100	Mixed	Leominster Junior School	Community	337	337	337	60	17.8	85	25.2					
###	884	2101	8842101	Mixed	Longtown Community Primary Sc	Community	52	52	52	0	0.0	0	0.0					
###	884	2102	8842102	Mixed	Lugwardine Primary School	Community	158	158	158	3	1.9	3	1.9					
###	884	2103	8842103	Mixed	Luston Primary School	Community	110	109	110	8	7.3	8	7.3					
###	884	2104	8842104	Mixed	Madley Primary School	Community	172	172	172	12	7.0	12	7.0					
###	884	2115	8842115	Mixed	Marden Primary School	Community	88	88	88	#	#	#	#					
###	884	2116	8842116	Mixed	Michaelchurch Escley Primary Sc	Community	60	60	60	0	0.0	0	0.0					
###	884	2122	8842122	Mixed	Peterchurch Primary School	Community	66	66	66	3	4.5	3	4.5					
###	884	2138	8842138	Mixed	Ashfield Park Primary School	Community	340	326	340	32	9.4	32	9.4					
###	884	2146	8842146	Mixed	Shobdon Primary School	Community	52	52	52	12	23.1	13	25.0					
###	884	2148	8842148	Mixed	Stoke Prior Primary School	Community	79	79	79	0	0.0	#	#					
###	884	2152	8842152	Mixed	St Weonard's Primary School	Community	48	48	48	6	12.5	7	14.6					
###	884	2154	8842154	Mixed	Sutton Primary School	Community	61	61	61	4	6.6	4	6.6					
###	884	2155	8842155	Mixed	Walford Primary School	Community	186	186	186	5	2.7	5	2.7					
###	884	2157	8842157	Mixed	Wellington Primary School	Community	98	98	98	12	12.2	12	12.2					
###	884	2158	8842158	Mixed	Weobley Primary School	Community	164	158	164	30	18.3	31	18.9					
###	884	2159	8842159	Mixed	Wigmore Primary School	Trust	132	132	132	15	11.4	15	11.4					
###	884	2160	8842160	Mixed	Withington Primary School	Community	88	78	88	#	#	#	#					
###	884	3006	8843006	Mixed	Bosbury CofE Primary School	Voluntary c	126	126	128	11	8.6	11	8.6		0	0	2	
###	884	3010	8843010	Mixed	Burley Gate CofE Primary School	Voluntary c	102	102	102	11	10.8	12	11.8					
###	884	3015	8843015	Mixed	Canon Pyon CofE Primary School	Voluntary c	76	76	76	#	#	#	#					
###	884	3021	8843021	Mixed	Cleonger CofE Primary School	Voluntary c	125	125	125	5	4.0	5	4.0					
###	884	3023	8843023	Mixed	Colwall CofE Primary School	Voluntary c	177	177	177	10	5.6	10	5.6					
###	884	3026	8843026	Mixed	St Mary's CofE Primary School	Voluntary c	181	181	181	24	13.3	24	13.3		4	0	2	
###	884	3030	8843030	Mixed	Dilwyn CofE Primary School	Voluntary c	30	30	30	#	#	#	#					
###	884	3035	8843035	Mixed	Eardisley CofE Primary School	Voluntary c	68	68	68	4	5.9	5	7.4					
###	884	3037	8843037	Mixed	Eastnor Parochial Primary Schoo	Voluntary c	79	79	79	#	#	#	#					
###	884	3046	8843046	Mixed	Goodrich CofE Primary School	Voluntary c	117	117	117	#	#	#	#		0	0	3	
###	884	3047	8843047	Mixed	Gorsley Goffs Primary School	Voluntary c	160	160	160	8	5.0	8	5.0					

###	884	3055 8843055	Mixed	Holmer CofE Primary School	Voluntary c	278	278	278	10	3.6	18	6.5						
###	884	3071 8843071	Mixed	Little Dewchurch CofE Primary St	Voluntary c	47	47	47	0	0.0	0	0.0						
###	884	3078 8843078	Mixed	Mordiford CofE Primary School	Foundation	123	123	123	4	3.3	4	3.3						
###	884	3079 8843079	Mixed	Much Birch CofE Primary School	Voluntary c	181	181	181	3	1.7	3	1.7	0	0	2			
###	884	3083 8843083	Mixed	Orleton CofE Primary School	Voluntary c	190	190	191	4	2.1	4	2.1	0	0	1			
###	884	3102 8843102	Mixed	Stretton Sugwas CofE Primary St	Voluntary c	103	103	103	0	0.0	0	0.0	1	1	0			
###	884	3109 8843109	Mixed	Whitbourne CofE Primary School	Voluntary c	57	57	57	#	#	#	#						
###	884	3304 8843304	Mixed	St Michael's CofE Primary Schoo	Voluntary a	98	98	98	9	9.2	9	9.2	1	1	0			
###	884	3305 8843305	Mixed	Brampton Abbots CofE Primary	Voluntary a	116	116	116	24	20.7	27	23.3						
###	884	3307 8843307	Mixed	Bridstow CofE Primary School	Voluntary a	88	88	88	#	#	#	#						
###	884	3315 8843315	Mixed	Cradley CofE Primary School	Voluntary a	107	107	107	12	11.2	12	11.2						
###	884	3325 8843325	Mixed	St Mary's CofE Primary School	Voluntary a	88	88	88	#	#	#	#						
###	884	3330 8843330	Mixed	Our Lady's RC Primary School	Voluntary a	210	210	210	20	9.5	20	9.5						
###	884	3331 8843331	Mixed	St Francis Xavier's Primary Scho	Voluntary a	206	206	206	13	6.3	13	6.3						
###	884	3332 8843332	Mixed	St James' CofE Primary School	Voluntary a	201	201	201	14	7.0	14	7.0						
###	884	3333 8843333	Mixed	St Paul's CofE Primary School	Voluntary a	433	433	433	7	1.6	9	2.1	7	5	0			
###	884	3341 8843341	Mixed	Kimbolton St James CofE Primar	Voluntary a	83	83	83	0	0.0	0	0.0						
###	884	3342 8843342	Mixed	Kingsland CofE School	Voluntary a	139	139	139	7	5.0	7	5.0	3	3	0			
###	884	3347 8843347	Mixed	Lea CofE Primary School	Voluntary a	78	78	78	12	15.4	13	16.7						
###	884	3348 8843348	Mixed	Leintwardine Endowed CE Prima	Voluntary a	104	104	104	6	5.8	6	5.8						
###	884	3349 8843349	Mixed	Ivington CofE Primary School	Voluntary a	88	88	88	17	19.3	20	22.7	1	1	0			
###	884	3351 8843351	Mixed	Llangrove CofE Primary School	Voluntary a	55	55	55	4	7.3	4	7.3						
###	884	3363 8843363	Mixed	Much Marcle CofE Primary Scho	Voluntary a	101	101	101	10	9.9	10	9.9						
###	884	3366 8843366	Mixed	Pembridge CofE Primary School	Voluntary a	101	101	101	5	5.0	5	5.0	1	1	0			
###	884	3367 8843367	Mixed	Pencombe CofE Primary School	Voluntary a	53	53	53	0	0.0	0	0.0						
###	884	3372 8843372	Mixed	St Joseph's RC Primary School	Voluntary a	103	103	103	0	0.0	#	#						
###	884	3378 8843378	Mixed	Staunton-On-Wye Endowed Prim	Voluntary a	67	67	67	3	4.5	3	4.5						
###	884	3384 8843384	Mixed	Weston-Under-Penyard CofE Prii	Voluntary a	87	87	87	3	3.4	3	3.4						
###	884	3385 8843385	Mixed	Whitchurch CofE Primary School	Voluntary a	110	110	110	7	6.4	7	6.4						
###	884	3392 8843392	Mixed	St Thomas Cantilupe CofE Prima	Voluntary a	213	212	213	21	9.9	32	15.0						
###	884	4004 8844004	Mixed	Queen Elizabeth Humanities Coll	Community	308	308	310	29	9.4	39	12.6	3	1				
###	884	4014 8844014	Mixed	Whitecross Hereford; High Schoo	Community	892	892	893	44	4.9	58	6.5	3	3	12	2	0	
###	884	4015 8844015	Mixed	Aylestone High School	Community	855	855	856	48	5.6	77	9.0	5	0				
###	884	4021 8844021	Mixed	Kingstone High School	Community	650	650	651	37	5.7	48	7.4			1	1	0	
###	884	4022 8844022	Mixed	Lady Hawkins High School	Community	474	474	475	32	6.7	43	9.1	1	0				
###	884	4027 8844027	Mixed	The Minster College	Community	646	646	646	63	9.8	97	15.0	1	0				
###	884	4032 8844032	Mixed	Fairfield High School	Community	371	371	371	24	6.5	27	7.3	1	1	6	4	0	
###	884	4045 8844045	Mixed	Weobley High School	Community	456	456	458	45	9.8	45	9.8						
###	884	4046 8844046	Mixed	Wigmore High School	Trust	452	452	452	33	7.3	34	7.5			2	1	4	
###	884	4058 8844058	Mixed	John Masefield High School	Community	877	877	877	35	4.0	48	5.5	1	1				
###	884	4428 8844428	Mixed	John Kyrle High School and Sixth	Community	1,193	1,193	1,196	50	4.2	70	5.9	3	3	6	3	0	
###	884	4600 8844600	Mixed	The Bishop of Hereford's Blueco	Voluntary a	1,178	1,178	1,179	29	2.5	49	4.2	1	1	17	2	0	
###	884	4601 8844601	Mixed	St Mary's RC High School a Spec	Voluntary a	690	690	690	9	1.3	17	2.5	1	1	14	2	0	
###	884	7003 8847003	Mixed	Barrs Court School	Trust	76	76	76	7	9.2	7	9.2						
###	884	7004 8847004	Mixed	Blackmarston School	Community	47	47	47	11	23.4	11	23.4						
###	884	7007 8847007	Mixed	Westfield School	Community	34	34	34	4	11.8	5	14.7						
###	884	3393 8843393	Mixed	Riverside Primary School	Community	369	350	369	66	17.9	77	20.9						
###	884	7008 8847008	Mixed	Brookfield School	Community	63	63	63	22	34.9	22	34.9						
###	884	6905 8846905	Mixed	Hereford Academy	Academies	690	690	691	65	9.4	101	14.6	2	2				
###	884	6906 8846906	Mixed	Hereford Steiner Academy	Academies	283	283	283	18	6.4	19	6.7						



<b>MEETING:</b>	<b>HEREFORDSHIRE LOCAL ADMISSION FORUM</b>
<b>DATE:</b>	<b>14 JULY 2010</b>
<b>TITLE OF REPORT:</b>	<b>AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS</b>
<b>OFFICER:</b>	<b>ADMISSIONS AND TRANSPORT MANAGER</b>

**CLASSIFICATION:** Open

### **Wards Affected**

Potentially countywide

### **Purpose**

To consider changes to the Planned Admission Numbers (PAN) at Almeley, Canon Pyon and Madley Primary Schools.

### **Key Decision**

This is not a Key Decision.

### **Recommendations**

**THAT the Committee considers the individual school requests and the change in PAN at:**

- (a) Almeley Primary School is agreed.
- (b) Canon Pyon V C Primary School is agreed.
- (c) Madley Primary School is agreed.

### **Alternative Options**

No alternative options other than to refuse individual school PAN change requests.

### **Reasons for Recommendations**

- 1 It is the role of Herefordshire's Local Admission Forum to consider school requests for PAN changes and make decisions whether to agree or refuse such requests.

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

## Introduction and Background

- 2 According to the new School Admissions Code section 1.17 “Admission authorities of maintained schools **must** set admission numbers with regard to the capacity of the school” and “Admission authorities are required to consult before setting or amending a published admission number”.

Herefordshire is currently experiencing a continued decline in the overall pupil numbers. This affects schools in different ways, with the additional affects of the Schools Admissions Code presumption to meet parental preference, subject to certain conditions. Overall funding to support pupils, schools and services is determined largely by the overall number of pupils. Local Authority services and schools are facing a number of pressures as a result which have led to redundancies and reconfigurations of Local Authority and school staff. A number of schools over the past year have requested changes in PAN, in part as a result of these pressures, or alternatively to expand their PAN to provide for increased demand in pupil numbers in arrangements that can be met in staffing and organisational terms.

Herefordshire Cabinet has requested that clusters of schools respond to the Herefordshire Schools Task Group work, by September 2010, with a formal evaluation of different options to feed into the creation of a strategic plan for Herefordshire.

The following schools have made specific requests within the context set out above:

### (a) Almeley Primary School

Almeley has requested an increase in its PAN from 9 to 11, giving rise to a revised school capacity of 77 pupils. For information the current makeup of places to be offered for its new year R starting in September 2010 is:

Category	Number
Statemented child	0
Catchment Sibling	1
Catchment	2
Sibling Out of Area	2
Out of Area	4
Total	9

There are currently no children on its waiting list based on the current PAN of 9.

There are currently 71 pupils on roll. Made up as follows:

Year Group	Number of pupils
Reception	14

1	6
2	11
3	13
4	12
5	10
6	5

The proposed increase is in line with the official sufficiency (capacity) assessment for the school which has a range of 52 to 80.

A copy of the formal request from Almeley Primary School is attached in Appendix 1

An increase in PAN will potentially have an impact upon other schools in the cluster/neighbouring primary schools:

School	PAN	1 <sup>st</sup> Pref 2010	Capacity	No. of pupils on roll (Spring 2010)
Eardisley	15	11	105	61
Kington	30	20	210	208
Pembridge	13	15	91	96
Weobley	30	11	210	140

#### (b) Canon Pyon V C Primary School

Canon Pyon V C Primary School has requested a reduction in its PAN from 13 to 12. A PAN of 12 would give a school capacity of 84 pupil places.

For information the current makeup of places to be offered for its new year R starting in September 2010 is:

Category	Number
Statemented child	0
Catchment Sibling	5
Catchment	1
Sibling Out of Area	1
Out of Area	3

Total	10
-------	----

There are currently a total of 77 pupils on roll made up as follows:

Year Group	Number of pupils
Reception	11
1	13
2	14
3	13
4	5
5	8
6	13

The proposed reduction is in line with the official sufficiency (capacity) assessment for the school and also reflects the reduction in current and forecasted demand for places and will have no impact upon neighbouring primary schools.

A copy of the formal request from Canon Pyon V C Primary School is attached in Appendix 1.

A reduction in PAN will have no impact upon other schools in the cluster/neighbouring primary schools:

School	PAN	1 <sup>st</sup> Pref 2010	Capacity	No. of pupils on roll (Spring 2010)
Burghill	15	14	105	84
Dilwyn	8	4	56	31
Ivington	15	17	105	84
Wellington	28	11	196	93
Weobley	30	11	210	140

### (c) Madley Primary School

Madley Primary School has requested an increase in its PAN from 24 to 26.

For information the current makeup of places to be offered for its new year R starting in September 2010 is:

Category	Number
Stamented child	0
Catchment Sibling	6
Catchment	8
Sibling Out of Area	7
Out of Area – Special Reasons	1
Out of Area	4
Total	26

The current sufficiency calculation for the school gives it a capacity in the range 159 to 210 i.e. a range in the PAN of 23 to 30.

Contextual data for the above mentioned school and Cluster schools:

School	PAN	1 <sup>st</sup> Pref 2010	Capacity	No. of pupils on roll (Spring 2010)
Clifford	10	12	70	64
Clehonger	28 (21)	15	196	119
Credenhill	30	36	210	179
Kingstone & Thrupton Primary	30	27	210	170
Peterchurch Primary	15	19	105	64
Staunton-on-Wye Primary	10	70	10	70
Stretton Sugwas	15	20	105	106

There are currently a total of 185 pupils on roll made up as follows:

Year Group	Number of pupils
Reception	28
1	30

2	26
3	27
4	24
5	25
6	25

Years Groups with more than 24 pupils are as a result of successful parental appeals.

A copy of the formal request from Madley Primary School is attached in Appendix 1.

Please note the four most relevant sections of the new School Admissions Code regarding PAN increases:

1.19 in the case of maintained schools, the local authority, as the strategic commissioner of school places, has the final decision over whether a school can admit above its published admission number. For Academies the final decision rests with the Secretary of State. Admission authorities **must** consider the overall effect on the school in continually admitting over the admission number and where they admit more than a total of 26 children above their admission number in any three year period, they **must** determine a higher admission number at the next opportunity. Admitting above the admission number does not amount to an increase in the school's admission number which can only be changed via the determination of admission arrangements or once determined, for a maintained school, via a referral to the Schools Adjudicator.

1.20 It is proposed that statutory proposals will no longer be required for schools that wish to increase their published admission number by 27 or more pupils<sup>17</sup>. However, statutory proposals are still required for schools proposing an enlargement to their premises which would increase the physical capacity of the school by more than 30 pupils and either by 25 per cent or by 200 pupils (whichever is the lesser). Any admission authority wishing to increase a school's published admission number can propose to do so during the consultation and determination of admission arrangements for all schools in the area. Consultation requirements are set out in paragraphs 1.25 to 1.30. The governing bodies of community and voluntary controlled schools for whom the local authority is the admissions authority can make representations to the local authority to increase their published admission number by writing to them with their proposal. Although the local authority, as the admissions authority, will determine the final published admission number of the school, section 88H of the SSFA allows for community and voluntary controlled schools to object to the Schools Adjudicator if they do not agree with the admissions number which has been determined for them (see Chapter 4).

1.21 If an admission authority for a maintained school wishes to increase the admission number of a school after their admission arrangements have been determined, as a result of a major change in circumstance, they **must** refer a variation to do this to the Schools Adjudicator (see paragraphs 4.23 to 4.27), except in very limited circumstances. The determination by the Schools Adjudicator **should** follow the approval by the local authority of any related proposals for enlargement of the school. A request to the Schools

Adjudicator to increase admission numbers **should not** delay the local authority in co-ordinating admissions in order to make all offers to parents.

1.22 Local authorities and the Schools Adjudicator, when making decisions over setting an admission number or admitting above them, **should** have regard to the presumption that proposals to expand successful and popular schools, except grammar schools, **should** be approved. The existence of surplus capacity in neighbouring schools **should not** in itself be sufficient to prevent expansion, but the local authority **should** consider how they can take parallel action to remove surplus places.

#### **Comment**

It is noted that in the PAN reduction request case from Canon Pylon the revised PAN meets the needs of children from the catchment area.

In the two PAN increase request cases the revised PAN's are not to meet demand from catchment children but rather from out of catchment parental preference children. The School Admissions Code expects Local Authorities to operate with a presumption of support to such requests to maximize parental preferences. Surplus capacity is meant to be addressed through other action in a strategic way pertinent to local circumstances.

## **Key Considerations**

The national timing for consultation does not allow these requests to be delayed to tie in with school cluster discussions and any recommendations that may be made to Cabinet in October 2010. The request for a reduction in PAN reflects long term demographic trends.

Increases in PAN must be in accordance with the school's net capacity assessment, which is the case for Madley Primary School and Almeley. The LA has a duty to maximize parental preferences where possible.

## **Community Impact**

- 3 Potential impact on local traffic patterns caused by the movement of "out of catchment" pupils to schools where the PAN is increased and no spare capacity to buy "Vacant Seats" on contracted school transport exists.

## **Financial Implications**

- 4 There would be a reduction in funding at schools "losing" pupils to "more popular" where their PAN is increased – the "money follows the pupils"

## **Legal Implications**

- 5 See comments under Risk Management.

## **Risk Management**

- 6 The LA may be challenged in respect of its role to maximize parental preference wherever possible. However the LA must consider the implications of maximising parental preference within a strategic context. The work that results from Cabinet recommendations and the work

of school clusters will be key to providing an agreed strategy within which to consider increases in PANs in response to parental preferences.

### **Consultees**

7 Not applicable

### **Appendices**

8 Appendix 5.1 – Copies of school PAN change request letters

### **Background Papers**

None



**Admissions and transport,  
Herefordshire Children's Services,  
Blackfriars Street,  
Hereford.  
27-05-2010**

**Dear Mr Blackman,**

**Re Pupil Admissions Number Almeley Primary School.**

Following the lack of a quorum at the meeting to consider our request for an increase in PAN in June last year the Governors of Almeley Primary School would confirm that we still wish the Admissions Forum to consider increasing our Pupil Admission Number from 9 to 11.

The suitability survey carried out by Karen Knight stated that the school has capacity for up to 84 pupils. With the current PAN of 9, without in year admissions, the possible pupil total would fall well short of this at 63 and limits our ability to ensure the future of the school.

Although requests for places vary considerably each year we do have a number of families who move into the rural community in year and require a rural school for their children. We currently have 71 pupils which will rise to 75 in September 2010.

Last year we had 11 first choice requests and a number of 2<sup>nd</sup> choice requests from families who would have accepted places at Almeley if they had been available but eventually went to Pembridge on appeal. (Church School appeals generally take place before Community Schools) This year we had 9 1<sup>st</sup> choice applications and again the 2<sup>nd</sup> choice requests went to appeal at other schools and were admitted.

We currently operate in 4 classes, R/Y1 (20), Y2/Y3 (14), Y3/Y4 (22), and Y5/Y6 (15) so there would not be a Class size issue in Key Stage 1.

Year Group numbers are YR-14, Y1-6, Y2-11, Y3-13, Y4-12, Y5-10 and Y6-5.

We are a successful, good school with outstanding aspects and are in a healthy financial state. We have capacity above our current PAN and would urge you to consider our request.

Yours faithfully,

Terry Holden  
Chair of Governors

# Canon Pyon Church of England Primary School

**Voluntary Controlled**

Head Teacher Mrs. D. Francis



Canon Pyon  
Hereford  
HR4 8PF



---

Telephone 01432 830334

E-Mail : [admin@canonpyon.hereford.sch.uk](mailto:admin@canonpyon.hereford.sch.uk)

1 March 2009

Mr A Blackman  
Admissions & Transport Manager  
Children & Young People's Directorate  
Herefordshire Council  
P O Box 185  
Blackfriars Street  
Hereford  
HR4 9ZR

Dear Andrew,

I confirm that I am happy with the proposed reduction in our PAN from 13 to 12, with effect from September 2011. The reason for this is a reduction in our pupil numbers which, on examination of the numbers of pre-school children currently living in our catchment combined with the sibling numbers, looks set to continue for the next few years.

A hard copy of this letter signed by me and the Chair of Governors will be posted immediately.

Yours sincerely,

Delyth Francis  
**Head teacher**

Elizabeth Vaughan  
**Chair of Governors**

Madley Primary School,  
Madley,  
Herefordshire,  
HR 2 9PH.

10 JUN 2010



Head Teacher:  
Mr. L. Batstone B.A (hons). P.G.C.E NPQH

Phone: 01981 250241  
Fax: 01981 252071  
Email: [admin@madley.hereford.sch.uk](mailto:admin@madley.hereford.sch.uk)

*'Be the best you  
can be'*

17<sup>th</sup> May 2010

Ref: Request for a change of PAN  
To whom it may concern,

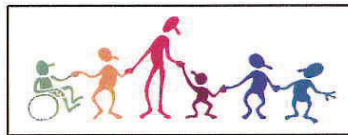
I am writing on behalf of the Governors of Madley Primary School to request an increase in our planned admission number from 24 to 26. The Governing body have had long discussions regarding their request and have decisions have been reached for the following reasons:

- Our school has been over-subscribed for the past four years indicating strong parental choice for our school. Our school currently has 185 pupils and has increased in size over the past 5 years, our structure is now single aged classes. Governors of the school wish the school to retain it's present form and be sustainable for the future.
- Building work over the summer of 2009 has increased the space available to pupils and our capacity measurement has increased to 159 - 210.
- 26 has been agreed for educational and sustainable reasons, we feel it is better for pupil/adult ratio and retains a relatively small class number.

We have no desire to 'take over' the World or 'steal' pupils from other schools, our vision and desire is for Madley Primary School to provide the best education possible for those parents who choose to send their children here and for it to be sustainable for the future.

Kind regards  
*Lee Batstone*  
Lee Batstone  
Head teacher

*George Snell*  
George Snell  
Chair of Governors



Care Trust Responsibility Mutual Respect Co-operation





<b>MEETING:</b>	<b>HEREFORDSHIRE LOCAL ADMISSION FORUM</b>
<b>DATE:</b>	<b>14 JULY 2010</b>
<b>TITLE OF REPORT:</b>	<b>INFORMATION FOR PARENTS BOOKLETS</b>
<b>OFFICER:</b>	<b>ADMISSIONS AND TRANSPORT MANAGER</b>

**CLASSIFICATION:** Open

### **Wards Affected**

Potentially countywide

### **Purpose**

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

### **Key Decision**

This is not a Key Decision.

### **Recommendations**

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

### **Alternative Options**

No alternative options. This is a statutory requirement.

### **Reasons for Recommendations**

- 1 It is the role of Herefordshire's Local Admission Forum to consider the information contained within the Information for Parents Booklets and make changes where necessary.

### **Introduction and Background**

- 2 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 two documents and their respective appendices will be placed on the council website for viewing by prospective parents. Each set of parents will receive information on how to view these documents and if they so request will be sent a hard copy of all the relevant documents.

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

## **Key Considerations**

### **Community Impact**

3 Not applicable

### **Financial Implications**

4 None

### **Legal Implications**

5 See comments under Risk Management.

### **Risk Management**

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

### **Consultees**

7 Not applicable

### **Appendices**

8 1A Primary Booklet:  
Appendices 1A1 to 1A7  
1B Secondary Booklet:  
Appendices 1B1 to 1B9

### **Background Papers**

None

# CONTENTS

	Page
Contact Points	Inside Front
Letter from Director of Children's Services	2
Contacts In Neighbouring Authorities	3
Herefordshire Choice Advisor Service	4
About High Schools In Herefordshire	6
General Admission Arrangements for High Schools	7
Transfer to High School	9
Allocation of Places in High Schools	13
School Transport up to the age of 16	18
Post 16 Education, Transport and Careers	25
National Curriculum and Assessment Arrangements	29
Charges, School Meals, and Allowances	32
Education Welfare Service and School Uniform	34
Special Education	35
Special Schools, Classes and Centres	39
Transport for Pupils and Students with Special Education Needs	40
Procedures for dealing with parental concerns or complaints about individual schools	42
Map of Herefordshire	44
Open Days Evenings for Phase Transfers 2011- 2012	51
Appendix 1 - Local code of practice for admissions authorities and schools concerning contacts with parents on pupil admissions, transfers and exclusions	
Appendix 2 - Co-ordinated secondary admission arrangements	
Appendix 3 - Information about schools in each district of Herefordshire	
Appendix 4 - Admission policies of voluntary aided schools, academy and Foundation	
Appendix 5 - Admission policies for admissions to school Sixth Form	
Appendix 6 - Quick reference guide to provided schools for parishes in Herefordshire	
Appendix 7 - Post 16 Transport – Policies	
Appendix 8 – Fair Access Protocol	
Appendix 9 - Data Protection Act – Notice of Fair Processing	

## **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 2011-2012 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 2011-2012 school year.
- Information about the Church of England, Roman Catholic aided, Foundation and Academy 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.

**DIRECTOR OF CHILDREN SERVICES**

September 2010

## **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](mailto: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.gov.uk](mailto:school-admissions@shropshire.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](mailto:schooladmissions@worcestershire.gov.uk)

**Powys LA**

Admissions & Transport Team  
Schools & Inclusion  
Powys County Hall  
Tel: 01597 826455. / 826477/ 826449  
Fax: 01597 826475  
Email: [admissionsandtransport@powys.gov.uk](mailto:admissionsandtransport@powys.gov.uk)

**Monmouthshire LA**

Access Unit  
Directorate of Lifelong, Learning and Leisure  
Monmouthshire County Council  
5<sup>th</sup> Floor County Hall  
Croesyceiliog  
Cwmbran Torfaen  
NP44 2XH  
Tel: 01633 644530 / 01633 644946  
Fax: 01633 644208  
E-mail [schoolandstudentaccessunit@monmouthshire.gov.uk](mailto:schoolandstudentaccessunit@monmouthshire.gov.uk)

## 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:

### Choice Advisor Service

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](http://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 2011.

### 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 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.

*Please note The Steiner Academy does not have a catchment area, and is a through school Primary to Secondary*

*St Marys RC High 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. 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 full. In these situations the Council may designate an alternative primary school or the parents may decide to use the appeal process.

- **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.
  
- ***Additional/supplementary information forms***  
All parents who list their preferred schools on the Local Authority Common Application Form are regarded as having made valid applications. An (SIP) Supplementary Information 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)

31<sup>st</sup> October 2010 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 Local Authority. Herefordshire has an agreement that the Herefordshire closing date of 31<sup>st</sup> October will also be acceptable in Monmouthshire and Powys. Gloucestershire, Shropshire and Worcestershire have the same closing date.

1<sup>st</sup> March 2011 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 31<sup>st</sup> October 2010 and the national offer date will be included **only if** the reason for the delay was genuine and acceptable. Late applications, including applications received after 1<sup>st</sup> March 2011, 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, or apply on line.

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).

#### **On Line Admissions**

Parents can now apply on line for places in Year 7 at Herefordshire High Schools starting in September 2011. 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 2010.

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

By going to > Education and Learning > School Admissions > Admissions 2011 > Online application Forms  
click on, the online application form, this then takes you into Welcome to Enrol (on line admissions applications). You need to create an account before you can Login in. Once an account has been created you then go into your account by using the Login tab. You can change or view your account up until midnight on the closing date 31<sup>st</sup> October 2010.

Useful tips are highlighted in Blue when applying online.

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 system, you will need to do this each time you change anything on the application.

You will receive 3 email conformations

1<sup>st</sup> when you have submitted the application 2<sup>nd</sup> when we download the application after the closing date 3<sup>rd</sup> one offer of school place on the 1<sup>st</sup> March or closest date if falls on a weekend

### **3.4 Do you need further advice and help?**

Applying for a place at a school can be a very stressful time. The LA (Local Authority) 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 or advice please contact Carol Weston – Choice Advisor on 01432 260999

### **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 31<sup>st</sup> October 2010 via your child's

present school, or directly to the Admissions Section if your child attends a primary school in another Local Authority or in an Independent 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 2011 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 10 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 31<sup>st</sup> October 2010. Once the Governing Body have made their decision the Council will be given the school allocation list and it will be the Council that will announce the offer to parents on 1<sup>st</sup> March 2011 on behalf of the Governing Body.

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 31<sup>st</sup> October 2010, 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 1<sup>st</sup> March 2011. However, this will not be the position in Shropshire, Gloucestershire and Worcestershire, where a parent seeking a school place in that Council area would receive an offer or refusal from Herefordshire Council on 1<sup>st</sup> March 2011.

### **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 2 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.herefordshire.gov.uk](http://www.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 1<sup>st</sup> March 2011.

### ***3.12 What evidence do I need to supply if moving house within Herefordshire or moving into Herefordshire at the time of applying for a transfer to Secondary School?***

A copy of a utility bill or council tax bill ( with name ) is sufficient.

If you are moving due to purchasing a property, written confirmation from your solicitor is required, detailing that you have exchanged contracts and the actual or expected completion date. If you are renting, a copy of a signed tenancy agreement is required, with written confirmation from the letting agency or estate agency, with a start date and end

date.

Please note that short-term tenancy agreements or temporary moves to live with relatives to create an in area status will not be accepted. Short term is defined as less than 6 months.

Evidence of moved is required no later than the 11<sup>th</sup> February 2011

### **3.13 *What happens if parents / carers disagree on preferences for their child?***

Where the authority receives application forms from more than one parent or carer, and where different schools are requested as the preferred choice, the authority will write to both parents / carer's and inform them that unless written conformation from both, setting out their agreement to a contrary course of action (*that they both agree on the same school* ) the authority will act on the basis of the preference from the parent with whom the child lives. Where a child has more than one residence the preference from the person who is in receipt of Child Benefit will be acted upon.

## 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.

Priority 1 - Looked After Children - Children in the **looked after system** where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs (see footnote 1)

Priority 2\*\* - Children living within the **defined catchment area** of the school (see footnote 2)

Priority 3\*\* – Sibling connection – Children who have a **older sibling** at the preferred school not only at the time of application but also when the younger child is due to start (see footnote 3 )

Priority 4 – Exceptional circumstances – Children with the exceptional **medical, social** or **compassionate** grounds for admission and whose parents can show that entry to a particular school are necessary for the well being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source. Applications on such grounds will not be considered by the Director of Children's Services or appointed advisory panel unless this supporting information is attached to the application form received by the 15<sup>th</sup> January 2011( see footnote 4 )

Priority 5 \*\*\*\*– **Distance** - Children who live **nearest** to the school by the shortest available walking route (see footnote 5)

### General Notes

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

**Footnote 1:** *This is the 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 try to ensure that children are able to attend the school within their local community.*

**Footnote 3:** *This is the 3rd 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.*

**Footnote 4:** *This is the 4<sup>th</sup> priority to be sensitive to exceptional needs that individual children and families may have.*

**Footnote 5:** *The 5<sup>th</sup> priority is a measurable, objective way of allocating the remaining places.*

Where, at any school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after children in the 'looked after' system it will be catchment area children second, siblings third, special reasons fourth, then according to distance, each assessed as indicated above.

Following the allocation of the top category, 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 2011, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

If the admission of the top two categories can be satisfied, but there are insufficient places for all out-area siblings, priorities will be decided first by reference to special reasons, then according to distance.

In the case where the distance is not a final deciding factor i.e. two applications are at exactly the same distance then the final tie breaker will be a lottery undertaken by an individual independent of the Children's Services Directorate.

\*\* Living within the defined catchment area is defined as "a child residing with his/her parent(s) or carer(s) at his/her normal and genuine place of residence for the majority of the time".

\*\*\* 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.

\*\*\*\* Distance will be measured by the shortest available walking route using a road and/or made up footpath from the front door of the child's address (including flats) to the main entrance of the school, using the Local Authority's computerized measuring system, with those living closer to the school receiving the higher priority.

### **Multiple Birth Policy**

If, when places are offered under the Co-ordinated Schemes only one child from a multiple birth family can be admitted ( one of a twin or triplets for instance ) then subject to clause 3.24 of the School Admission Appeals Code ( "unreasonable" test) places will be offered at the same school to the other children from the same multiple birth.

## **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 31<sup>st</sup> October 2010 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 1<sup>st</sup> preference, i.e. the priority order shown by parents will not count at this point.

**STAGE 2** Following analysis, lists will be drawn up of children whose parents have applied (whether as 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> 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 2011**

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 2011, 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 31<sup>st</sup> October 2010.

If parents are not able to receive their first, second or third preference, the child will be placed on the waiting list after the **1st March 2011**. 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, foundation and Academy.

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 2011-2012 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 period. 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 31<sup>st</sup> October 2010 and include their local catchment school, it is highly likely that an offer for one of the preferences will be made on 1<sup>st</sup> March 2011. However, if the 1<sup>st</sup> or 2<sup>nd</sup> parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made for a named school, should be submitted in writing, using the form sent to all unsuccessful applicants, to the Children & Young People's Directorate **within three weeks of the date of notification of the refusal of a place**. All appeals are heard by an independent appeals panel which holds most of its meetings between April and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school. Further information about the appeals procedure is available from the Pupil Admissions Office or from the County Secretary and Solicitor, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR.

If your preference of school was in a different authority and you were not offered this school you will need to contact that authority regarding the waiting list and appeals procedure.

##### ***Voluntary Aided High Schools***

As previously stated, offers of all places for high schools, including voluntary aided schools will be made by the Council on 1<sup>st</sup> March 2011. 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 1<sup>st</sup> March 2011. However, separate appeals procedures and arrangements exist to consider decisions by academy and foundation 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** 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.

#### **Procedure for In Year Transfers**

The current School Admissions Code sets out the following:

“From the 2010-2011 academic year, local authorities must formulate schemes for co-ordinating applications made during the academic year and applications for admissions to age groups other than the normal year of entry (“in year applications”)”

The Code then goes on in section 3.5 to state: “They (LA's) must formulate schemes for the 2010-2011 academic year by 1<sup>st</sup> January 2010. Such schemes must comply with the requirements set out in paragraphs 3.6 to 3.18 below.”

These sections are provided in full in section C below and set out the general duties and the expectations of an In Year Transfer process. Please note that amongst these expectations a common application form must be submitted and there are further details on the consideration and processing of this in section 3.15.

#### **B. Rationale of the new requirements**

The intent behind the new responsibility is to significantly improve the experience of parents and children transferring from one school to another, with two main aims:

- To improve fairness – stopping unlawful/covert selection by some schools
- To improve the application/offer process for parents and children

#### **C. Co-ordination of admissions from 2011-2012 onwards**

3.6 For admissions to schools in the academic year 2011-2012 onwards, local authorities must formulate schemes for co-ordinating all applications to maintained schools and Academies from parents in their area, whenever received, and for whichever age group, under one scheme.

3.7 The following paragraphs reflect the law as it applies to in-year applications for 2010 onwards, and to all applications for admission in 2011 onwards. While it is for each local authority to decide the scheme that best suits its residents and its schools, they must ensure that they:

a) comply with law and regulations including all the procedural requirements (for example, the scheme must require a common application form to be completed, allowing at least 3

preferences, the scheme must provide for information sharing with other local authorities, and it must ensure, so far as is reasonably practicable, that the local authority sends out not more than one offer to all parents seeking places at its schools); and

b) do not disadvantage families resident in other local authorities who apply for schools in their area ( which would be contrary to rule established by the Greenwich Judgement)

3.8 Co-ordination schemes do not effect the rights and duties of the governing body of voluntary aided and foundation schools to set and apply their own admissions arrangements and oversubscription criteria nor for Academies to agree their own arrangements with the Secretary of State. Admission authorities do not have to determine the same or similar oversubscription criteria, but must ensure that their own admissions arrangement are compatible with, and do not undermine, the co-ordination scheme for their area. A summary of how the co-ordinated scheme works must be included in the local authority's composite prospectus.

3.9 Academies are required by their funding agreements to participate in co-ordination schemes and local authorities must consult them, as well as other admission authorities, when required, in order to agree the scheme. Local authorities must also invite City Technology Colleges to participate in the scheme.

### **Formulation and adoption of co-ordination schemes**

3.11 All local authorities must have a scheme in place each year for co-ordinating admission arrangements for all maintained schools and Academies within their area. Local authorities must formulate schemes by 1 January in the determination year. If the local authority decides to continue to use the scheme from the previous year, this will fulfil the legal requirement to formulate a scheme. Local authorities must consult the Admission Forum every year, and admission authorities for schools affected by the scheme (including Academies) and other local authorities every three years as a minimum. If the Admission Forum advises that the scheme has changed substantially since the previous year, the local authority must consult school governing bodies and other local authorities on it, even if that is less than three years since the last consultation.

3.12 From the academic year 2010-11 onwards local authorities must coordinate all "in-year applications". In relation to academic year 2010-11 only, the arrangements for coordinating these applications must be formulated by 1 January 2010. They must then consult the bodies mentioned in paragraph 3.11.

### **Schemes imposed by the Secretary of State**

3.13 If a local authority does not notify the Secretary of State by 15 April in the determination year that a scheme has been adopted for the following academic year, the Secretary of State may impose a scheme; or where an imposed scheme was in place for the previous year, he may notify the local authority that the scheme will continue for a further year.



3.14 Where the Secretary of State has imposed and not revoked it a local authority and its schools may decide to adopt the scheme in a subsequently year. In this case, the duty to formulate is met. If the local authority subsequently adopts a scheme agreed with other admission authorities, in accordance with the Co-ordination Regulations, they must notify the Secretary of State so that the imposed scheme can be revoked. Where a scheme from a previous year is being adopted, or has been imposed in relation to the previous year (and all admissions authorities have agreed to adopt it for a further year), conformation must be sent to the Secretary of State by 15<sup>th</sup> April each year. It will not be

### **Main obligations imposed by the Co –ordination Regulations**

3.15 The Co-ordination Regulations prescribe national closing dates for primary applications and, in the case of primary applications, prescribe the date by which the exchange of information described in sub-paragraphs b) and c) below must be completed. Local authorities must include these dates in their co-ordination schemes. Aside from this, the main requirements of the Co-ordination Regulations with regard to schemes are:

a) A common application form must be completed, which allows parents to express at least 3 preferences in rank order of preference, which may be for schools within or outside their home local authority area, and to give reasons for their preferences. The common application form must allow parents to provide their name, their address (including documentary evidence in support), and the name, address and date of birth of the child.

b) Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme.

c) The home authority must pass information on the application to other local (maintaining) authorities about applications to their schools in their area. The maintaining authority must determine the application in the normal way, and inform the home local authority if a place is available, by the dates specified in the scheme. The maintaining authority must not tell parents the offer.

d) Where a place is available for a child at more than one school, the home local authority must ensure, so far as is reasonably practicable, that the parent is offered a place at whichever of these schools highest preference.

e) For applications made in the course of a normal admission round, offers of secondary places must be sent by the home authority on 1 March, and offers of primary places on a date specified by the local authority (or the next working day if either date is not a working day) in the year during which a child will be admitted to school.

f) Offers of primary and secondary places must be sent by the home local authority. Schools must not contact parents about the outcome of their applications until after these offers have been received. Only the home local authority can make an official offer.

g) Parents who cannot be offered one of their preferred schools must, if there are places available, be offered a place at another school.

3.16 Where admission authorities normally admit children to primary school at two or three points in the academic year, they should make all offers at the same time. Places allocated to children whose parents have deferred their entry until later in the same academic year cannot be offered to another child, unless the parent withdraws acceptance of the place.

## **Applications to schools with a different age transfer**

The Education ( Middle Schools ) ( England ) Regulations 2002 define ‘middle schools’ and whether they are classified as primary or secondary schools which depends on the age range of the pupils. For the purposes of co-ordination, middle schools with entry age before 11 are to be treated in the same way as primary schools; upper schools ( with an entry age after 11 ) are to be treated as secondary schools.

3.18 For Middle deemed secondary schools (not applicable for Herefordshire), the home local authority must make an application form available to any parent in the area who wishes to apply for a school within the neighbouring area which operates a different age transfer. The home local authority must accept applications in the same way it would for its own admissions round. It must, if preferred schools are in another area pass forms to neighbouring authorities, or must apply their co-ordinated scheme. The maintaining local authority must inform the home authority if a place is to be offered in one of its schools. The home local authority must inform the parent of the outcome of the application

## **D. Current practice in Herefordshire**

For a number of years Herefordshire has been running a voluntary scheme where we centrally (within the Admissions & Transport teams) process in year transfer requests generated by parents for most of the community schools but not for any of the VA schools.

We estimate that we currently process about 70% of all in year transfer requests generated for all the maintained schools in Herefordshire. The new overarching responsibility will lead to the need to deal with 100% of all transfer requests.

## **E. Links to the In Year Fair Access**

There is a direct interface between any In Year Transfer scheme and the “In Year Fair Access” protocol. The “In Year Fair Access protocol” is designed to handle, in a professional way, all In Year Transfers that are not straight forward. This will include children who have been permanently excluded, children attending PRU’s integrating back into mainstream, education , traveller children, children with SEN ( but without statements), children who display behavioural difficulties, “serial” movers ( children who have been transferred at least twice before without an address change reason) etc.

## **F. In Year Transfer summary of procedure**

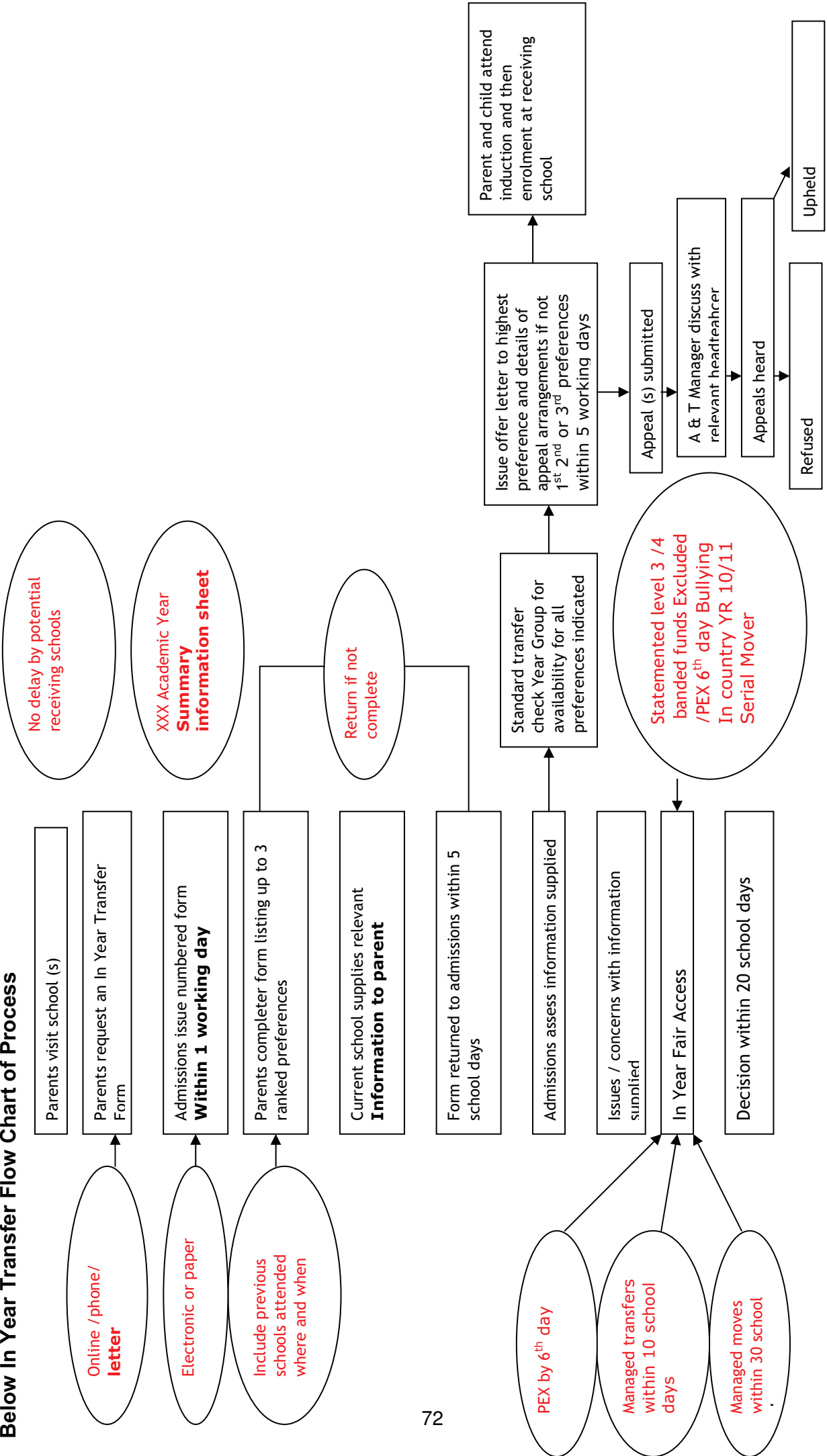
- Parent / Carer - visits requested school
- Parent / Carer - request form from the School Admissions Team – School Admissions Team issues In Year Application Form on the same day
- Parent and current school - complete application form
- Parent / Carer - returns application to School Admissions Team within 5 school days
- School Admissions Team assesses the application form.
- School Admissions Team informs parent / carer of the outcome within 10 school days from the date the parent / carer first requested the application, provided that the parent / carer returned the form within the 5 school days, if a straight forward application.

The In Year Transfer scheme will impact upon all maintained schools within Herefordshire and subsequently upon any parent (from within and outside Herefordshire) seeking an in year transfer into these school. All applications will be dealt with in a consistent and fair manner. Admissions Code , and a flow diagram indicating the way in which applications will be dealt with.

If it is not a straight forward application, the Admissions Team will forward details to the In Year Fair Access Panel to consider and make a decision within the 20 days and inform the parent / carer of the outcome ( See Appendix 8 for the In Year Fair Access )

As noted at the start of this, the underlying intention of the new requirements in the additional School Admissions Code is that fairness and the experience of parents and children improved by the requirement for all maintained schools to be covered by this procedure.

**Below In Year Transfer Flow Chart of Process**



#### **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 high 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.

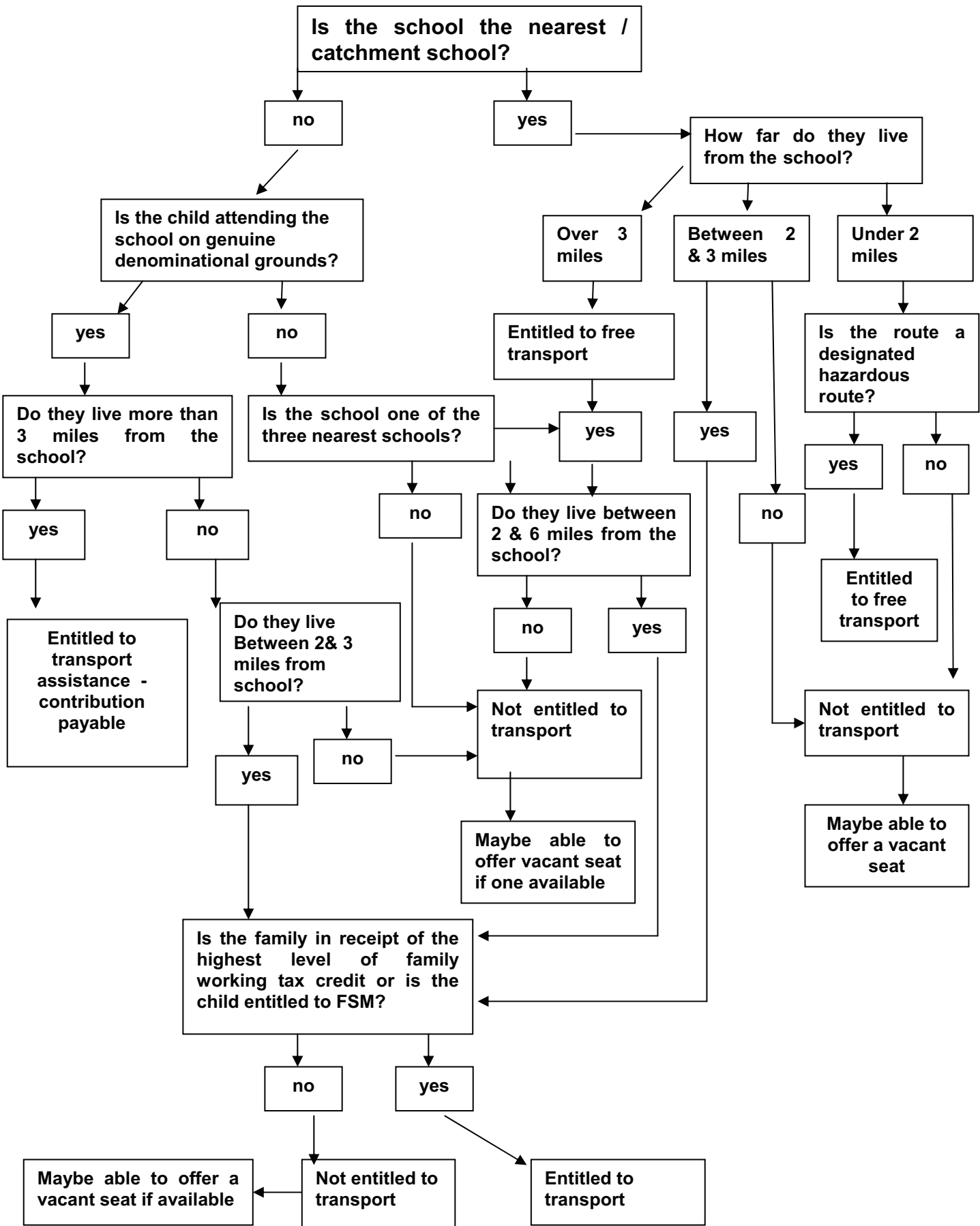
- St David's Centre Hereford (KS4 14-16) 01432 274485
- The Aconbury Centre Hereford (KS3 11-14) 01432 341096
- The Priory Centre Leominster (KS4 14-16) 01568 610733

### **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 less 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 2010. For budgetary purposes the charge is linked to the level of contribution paid by parents utilising the Vacant Seat Payments Scheme, which for the 2010/2011 school year is £135 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 (£135 per term in 2010/2011) or at the lesser rate for each child (£45 per term in 2010/2011) 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](http://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, Head of Access & Capital Planning 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](http://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](mailto: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 Roxanne Clay	Section Administrator	01432 260930
Mr David Baldwin	Enforcement Officer	01432 260937
Mrs Michelle Wathen	Admin Assistant	01432 260928
Mrs Gill Bradbury	Admin Assistant	01432 260924
Mr David Magness	Independent Travel Trainer	01432 260937

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 7. In addition the Partnership has defined a standard charge of £135 for all students per term; 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 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 in Herefordshire. The schools with Sixth Forms are Kington, Ledbury, Leominster and Ross on Wye. There is also a Sixth Form College of Further Education and a College of Arts in the City of Hereford offering a wide range of 'A' level and vocational study and specialist arts courses.

Discretionary Support Funds are available in colleges and school sixth forms to help with learning costs. The funds are prioritised for those who face financial hardship. They can help with the expenditure such as equipment, materials and visits. Applications for this fund should be made through the relevant Sixth Form College. The grants are means tested. You may be expected to provide proof of income or expenditure when you apply. For more information please visit the following website:

[http://www.direct.gov.uk/en/EducationalAndLearning/AdultLearningFinancialHelpForAdultLearners/DG\\_10033131](http://www.direct.gov.uk/en/EducationalAndLearning/AdultLearningFinancialHelpForAdultLearners/DG_10033131)

All enquiries for admissions to School Sixth Forms or Colleges should be made directly to the school or college. The admissions policies of School Sixth Form together with their Pupils Admissions Number can be found in Appendix 5.

### **Foundation Learning ( formerly Entry to Employment E2E )**

The Foundation Learning programme replaces E2E on the 1<sup>st</sup> August 2010. Its aims to help those young people who are not ready at the age of 16 to go into an apprenticeship, further education or employment by helping them to prepare for entry into employment or learning. Foundation Learning develops learners' motivation, confidence and personnel effectiveness. They work towards qualifications in basic and/or \* Functional Skills acquiring vocational knowledge, skills and understanding through sampling a range of work and learning contexts. All young people involved in Foundation Learning work towards some qualification, it is not time bound but based on the needs of each individual learner. The Education Maintenance Allowance ( EMA ) is available to Foundation Learning learners and is currently £30 per week. In addition, expenses are met in full.

\*Functional Skills are practical skills in English, Mathematics and ICT which will allow individuals to work confidently, effectively and independently in life.

In Herefordshire the following providers deliver Foundation Learning provisions (E2E):  
Community Service Volunteers (CSV), Herefordshire Primary Care Trust AND Connexions  
Worcestershire.

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

Connexions  
6 St Peters Street Hereford HR1 2LE

01432 269404  
Hhttp://www.connexions-hw.org.uk/uk/yp

## ***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. 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 \*Functional Skills and the opportunity to gain a technical certificate such as BTEC or City & Guilds Progression Award. Apprentices are employed and paid a wage.

(They will be fully covered by the National Minimum Wage from October 2010)

Apprenticeships are offered by a wide range of providers across the county along with the opportunities offered by training providers from further afield, including:

- Herefordshire College of Technology (Business Administration, Construction, Hairdressing, Mechanics, Retail) including Holme Lacy College (Agriculture & Horticulture, Animal Care)
- Herefordshire Group Training Association (Business Administration, Engineering, Manufacturing)
- Herefordshire Primary Care Trust (Business Administration, Care)
- Keith St Peter Academy (Hair, Beauty)
- PGL ( Active Learning & Leisure and Hospitality )
- Riverside Training (Business Administration, Hospitality and Retail)

\*Functional Skills are practical skills in English and Mathematics and ICT which allow individuals to work confidently, effectively and independently in life. They will be available as part of an apprenticeship from September 2010 replacing key skills

**To find out more** about Apprenticeships and how to apply go to the Apprenticeship website, and or contact your local Connexions office and ask for details. ( see below)

Connexions  
6 St Peters Square  
Hereford HR1 2LE

01432 269404

<http://www.connexions-hw.org.uk/yp/>

Other useful websites

youthZone <http://www.myherefordshire.com/youthzone2010/>

Apprenticeships <http://www.apprenticeships.org.uk>

Education Maintenance Allowance <http://ema.direct.gov.uk>

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

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

**\*Footnote: Some civil parish areas within Weobley and Wigmore relate to the Sixth form at the Minster College, Leominster - see Appendix 6 for details.**

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

<b>Colleges</b>	<b>Address</b>	<b>Tel:</b>
Hereford Sixth Form College	Folly Lane, Hereford HR1 1LS	01432 355166
Herefordshire College of 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
Hereford Steiner Academy	Much Dewchurch Hereford HR2 8DL	01981 540221

<b>Apprenticeship Providers</b>		
Hereford College of Technology	<a href="http://www.hct.ac.uk/Courses/mod.html">http://www.hct.ac.uk/Courses/mod.html</a>	
Herefordshire Group Training Associations	<a href="http://www.hgta.org/">http://www.hgta.org/</a>	01432 274310 info@hgta.org
Herefordshire Primary Care Trust	<a href="http://www.herefordshire.nhs.uk/705.aspx">http://www.herefordshire.nhs.uk/705.aspx</a>	
Keith St Peters Academy		01432 263516
PGL Travel	<a href="http://www.pgl.co.uk/PglWeb/Recruitment/Training-and-development/default">http://www.pgl.co.uk/PglWeb/Recruitment/Training-and-development/default</a>	0844 371 0101
Riverside Training LTD	<a href="http://www.riverside-training.co.uk/funded-apprenticeship.html">http://www.riverside-training.co.uk/funded-apprenticeship.html</a>	01432 359244
Apprenticeships Website	<a href="http://www.apprenticeships.org.uk">http://www.apprenticeships.org.uk</a>	



## **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:

<b>End of Key Stage 2</b>	*	Externally set tests in English, mathematics and science.
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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 2009 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](http://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 31<sup>st</sup> August.

## 10: SPECIAL EDUCATIONAL NEEDS

### 10.1 What are Special Educational needs?

The terms SEN and disability have legal definitions:

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

### 10.2 What provision is made for children with SEN and Disabilities

In the majority of cases children will have their needs met in their local mainstream school where school staff, working in co-operation with the Council's support services; 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.

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

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



## 1st March (Year 6)

### National Offer Day

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

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

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

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

**See page 41 for more details**

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

## **11: *Special Schools, classes and centres***

These schools are not accessed through parental preference only but in conjunction with the

44

Apply on line for a place at a Secondary school for September 2011 at  
[www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)

94

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

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 Transport Team;
- (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**

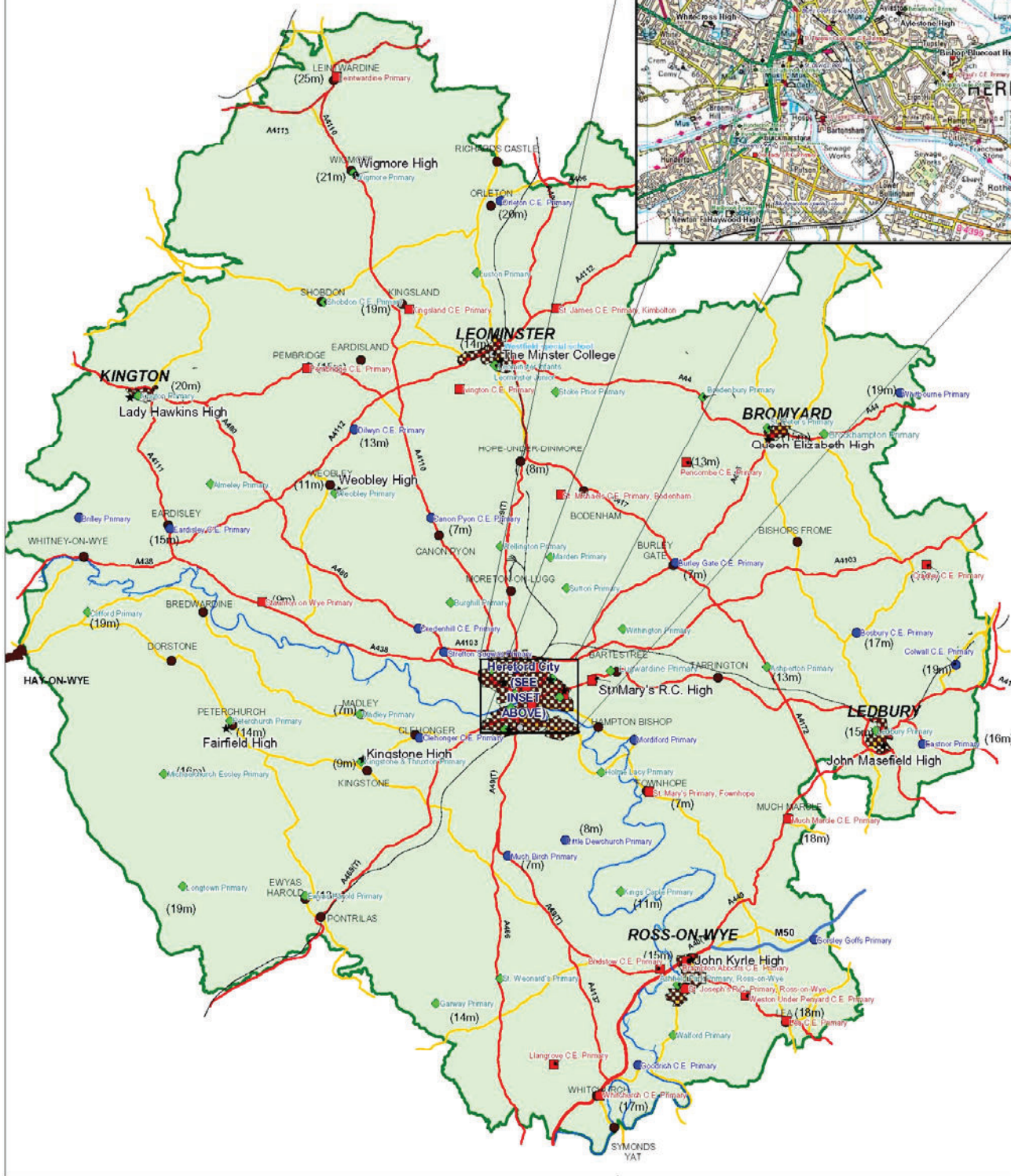
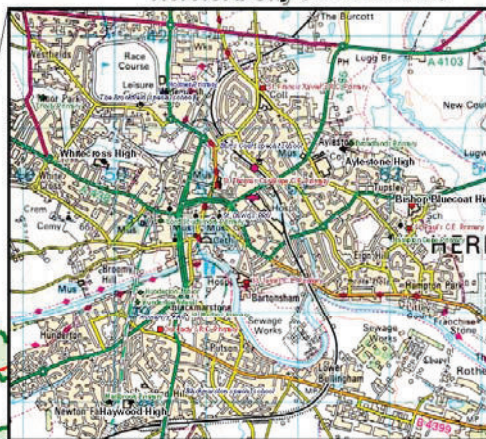
Transport and Admissions Officer 01432 260931

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



## ***Open Days / Evenings 2010 Phase Transfers 2011-2012***

<b>School</b>	<b>Open Day</b>	<b>Open Evening</b>
Queen Elizabeth, Bromyard	Thursday 23 <sup>rd</sup> September 9am- 3pm	Thursday 23 <sup>rd</sup> September 6pm – 8pm Headteacher’s Talk in the Hall @ 7pm
Aylestone High, Hereford	19 <sup>th</sup> & 20 <sup>th</sup> October from 9.30am	Thursday 14 <sup>th</sup> October 6.30pm
Bishop Bluecoat, Hereford	Thursday 7 <sup>th</sup> October 9am -11.15 am	Tuesday 5 <sup>th</sup> October 6pm-9pm
The Hereford Academy	Wednesday 29 <sup>th</sup> September 9.30am 12 noon Thursday 30 <sup>th</sup> September 9.30am 12 noon	Thursday 30 <sup>th</sup> September 7pm
St Mary’s RC High, Lugwardine		Thursday 7 <sup>th</sup> October 4.30pm onwards
Whitecross High, Hereford	Thursday 14 <sup>th</sup> October 9am -12 noon	Thursday 14 <sup>th</sup> October 6.30pm onwards
Kingstone High, Kingstone	Wednesday 22 <sup>nd</sup> September 9.30am-12 noon	Wednesday 22 <sup>nd</sup> September 7pm – 9pm
Lady Hawkins, Kington		Thursday 23 <sup>rd</sup> September 6pm-8pm
<sup>10</sup> John Masefield, Ledbury	Tuesday 12 <sup>th</sup> October 9.15am- 10.45 (please call to reserve a place)	Thursday 7 <sup>th</sup> October 6pm – 8.30pm Headteachers presentation 6pm – 7pm
The Minster College, Leominster		
Fairfield High, Peterchurch	Parents are asked to phone the school	
John Kyrle High, Ross	5 <sup>th</sup> & 6 <sup>th</sup> October 9.30am – 11.30am	Thursday 21 <sup>st</sup> October 6pm-9pm headteachers talk Main Hall 7pm
Weobley High, Weobley	Wednesday 6 <sup>th</sup> October tour 9.30am	Wednesday 6 <sup>th</sup> October tour 6.30pm
Wigmore High, Wigmore	Tuesday 28 <sup>th</sup> September 9.15 am – 10am 10.45am – 11.30 am	Tuesday 28 <sup>th</sup> September 7pm -8.30pm



## APPENDIX 4

## Information about Primary Schools in each District of Herefordshire

## APPENDIX 4

## BROMYARD DISTRICT

## PRIMARY SCHOOLS 5-11 Age Range

needs to be changed		NOR	No. of Applications for the			offers made	No. of	No. of
	PAN	As at	School Year 2010-2011			as at	appeals	appeals
SCHOOL		04/06/10	1st Pref	2nd Pref	3rd pref	04/06/10	held	up held
<b>Bredenbury (C) (DCFS 2011)</b> Bromyard, Herefordshire HR7 4TF Tel: 01885 483253	10	84	10	10	3	11	0	0
						** exceptional place offered		
<b>Brockhampton (C) (DCFS 2014)</b> Bringsy, Worcs. WR6 6TD Tel: 01885 483238	26	116	18	9	5	19	0	0
<b>Bromyard, St. Peter's (C) (DCFS 2024)</b> Cherry Tree Close, Winslow Road, Bromyard, Herefordshire HR7 4UY Tel: 01885 483237	30	189	30	4	2	30	0	0
<b>Burley Gate C.E. (VC) (DCFS 3010)</b> Hereford HR1 3QR Tel: 01432 820367	15	90	14	4	3	15	0	0
<b>Pencombe C.E. (VA) (DCFS 3367)</b> Bromyard, Herefordshire HR7 4SH Tel: 01885 400255	8	56	9	1	1	9	0	0
						**1 exceptional offer		
<b>Whitbourne C.E. (VC) (DCFS 3109)</b> Worcester WR6 5SP Tel: 01886 821266	10	46	4	1	2	4	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 04/06/10	No. of Applications for the School Year 2010-2011			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Broadlands (C) (DCFS 2056)</b> Prospect Walk, Hereford HR1 1NZ Tel: 01432 266772	45	200	19	2	4	18	0	0
<b>Burghill (C) (DCFS 2029)</b> Hereford HR4 7RP Tel: 01432 760240	15	86	14	11	7	11	0	0
<b>Fownhope, St. Mary's C.E. (VA) (DCFS 3325)</b> Hereford HR1 1PG Tel: 01432 860474	15	105	15	6	6	16	0	0
<b>Hampton Dene (C) (DCFS 2057)</b> Church Road, Hereford HR1 1RT Tel: 01432 273232	30	237	23	42	11	24	0	0
<b>Holme Lacy ( C ) (DCFS 2077)</b> Hereford HR2 6LW Tel: 01432 870374	10	61	9	6	5	8	0	0
<b>Holmer C.E. (VC)(DCFS 3055)</b> Holmer Road, Hereford HR4 9RX Tel: 01432 273301	60	296	48	46	12	47	0	0
<b>Little Dewchurch C.E. (VC) (DCFS 3071)</b> Hereford HR2 6PN Tel: 01432 840645	9	51	3	4	0	3	0	0
<b>Lord Scudamore (F) (DCFS 2061)</b> Friar Street, Hereford HR4 OAS Tel: 01432 273951	88	573	90	39	30	88	0	0
<b>Lugwardine (C) (DCFS 2102)</b> Barneby Avenue, Bartestree, Hereford HR1 4DH Tel: 01432 850449	30	181	15	12	10	18	0	0
<b>Marden (C) (DCFS 2115)</b> Hereford HR1 3EW Tel: 01432 880208	17	85	12	6	0	12	0	0
<b>Marlbrook (C) (DCFS 2063)</b> Green Croft Redhill Hereford HR2 7NT Tel: 01432 266643	60	403	70	30	22	60	4	0

\*\* 1 exceptional offer

## HEREFORD CITY & DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 04/06/10	No. of Applications for the School Year 2010-2011			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Mordiford C.E. (F)(DCFS 3078)</b> Hereford HR1 4LW Tel: 01432 870258	19	136	17	18	6	18	0	0
<b>Our Lady's R.C. (VA)(DCFS 3330)</b> Boycott Road, Hereford HR2 7RN Tel: 01432 274814	30	198	22	18	17	24	0	0
<b>Riverside Primary (C) (DCFS 3393)</b> Belmont Avenue, Hereford HR2 7JF Tel: 01432 265080	90	336	36	26	14	42	0	0
<b>St Francis Xavier RC Primary</b> Venns Lane, Hereford HR1 1DT Tel: 01432 273941	30	206	20	10	5	22	0	0
<b>St. James' C.E. (VA)(DCFS 3332)</b> Vicarage Road, Hereford HR1 2QN Tel: 01432 273961	30	207	29	10	19	30	0	0
<b>St. Martin's (C)(DCFS 2067)</b> Ross Road, Hereford HR2 7RJ Tel: 01432 273633	60	321	52	32	14	54	0	0
<b>St. Paul's C.E. (VA)(DCFS 3333)</b> Hampton Dene Road, Hereford HR1 1UX Tel: 01432 273784	60	426	66	28	10	60	3	
<b>St. Thomas Cantilupe C.E. (VA)(DCFS 3392)</b> Coningsby Street, Hereford HR1 2DY Tel. 01432 268400	30	196	28	27	8	30	0	0
<b>Stretton Sugwas C.E. (VC)(DFES 3102)</b> Hereford HR4 7AE Tel: 01432 760282	15	108	21	25	5	17	0	0
						**2 exceptional offers		
<b>Sutton (C) (DFES 2154)</b> Sutton St. Nicholas, Hereford HR1 3AZ Tel: 01432 880336	12	73	10	6	9	13	0	0
						**1 exceptional offers		

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## HEREFORD CITY & DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

<b>Trinity (C) (DFES 2071)</b>	<b>84</b>	<b>565</b>	71	17	9	71	0	0
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Moor Farm Lane, Hereford HR4 ONU

Tel: 01432 266268

<b>Wellington (C) (DFES 2157)</b>	<b>28</b>	<b>94</b>	11	5	2	11	0	0
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Hereford HR4 8AZ

Tel: 01432 830264

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<b>Withington (C) (DFES 2160)</b>	<b>15</b>	<b>69</b>	5	4	2	5	0	0
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Hereford HR1 3QA

Tel: 01432 850289

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#### Key:

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

## KINGSTONE DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 04/06/10	No. of Applications for the School Year 2010-2011			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Clehonger C.E. (VC) (DFES 3021)</b> Gosmore Road, Clehonger, Hereford HR2 9SN Tel: 01981 250218	21	121	15	8	8	18	0	0
<b>Ewyas Harold ( C ) (DFES 2046)</b> Hereford HR2 OEY Tel: 01981 240432	20	120	17	7	5	17	0	0
<b>Garway (C) (DFES 2053)</b> Hereford HR2 8RQ Tel: 01600 750273	15	55	4	4	0	4	0	0
<b>Kingstone &amp; Thruxton Primary (c) (DFES 2095)</b> Kingstone, Hereford HR2 9HJ Tel: 01981 250338	30	158	27	4	11	25	0	0
<b>Madley (C) (DFES 2104)</b> Hereford HR2 9PH Tel: 01981 250241	24	185	30	21	7	28	0	0
<b>Much Birch C.E. (VC)(DFES 3079)</b> Hereford HR2 8HL Tel: 01981 540254	30	190	33	13	5	30	2	
<b>Steiner Academy (A) DFES (6005)</b> Much Dewchurch Hereford HR2 8DL Tel: 01981 540221	26	170	29	6	1	26	0	0

\*\*4 exceptional offers

#### Key:

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

## KINGTON DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 04/06/10	No. of Applications for the School Year 2010-2011			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Almeley (C) (DFES 2001)</b> Hereford HR3 6LH Tel: 01544 327267	9	71	9	2	4	9	0	0
<b>Eardisley C.E. (VC) (DFES 3035)</b>  Hereford HR3 6NS Tel: 01544 327262	15	64	11	7	1	11	0	0
<b>Kington (C) (DFES 2096)</b> Mill Street, Kington, Herefordshire HR5 3AL Tel: 01544 230363	30	195	20	0	1	20	0	0
<b>Pembridge (VA)(DFES 3366)</b> West Street, Pembridge, Leominster, Herefordshire HR6 9DU  Tel: 01544 388366	13	93	15	4	4	15	0	0

\*\*2 exceptional offers

#### Key:

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



## LEDBURY DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 04/06/10	No. of Applications for the School Year 2010-2011			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Ashperton (C) (DFES 2005)</b> Ledbury, Herefordshire HR8 2SE Tel: 01531 670385	25	165	21	10	15	25	0	0
<b>Bosbury C.E. (VC) (DFES 3006)</b> Ledbury, Herefordshire HR8 1PX Tel: 01531 640276	20	127	21	10	6	20	2	
<b>Colwall C.E. (VC) (DFES 3023)</b> Malvern, Worcs. WR13 6DU Tel: 01684 540532	28	171	25	11	7	28	0	0
<b>Cradley C.E. (VA) (DFES 3315)</b> Malvern, Worcs. WR13 5LL Tel: 01886 880315	20	111	8	7	4	9	0	0
<b>Eastnor C.E. (VC) (DFES 3037)</b> Ledbury, Herefordshire HR8 1RA Tel: 01531 632509	12	74	11	16	8	12	0	0
<b>Ledbury (C) (DFES 2098)</b> Longacres, Ledbury, Herefordshire HR8 2BE Tel: 01531 632940	60	449	73	12	4	60	1	
<b>Much Marcle C.E. (VA) (DFES 3363)</b> Ledbury, Herefordshire HR8 2LY Tel: 01531 660607	17	99	14	19	8	17	0	0

#### Key:

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

## LEOMINSTER DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 04/06/10	No. of Applications for the School Year 2010-2011			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Bodenham, St. Michael's C.E. (VA)</b> (DFES 3304) Bodenham, Hereford HR1 3JU Tel: 01568 797241	15	101	13	6	0	14	0	0
<b>Kimbolton, St. James' C.E. (VA)</b> (DFES 3341) Leominster, Herefordshire HR6 OHQ Tel: 01568 612691	15	88	19	6	1	18	0	0
						**3 exceptional offers		
<b>Leominster Infants (DFES 2099)</b>  Hereford Road, Leominster, Herefordshire HR6 8JU Tel: 01568 612029	90	246	77	7	7	78	0	0
<b>Leominster Junior (DFES 2100)</b>  George Street, Leominster, Herefordshire HR6 8JZ Tel: 01568 612555	90	334	N/A	N/A		N/A	N/A	N/A
<b>Leominster, Ivington C.E. (VA)</b> (DFES 3349) Leominster, Herefordshire HR6 OJH  Tel: 01568 720216	15	84	17	13	6	15	1	1
							appeal was upheld then offers withdrawn	
<b>Luston (C) (DFES 2103)</b> Leominster, Herefordshire HR6 OEA Tel: 01568 615753	20	96	11	10	7	11	0	0
<b>Stoke Prior (C) (DFES 2148)</b> Leominster, Herefordshire HR6 OND Tel: 01568 760207	11	78	13	9	5	11	0	0

#### Key:

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

## PETERCHURCH DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 04/06/10	No. of Applications for the School Year 2010-2011			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Clifford (C) (DFES 2031)</b> Hardwick, Hay-on-Wye, Hereford HR3 5HA Tel: 01497 831202	10	64	13	2	0	12	0	0
						**2 offered exceptional		
<b>Longtown (C) (DFES 2101)</b> Hereford HR2 OLE Tel: 01873 860239	8	45	4	1	0	4	0	0
<b>Michaelchurch Escley (C) (DFES 2116)</b> Hereford HR2 OPT Tel: 01981 510208	8	55	8	4	3	8	0	0
<b>Peterchurch (C) (DFES 2122)</b> Hereford HR2 ORP Tel: 01981 550230	15	64	18	7	0	18	0	0
						**3 exceptional offers		

#### Key:

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

## ROSS-ON-WYE DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 04/06/10	No. of Applications for the School Year 2010-2011			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Ashfield Park (C) (DFES 2138)</b> Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU Tel: 01989 562738	68	298	32	13	10	32	0	0
<b>Brampton Abbots (VA) (DFES 3305)</b> Brampton Road, Ross-on-Wye, Herefordshire HR9 7DE Tel: 01989 562256	20	111	12	4	2	11	0	0
<b>Bridstow C.E. (VA)(DFES 3307)</b> Ross-on-Wye, Herefordshire HR9 6PZ Tel: 01989 562623	15	96	5	14	8	6	0	0
<b>Goodrich C.E. (VC)(DFES3046)</b> Ross-on-Wye, Herefordshire HR9 6HY Tel: 01600 890422	17	122	24	10	9	17	3	
<b>Gorsley Goffs C.E. (VC) (DFES 3047)</b> Gorsley, Ross-on-Wye, Herefordshire HR9 7SE Tel: 01989 720321	25	174	29	6	1	26	0	0

\*\* 1 exceptional offer

<b>Kings Cuple (C) (DFES2094)</b>	<b>10</b>	<b>32</b>	11	0	2	10	0	0
Hereford HR1 4TZ Tel: 01432 840267								
<b>Lea C.E. (VA) (DFES 3347)</b>	<b>15</b>	<b>76</b>	12	3	0	13	0	0
Ross-on-Wye, Herefordshire HR9 7JY Tel: 01989 750296								
<b>Llangrove C.E. (VA)(DFES 3351)</b>	<b>12</b>	<b>43</b>	7	2	5	8	0	0
Ross-on-Wye, Herefordshire HR9 6EZ Tel: 01989 770322								
<b>St. Joseph's R.C. (VA) (DFES 3372)</b>	<b>20</b>	<b>101</b>	10	16	2	10	0	0
The Avenue, Ross-on-Wye, Herefordshire HR9 5AW Tel: 01989 564655								
<b>St. Weonards (C) (DFES 2152)</b>	<b>15</b>	<b>49</b>	8	2	3	8	0	0
Mount Way, St. Weonards, Herefordshire HR2 8NN Tel: 01981 580352								

## ROSS-ON-WYE DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 04/06/10	No. of Applications for the School Year 2010-2011			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Walford (C) (DFES 2155)</b> Ross-on-Wye, Herefordshire HR9 5SA Tel: 01989 562209	28	177	27	9	9	27	0	0
<b>Weston under Penyard C.E. (VA)</b> (DFES 3384) Ross-on-Wye, Herefordshire Tel: 01989 563933	13	90	9	5	5	9	0	0
<b>Whitchurch C.E. (VA)(DFES 3385)</b> Ross-on-Wye, Herefordshire HR9 6DA Tel: 01600 890571	17	105	12	13	4	14	0	0

**Key:**

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

## WEOBLEY DISTRICT

### PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	PAN	NOR As at 04/06/10	No. of Applications for the School Year 2010/2011			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Canon Pyon C.E. (VC) DFES 3015)</b> Hereford HR4 8PF Tel: 01432 830334	13	77	10	2	5	10	0	0
<b>St Mary's Credenhill C.E. (VC)(DFES 3026)</b>	30	185	36	8	5	30	2	
Station Road, Credenhill, Hereford HR4 7DW Tel: 01432 760408								
<b>Dilwyn C.E. (VC)(DFES 3030)</b> Hereford HR4 8HR Tel: 01544 318277	8	31	4	2	1	4	0	0
<b>Staunton-on-Wye (VA) (DFES 3378)</b> Hereford HR4 7NF Tel: 01981 500331	10	69	10	2	1	10	0	0
<b>Weobley (C) (DFES 2158)</b> Hereford HR4 8QL Tel: 01544 318273	30	140	12	5	2	12	0	0

#### Key:

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

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

SCHOOL	PAN	NOR As at 04/06/10	No. of Applications for the School Year 2010-11			offers made as at 04/06/10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd pref			
<b>Kingsland C.E. (VA)(DFES 3342)</b> Leominster, Herefordshire HR6 9QN Tel: 01568 708436	20	141	22	13	7	22	3	3
<b>Leintwardine (VA)(DFES 3348)</b> Craven Arms, Shropshire SY7 OLB Tel: 01547 540641	15	103	11	2	0	11	0	0
<b>Orleton C.E. (VC)(DFES 3083)</b> Ludlow, Shropshire SY8 4HQ Tel: 01568 780366	30	199	33	2	4	30	1	
<b>Shobdon (C) (DFES 2146)</b> Leominster, Herefordshire HR6 9LX Tel: 01568 708386	10	47	9	7	0	9	0	0
<b>Wigmore ( F ) (DFES 2159)</b> Ford Street, Wigmore, Leominster Herefordshire HR6 9UN Tel: 01568 770333	30	143	18	4	3	18	0	0

as from July 1st 2009 Foundation Status

**Key:**

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



**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 Department for Education 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 2011 Onwards**  
**Co-ordinated Primary Admission Arrangements for Herefordshire**

**Implementation of Scheme**

Herefordshire will operate an inter-LA scheme for September 2011 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. 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 2011/2012.

The following sections describe the proposed co-ordinated scheme for Herefordshire.

**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 15<sup>th</sup> January 2011.

**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 15<sup>th</sup> January 2011.

**Date of Admission**

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

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

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

**Local Arrangements and Option for Delayed Entry**

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

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

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

As previously stated parents are not obliged to take up places for their children any earlier than the law requires, (i.e. currently from the term following their 5<sup>th</sup> birthday.) Schools cannot require children to start sooner than parents wish. If parents do wish to defer taking up a place for their child, they are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and parents must apply by the closing date for applications (15<sup>th</sup> January 2011). 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. If parents wish, in these circumstances, to consider placing their child in a year group below the child's chronological age then please take check the information in the Herefordshire Local Authority policy "Children Out of Year Document" at [www.herefordshire.gov.uk/education/37894.asp](http://www.herefordshire.gov.uk/education/37894.asp)

### **Early Start**

From September 2011, for the admissions round 2011-2012 and all subsequent years, admissions authorities must provide for the admission of all children in the September following their 4<sup>th</sup> birthday, if parents so wish.

### **Allocation of Places**

Places in reception classes for all maintained schools are allocated on the basis of applications received on or before 15<sup>th</sup> January 2011. Applications should be sent to the Pupil Admissions Office. The date of 15<sup>th</sup> January 2011 applies for all admissions during the school year, including children who might be entitled to start school until January 2012 or April 2012.

The Council has defined that the single offer date for the 2011/2012-admission year will be: -

**18<sup>th</sup> April 2011**

### **Late Applications**

Applications received after 15<sup>th</sup> January 2011 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.



# In-Year Fair Access Protocol

## Why Is an In Year Fair Access Protocol Required?

All admission authorities (including those schools for whom the Governing Body is the admissions authority) must have Fair Access Protocols in place and all schools must participate in the protocol in order to ensure that unplaced children are offered a place at a suitable school as quickly as possible. This includes admitting children to schools that are already full.

Admission authorities and Local Admission Forums are tasked to ensure that no school, including those with places available, is asked to take an excessive or unreasonable number of children who have been excluded from other schools or have challenging behaviour. They must also ensure that all children who arrive outside the normal admissions round who may have difficulty securing a place are covered by a protocol.

## Aims of the In Year Fair Access Protocol

Children and young people out of school include some of the most vulnerable individuals in Herefordshire. It is the duty of the Local Authority and its schools to ensure that these youngsters have access to education as soon as possible.

Accordingly, the In-Year Fair Access Protocol is designed to:

- Place a child or young person in school with as little delay as is possible (in line with Article 2 of the Human Rights Act, 1998).
- To involve schools in a fair and transparent process in order to reduce the time that children spend out of school.
- Acknowledge the need of young people who are not on the roll of any school to be dealt with quickly and sympathetically.
- Recognise the success of proactive work already being undertaken cooperatively between schools to prevent exclusion, and to support children, e.g. through managed moves.
- Ensure that schools admit children with challenging educational needs in a manner, which takes account of the proportion of children they have already admitted through the Placement Panel process.
- Meet the need to ensure full entitlement for parents.

## Main Principles of the Fair Access Protocol

- All children and young people up to their eighteenth birthday have the right to education.
- All schools take part in the Fair Access Protocol and abide by the decisions made by the Placement Panel.
- There is a general expectation that if a child moves into an area, he/she is admitted to the local catchment area school unless there are very exceptional reasons as to why this should not be the case.
- Having reached the admission number is not usually considered to be very exceptional unless other circumstances apply.
- Schools cannot cite oversubscription as a reason for not admitting pupils under the protocol.
- Children considered under this protocol have priority for admission over others on a waiting list or awaiting an appeal.
- It is essential that all children are found places quickly. All parts of the Directorate should be prepared to deal with admissions requests as a matter of urgency.
- To reinforce the statutory power available to the Authority/Director to be able to direct a placement when required.

### **Categories of children covered by the Fair Access Protocol**

Any child who cannot obtain a place through the normal admissions process within 5 school days of becoming known to the LA, and those who it is considered, including discussions with Choice Advisors and/or Educational Welfare officers, it will be difficult to place. Which may include:

- Children attending PRU's who need to be reintegrated back into mainstream education
- Children moving during Years 10 and 11
- Permanently excluded children or those undergoing a managed transfer
- Children who have been out of education for longer than one school term
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place.
- Children of refugees and asylum seekers
- Homeless Children
- Children with unsupportive family backgrounds, where a place has not been sought
- Children known to the police or other agencies
- Children without a school place and with a history of serious attendance problems
- Traveller Children
- Children who are carers
- Children with SEN (but without statements)
- Children with disabilities or medical conditions
- Children who display behavioural difficulties
- Children who have previously changed school more than once without an address change



- Children of service personnel and other crown services

### **In year fair access school application form**

To be completed when it has been identified that a child, who because of circumstances, may have difficulty in finding a place at suitable school quickly.

### **Placement Panel**

Purpose: to identify which school is appropriate for the child taking into account parental preference. Frequency: The Panel to meet on a monthly basis.

Process: Consideration of information contained within the In Year Fair Access application form. Further consultation with other officers may be required prior to a final decision being made

Outcomes: Any decisions made by the panel to lead to a start date within 5 school days.

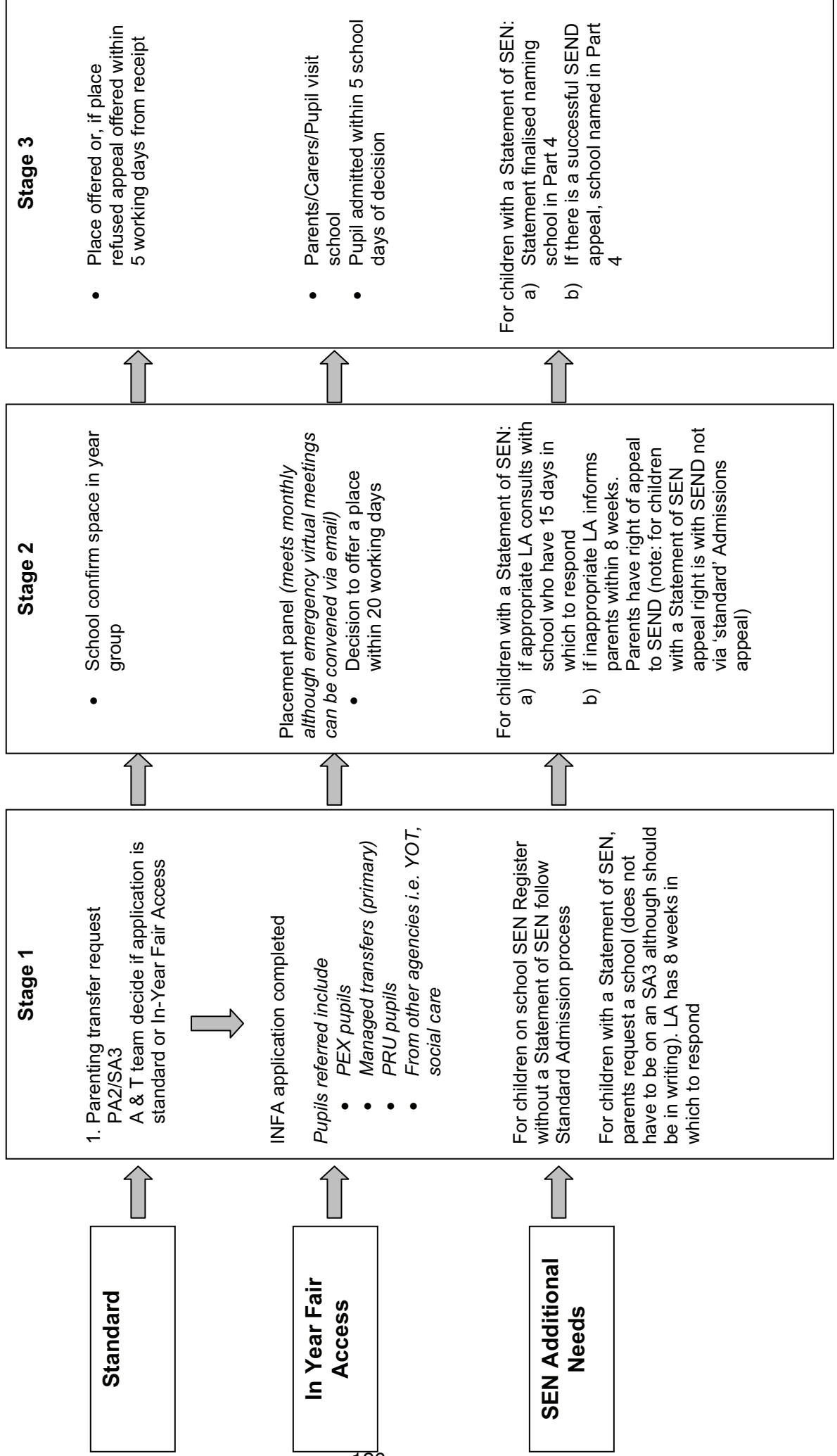
Membership to comprise:

1. Admissions & Transport Manager or nominated substitute
2. Principal EWO or nominated substitute
3. Manager of Social Inclusion or nominated substitute
4. Representative from HASH
5. Representative from Primary School Headteachers Group
6. Choice Advisor or Parent Partnership Service representative

### **What schools are covered by the protocol?**

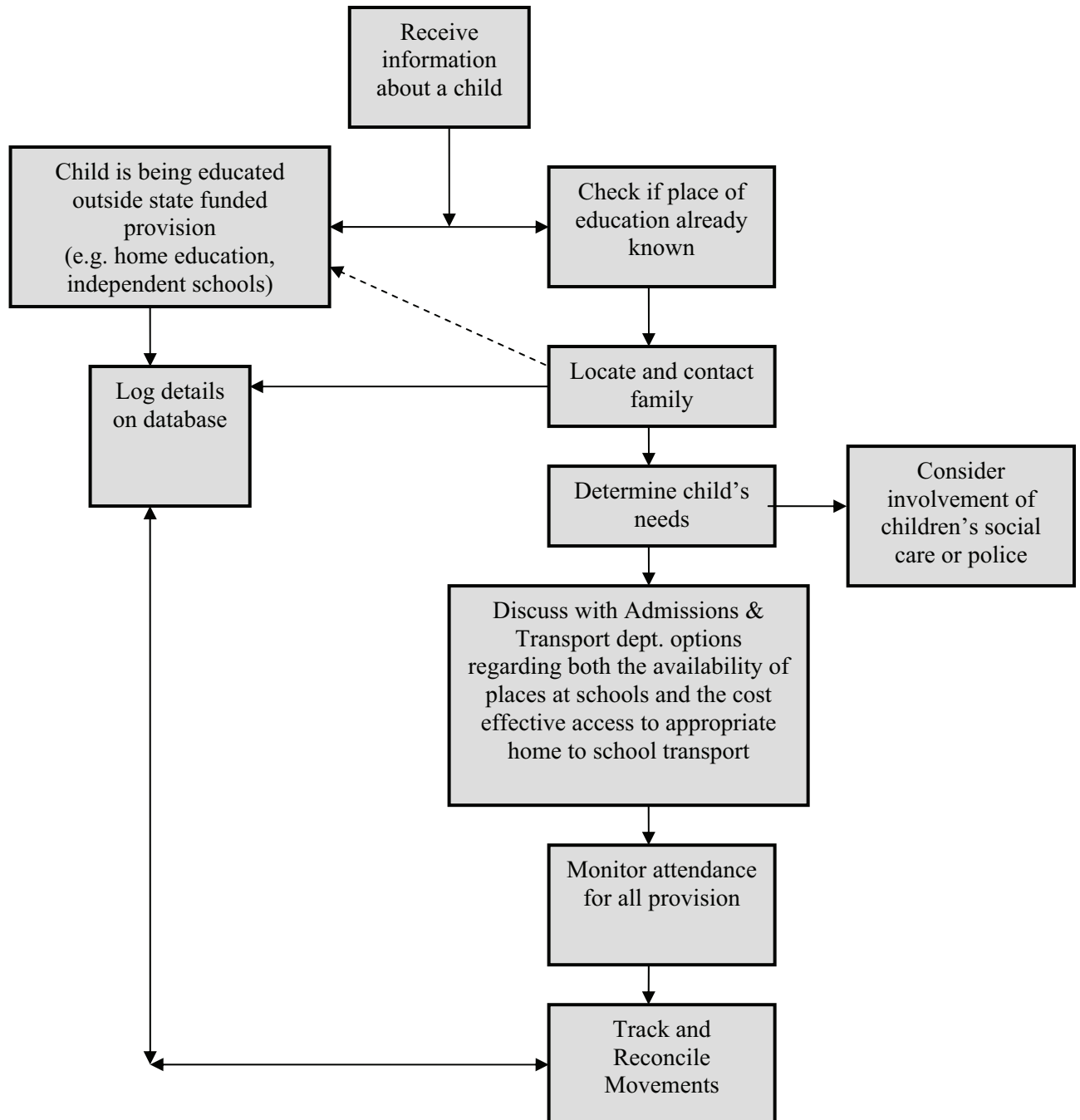
All maintained schools and academies in Herefordshire are covered by the protocol, including foundation schools, voluntary aided schools, faith schools and Academies.

# ADMISSIONS PROCESS MAP



Appendix 1

PROCESS MAP FOR CHILDREN NOT RECEIVING SUITABLE EDUCATION





## ADMISSION POLICIES OF VOLUNTARY AIDED SCHOOLS

This section sets out the oversubscription criteria for 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 advised to refer to the school prospectus, which will provide information about the admission arrangements in more detail and additional information about the schools.***

Please note that Children with a Statement of Special Educational Needs which names a school will be allocated a place, after which places are then allocated according to an agreed set of criteria, in order of criteria as stated in each of the listed schools below.

Appeals for Voluntary Aided Schools are to be sent to The Diocesan Office, Units 8 & 9, The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY88 1FD.

For Catholic, Foundation and Academy schools to Chair of the Governors of the School

The closing date for applications is 15<sup>th</sup> January 2011, all applications and any additional information supporting your application should be returned to Admissions PO Box 185 Blackfriars Street Hereford HR4 9ZR **not the school**. Parents are informed by the LA on behalf of the Governing Body on the 18<sup>th</sup> April 2011 what school has been offered.

Please see below regarding the faith priority places

### ***Christian commitment – ‘faith priority’ places***

- **‘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 used for correspondence related to where ‘Child Benefit is paid. In cases where there is doubt of the home address, or where the 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 of 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.

1. 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 on the basis that they are of the faith of the school
2. 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
- 3 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
- 4 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
- 5 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
- 6 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
- 7 Applicants for faith priority places will need an application form (available from the Governors) to give evidence of their Christian (or other faith) commitment  
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
- 8 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
- 9) 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.

# **St. Michael's Church of England Primary School Bodenham (PAN 15)**

## **1. 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 15 children are admitted each year to the Reception class.

## **2. 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.

## **3. 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 or you can apply online [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk) this 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:

- 1) Looked after Children
- 2) A child residing in the school's catchment area and who will have a brother or sister attending the school at the same time of admission.
- 3) A child 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) A child who lives within the catchment area of the school as defined by the LA and who has the shortest available walking route to school.
- 5) A child whose home address is outside the catchment area of the school as defined by the LA and who has a sibling at the school.
- 6) A child 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 work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 7) A child 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.

- 8) A child who may have a Special Reason for admission. Parents claiming Special Reason should inform the governors in writing at the time of application.

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

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: How Caple crossroads to the north, Greytree to the south, Rudhall Farm to the east and the River Wye to the west. This means that at the moment we actually lie outside our own catchment area. 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. An appointment with the Head teacher can be made to organise this. Parents who live outside the catchment area can state a preference.

Our school is fully inclusive and welcomes children of all abilities, regardless of race or religion. Our current admissions limit is 20 per year group, and places are offered according to the following criteria.

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

## **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.

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.

- 1) Places then be allocated to children who are in the ' Looked After ' system, where the approved agencies agree that Bridstow CE Primary School meets the child's social, pastoral and educational needs.



- 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.

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)**

As St. Mary's 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 in adhering to their statutory arrangements and criteria.

St. Mary's CE Primary School has mostly mixed-year classes therefore classes may accommodate children over PAN if this would not adversely affect the provision for children in the class or in the school as a whole. A KS1 class will not exceed 30 at the beginning of an academic year.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – however, it is still the Governing Body for this school which will allocate the available places in line with this policy.

The governing body ranks applicants by the following criteria

- 1) **Looked After** children/children in care
- 2) Children whose parents make an application on grounds of **faith** supported by the appropriate Vicar/Rector/Minister of a Church in the Diocese. Faith in this context is defined as being an adherent to the doctrine of the Christian Trinity.
- 3) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have **sibling/s in school** at the time of entry.
- 4) Children whose main address is **within** catchment as defined by the map provided by the LA Admissions section
- 5) Children with **sibling/s** who are in school at the time of the application
- 6) Children with **sibling/s** who previously attended St. Mary's
- 7) Children who attend Pre-school **Playgroup** on the school site.
- 8) Children who live **outside** catchment, ranked by distance /the shortest available walking route to school

## **Hereford, Lord Scudamore Foundation School (PAN 88)**

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)

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

The Admissions process is part of the Herefordshire Local Authority Co-ordinated Scheme.

The Admission Policy of the Governors of Our Lady's School is as follows:

The School's Admission Number for the school year beginning in September 2011 is 30.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by shortest distance

1. Baptised Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
2. Baptised Catholic children living within the Parish of *Our Lady's and Belmont (St Michael's and All Angels)* who have a brother or sister in the school at the time of admission.
3. Baptised Catholic children living within the Parish of *Our Lady's and Belmont*.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of the local authority ( children in care) or provided with accommodation by them (e.g. children in foster care ) ( 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

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

Children are normally admitted into Reception Class in the September after their fourth birthday. Those children born between May and August come to school for half days for the first month and generally, full time thereafter.

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 already at the school
- 5) Children of parents who have 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.

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)

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.

### **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.

- 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)

### 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 2011 / 2012 will be 30. Admission for Reception children will now be ranked according to the following criteria:

*(1) 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*

There is now a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting with the parents and the Governing Body of St Thomas Cantilupe School **before** the school is named in the statement. If the school is named in the Statement, the child will be admitted. This criteria, therefore, does not form part of the admissions/oversubscription policy of the school.

- 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.

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

### ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

#### **Arrangements for admission to 4-16 Provision**

The admission arrangements for the Steiner Academy Hereford for the year 2011/2012 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

The Steiner Academy Hereford has an agreed admission number of 26 pupils. The Steiner Academy Hereford will accordingly admit 26 pupils in the relevant age group each year if sufficient applications are received.

#### **Consideration of applications**

The Steiner Academy Hereford will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Steiner Academy Hereford will offer places to all those who have applied. Notwithstanding the preceding provisions of this paragraph 5, the Steiner Academy Hereford may refuse admission to particular applicants in cases where fewer than the Published Admission Number have applied. These are applicants (other than any applicant with a statement of special educational needs) who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. One of the exclusions must have occurred after 1 September 1997. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. Academies may also refuse admission to pupils (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.13 of the statutory Code of Practice. In all the circumstances described in this paragraph, however, the Secretary of State may direct the Steiner Academy Hereford to admit such a pupil and that direction shall be binding on the Steiner Academy Hereford.

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. Siblings include not only natural brothers and sisters but also step-brothers/sisters, or brothers/sisters who have been legally adopted, so long as

they are living at the same address as the family unit. However, cousins or other relatives at the same address will not be given priority;

- 3 admission of pupils on the basis of enrolment in SAH's Early Childhood provision for rising 4 year olds;
- 4 admission of pupils on the basis of closest proximity to the school, proximity for this purpose being, for each child, 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**

Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the Steiner Academy Hereford will operate a waiting list. 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 set out in paragraph 6a - c above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

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

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

The number of children that can be admitted to the First Year in accordance with the Education Act 1996 is calculated at 15. Where the number of children seeking admission is likely to exceed the number agreed with the Local Authority then preference, in order of priority, would be given to:

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. A child in the school's catchment area.
3. A child who would have a brother or sister attending the school at the time of admission
4. Places are available to children of families who are actively involved in the worship, life and work of their Christian Church\*.

A parent or guardian may obtain a church place information form from the school which is to be completed with your parish priest or minister (or previous parish priest/minister if you have moved recently).

Together the family involvement will be defined as and will be endorsed by your priest/minister as:

- A. At the heart of the church
- B. Attached to the church
- C. Known to the church



\* For the purpose of this policy a 'Christian church' is taken to mean an organised body subscribing to the doctrine of the Holy Trinity of which is a member of or affiliated to 'Christians Together in England and Wales'.

5. Other applications will be determined by those being nearest to the school by the shortest available route.

The closing date for applications, set by the LA, is 15<sup>th</sup> January 2011 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.

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

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 Kingsland CE Primary School a limit of 20 places has been set for the Reception group.

Kingsland CE Primary School has mixed-year classes therefore year groups do not have fixed limits but are based on class sizes. A KS1 class will not exceed 30 at the beginning of an academic year.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates 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.

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 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

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

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

- 1) Pupils 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.

### **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. 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.

## 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.

- 1) Looked After children
- 2) Children with a serious medical, physical or psychological condition which makes it essential that they attend rather than any other school, with medical or psychological evidence in support.
- 3) 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.
- 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 both at the time the application for a place and when the younger child is due to start.
- 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 maybe 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.
- 9) Pupils whose home address is outside the catchment area of the school as defined by the LA but live nearest by the shortest walking route available, as defined by the LA.

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

Ivington C of E Primary School operates a single intake system with all reception places offered from September. Most children attend fulltime from the beginning of the academic year, however, in accordance with current legislation, parents may request that their child's entry be deferred until later in the same school year. The parent cannot 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. 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.

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. Schools MUST admit such children whether they have places or not.

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

- 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 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.

## **Llangrove C.E. Primary School (PAN 12)**

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)**

Parents are invited to make applications in the first instance, at any time prior to the closing date indicated by Herefordshire Council. The deadline for applications is set annually by the Council. Any parent wishing to view the school or discuss admission with the Head Teacher should write or telephone for an appointment.

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) 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

## **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 first criteria**

(children for whom Pembridge is the designated school)

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

- 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.

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

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 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 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.

## **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 2011 is 20.

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

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

### **OVER-SUBSCRIPTION**

If there is over-subscription within a category, the Governors will give priority to children living closest to the school determined by the shortest 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

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

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

Children are admitted according to the following order of priority.



- 1) Looked after - Children 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) Catchment with Sibling - A child residing in the catchment area who has a sibling who will still be at the school in the term of admission (Siblings include half and step siblings and adopted or fostered children in the same family.).
- 3) Catchment without sibling - A child residing in the catchment area without a sibling at the school (see above for definition of sibling).
- 4) Non-catchment with Sibling - A child residing outside the catchment area who has a sibling who will still be at the school in the term of admission (see above for definition of sibling).
- 5) Open place – exceptional grounds: A child with exceptional social and/or medical and/or compassionate grounds for admission with written evidence to show that this school is particularly placed to meet the child's needs.
- 6) Open place – feeder pre-school: A child who has attended Staunton-on-Wye pre-school for at least one term immediately prior to entry
- 7) Open place – closest to school: A child who lives closest to the school by the shortest appropriate route.
- 8) Open place – former sibling: A child who has had a brother or sister in the school in the past.

### **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 LA should provide the School, the pupil and the family with all required aids and assistance.

## **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.

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.

**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.**

## **Whitchurch CE Primary School (PAN 17)**

### **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 April

### **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.

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.

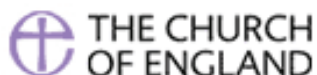
- 4) Pupils whose principal address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
- 5) Pupils whose principal address is **outside** the catchment area of the school as defined by the LA and who have a sibling at 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.

### **Wigmore Primary Foundation School ( PAN 30 )**

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)

**Application form that is required if applying for a Church of England Place**



## CHURCH PLACE INFORMATION FORM



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

**Family Involvement with the Church**

*Identification of your involvement with the Church. Please tick one of the appropriate definitions*

**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)
<b>A</b> bbey Dore	part Ewyas Harold part Kingstone & Thrupton	Kingstone
Aconbury	Little Dewchurch	The Hereford Academy
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>B</b> acton	Ewyas Harold	Kingstone
Ballingham	Holme Lacy	John Kyrle
Bartestree	Lugwardine	Bishop of Hereford's Bluecoat
Belmont Rural	Part Hunderton / Marlbrook	The Hereford Academy
Birley with Upper Hill	part Canon Pyon part Ivington	Weobley Earl Mortimer College (The Minster College)
Bishops Frome **Fromes Hill locality of civil parish of Bishops Frome	Burley Gate **Bosbury	Queen Elizabeth John Masefield
Bishopstone	part Credenhill/ Staunton-on-Wye	Weobley

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Blakemere	Madley	Kingstone
Bodenham	Bodenham St. Michael's	Earl Mortimer College (The Minster College)
Bolstone	part Little Dewchurch part Holme Lacy part Much Birch	The Hereford Academy
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	Wigmore



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

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

<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
<b>G</b> anarew	Whitchurch	John Kyrle
Garway	Garway	Kingstone
Goodrich	Goodrich	John Kyrle
Grafton	Marlbrook	The Hereford Academy
Grendon Bishop	Bredenbury	Queen Elizabeth
<b>H</b> ampton Bishop	Mordiford	Bishop of Hereford's Bluecoat
Hampton Charles	Bredenbury	Queen Elizabeth
Harewood	Much Birch	John Kyrle
Hatfield & Newhampton**	Stoke Prior	Earl Mortimer College (The Minster College)
**For properties dependant on access to A44 – Fencote Road	Bredenbury	Queen Elizabeth
Haywood	Marlbrook	The Hereford Academy
Hentland	part Much Birch part Bridstow part Kings Caple	John Kyrle
Holme Lacy	Holme Lacy	The Hereford Academy
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	Earl Mortimer College (The Minster College)
How Caple	Kings Caple	John Kyrle
Humber	Stoke Prior	Earl Mortimer College (The Minster College)
Huntington	Kington	Lady Hawkins

<b>K</b> enchester	Credenhill	Weobley
Kenderchurch	Ewyas Harold	Kingstone
Kentchurch** **incl. Pontrilas village	part Garway part Ewyas Harold	Kingstone
<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Kilpeck	Ewyas Harold	Kingstone
Kimbolton	Kimbolton St. James	-Earl Mortimer College (The Minster College)
Kings Caple	Kings Caple	John Kyrle
Kings Pyon	part Canon Pyon part Weobley	Weobley
Kingsland	Kingsland	Wigmore
Kingstone	Kingstone	Kingstone
Kington	Kington	Lady Hawkins
Kington Rural	Kington	Lady Hawkins
Kinnersley	part Almeley part Eardisley	Lady Hawkins
Kinsham	Shobdon	Wigmore
Knill	Kington	Lady Hawkins
<b>L</b> ea	Lea	John Kyrle
Ledbury	Ledbury	John Masefield
Leinthall Starkes	Wigmore	Wigmore
Leintwardine	Leintwardine	Wigmore
Leominster*	Leominster	Earl Mortimer College (The Minster College)
(*the village of Ivington feeds Leominster Ivington C.E. Primary)		
Letton	part Staunton-on-Wye part Eardisley	Lady Hawkins
Leysters	Kimbolton	Earl Mortimer College (The Minster College)

Lingen	part Shobdon part Wigmore	Wigmore
Linton (Bromyard)	Brockhampton	Queen Elizabeth
Linton (incl. Gorsley Village)	part Gorsley Goffs part Weston under Penyard	John Kyrle
Little Birch	part Much Birch part Little Dewchurch	Kingstone
<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Little Cowarne	Pencombe	Queen Elizabeth
Little Dewchurch	part Little Dewchurch part Holme Lacy	The Hereford Academy
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	The Hereford Academy
Lower Harpton	Kington	Lady Hawkins
Lucton	part Kingsland part Luston	Wigmore
Lugwardine	Lugwardine	Bishop of Hereford's Bluecoat
Luston	Luston	Earl Mortimer College (The Minster College)
Lyonshall	part Kington part Almeley	Lady Hawkins
<b>Madley</b>	Madley	Kingstone

Mansell Gamage	Staunton on Wye	Weobley
Mansell Lacy	Weobley	Weobley
Marden	part Marden part Sutton	Aylestone
Marstow	Goodrich	John Kyrle
Mathon	Cradley	John Masefield
Michaelchurch Escley	Michaelchurch Escley	Fairfield
<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Middleton on the Hill	Kimbolton	Earl Mortimer College (The Minster College)
Moccas	Clifford	Kingstone
Monkland & Stretford	part Leominster part Dilwyn	Earl Mortimer College (The Minster College)
Mordiford	Mordiford	Bishop of Hereford's Bluecoat
Moreton Jeffries	Burley Gate	Queen Elizabeth
Moreton on Lugg	Wellington	Aylestone
Much Birch	Much Birch	Kingstone
Much Cowarne	Burley Gate	Queen Elizabeth
Much Dewchurch	part Much Birch part Kingstone & Thrupton	Kingstone
Much Marcle	Much Marcle	John Masefield
Munsley	Ashperton	John Masefield
<b>N</b> ewton (Leominster)	Bodenham	Earl Mortimer College (The Minster College)
Newton (Peterchurch)	part Longtown part Michaelchurch	Fairfield
Norton (Bromyard)	Brockhampton	Queen Elizabeth
Norton Canon	Weobley	Weobley
<b>O</b> cle Pychard	Burley Gate	Queen Elizabeth

Orcop	part Garway part St. Weonards	Kingstone (area associated with Garway) John Kyrle (area associated with St. Weonards)
Orleton	Orleton	Wigmore
<b>P</b> encombe & Grendon Warren	Pencombe part Stoke Prior-	Queen Elizabeth Earl Mortimer College (The Minster College)
Pembridge	Pembridge	Lady Hawkins
<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Pencoyd	St. Weonards	John Kyrle
Peterchurch	Peterchurch	Fairfield
Peterstow	Bridstow	John Kyrle
Pipe Aston	Wigmore	Wigmore
Pipe & Lyde	Wellington	Aylestone
Pixley	Ashperton	John Masefield
Preston on Wye	Madley	Kingstone
Preston Wynne	Burley Gate	Queen Elizabeth
Pudleston	Kimbolton	Earl Mortimer College (The Minster College)
Putley	Ashperton	John Masefield
<b>R</b> ichards Castle (Hereford)	Orleton	Wigmore
Rodd, Nash & Little Brampton	Kington	Lady Hawkins
Ross-on-Wye	Ashfield Park	John Kyrle
Ross Rural	Walford	John Kyrle
Rowlstone	Ewyas Harold	Fairfield
<b>S</b> ellack	Bridstow	John Kyrle

St. Devereux	Ewyas Harold	Kingstone
St. Margarets	part Longtown part Michaelchurch	Fairfield
St. Weonards	part St. Weonards part Garway	John Kyrle Kingstone
Sarnesfield	Weobley	Weobley
Shobdon	Shobdon	Wigmore
Sollers Hope	Kings Caple	John Kyrle
Stanford Bishop	Brockhampton	Queen Elizabeth
Stapleton	Shobdon	Wigmore
<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Staunton on Arrow	Pembridge	Lady Hawkins
Staunton on Wye	Staunton on Wye	Weobley
Stoke Edith	Ashperton	John Masefield
Stoke Lacy	Burley Gate	Queen Elizabeth
Stretton Grandison	Ashperton	John Masefield
Stretton Sugwas	Stretton Sugwas	Whitecross
Sutton	Sutton	Aylestone
<b>T</b> arrington	Ashperton	John Masefield
Tedstone Delamere	Brockhampton	Queen Elizabeth
Tedstone Wafer	Brockhampton	Queen Elizabeth
Thornbury	Bredenbury	Queen Elizabeth
Thrupton	Kingstone & Thrupton	Kingstone
Titley	Kington	Lady Hawkins
Tretire with Michaelchurch	St. Weonards	John Kyrle
Treville	Kingstone & Thrupton	Kingstone
Turnastone	Michaelchurch	Fairfield
Tyberton	Madley	Kingstone



<b>U</b> llingswick	Burley Gate	Queen Elizabeth
Upper Sapey	Brockhampton	Queen Elizabeth
Upton Bishop	Gorsley Goffs	John Kyrle
<b>V</b> owchurch	Peterchurch	Fairfield
<b>W</b> acton	Bredenbury	Queen Elizabeth
Walford	Walford	John Kyrle
Walford, Letton & Newton	Leintwardine	Wigmore
Walterstone	part Longtown part Ewyas Harold	Fairfield
<b>Parish</b>	<b>Designated Primary</b>	<b>Designated Secondary (11-16)</b>
Wellington	Wellington	Aylestone
Wellington Heath	Ledbury	John Masefield
Welsh Bicknor	Goodrich	John Kyrle
Welsh Newton	Llangrove	John Kyrle
Weobley	Weobley	Weobley
Westhide	Withington	Aylestone
Weston Beggard	Withington	John Masefield
Weston under Penyard	Weston under Penyard	John Kyrle
Whitbourne	Whitbourne	Queen Elizabeth
Whitchurch	Whitchurch	John Kyrle
Whitney-on-Wye	Eardisley	Lady Hawkins
Wigmore	Wigmore	Wigmore
Willersley & Winforton	Eardisley	Lady Hawkins
Willey	Wigmore	Wigmore
Withington	Withington	Aylestone
Wolferlow	Brockhampton	Queen Elizabeth
Woolhope	part Mordiford part Fownhope	Bishop of Hereford's Bluecoat
Wormbridge	Ewyas Harold	Kingstone

**Y**arkhill\*\*

** Newtown Crossroads locality of civil parish of Yarkhill only	Ashperton	John Masefield
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** excl. Newtown Crossroads locality	Withington	John Masefield
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Yarpole – see Croft & Yarpole

Yatton	Much Marcle	John Masefield
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Yazor	Weobley	Weobley
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## PRIVACY NOTICE

Schools, Local Authorities and the Department for Education (DE) 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 Education (DE), (which also has responsibility for ContactPoint<sup>1</sup> : see below) and to agencies that are prescribed by law, such as Ofsted, 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 DE 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.

**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

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<sup>1</sup> 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

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 Education (DE)** 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 DE 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.

DE, 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 DE 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 DE 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 DE 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.

# CONTENTS

Contacts	inside Front Cover
Contents	1
Contacts in Neighbouring Authorities	2
Letter from Director of Children’s Services	3
Herefordshire Choice Advisor Service	4
About Primary Schools in Herefordshire	5
Early Years Education	6
General Admission Arrangements for Primary Schools	9
Admission Arrangements for Primary Schools	11
Allocation of Places in Primary Schools	15
Allocation of Primary places outside normal admissions round	18
School Transport up to the age 11	27
National Curriculum and Assessment Arrangements	34
Charges, School Meals, Milk, and Allowances	37
Education Welfare Service and School Uniform	39
Special Education	40
Special Schools, Classes and Centres	42
Transport for Pupils with Special Education Needs	43
Procedures for dealing with parental concerns or complaints about individual schools	44
Map of Herefordshire	46
Appendix 1	Local code of practice for admissions authorities and schools concerning contacts with parents on pupil admissions, transfers and exclusions
Appendix 2	Co-ordinated primary admission arrangements
Appendix 3	In Year Fair Access Protocol
Appendix 4	Information about schools in each district of Herefordshire
Appendix 5	Admission policies of voluntary aided / foundation schools / academy
Appendix 6	Quick reference guide to provided schools for parishes in Herefordshire
Appendix 7	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](mailto: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](mailto: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](mailto: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](mailto:education@powys.gov.uk)

## **Monmouthshire LA**

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

**EDUCATING YOUR CHILD**

Starting school is one of the most important events in any child's life. At this time, parents are naturally concerned to do the best for their children, but many feel uncertain about what to do. Our aim is to make it as easy as possible for parents to understand the procedures involved.

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

This booklet contains all the information parents need to understand the arrangements for the admission of children to Herefordshire 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 2011-2012 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 2011-2012 school year.
- Information about Church of England, Roman Catholic, Foundation and Academy 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.

### ***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:

### **Choice Advisor Service**

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](http://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 seven. 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 15 hours early education, 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 3<sup>rd</sup> birthday. Children with April birthdays will be admitted in the September (following their 3<sup>rd</sup> birthday).

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

Early year's 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 13 primary schools

Voluntary playgroups

Private nurseries

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

Independent schools

Childminders within an Accredited and Approved Childminder network

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 2010 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 15 hours per week of early **education** for their 4 year olds and 3 year olds in the term after their 3<sup>rd</sup> birthday spread over 38 weeks. The places are free of charge provided the settings are included within the directory of providers held by the LA. Parents are not obliged to take up such places if they do not wish their children to attend. The minimum number of hours in any one day which can be taken is 2.5 and the maximum in one day is 10 hours, however the full hours can not be spread over less than 3 days.

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 15 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 although the hours can be taken split between 2 settings. 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 15 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, this may be in the morning or afternoon depending on the school, on all days the nursery class is open.

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 may be given to children with special needs or according to family circumstances, the school will be able to inform you of its particular policy.

**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 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**

Twelve Children's Centres are now fully operational in Herefordshire

- Green Croft Children's Centre, Hereford 01432 271693
- Springfield Children's Centre, Hereford 01432 261730
- South Meadow Children's Centre, Hereford 01432 260540
- Widemarsh Children's Centre, Hereford 01432 383430
- Golden Valley Children's Centre, 01432 383209
- 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
- Wigmore Children's Centre ( contact ) 01531 637810
- Broadlands Children Centre (contact ) 01432 383430

These centre's 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 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, organizations and agencies across local area.

### 3: GENERAL ADMISSIONS ARRANGEMENTS FOR PRIMARY SCHOOLS

This 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 2011.

#### 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 Steiner Academy does not have a catchment area, and is a through school Primary to Secondary*

- **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.

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 full. In these situations the Council may designate an alternative primary school or the parents may decide to use the appeal process.

- **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.
- \* children in care admitted outside the normal admissions round.

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 my child has his or her 5th birthday between 1st January and 31st August ?*

From September 2011, for the admissions round 2011-2012 and all subsequent years, admissions authorities must provide for the admission of all children in the September following their 4<sup>th</sup> birthday, if parents so wish.

### 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 (15<sup>th</sup> January 2011).

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 May, June, July or August), they will have to apply for what will then 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 within Herefordshire or surrounding authority, for the school year commencing September 2011, you will be able to express **three** preferences, in ranked order, on the common application form PA1. If you apply for a school within another authority we will then forward details on.

#### **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 from September 2011, parents will be given the opportunity to express three preferences for primary schools. This position only relates to applications for the initial allocation process for forms received by 15<sup>th</sup> January 2011, thereafter they will be dealt with as late applications.

Parents should send applications to the Admissions Team (**not the school**), using the form (PA1) supplied with the Information for Parents Booklet 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, Academy school and for schools within other local authorities.

It is advisable to apply as soon as you receive your application form and no later than the 15<sup>th</sup> January 2011. 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.

#### **On Line Admissions**

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

By making an application on line parents do not then have to complete the paper application form that is circulated at the beginning of September 2010.

By going to > Education and Learning > School Admissions > Admissions 2011 > Online application Forms

Click on, the online application form, this then takes you into Welcome to Enrol (on line admissions applications). You need to create an account before you can Login in. Once an account has been created you then go into your account by using the Login tab. You can change or view your account up until midnight on the closing date 15<sup>th</sup> January 2011.

Useful tips are highlighted in Blue when applying online.

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 system, you will need to do this each time you change anything on the application.

You will receive 3 email conformations

1<sup>st</sup> when you have submitted the application 2<sup>nd</sup> when we download the application after the closing date and 3<sup>rd</sup> with an offer of school place.

**Please note: that if you do apply online you must click the submit button at the end, otherwise the application will not get properly submitted in the enrol system. You can amend applications at any time up until the deadline of 15th January 2011 ( don't forget to submit each time ).**



In the case of parents who have applied on line an offer of a place for their child will be made electronically on the 18<sup>th</sup> April 2011 and therefore parents will not have to wait for the post to arrive to find out. A letter will also be sent by post.

It would be very helpful if you would let the Admissions Team know either in writing to **Admissions Blackfriars Street Hereford HR4 9ZR** or by e-mail to **[schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk)** if you are withdrawing your application for any reason. **You should notify the Admissions Team 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 **15<sup>th</sup> January 2011** for admissions in school year September 2011 to August 2012.

That date applies for all admissions during that school year. 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 **18<sup>th</sup> April 2011**.

#### **4.8 What Happens If I Apply After The Closing Date Of 15th January 2011?**

Applications received after 15<sup>th</sup> January 2011 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 18<sup>th</sup> April 2011, so late applications received between 15<sup>th</sup> January and 18<sup>th</sup> April 2011, if the reasons are acceptable, will be able to be considered in the formal application process.

#### **4.9 What evidence do I need to supply if moving house within Herefordshire or moving into Herefordshire when applying for a place in reception for this academic year.**

If you are moving due to purchasing a property, written confirmation from your solicitor is required detailing that you have exchanged contracts and the actual or expected completion date.

If you are renting, a copy of a signed tenancy agreement is required, with written confirmation from the letting agency or estate agency, with a start date and end date.

Please note that short term tenancy agreements or temporary moves to live with relatives to create an in area status will not be accepted. Short term is defined as less than 6 months. Copies of utility bills and council tax bills are accepted as evidence too.

Evidence is required by the 12<sup>th</sup> March 2011.

#### **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.

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 I apply for a School in another Local Authority ?**

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 PA1.

#### **4.12 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. 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 5.1. In the case of Shropshire, Gloucestershire and Worcestershire residents, those Councils will make offers for a Herefordshire Primary schools to their residents on 18<sup>th</sup> April.

#### **4.13 What happens if parents / carers disagree on preferences for their child?**

Where the authority receives application forms from more than one parent or carer, and where different schools are requested as the preferred choice, the authority will write to both parents / carer's and inform them that unless written confirmation from both, setting out their agreement to a contrary course of action ( that they both agree on the same school) the authority will act on the basis of the preference from the parent with whom the child lives. Where a child has more than one residence the preference from the person who is in receipt of Child Benefit will be acted upon.

## **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.

Priority 1 - Looked After Children - Children in the **looked after system** where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs (see footnote 1)

Priority 2\*\* - Children living within the **defined catchment area** of the school (see footnote 2)

Priority 3\*\*\* – Sibling connection – Children who have a **older sibling** at the preferred school not only at the time of application but also when the younger child is due to start (see footnote 3)

Priority 4 – Exceptional circumstances – Children with the exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school are necessary for the well being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source. Applications on such grounds will not be considered by the Director of Children's Services or appointed advisory panel unless this supporting information is attached to the application form received.

Priority 5\*\*\*\* – **Distance** - Children who live **nearest** to the school by the shortest available walking route (see footnote 5)

#### General Notes

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

**Footnote 1:** *This is the 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 try to ensure that children are able to attend the school within their local community.*

**Footnote 3:** *This is the 3rd 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.*

**Footnote 4:** *This is the 4<sup>th</sup> priority to be sensitive to exceptional needs that individual children and families may have.*

**Footnote 5:** *The 5<sup>th</sup> priority is a measurable, objective way of allocating the remaining places.*

Where, at any school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after children in the 'looked after' system it will be

catchment area children second, siblings third, special reasons fourth, then according to distance, each assessed as indicated above.

If the admission of the top two categories can be satisfied, but there are insufficient places for all out-area siblings, priorities will be decided first by reference to special reasons, then according to distance.

Following the allocation of the top category, 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 2011, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

In the case where the distance is not a final deciding factor i.e. two applications are at exactly the same distance then the final tie breaker will be a lottery undertaken by an individual independent of the Children's Services Directorate.

\*\* Living within the defined catchment area is defined as "a child residing with his/her parent(s) or carer(s) at his/her normal and genuine place of residence for the majority of the time".

\*\*\* 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.

\*\*\*\* Distance will be measured by the shortest available walking route using a road and/or made up footpath from the front door of the child's address (including flats) to the main entrance of the school, using the Local Authority's computerized measuring system, with those living closer to the school receiving the higher priority.

## **Multiple Birth Policy**

If, when places are offered under the Co-ordinated Schemes only one child from a multiple birth family can be admitted ( one of a twin or triplets for instance ) then subject to clause 3.24 of the School Admission Appeals Code ( "unreasonable" test) places will be offered at the same school to the other children from the same multiple birth.

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

### ***5.2 How will the decisions be made about parents 3 preferences for Primary Schools?***

**STAGE 1** All the applications received from parents, by the closing date of 15<sup>th</sup> January 2011, 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 5 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:

**18<sup>th</sup> April 2011**

Herefordshire Council, including in the case of Foundation, Academy, Voluntary Controlled and Voluntary Aided Schools will announce all offers. Please note that only **one** school will be offered on the 18<sup>th</sup> April 2011, 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?**

The position of waiting lists for primary school is complex because of the co-ordinating scheme, which will allow parents to express 3 preferences by 15<sup>th</sup> January 2011.

If parents are not able to receive their preference, the child will be placed on the waiting list after the **18<sup>th</sup> April 2011**. 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 30 plus three successful appeals means no further places offered until total reduces to 29 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 2011-2012 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 period. 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.

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

If parents are sent a refusal letter after the 18<sup>th</sup> April 2011, 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.

Please note: If your preference of school was in a different authority and you were not offered this school you will need to contact the relevant authority regarding the waiting list and appeals procedure.

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: Hereford Diocese Ludlow Office Units 8 & 9 The Business Quarter Ludlow Eco Park Sheet Road Ludlow Shropshire SY8 1FD
- III. for Foundation Schools: to the Governing Body.
- IV. for Academy : to the Governing Body

## **6: CO-ORDINATION OF IN YEAR TRANSFERS AND INFORMATION FOR THE CO-ORDINATED ADMISSIONS FOR PRIMARY**

### **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 **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.

#### **Procedure for In Year Transfers**

The current School Admissions Code sets out the following:

“From the 2010-2011 academic year, local authorities must formulate schemes for co-ordinating applications made during the academic year and applications for admissions to age groups other than the normal year of entry (“in year applications”)

The Code then goes on in section 3.5 to state: “They (LA's) must formulate schemes for the 2010-2011 academic year by 1<sup>st</sup> January 2010. Such schemes must comply with the requirements set out in paragraphs 3.6 to 3.18 below.”

These sections are provided in full in section C below and set out the general duties and the expectations of an In Year Transfer process. Please note that amongst these expectations a common application form must be submitted and there are further details on the consideration and processing of this in section 3.15.

#### **B. Rationale of the new requirements**

The intent behind the new responsibility is to significantly improve the experience of parents and children transferring from one school to another, with two main aims:

- To improve fairness – stopping unlawful/covert selection by some schools
- To improve the application/offer process for parents and children

#### **C. Co-ordination of admissions from 2011-2012 onwards**

3.6 For admissions to schools in the academic year 2011-2012 onwards, local authorities must formulate schemes for co-ordinating all applications to maintained schools and Academies from parents in their area, whenever received, and for whichever age group, under one scheme.

3.7 The following paragraphs reflect the law as it applies to in-year applications for 2010 onwards, and to all applications for admission in 2011 onwards. While it is for each local authority to decide the scheme that best suits its residents and its schools, they must ensure that they:

a) comply with law and regulations including all the procedural requirements (for example, the scheme must require a common application form to be completed, allowing at least 3 preferences, the scheme must provide for information sharing with other local authorities, and

it must ensure, so far as is reasonably practicable, that the local authority sends out not more than one offer to all parents seeking places at its schools); and

b) do not disadvantage families resident in other local authorities who apply for schools in their area ( which would be contrary to rule established by the Greenwich Judgement)

3.8 Co-ordination schemes do not effect the rights and duties of the governing body of voluntary aided and foundation schools to set and apply their own admissions arrangements and oversubscription criteria nor for Academies to agree their own arrangements with the Secretary of State. Admission authorities do not have to determine the same or similar oversubscription criteria, but must ensure that their own admissions arrangement are compatible with, and do not undermine, the co-ordination scheme for their area. A summary of how the co-ordinated scheme works must be included in the local authority's composite prospectus.

3.9 Academies are required by their funding agreements to participate in co-ordination schemes and local authorities must consult them, as well as other admission authorities, when required, in order to agree the scheme. Local authorities must also invite City Technology Colleges to participate in the scheme.

### **Formulation and adoption of co-ordination schemes**

3.11 All local authorities must have a scheme in place each year for co-ordinating admission arrangements for all maintained schools and Academies within their area. Local authorities must formulate schemes by 1 January in the determination year. If the local authority decides to continue to use the scheme from the previous year, this will fulfil the legal requirement to formulate a scheme. Local authorities must consult the Admission Forum every year, and admission authorities for schools affected by the scheme (including Academies) and other local authorities every three years as a minimum. If the Admission Forum advises that the scheme has changed substantially since the previous year, the local authority must consult school governing bodies and other local authorities on it, even if that is less than three years since the last consultation.

3.12 From the academic year 2010-11 onwards local authorities must coordinate all "in-year applications". In relation to academic year 2010-11 only, the arrangements for coordinating these applications must be formulated by 1 January 2010. They must then consult the bodies mentioned in paragraph 3.11.

### **Schemes imposed by the Secretary of State**

3.13 If a local authority does not notify the Secretary of State by 15 April in the determination year that a scheme has been adopted for the following academic year, the Secretary of State may impose a scheme; or where an imposed scheme was in place for the previous year, he may notify the local authority that the scheme will continue for a further year.

3.14 Where the Secretary of State has imposed and not revoked it a local authority and its schools may decide to adopt the scheme in a subsequently year. In this case, the duty to formulate is met. If the local authority subsequently adopts a scheme agreed with other admission authorities, in accordance with the Co-ordination Regulations, they must notify the Secretary of State so that the imposed scheme can be revoked. Where a scheme from a previous year is being adopted, or has been imposed in relation to the previous year ( and all admissions authorities have agreed to adopt it for a further year), confirmation must be sent to the Secretary of State by 15<sup>th</sup> April each year. It will not be necessary to send a copy of the scheme.



## **Main obligations imposed by the Co-ordination Regulations**

3.15 The Co-ordination Regulations prescribe national closing dates for primary applications and, in the case of primary applications, prescribe the date by which the exchange of information described in sub-paragraphs b) and c) below must be completed. Local authorities must include these dates in their co-ordination schemes. Aside from this, the main requirements of the Co-ordination Regulations with regard to schemes are:

a) A common application form must be completed, which allows parents to express at least 3 preferences in rank order of preference, which may be for schools within or outside their home local authority area, and to give reasons for their preferences. The common application form must allow parents to provide their name, their address (including documentary evidence in support), and the name, address and date of birth of the child.

b) Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme.

c) The home authority must pass information on the application to other local (maintaining) authorities about applications to their schools in their area. The maintaining authority must determine the application in the normal way, and inform the home local authority if a place is available, by the dates specified in the scheme. The maintaining authority must not tell parents the offer.

d) Where a place is available for a child at more than one school, the home local authority must ensure, so far as is reasonably practicable, that the parent is offered a place at whichever of these schools highest preference.

e) For applications made in the course of a normal admission round, offers of secondary places must be sent by the home authority on 1 March, and offers of primary places on a date specified by the local authority (or the next working day if either date is not a working day) in the year during which a child will be admitted to school.

f) Offers of primary and secondary places must be sent by the home local authority. Schools must not contact parents about the outcome of their applications until after these offers have been received. Only the home local authority can make an official offer.

g) Parents who cannot be offered one of their preferred schools must, if there are places available, be offered a place at another school.

3.16 Where admission authorities normally admit children to primary school at two or three points in the academic year, they should make all offers at the same time. Places allocated to children whose parents have deferred their entry until later in the same academic year cannot be offered to another child, unless the parent withdraws acceptance of the place.

## **Applications to schools with a different age transfer**

The Education ( Middle Schools ) ( England ) Regulations 2002 define 'middle schools' and whether they are classified as primary or secondary schools which depends on the age range of the pupils. For the purposes of co-ordination, middle schools with entry age before 11 are to be treated in the same way as primary schools; upper schools ( with an entry age after 11 ) are to be treated as secondary schools.

3.18 For middle deemed secondary schools (not applicable to Herefordshire), the home local authority must make an application form available to any parent in the area who wishes to apply to a school in a neighbouring area which operates a different age of transfer. The home local authority must accept applications in the same way as it would for its own normal admissions round. It must, if preferred schools are in another area, pass forms to neighbouring authorities, who must apply their co-ordinated scheme. The maintaining local authority must inform the home local authority if a place is to be offered in one of its schools. The home local authority must inform the parent of the outcome of the application.

#### **D. Current practice in Herefordshire**

For a number of years Herefordshire has been running a voluntary scheme where we centrally (within the Admissions & Transport teams) process in year transfer requests generated by parents for most of the community schools but not for any of the VA schools.

We estimate that we currently process about 70% of all in year transfer requests generated for all the maintained schools in Herefordshire. The new overarching responsibility will lead to the need to deal with 100% of all transfer requests.

#### **E. Links to the In Year Fair Access**

There is a direct interface between any In Year Transfer scheme and the “In Year Fair Access” protocol. The “In Year Fair Access protocol” is designed to handle, in a professional way, all In Year Transfers that are not straight forward. This will include children who have been permanently excluded, children attending PRU’s integrating back into mainstream education, traveller children, children with SEN (but without statements), children who display behavioural difficulties, “serial” movers (children who been transferred at least twice before without an address change reason) etc.

#### **F. In Year Transfer summary of procedure**

- Parent / Carer - visits requested school  
Parent / Carer - request form from the School Admissions Team – School Admissions Team issues In Year Application Form on the same day
- Parent and current school - complete application form  
Parent / Carer - returns application to School Admissions Team within 5 school days
- School Admissions Team assesses the application form.
- School Admissions Team informs parent / carer of the outcome within 10 school days from the date the parent / carer first requested the application, provided that the parent / carer returned the form within the 5 school days, if a straight forward application.

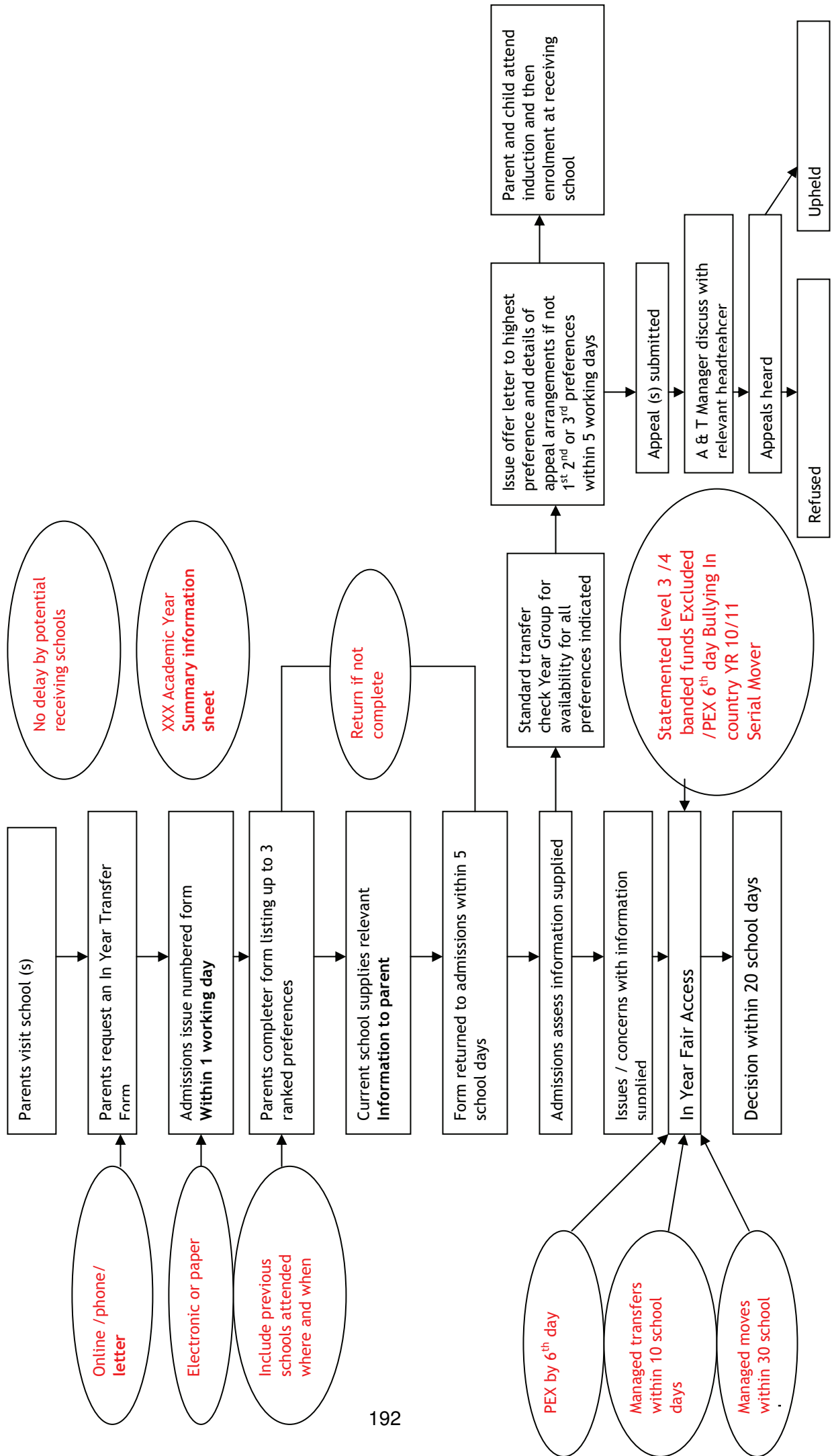
The In Year Transfer scheme will impact upon all maintained schools within Herefordshire and subsequently upon any parent (from within and outside Herefordshire) seeking an in year transfer into these school. All applications will be dealt with in a consistent and fair manner. Admissions Code , and a flow diagram indicating the way in which applications will be dealt with.

If it is not a straight forward application, the Admissions Team will forward details to the In

Year Fair Access Panel to consider and make a decision within the 20 days and inform the parent / carer of the outcome. ( See Appendix 3 for In Year Fair Access )

As noted at the start of this, the underlying intention of the new requirements in the national School Admissions Code is that fairness and the experience of parents and children are improved by the requirement for all maintained schools to be covered by this procedure.

**Below In Year Transfer Flow Chart of Process**



## 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.

### **For In Fair Access Protocol**

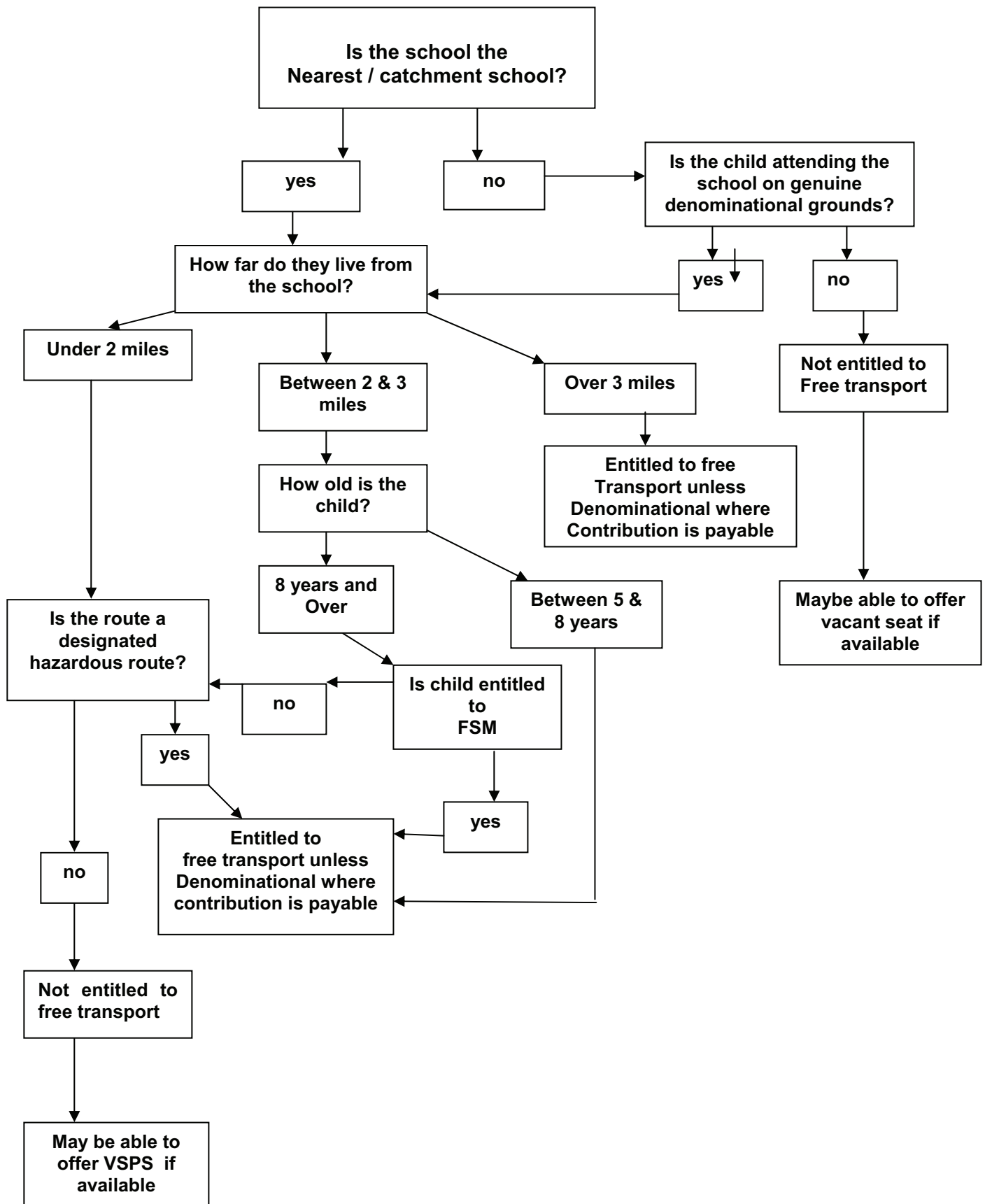
Please refer to Appendix 3

**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.

**Primary School**



### 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 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 5's 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 7.2 '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: 7.19)

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 yours 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.

The Children's Services Cabinet member set the level of parental contribution in January each year. For budgetary purposes the charge is linked to the level of contribution paid by parents utilising the Vacant Seat Payments Scheme, which for the 2010/2011 school year is £135 per term.

### **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  
Pembridge 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 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.

#### **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 maybe 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 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 (£135 per term in 2010/2011) or at the lesser rate for each child (£45 per term in 2010/2011) 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](http://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, Head of Access and Capital Commissioning 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](mailto:schooltransport@herefordshire.gov.uk)

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 Roxanne Clay	Section Administrator	01432 260930
Mr David Baldwin	Enforcement Officer	01432 260937
Mrs Michelle Wathen	Admin Assistant	01432 260928
Mrs Gill Bradbury	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:

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

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

Each schools profile can be found at [www.schoolsfinder.direct.gov.uk](http://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 preferences.** 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*

*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)***

#### **Hereford**

- Blackmarston School  
Honduu Close Telephone 01432 272376  
Hereford HR2 7NX  
  
Age Range 3 -11

#### **Leominster**

- Westfield School  
Westfield Walk Telephone 01568 613147  
Leominster  
Herefordshire  
HR6 8HD  
  
Age Range 5 -19

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

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

### ***Primary Schools with a specialist centre***

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

If your child attends a maintained school in Herefordshire and you are unhappy about any aspect of their education, you should refer to the school's prospectus. The prospectus will tell you how to register a concern or complaint. However, schools and local authorities are

expected to provide parents with good opportunities to raise issues of concern through the following general procedures.

## Step 1

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

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

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

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

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

## Step 2

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

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

## Step 3

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

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

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

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

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

**Early Years and Childcare:**

Herefordshire Childcare Services 01432 261681

**Exclusions from Schools**

Manager of Pupil, School and Parent Support 01432 260816

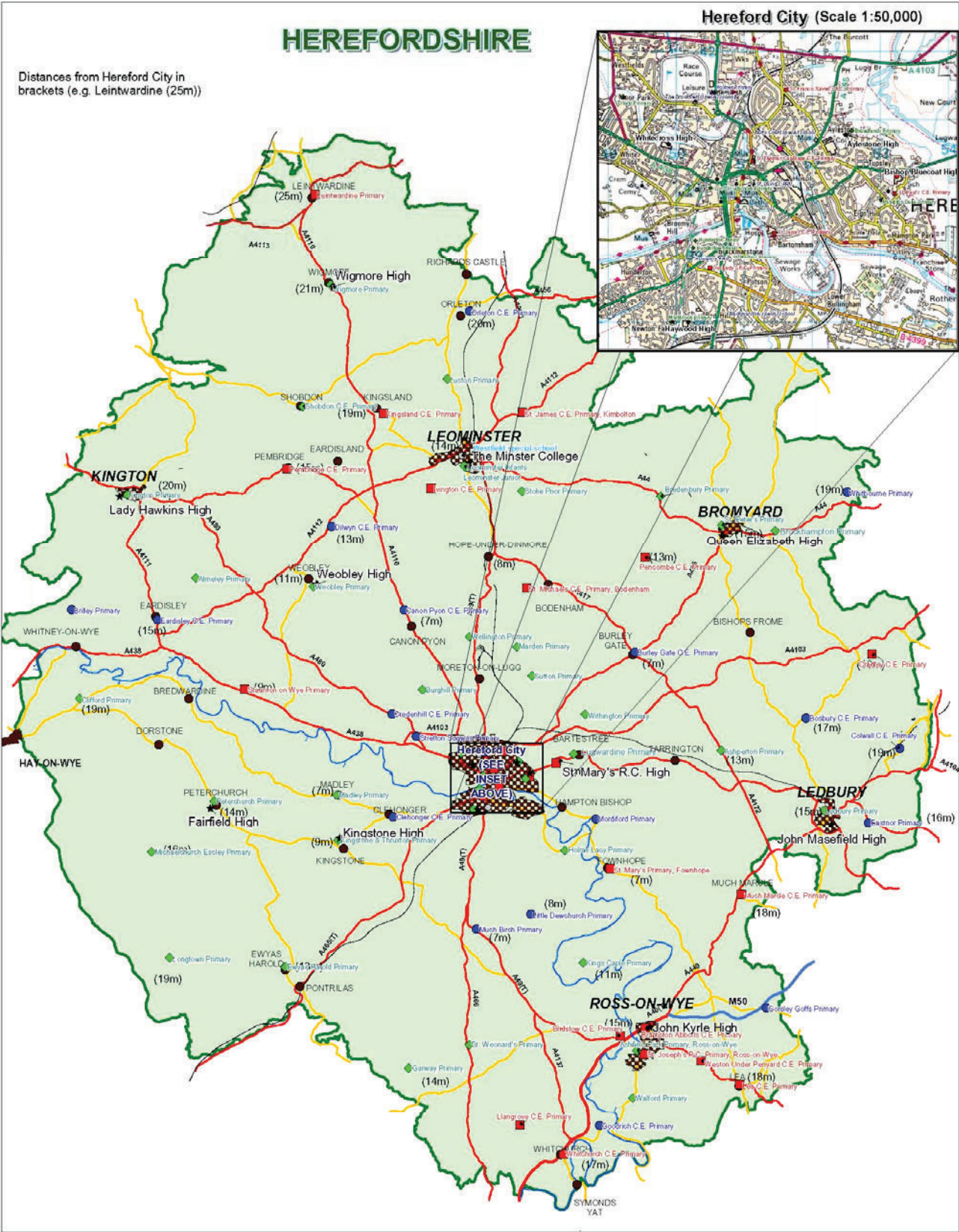
**Pupil Admissions to Schools**

Admissions and Transport Manager 01432 260927

**School Transport**

Transport and Admissions Officer 01432 260931

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



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

SCALE 1:200,000  
 (839 sq. miles)  
 Pupil density = 28 per sq mile (second lowest in England after N.Yorks' = 27)

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



## Post 16 Transport Policy

The Herefordshire Post 16 Transport Partnership is made up of Herefordshire Local Authority (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.

**Policy One** concerns students living in Herefordshire and attending Post 16 provision within the County (and the provided places at Ludlow);

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

**Policy Three** relates to students living within Herefordshire but attending at 16 to 19 Sixth Form or Further Education establishment outside the county.

**Policy Four** relates to overseas Post 16 students.

### Policy One

Students living in Herefordshire and attending Post 16 provision within the County (and the provided places at Ludlow).

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 within Herefordshire. Please note that this policy relates solely to students over 16 years and under 19 years of age on 1 September and those students who have Special Educational Needs between the ages of 16 and 25.

#### 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 on 1<sup>st</sup> September (excluding those with special educational needs)
  - II. Is ordinarily resident in the area administered by Herefordshire Council in 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.
- Students will cease to be eligible at 31<sup>st</sup> August following their 19<sup>th</sup> 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.
  - In some circumstances students may be required to make their own way up to three miles to a designated boarding point or from an alighting point.
  - Students are expected to use existing local bus services, train services or contracted bus services unless these are not suitable.
  - In providing transport the Partnership will, where possible, place students on existing commercial or subsidised bus services, or trains. Where additional contracted vehicles are provided these will be integrated with the existing local bus network where this is appropriate.
  - General provision will be for one return journey at the start and end of the day, approximately 9.00am – 5.00pm, 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.

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

For transport purposes, full-time education for Post 16 students 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.

### **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.

### **Travelling Allowances**

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

If a student also conveys other entitled 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.

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

### **Transport Policy for Post 16 students with Special Education Needs**

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

### **Independent Travel Training**

Further education institutions within Herefordshire consider that use of public transport is an essential skill required for young people with Special Educational Needs to become independent and support Herefordshire Council's Independent Training programme.

Prior to a young person entering Post 16 Education, they will be assessed by the school they attend and/or by the Independent Travel Trainer, to determine the level to which they could travel independently. Full details of the Independent Travel Training can be found on the website [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk).

- Students will be provided with the most suitable form of transport, based on the assessment carried out by the school and/or the Independent Travel Trainer.
- Some students will never be able to achieve independent travel but if following this assessment it is recommended that a student is suitable for the programme, it is expected that parents will permit their child to embark on the programme.
- Students who have been identified as being suitable candidates for Independent Travel Training will be provided with the most suitable form of transport until such time that they are fully independent.
- Should a parent refuse permission for their child to be included on the Independent Travel Training programme, a bus pass or Travel Allowance will be issued for that student (see Travel Allowance for more details).

## **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) If appropriate, 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.
- e) Students with Special Educational Needs are expected to travel independently whenever appropriate. (see Independent Travel Training above)

## **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**

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

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

Transport provision is not given by Herefordshire LA 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.

### **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 termly contribution required by Herefordshire Council, however, this arrangement can only proceed with the agreement of the College after the student has been offered a place.

## **Policy Three**

Students living within Herefordshire but attending at 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:

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

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

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

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

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

## **Policy Four**

This policy relates to overseas Post 16 students.

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

The Herefordshire Post 16 Transport Partnership had 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 College/Contract vehicle a travel pass may be issued at an appropriate fee determined at the time of application to the students.

**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 Department for Education 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 by the 6<sup>th</sup> July each year. Appeals for late applications will be heard within 30 schools day of being lodged. ( 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 2011**

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

#### ***Introduction***

Herefordshire will operate an inter-LA scheme for September 2011 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 31<sup>st</sup> October 2010. 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 31<sup>st</sup> October 2010 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 31<sup>st</sup> October 2010, 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 2011 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 11th February 2011, 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 2011. But they will supply information to Herefordshire on applicants applying for schools in the county.

Herefordshire has agreed that the appropriate authority will make where the highest ranked school is situated in Monmouthshire or Powys the offer of the place, which is likely to be **before the official date of 1<sup>st</sup> March 2011**. 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 31<sup>st</sup> October 2010 and 11th February 2011 (final allocation list) it is likely that the Admission and Transport Office will receive late applications. The Council has agreed within its co-ordinated scheme to accept these applications, on the understanding that the delay was reasonable, for example service family moving to the 22 SAS regiment or a family moving into the area. Because the individual circumstances will vary from application to application the determination of the Director of Education or his nominee will decide what is reasonable. In the case of another admission authority the determination will be made by the Governing Body.

Applications received after 11th February 2011 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 2011 – 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 11.6. 2010)****BROMYARD DISTRICT****High School Age Range 11-16**

SCHOOL	PAN	NOR As at 11.6.10	No. of Applications for the School Year 2010-11			offers made as at 11.6.10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Queen Elizabeth Humanities College (C) (DCFS 4004)</b> Bromyard, Herefordshire HR7 4QS Tel: 01885 482230	<b>80</b>	301	65	8	12	<b>71</b>	0	0

**How Places were allocated**

Catchment Sibling	17
Catchment	44
Out of Area Sibling	1
Out of Area closest to school	6
System Allocated	3

system allocated means that we either offered the school as we could not meet the childs preference of school or an application was not submitted

**Key:**

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

**HEREFORD CITY & DISTRICT****(figures quotes were as at 18th May 2009)****High School Age Range 11-16**

SCHOOL	PAN	NOR As at 11.6.10	No. of Applications for the School Year 2009-10			offers made as at 11.6.10	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

150	774	71	91	117	118	0	0
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**How Places were allocated**

Catchment Sibling	20
Catchment	62
Out of Area Sibling	8
Out of Area closest to school	16
System Allocated	12

SCHOOL	PAN	NOR As at 11.6.10	No. of Applications for the School Year 2009-10			offers made as at 11.6.10	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	118	282	190	67	237	18	1
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**How Places were allocated**

Statemented	15
Catchment	100
Church Place	70
Open Place Sibling	29
Open Place Feeder School	20
Looked After Children	2
Out of Area closest to school	1

SCHOOL	PAN	NOR As at 11.6.10	No. of Applications for the School Year 2009-10			offers made as at 11.6.10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>St. Mary's R.C. High (VA) (DCFS 4601)</b> Lugwardine, Hereford HR1 4DR Tel: 01432 850416	150	691	176	123	63	<b>152</b>	15	3

#### How Places were allocated

Looked After Children / St Marys LAC	2
Statemented	1
Baptised Roman Catholic Feeder Schools	51
Baptised Roman Catholic Other Schools	39
Non Catholic Feeder	8
Other Christain /Special / Medical Support	3
Other Christain Sibling at School	22
Other Christain Minster Support	5
Out of Area closest to school	1
Other Christian church /support/ethos	20

SCHOOL	PAN	NOR As at 11.6.10	No. of Applications for the School Year 2009-10			offers made as at 11.6.10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Whitecross High &amp; Specialist Sports College (C) (DCFS 4014)</b> Three Elms Road, Hereford HR4 0RN Te: 01432 376080	180	900	206	97	76	<b>180</b>	10	1

#### How Places were allocated

Catchment Sibling	44
Catchment	109
Out of Area Sibling	10
Out of area special reasons	2
Out of Area closest to school	15

## HEREFORD CITY & DISTRICT

SCHOOL	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 11.6.10	School Year 2009-10			as at 11.6.10	appeals held	appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>School</b>								
<b>The Hereford Academy (C) (DCFS 4011)</b>	<b>180</b>	643	134	36	30	<b>156</b>	0	0
Stanberrow Road, Hereford HR2 7NG Tel: 01432 355213								
<b>How Places were allocated</b>								
Looked After Children	1							
Statemented	2							
Catchment Sibling	39							
Catchment	93							
Out of Area Sibling	3							
Out of Area closest to school	6							
<b>System Allocated</b>	<b>14</b>							
system allocated means that we either offered the school as we could not meet the childs preference of school or an application was not submitted								

## KINGSTONE DISTRICT

### High School Age Range 11-16

SCHOOL	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 11.6.10	School Year 2009-10	<i>1st Pref</i>	<i>2nd Pref</i>	<i>3rd Pref</i>	as at 11.6.10	appeals held

<b>Kingstone High (C)</b> <b>(DCFS 4021)</b> Kingstone, Hereford HR2 9HJ Tel: 01981 250224	136	622	102	86	31	106	0	0
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#### How Places were allocated

Statemented	2
Catchment Sibling	24
Catchment	35
Out of Area Sibling	17
Out of Area closest to school	28

## KINGTON DISTRICT

### High School Age Range 11-16

School	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 11.6.10	School Year 2009-10			as at 11.6.10	appeals held	appeals up held
			<i>1st Pref</i>	<i>2nd Pref</i>	<i>3rd Pref</i>			

<b>Kington, Lady Hawkins (C) (DCFS 4022)</b> Church Road, Kington, Herefordshire HR5 3AG Tel: 01544 230441	<b>90</b>	418	57	27	9	<b>58</b>	0	0
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#### How Places were allocated

Catchment Sibling	22
Catchment	25
Out of Area Sibling	4
Out of Area closest to school	7

## LEDBURY DISTRICT

### High School Age Range 11-16

	PAN	NOR As at 11.6.10	No. of Applications for the School Year 2009-10			offers made as at 11.6.10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

<b>John Masefield High (C) (DCFS 4058)</b>	<b>174</b> <b>150 for</b> <b>intake 2011</b>	753	155	30	27	<b>160</b>	0	0
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Mabel's Furlong, Ledbury,  
Herefordshire HR8 2HF  
Tel: 01531 631012

#### How Places were allocated

Looked After Children	1
Catchment Sibling	39
Catchment	96
Out of Area Sibling	8
Out of Area closest to school	12
System Allocated	4

system allocated means that we either offered the school as we could not meet the child's preference of school or an application was not submitted

## LEOMINSTER DISTRICT

### High School Age Range 11-16

School	PAN	NOR As at 11.6.10	No. of Applications for the School Year 2009-10			offers made as at 11.6.10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

<b>The Minster College (C) (DCFS 4027)</b>	<b>140</b>	<b>581</b>	<b>110</b>	<b>20</b>	<b>16</b>		<b>0</b>	<b>0</b>
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South Street, Leominster,  
Herefordshire HR6 8JJ  
Tel: 01568 613221

### How Places were allocated

Looked After	1
Statemented	1
Catchment Sibling	51
Catchment	63
Sibling Special Reasons	1
Out of Area closest to school	3
System Allocated	2



system allocated means that we either offered the school as we could not meet the child's preference of school or an application was not submitted

## PETERCHURCH DISTRICT

### High School Age Range 11-16

School	PAN	NOR	No. of Applications for the			offers made	No. of appeals held	No. of appeals up held
		As at 11.6.10	School Year 2009-10			as at 11.6.10		
			<i>1st Pref</i>	<i>2nd Pref</i>	<i>3rd Pref</i>			
<b>Fairfield (C) (DCFS 4032)</b> Peterchurch, Hereford HR2 OSG Tel: 01981 550231	90	395	98	53	20	90	1	1

### How Places were allocated

Stated	3
Catchment Sibling	15
Catchment	24
Out of Area Sibling	10
Out of Area Special Reasons	2
Out of Area closest to school	37

## ROSS-ON-WYE DISTRICT

### High School Age Range 11-16

School	PAN	NOR As at 11.6.10	No. of Applications for the School Year 2009-10			offers made as at 11.6.10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

<b>John Kyrle High (C)</b> <b>(DCFS 4428)</b> Ledbury Road, Ross-on-Wye, Herefordshire HR9 7ET Tel: 01989 764358	210	1067	225	53	33	221	4	2
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school offered over PAN to out of area with siblings

#### How Places were allocated

Statemented	2
Catchment Sibling	80
Catchment	129
Out of Area Sibling	7
Out of area Special Reasons	1
Out of Area closest to school	2

## WEOBLEY DISTRICT

### High School Age Range 11-16

School	PAN	NOR As at 11.6.10	No. of Applications for the School Year 2009-10			offers made as at 11.6.10	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

<b>Weobley High ( C ) (DFES 4045)</b> Weobley, Hereford HR4 8ST Tel: 01544 318159	<b>100</b>	466	87	42	32	<b>90</b>	0	0
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#### How Places were allocated

<b>Statemented</b>	<b>3</b>
<b>Catchment Sibling</b>	<b>17</b>
<b>Catchment</b>	<b>40</b>
<b>Out of Area Sibling</b>	<b>7</b>
<b>Out of Area closest to school</b>	<b>20</b>
<b>System Allocated</b>	<b>3</b>

system allocated means that we either offered the school as we could not meet the child's preference of school or an application was not submitted

## WIGMORE DISTRICT

### High School Age Range 11-16

School	PAN	NOR	No. of Applications for the			offers made	No. of	No. of
		As at 11.6.10	School Year 2009-10			as at 11.6.10		
			1st Pref	2nd Pref	3rd Pref			

<b>Wigmore High (F) (DFES 4046)</b>	<b>90</b>	459	113	47	22	<b>90</b>	4	
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Ford Street, Wigmore, Leominster,  
Herefordshire HR6 9UW  
Tel: 01568 770323

Looked After Child	3
Siblings	40
Catchment	27
Wigmore Feeder- Wigmore	15
Wigmore Feeder - Other Primary	5

#### 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, Academy and Foundation 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.

Appeals for each schools are to be sent directly to c/o The Governors of the schools.

**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 <sup>1</sup>).

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 supported by the endorsement of the parish priest or minister of that church. Family involvement with the Church will be assessed according to the following three definitions:
  - **At the heart of the Church.**
  - **Attached to the Church**
  - **Known to the Church** – *(Further details are available on the Church information form.)* 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 a member of a local Christian Council/Councils of Churches or is affiliated to 'Christians Together in England'.
  
4. **Open Place – Sibling:** Children resident outside the designated area who have brothers or sisters currently attending the school and will still be registered pupils at the time of admission. ‘sibling’ is defined as:
  - Full or half brother or sister
  - A step brother or 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

- 5 **Open Place – Feeder School:** Children resident outside the designated area who nevertheless attends 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.

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. In 2009/2010, 235 places were offered. There were 228 first preference applicants.

**St Mary's R.C. High (PAN 150)** – this figure also includes children statemented under the Education Act 1996.

**Please Note:**

All applicants to St. Mary's must complete a form SA1 (available from the Local Authority), together with the school's own application form. This form is available from St. Mary's.

**Oversubscription Criteria**

In the event of over-subscription, applications will be considered in the following order of priority.

1. Baptised Roman Catholic children in the care system.
2. Baptised Roman Catholic children who have a special reason for admission on social or medical grounds. Admission will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or priest.
3. Baptised Roman Catholic children who are in attendance at one of the three designated Catholic primary schools.
4. Baptised Roman Catholic children in other schools.
5. Children who will have a brother or sister at St Mary's at the time of admission.
6. Children who are in attendance at one of the three designated Catholic primary schools.
7. Children of other Christian denominations in the care system.
8. Children of other Christian denominations who have a special reason for admission on social or medical grounds. Admission will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or religious minister.
9. Children of other Christian denominations who attend church regularly and whose parents/guardians support the Catholic ethos of the school.
10. Children of other Christian denominations whose parents/guardians support the Catholic ethos of the school and who have the support of a Christian minister.

11. Other children in the care system.

12. Other children who have a special reason for admission e.g. on social, physical or medical grounds. Admission will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or religious minister.

13. All other children

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

## **Notes**

### **Roman Catholic Children**

"Baptised Roman Catholic Children" means children who have been baptised in the Roman Catholic Church and children who have been baptised into another Christian denomination and later received into the Catholic Church.

Applications from Roman Catholic children should be accompanied by the school's application form completed by parents/guardians and verified by the applicant's Parish Priest or the Priest responsible for the church normally attended by the applicant.

Evidence of baptism or reception into the Catholic Church should be made available to the Priest verifying the application form.

### **Other Christian denominations**

"Other Christian denominations" means membership of a 'Christian Church', which is an organised body subscribing to the Doctrine of The Trinity.

Applications from children of other Christian denominations should be accompanied by the school's application form completed by parents/guardians and a recognised Christian minister.

A child will be considered to attend church regularly if he/she has been attending church at least monthly during the 12 months immediately before the date on the application form.

### **Incomplete Applications**

Applicants who make incomplete applications to the school will be placed in category 13.

### **Designated Catholic Primary Schools**

Our Lady's Roman Catholic Primary School, Hereford  
St Francis Xavier Roman Catholic Primary School, Hereford  
St Joseph's Roman Catholic Primary School, Ross-on-Wye

### **Brother or Sister**

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

### **Late Applications**

31<sup>st</sup> October 2010 and 11<sup>th</sup> February 2011 (final allocation list) it is likely that late applications will be received. Applications will be accepted on the understanding that the delay was reasonable, for example a family moving into the area. Because the individual circumstances will vary from application to application the Governing Body will decide what is reasonable. Applications received after 11<sup>th</sup> February 2011 will be placed on a waiting list based on the oversubscription policy.

## **Wigmore High Foundation School (PAN 90)**

The Governing Body will be responsible for the schools admissions criteria. Wigmore School will work in collaboration with the Local Authority in ensuring strict adherence to the national Code of Practice for Admissions within the local context. The school will exercise the right of a Foundation School, within the remit of the Code of Practice, to establish its own admission preferences for students. Pupils will be offered a place on the basis of the following ranked criteria.

1. Statemented children whose statement names the school.
2. Looked after children
3. Siblings of pupils already attending the school
4. For admissions to Wigmore High School, children who are pupils of Wigmore Primary School.
5. Children who live in the catchment of Wigmore and Wigmore High Schools.
6. Children who are attending one of the feeder Primary Schools (Kingsland, Leintwardine, Orleton, Shobdon)
7. Any other children.

Distance from school, by the shortest available walking route by road or made up footpath, will operate as the tie break should the school be over-subscribed from any of its designated priorities.

## **The Hereford Academy ( PAN 180 )**

The Academy has 180 planned admission places available. If there are more applicants than places, specific criteria apply. These given below

- Those with SEN statements issued by Herefordshire Local Authority naming the Hereford Academy as the chosen school
- Looked After Children resident within the Academy's catchment area
- Children residing within the Academy's catchment area.



- A children that has a brother or sister attending the Academy at the time of admission.
- A child that has special reasons for admissions. This reason will be probably be a medical, physical or social nature and production of a medical certificate or other appropriate information is required. Parents claiming such special reasons must inform the **Hereford Academy Admissions Panel** in writing at the time of the application and attach any supporting documentation **that will provide evidence for the panel to consider.**
- A child that lives nearest to the school by the shortest available walking route.



## ADMISSION POLICIES OF SCHOOL SIXTH FORMS

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

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

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

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

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

John Masefield High School offers a wide range of advance courses. Admission to the Sixth Form is by a formal recruitment process and attainment of 5 GCSEs at Grade A-C (although some subjects may require B grades). The recruitment programme includes: an Open Evening in November to look around the Sixth Form and meet subject staff; formal interviews with the Head of Sixth Form in December/February; a Taster Day in January to experience Sixth Form lessons; in March students are sent a letter of confirmation; in August on GCSE results day students are invited to enrol to formalise their options.

Students from other schools are welcome to apply and will follow the same recruitment process as students from JMHS. Educational references will be obtained before confirmation of a place.

Prospective students are welcome to attend the Sixth Form at any time. Please contact our Head of Sixth Form on 01531 631012 x370 to arrange a mutually convenient time. The Sixth Form has its own webpage on the school website and all pertinent information can be found here, including the prospectus

### **Earl Mortimer College ( formally 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)

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

<b>Parish</b>	<b>Designated Secondary (11-16)</b>
Blakemere	Kingstone
Bodenham	Earl Mortimer College (The Minster College)
Bolstone	The Hereford Academy
Bosbury	John Masefield
Brampton Abbots	John Kyrle
Brampton Bryan	Wigmore
Bredenbury	Queen Elizabeth
Bredwardine	Kingstone
Breinton	Whitecross
Bridge Sollars	Weobley
Bridstow	John Kyrle
Brilley	Lady Hawkins
Brimfield	Wigmore
Brinsop & Wormsley	Weobley
Brockhampton (Ross)	John Kyrle
Brockhampton (Bromyard)	Queen Elizabeth
Brobury with Monnington-on-Wye	Weobley
Bromyard & Winslow** ** Part excl. locality of Bromyard Town ** Locality of Bromyard Town only	Queen Elizabeth
Buckton and Coxall	Wigmore
Burghill	Whitecross
Burrington	Wigmore



<b>Parish</b>	<b>Designated Secondary (11-16)</b>
Byford	Weobley
Byton	Lady Hawkins
<b>C</b> allow	The Hereford Academy
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
<b>D</b> ewsall	The Hereford Academy
Dilwyn	Weobley
Dinedor	The Hereford Academy
Dinmore	Aylestone
Docklow & Hampton Wafre	Earl Mortimer College (The Minster College)
Donnington	John Masefield

<b>Parish</b>	<b>Designated Secondary (11-16)</b>
Dormington	Bishop of Hereford's Bluecoat
Dorstone	Fairfield
Downton	Wigmore
Dulas	Kingstone
<b>E</b> ardisland	Weobley
Eardisley	Lady Hawkins
Eastnor	John Masefield
Eaton Bishop	Kingstone
Edvin Loach & Saltmarsh	Queen Elizabeth
Edwyn Ralph	Queen Elizabeth
Eggleton	John Masefield
Elton	Wigmore
Evesbatch	John Masefield
Ewyas Harold	Kingstone
Eye, Moreton & Ashton	Earl Mortimer College (The Minster College)
Eyton	Earl Mortimer College (The Minster College)
<b>F</b> elton	Queen Elizabeth
Ford & Stoke Prior	Earl Mortimer College (The Minster College)
Fownhope	Bishop of Hereford's Bluecoat
Foy	John Kyrle

<b>Parish</b>	<b>Designated Secondary (11-16)</b>
<b>G</b> anarew	John Kyrle
Garway	Kingstone
Goodrich	John Kyrle
Grafton	The Hereford Academy
Grendon Bishop	Queen Elizabeth
<b>H</b> ampton Bishop	Bishop of Hereford's Bluecoat
Hampton Charles	Queen Elizabeth
Harewood	John Kyrle
Hatfield & Newhampton** **For properties dependant on access to A44 – Fencote Road	The Minster  Queen Elizabeth
Haywood	The Hereford Academy
Hentland	John Kyrle
Holme Lacy	The Hereford Academy
Holmer – Within City boundary Out “ “	Whitecross Aylestone (east of A49) Whitecross (west of A49)
Hope Mansell	John Kyrle
Hope under Dinmore	Earl Mortimer College (The Minster College)
How Caple	John Kyrle
Humber	Earl Mortimer College (The Minster College)
Huntington	Lady Hawkins
<b>K</b> enchester	Weobley
Kenderchurch	Kingstone
Kentchurch** **incl. Pontrilas village	Kingstone

<b>Parish</b>	<b>Designated Secondary (11-16)</b>
Kilpeck	Kingstone
Kimbolton	Earl Mortimer College (The Minster College)
Kings Caple	John Kyrle
Kings Pyon	Weobley
Kingsland	Wigmore
Kingstone	Kingstone
Kington	Lady Hawkins
Kington Rural	Lady Hawkins
Kinnersley	Lady Hawkins
Kinsham	Wigmore
Knill	Lady Hawkins
<b>Lea</b>	John Kyrle
Ledbury	John Masefield
Leinthall Starks	Wigmore
Leintwardine	Wigmore
Leominster	Earl Mortimer College (The Minster College)
Letton	Lady Hawkins
Leysters	Earl Mortimer College (The Minster College)
Lingen	Wigmore
Linton (Bromyard)	Queen Elizabeth
Linton (incl. Gorsley Village)	John Kyrle
Little Birch	Kingstone

<b>Parish</b>	<b>Designated Secondary (11-16)</b>
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Little Cowarne	Queen Elizabeth
Little Dewchurch	The Hereford Academy
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	The Hereford Academy
Lower Harpton	Lady Hawkins
Lucton	Wigmore
Lugwardine	Bishop of Hereford's Bluecoat
Luston	Earl Mortimer College (The Minster College)
Lyonshall	Lady Hawkins
<b>M</b> adley	Kingstone
Mansell Gamage	Weobley
Mansell Lacy	Weobley
Marden	Aylestone
Marstow	John Kyrle
Mathon	John Masefield
Michaelchurch Escley	Fairfield

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

Middleton on the Hill	Earl Mortimer College (The Minster College)
Moccas	Kingstone
Monkland & Stretford	Earl Mortimer College (The Minster College)
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
<b>N</b> ewton (Leominster)	Earl Mortimer College (The Minster College)
Newton (Peterchurch)	Fairfield
Norton (Bromyard)	Queen Elizabeth
Norton Canon	Weobley
<b>O</b> cle Pychard	Queen Elizabeth
Orcop	Kingstone (area associated with Garway) John Kyrle (area associated with St. Weonards)
Orleton	Wigmore
<b>P</b> encombe & Grendon Warren	Queen Elizabeth Earl Mortimer College (The Minster College)
Pembridge	Lady Hawkins

<b>Parish</b>	<b>Designated Secondary (11-16)</b>
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	Earl Mortimer College (The Minster College)
Putley	John Masefield
<b>R</b> ichards Castle (Hereford)	Wigmore
Rodd, Nash & Little Brampton	Lady Hawkins
Ross-on-Wye	John Kyrle
Ross Rural	John Kyrle
Rowlstone	Fairfield
<b>S</b> ellack	John Kyrle
St. Devereux	Kingstone
St. Margarets	Fairfield
St. Weonards	John Kyrle Kingstone
Sarnesfield	Weobley
Shobdon	Wigmore
Sollers Hope	John Kyrle
Stanford Bishop	Queen Elizabeth

Stapleton

Wigmore

**Parish**

**Designated Secondary (11-16)**

Staunton on Arrow

Lady Hawkins

Staunton on Wye

Weobley

Stoke Edith

John Masefield

Stoke Lacy

Queen Elizabeth

Stretton Grandison

John Masefield

Stretton Sugwas

Whitecross

Sutton

Aylestone

**T**arrington

John Masefield

Tedstone Delamere

Queen Elizabeth

Tedstone Wafer

Queen Elizabeth

Thornbury

Queen Elizabeth

Thrupton

Kingstone

Titley

Lady Hawkins

Tretire with Michaelchurch

John Kyrle

Treville

Kingstone

Turnastone

Fairfield

Tyberton

Kingstone

**U**llingswick

Queen Elizabeth

Upper Sapey

Queen Elizabeth

Upton Bishop

John Kyrle

**V**owchurch

Fairfield

**W**acton

Queen Elizabeth

Walford

John Kyrle



Walford, Letton & 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



# In-Year Fair Access Protocol

## Why Is an In Year Fair Access Protocol Required?

All admission authorities (including those schools for whom the Governing Body is the admissions authority) must have Fair Access Protocols in place and all schools must participate in the protocol in order to ensure that unplaced children are offered a place at a suitable school as quickly as possible. This includes admitting children to schools that are already full.

Admission authorities and Local Admission Forums are tasked to ensure that no school, including those with places available, is asked to take an excessive or unreasonable number of children who have been excluded from other schools or have challenging behaviour. They must also ensure that all children who arrive outside the normal admissions round who may have difficulty securing a place are covered by a protocol.

## Aims of the In Year Fair Access Protocol

Children and young people out of school include some of the most vulnerable individuals in Herefordshire. It is the duty of the Local Authority and its schools to ensure that these youngsters have access to education as soon as possible.

Accordingly, the In-Year Fair Access Protocol is designed to:

- Place a child or young person in school with as little delay as is possible (in line with Article 2 of the Human Rights Act, 1998).
- To involve schools in a fair and transparent process in order to reduce the time that children spend out of school.
- Acknowledge the need of young people who are not on the roll of any school to be dealt with quickly and sympathetically.
- Recognise the success of proactive work already being undertaken cooperatively between schools to prevent exclusion, and to support children, e.g. through managed moves.
- Ensure that schools admit children with challenging educational needs in a manner, which takes account of the proportion of children they have already admitted through the Placement Panel process.
- Meet the need to ensure full entitlement for parents.

## Main Principles of the Fair Access Protocol

- All children and young people up to their eighteenth birthday have the right to education.
- All schools take part in the Fair Access Protocol and abide by the decisions made by the Placement Panel.
- There is a general expectation that if a child moves into an area, he/she is admitted to the local catchment area school unless there are very exceptional reasons as to why this should not be the case.
- Having reached the admission number is not usually considered to be very exceptional unless other circumstances apply.
- Schools cannot cite oversubscription as a reason for not admitting pupils under the protocol.
- Children considered under this protocol have priority for admission over others on a waiting list or awaiting an appeal.
- It is essential that all children are found places quickly. All parts of the Directorate should be prepared to deal with admissions requests as a matter of urgency.
- To reinforce the statutory power available to the Authority/Director to be able to direct a placement when required.

### **Categories of children covered by the Fair Access Protocol**

Any child who cannot obtain a place through the normal admissions process within 5 school days of becoming known to the LA, and those who it is considered, including discussions with Choice Advisors and/or Educational Welfare officers, it will be difficult to place. Which may include:

- Children attending PRU's who need to be reintegrated back into mainstream education
- Children moving during Years 10 and 11
- Permanently excluded children or those undergoing a managed transfer
- Children who have been out of education for longer than one school term
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place.
- Children of refugees and asylum seekers
- Homeless Children
- Children with unsupportive family backgrounds, where a place has not been sought
- Children known to the police or other agencies
- Children without a school place and with a history of serious attendance problems
- Traveller Children
- Children who are carers
- Children with SEN (but without statements)
- Children with disabilities or medical conditions
- Children who display behavioural difficulties
- Children who have previously changed school more than once without an address change

- Children of service personnel and other crown services

### **In year fair access school application form**

To be completed when it has been identified that a child, who because of circumstances, may have difficulty in finding a place at suitable school quickly.

### **Placement Panel**

Purpose: to identify which school is appropriate for the child taking into account parental preference. Frequency: The Panel to meet on a monthly basis.

Process: Consideration of information contained within the In Year Fair Access application form. Further consultation with other officers may be required prior to a final decision being made

Outcomes: Any decisions made by the panel to lead to a start date within 5 school days.

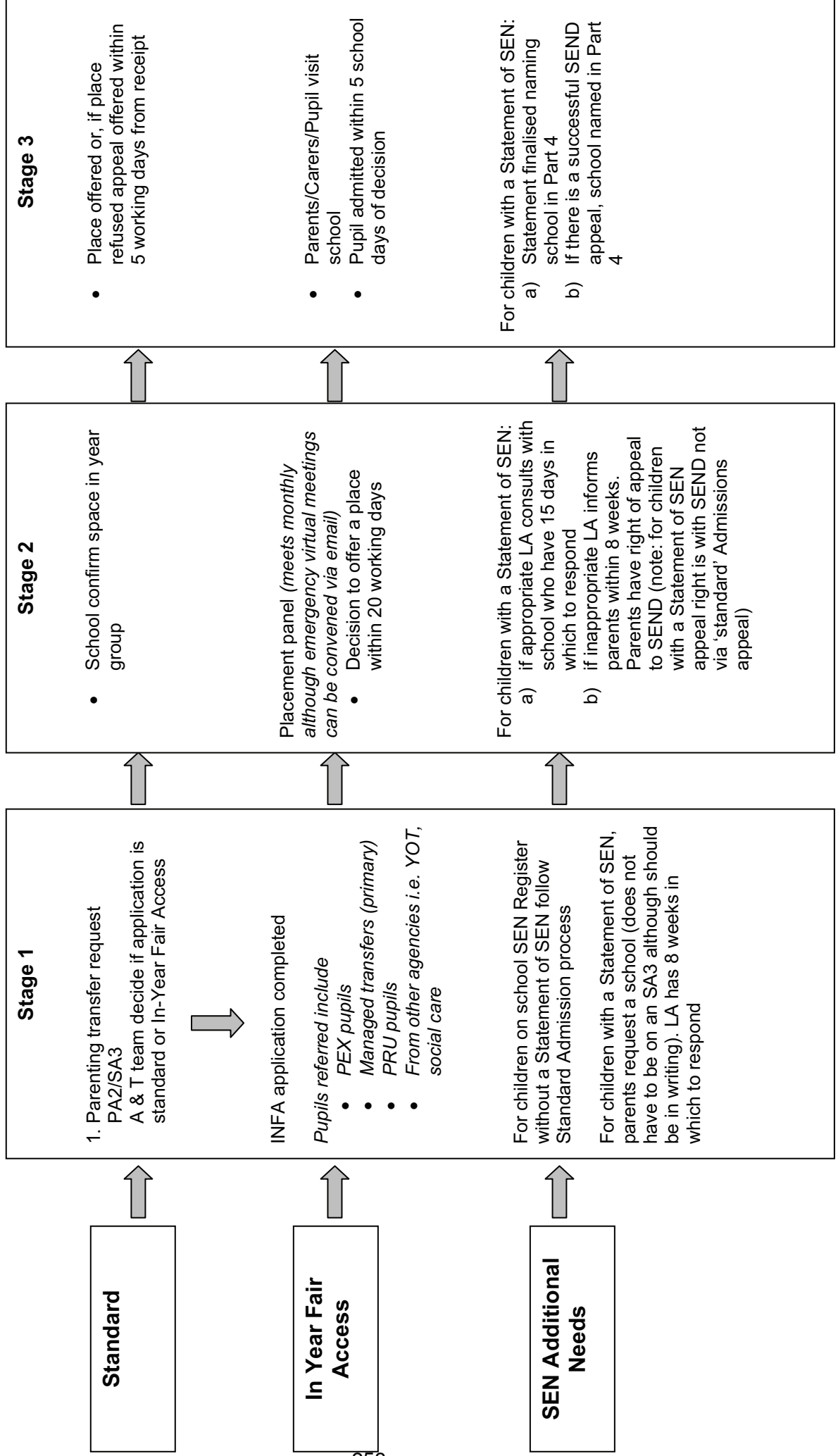
Membership to comprise:

1. Admissions & Transport Manager or nominated substitute
2. Principal EWO or nominated substitute
3. Manager of Social Inclusion or nominated substitute
4. Representative from HASH
5. Representative from Primary School Headteachers Group
6. Choice Advisor or Parent Partnership Service representative

### **What schools are covered by the protocol?**

All maintained schools and academies in Herefordshire are covered by the protocol, including foundation schools, voluntary aided schools, faith schools and Academies.

# ADMISSIONS PROCESS MAP



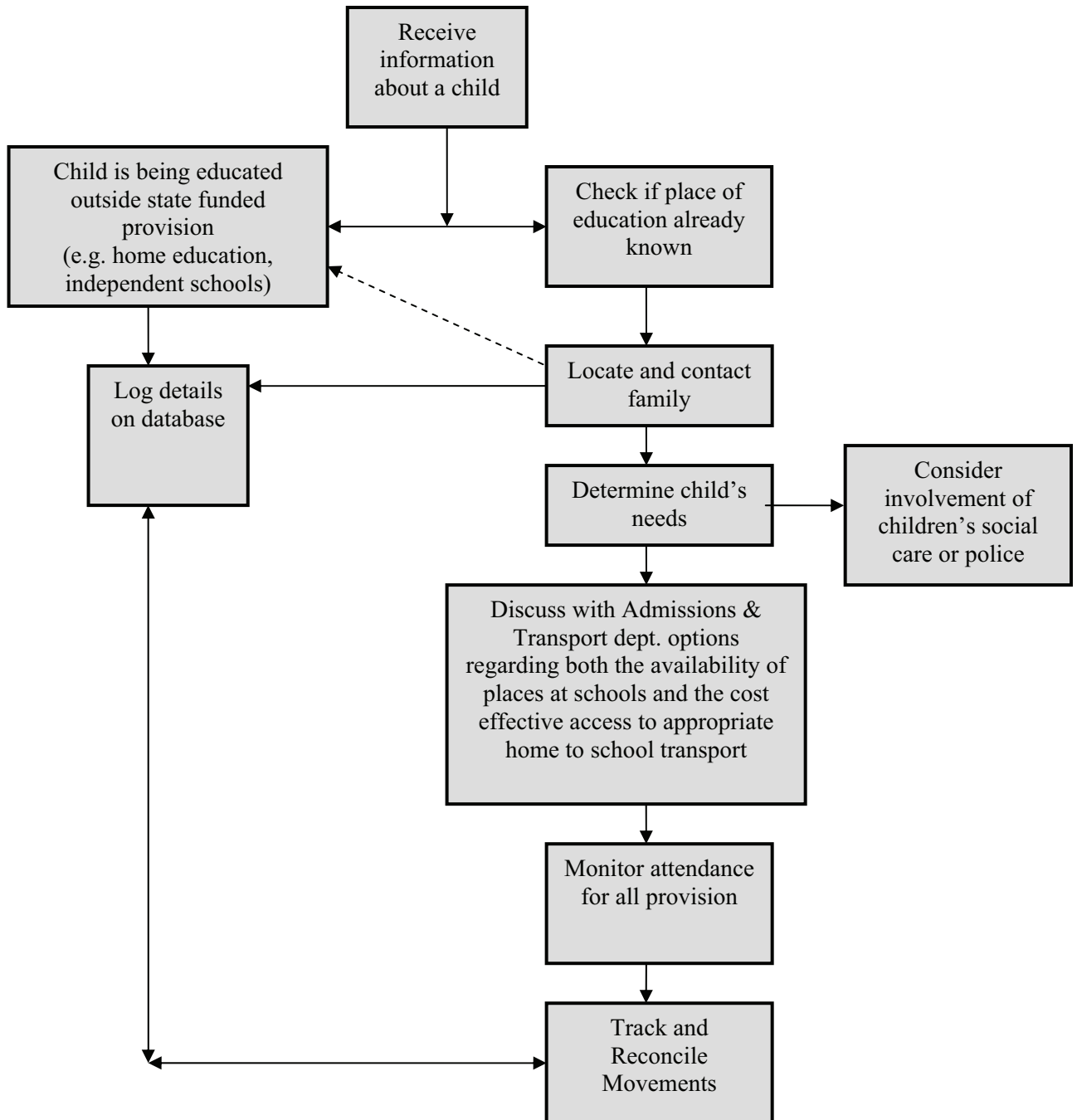
**Standard**

**In Year Fair  
Access**

**SEN Additional  
Needs**

Appendix 1

PROCESS MAP FOR CHILDREN NOT RECEIVING SUITABLE EDUCATION







## PRIVACY NOTICE

Schools, Local Authorities and the Department for Education (DE) 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 Education (DE), (which also has responsibility for ContactPoint<sup>1</sup>: see below) and to agencies that are prescribed by law, such as Ofsted, 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 DE 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.

**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

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<sup>1</sup> 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

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 Education (DE)** 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 DE 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.

DE, 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 DE 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 DE 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 DE 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.

<b>MEETING:</b>	<b>HEREFORDSHIRE LOCAL ADMISSIONS FORUM</b>
<b>DATE:</b>	<b>14 JULY 2010</b>
<b>TITLE OF REPORT:</b>	<b>INFORMATION REGARDING TRANSFERS OUTSIDE THE NORMAL ADMISSIONS ROUNDS</b>
<b>OFFICER:</b>	<b>GOVERNOR SERVICES COORDINATOR</b>

**CLASSIFICATION:** Open

### **Wards Affected**

Countywide

### **Purpose**

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

### **Key Decision**

This is not a Key Decision.

### **Recommendation**

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

### **Key Points Summary**

- 1 There have been 326 transfers during the 2008/2009 academic year compared to the previous academic year’s total of 354 and the previous year’s total of 521. LAF will note that again over half (54%) 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.
- 2 Aylestone no longer “heads” the list in terms of transfers out of school during 2008/09 with 17 instances this is a significant reduction from last year total of 30 and 93 the year before that. Rather the higher incidence of transfers out are being experienced also at Kingstone (12), The Minster (15), Weobley (18) and The Hereford Academy (16)
- 3 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 and 8 in 2008/09.
- 4 It is worth reminding The Forum that with effect from 1<sup>st</sup> September 2010 the Local Authority takes on the statutory responsibility to co-ordinate In Year Transfers in addition to The Reception Class and Transfer Rounds. Recently all schools were reminded of the In Year Transfer Procedure ratified by The Local Admission Forum in November 2010 to deal with this

Further information on the subject of this report is available from  
Caroline Watkins – Governor Services Co-ordinator on (01432) 260929

additional responsibility. Effectively the Local Authority Admissions Team will make all offers (and refusals) in response to parental requests for In Year Transfer and not individual school admission authorities. An additional benefit of this co-ordination will be the facility to identify and then refer “serial movers” to either the Choice Advice and/or Educational Welfare Service.

- 5 On a related subject the In Year Fair Access Placement Panel has been in operation now since December 2009 (the In Year Fair Access Protocol was also ratified by The Local Admissions Forum in November 2010).
- 6 So far the panel has met 4 times and considered 24 individual cases, 17 of which related to year 10 and Year 11 pupils – the hardest to place when transferring. A review of the workings and composition of the Placement Panel will shortly be undertaken by senior management within the directorate.

### **Alternative Options**

- 7 Not applicable

### **Reasons for Recommendations**

- 8 Not applicable

### **Introduction and Background**

- 9 At the LAF in 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.
- 10 The first page of the information in Appendix 7.1 gives overall numbers across the County in 2008/09. Pages following provide a further breakdown of this information by reason. SA3 refers to the in year transfer request application form.

### **Key Considerations**

- 11 None

### **Community Impact**

- 12 None

### **Financial Implications**

- 13 There are no financial implications.

### **Legal Implications**

- 14 None

### **Risk Management**

- 15 None

## **Consultees**

None

## **Appendices**

Appendix 4.1 – “In Year Transfer Matrix”

## **Background Papers**

None identified.



**SA3 Transfer Requests - Moved House Within the County 08/09**

		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		The Hereford Academy
Transfer Request From	Aylestone High			2	1	1	1	2			1					8
	Bishop of Hereford's Bluecoat					1						1			1	3
	Fairfield High															0
	John Kyrle High							2					1			3
	John Masefield High	2			1										1	4
	Kingstone High			1	1						2					4
	Lady Hawkins' High				1		2				1					4
	Queen Elizabeth High					2										2
	St Mary's R C High											1				1
	The Minster College	2				1		1							2	6
	Weobley High							1			2		1			4
	Whitecross High		1												1	2
	Wigmore High										2	2				4
	The Hereford Academy	1				1	1				3		1			7
	Other			1			1					1		1		4
<b>Total</b>		5	1	4	4	6	7	4	0	0	11	5	3	1	5	56







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SA3 Transfer Requests - Bullying 08/09

		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	The Hereford Academy			
Transfer Request From	Aylestone High	1															1	
	Bishop of Hereford's Bluecoat		1															0
	Fairfield High			1														0
	John Kyrle High				1													0
	John Masefield High					1												0
	Kingstone High						1											1
	Lady Hawkins' High							1					1					1
	Queen Elizabeth High					1			1									1
	St Mary's R C High									1								0
	The Minster College										1							0
	Weobley High		1				1					1	2					4
	Whitecross High												1					0
	Wigmore High													1				0
	The Hereford Academy															1		0
	Other																	0
Total		0	2	0	0	1	0	1	0	1	0	1	2	0	0		8	



SA3 Transfer Requests - Preferred School 08/09

		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	The Hereford Academy			
Transfer Request From	Aylestone High	1															2	
	Bishop of Hereford's Bluecoat		1															0
	Fairfield High			1														0
	John Kyrle High				1													0
	John Masefield High					1												0
	Kingstone High	1					1										1	2
	Lady Hawkins' High							1										0
	Queen Elizabeth High								1									0
	St Mary's R C High					1				1								1
	The Minster College										1						1	1
	Weobley High											1						0
	Whitecross High		1										1					2
	Wigmore High										1				1			1
	The Hereford Academy	2					1			1								4
	Other	2				1	1				1							6
	Total		5	1	0	0	3	2	0	0	1	2	2	0	1	2		19



SA3 Transfer Requests - Unhappy at Current School 08/09

		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	The Hereford Academy	
Transfer Request From	Aylestone High										1		1			2
	Bishop of Hereford's Bluecoat					1										1
	Fairfield High															0
	John Kyrle High															0
	John Masefield High	1														1
	Kingstone High															0
	Lady Hawkins' High	1														1
	Queen Elizabeth High	2				1						1				4
	St Mary's R C High						1									1
	The Minster College					1						2		1		4
	Weobley High	1											1			2
	Whitecross High															0
	Wigmore High															0
	The Hereford Academy	2					1									3
	Other															0
<b>Total</b>		7	0	0	0	3	2	0	0	0	1	3	2	1	0	19





SA3 Transfer Requests - Other 08/09

		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		The Hereford Academy
Transfer Request From	Aylestone High					3		1								4
	Bishop of Hereford's Bluecoat												1			1
	Fairfield High															0
	John Kyrle High	1														1
	John Masefield High		1													1
	Kingstone High		1	1				2		1						5
	Lady Hawkins' High															0
	Queen Elizabeth High									1						1
	St Mary's R C High			2												2
	The Minster College											3				3
	Weobley High	1									6			1		8
	Whitecross High															0
	Wigmore High															0
	The Hereford Academy	1											1			2
	Other		2	2	4	1	1		1	1	1		1		3	17
Total		3	4	5	4	1	4	2	2	3	7	3	2	2	3	45



<b>MEETING:</b>	<b>HEREFORDSHIRE LOCAL ADMISSIONS FORUM</b>
<b>DATE:</b>	<b>14 JULY 2010</b>
<b>TITLE OF REPORT:</b>	<b>STANDARD APPLICATION FORMS FOR THE SCHOOL YEAR 2011/2012</b>
<b>OFFICER:</b>	<b>ADMISSIONS AND TRANSPORT MANAGER</b>

**CLASSIFICATION:** Open

### **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 2011, SA1, and the PA1 form for primary co-ordination to be introduced from the same time.

### **Key Decision**

This is not a Key Decision.

### **Recommendation(s)**

- (a) **THAT the application forms be approved subject to any agreed changes.**

### **Key Points Summary**

- 1 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.

### **Alternative Options**

- 2 None.

### **Reasons for Recommendations**

- 3 Statutory requirement to provide as part of the co-ordinated admissions rounds.

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

## **Introduction and Background**

4 The Forum is requested to ratify these application forms as presented.

## **Key Considerations**

5 None

## **Community Impact**

6 None

## **Financial Implications**

7 There are no financial implications.

## **Legal Implications**

8 To meet the requirements of the current School Admissions Code.

## **Risk Management**

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

## **Consultees**

10 None required.

## **Appendices**

Appendix 2.1 - PA1 – primary school application form

Appendix 2.2 - SA1 – secondary school application form

## **Background Papers**

- None identified.

**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 **15<sup>th</sup> January 2011.**

You can now apply on line at [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)

<b>1. PUPILS DETAILS</b>		
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	
Name of Nursery child is attending		
<b>2. CHOSEN SCHOOL(S)</b> please see overleaf if applying for a Voluntary Aided School (number 7) and (number 8) if applying for a school in another Local Authority. Please state reason if applying for an out of county school		
1		
2		
3		
<b>3. SIBLING(S)</b> please give full names and date of birth of any brothers or sisters, who in September 2011 will still be attending one of the schools that you are now applying for. Sibling is defined on page 9 of the Information for Parent’s Book.		
Surname	Forename(s)	Date of Birth(s)
School sibling(s) currently attending		
<b>4. LOOKED AFTER CHILDREN</b>		
Is your child in care of 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		
<b>5. TRANSPORT</b>		
Please refer to the Information for Parents Booklet 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 where special consideration to their school placement needs to be given.

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 Booklet)

Which school(s) does this supporting information relate to?	
Number of pages attached	

**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.

Which VA school(s) does this relates to?	
Have you attached an additional form from the school(s)? ( church form )	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please state any other supporting information you have attached i.e. Baptismal Certificate	

**8. APPLYING FOR A PLACE IN ANOTHER LOCAL AUTHORITY**

If you are applying for an out of county school you are still required to 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 18<sup>th</sup> April 2011** 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 read 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 may be lawfully withdrawn if it is proved to have been offered on the basis of a fraudulent or misleading application.

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

## IMPORTANT NOTES

(To be read in conjunction with the "Information for Parents" booklet available to view on the Herefordshire Council Website [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk) )

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

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

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

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

The Autumn Term begins after the summer holidays, the Spring Term after the Christmas and New Year holidays and the Summer Term after the Easter holidays. Places are allocated according to the Council's or Governors (Voluntary Aided – see note 2 below) admissions priorities and initially on the basis of applications received by **15th January 2011** for admissions in the school year 2011-2012

**Children can now start full time in September.**

From September 2011, for the admissions round 2011-2012 and all subsequent years, admissions authorities must provide for the admission of all children in the September following their 4<sup>th</sup> birthday, if parents so wish.

### **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 2011//2012 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 **15<sup>th</sup> January 2011**, the Council will offer places, including those for Voluntary Aided, Foundation and Academy, **on 18<sup>th</sup> April 2011**.

### **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 community 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 &amp; YOUNG PEOPLE'S DIRECTORATE

## APPLICATION FOR A PLACE AT A SCHOOL FOR SEPTEMBER 2011

Please read the attached notes before completing this form. Please ensure that you answer all questions and sign the declaration overleaf.

All paper applications should be returned to your child's primary school no later than **31<sup>ST</sup> October 2010**

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 31st October 2010**

You can now apply on line at [www.herefordshire.gov.uk](http://www.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 refer to notes overleaf if applying for a Voluntary Aided School (number 8) if applying for a school in another Local Authority ( number 9 ).		
Please state reason if applying for an out of county school		
1		
2		
3		
3. SIBLING(s) please give full names and date of birth of any brothers or sisters, who in September 2011 will still be attending one of the schools that you are applying for. Sibling is defined on page 7 of the Information for Parent's Booklet.		
Surname	Forename(s)	Date of Birth(s)
School sibling(s) currently attending		
4. LOOKED AFTER CHILDREN		
Is your child in the care of Herefordshire Council or 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)    yes <input type="checkbox"/> no <input type="checkbox"/>		
6. TRANSPORT		
Please refer to the Information for Parents Booklet 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 at a school in Herefordshire on social, medical or compassionate grounds. This applies to adopted children too where special consideration to their school placement needs to be given.

A request for a placement on medical, social or compassionate grounds **will not be considered** unless you attach supporting information, from an independent source only. (See section 4.1 of the Information for Parents Booklet)

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 a church form that is required in addition to this form (SA1). These forms must be attached together when returned.

If applying for a place at St Mary's RC, you are required to contact the school requesting either a Catholic form or a non Catholic form; this is required in addition to this form (SA1). These forms must be attached together when returned.

What school(s) does this relate 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 2011** of the outcome.

## 10. NAME OF APPLICANT(s) (details of person(s) 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 read the Information for Parents Booklet. And that I have read the conditions stated on the Important Notes (enclosed with this form). I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of fraudulent or misleading application.

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

<b>MEETING:</b>	<b>HEREFORDSHIRE LOCAL ADMISSIONS FORUM</b>
<b>DATE:</b>	<b>14 JULY 2010</b>
<b>TITLE OF REPORT:</b>	<b>PROPOSED TERM DATES FOR 2011/2012 AND 2012/2013 ACADEMIC YEARS</b>
<b>OFFICER:</b>	<b>GOVERNOR SERVICES COORDINATOR</b>

**CLASSIFICATION:** Open

### **Wards Affected**

Countywide

### **Purpose**

To approve proposals, sent out for consultation, to adopt the School Term Dates for both 2011/2012 and 2012/2013 academic years.

### **Key Decision**

This is a Key Decision because it is likely to be significant in terms of its effect on communities living or working in Herefordshire in an area comprising one or more wards.

### **Recommendation(s)**

**THAT Committee:**

- (a) The Local Admissions Forum agree to adopt Option A for proposed School Term Dates for 2011/2012; and**
- (b) The Local Admissions Forum agree to adopt Option A for proposed School Term Dates for 2012/2013.**

### **Key Points Summary**

- There has been a consultation exercise with schools, diocesan authorities and union representatives as to proposals put to them for Option A or Option B to be accepted for term dates for 2011/2012 academic year. (Appendix A and Appendix B)
- There has been a consultation exercise with schools, diocesan authorities and union representatives as to proposals put to them for Option A or Option B to be accepted for term dates for 2012/2013 academic year. (Appendix C and Appendix D)
- The consultation period began on 27<sup>th</sup> April 2010 when a letter was sent to all consultees asking for their responses to be returned to the Directorate no later than Friday 14<sup>th</sup> May 2010 (Appendix E (letter) and Appendix F (form))

Further information on the subject of this report is available from  
Caroline Watkins – Governor Services Co-ordinator on (01432) 260929

- After the consultation period was completed the following responses have been received:

**2011/2012 – Option A only – 4**  
**Option B only – 3**

**2012/2013 = Option A only – 3**  
**Option B only – 4**

**Option A for both years = 34**

**Option B for both years = 3**

- The recommendation is for Option A to be adopted for term dates for both 2011/2012 and 2012/2013 academic years.

## **Alternative Options**

1. (a) Both Option A and Option B are those shown in Appendices A and B for the academic year 2011/2012.
- (b) Both Option A and Option B are those shown in Appendices C and D for the academic year 2012/2013.
- (c) The difference in offering alternative dates for consideration is that Option A format is the one chosen by all schools in previous years.
- (d) Option B however, extends the Christmas Holiday period, which had been requested by some Herefordshire Schools.
- (e) This is relevant to both year groups as stated.

## **Reasons for Recommendations**

2. To confirm to schools and parents the term dates set for the academic years 2011/2012 and 2012/2013.

## **Introduction and Background**

3. The Forum is requested to ratify these term dates as presented.

## **Key Considerations**

4. The term dates are presented to you for approval. If you are not willing to approve them then schools will be unable to plan for these two academic years. There is a demand from schools that they are informed of the decision made by the forum as soon as possible.

## **Community Impact**

5. Term Dates allow families to plan for their own social arrangements during an academic year.

## Financial Implications

6. There are no financial implications.

## Legal Implications

7. To meet the requirements of Statutory Instrument 2003/1667 – Responsibility for fixing dates and terms and holidays and times of sessions.

## Risk Management

8. (a) Term Dates are set to ensure that schools comply to the 190 teaching days as set out in Statutory Instrument 2003/1667. (or 189 teaching days for the academic year 2011/2012 due to the Queen's Diamond Jubilee Bank Holiday);
  - (b) Term Dates are to incorporate 5 Teacher Training Days of which 2 or 3 are set by the local authority and the remainder are delegated to Headteacher's decision.
  - (c) If these term date proposals are declined then the local authority will not be fulfilling its statutory duty.

## Consultees

9. - All Headteachers of Herefordshire Schools;
  - Diocesan Authorities;
  - Professional Associations (Unions);
  - Department Leadership Team.

## Appendices

10. - **Appendix 6A** – School Terms and Holiday Dates – Option A – 2011/2012
- **Appendix 6B** – School Terms and Holiday Dates – Option B – 2011/2012
- **Appendix 6C** – School Terms and Holiday Dates – Option A – 2012/2013
- **Appendix 6D** – School Terms and Holiday Dates – Option B – 2012/2013
- **Appendix 6E** – Letter to Consultees dated 27<sup>th</sup> April 2010
- **Appendix 6F** – Consultation Response Form

## Background Papers

- None identified.



**HEREFORDSHIRE LOCAL AUTHORITY  
SCHOOL TERMS AND HOLIDAY DATES 2011/2012**

**VERSION A**

**AUTUMN TERM 2011**

Term Starts Tuesday 6<sup>th</sup> September 2011  
Half Term Monday 24<sup>th</sup> – Friday 28<sup>th</sup> October 2011  
Term Ends Friday 16<sup>th</sup> December 2011

*69 days*

**SPRING TERM 2012**

Term Starts Wednesday 4<sup>th</sup> January 2012  
Half Term Monday 13<sup>th</sup> – Friday 17<sup>th</sup> February 2012  
Term Ends Friday 30<sup>th</sup> March 2012

*58 days*

**SUMMER TERM 2012**

Term Starts Wednesday 18<sup>th</sup> April 2012  
Half Term Monday 4<sup>th</sup> – Friday 8<sup>th</sup> June 2012  
Term Ends Friday 20<sup>th</sup> July 2012

*62 days*

**Total: 189 days**

**Good Friday 6<sup>th</sup> April 2012**  
**Easter Monday 8<sup>th</sup> April 2012**  
**May Day 7<sup>th</sup> May 2012**  
**Queen's Diamond Jubilee – Tuesday 5<sup>th</sup> June 2012**

**Teacher Education/Professional Development Days**

It is suggested that the following two days be allocated as INSET days

Monday 5<sup>th</sup> September 2011  
Tuesday 3<sup>rd</sup> January 2012

The remaining 3 INSET days or equivalent hours are delegated to Headteachers.

**HEREFORDSHIRE LOCAL AUTHORITY  
SCHOOL TERMS AND HOLIDAY DATES 2011/2012**

**VERSION B**

**AUTUMN TERM 2011**

Term Starts Monday 5<sup>th</sup> September 2011  
Half Term Monday 24<sup>th</sup> – Friday 28<sup>th</sup> October 2011  
Term Ends Wednesday 14<sup>th</sup> December 2011

*68 days*

**SPRING TERM 2012**

Term Starts Wednesday 4<sup>th</sup> January 2012  
Half Term Monday 13<sup>th</sup> – Friday 17<sup>th</sup> February 2012  
Term Ends Friday 30<sup>th</sup> March 2012

*58 days*

**SUMMER TERM 2012**

Term Starts Monday 16<sup>th</sup> April 2012  
Half Term Monday 4<sup>th</sup> – Friday 8<sup>th</sup> June 2012  
Term Ends Thursday 19<sup>th</sup> July 2012

*63 days*

**Total: 189 days**

**Good Friday 6<sup>th</sup> April 2012**  
**Easter Monday 8<sup>th</sup> April 2012**  
**May Day 7<sup>th</sup> May 2012**  
**Queen's Diamond Jubilee – Tuesday 5<sup>th</sup> June 2012**

**Teacher Education/Professional Development Days**

It is suggested that the following two days be allocated as INSET days

Thursday 1<sup>st</sup> September 2011  
Friday 2<sup>nd</sup> September 2011

The remaining 3 INSET days or equivalent hours are delegated to Headteachers.



**HEREFORDSHIRE LOCAL AUTHORITY  
SCHOOL TERMS AND HOLIDAY DATES 2012/2013**

**VERSION A**

**AUTUMN TERM 2012**

Term Starts Tuesday 4<sup>th</sup> September 2012  
Half Term Monday 22<sup>nd</sup> – Friday 26<sup>th</sup> October 2012  
Term Ends Friday 21<sup>st</sup> December 2012

*74 days*

**SPRING TERM 2013**

Term Starts Monday 7<sup>th</sup> January 2013  
Half Term Monday 18<sup>th</sup> – Friday 22<sup>nd</sup> February 2013  
Term Ends Thursday 28<sup>th</sup> March 2013

*54 days*

**SUMMER TERM 2013**

Term Starts Tuesday 16<sup>th</sup> April 2013  
Half Term Monday 20<sup>th</sup> May – Friday 24<sup>th</sup> May 2013  
n.b. 27<sup>th</sup> May 2013 is a bank holiday therefore term commences on Tuesday 28<sup>th</sup> May 2013  
Term Ends Friday 19<sup>th</sup> July 2013

*62 days*

**Total: 190 days**

**Good Friday 29<sup>th</sup> March 2013**  
**Easter Monday 1<sup>st</sup> April 2013**  
**May Day 6<sup>th</sup> May 2013**

**Teacher Education/Professional Development Days**

It is suggested that the following two days be allocated as INSET days

Monday 3<sup>rd</sup> September 2012  
Monday 15<sup>th</sup> April 2013

The remaining 3 INSET days or equivalent hours are delegated to Headteachers.

**HEREFORDSHIRE LOCAL AUTHORITY  
SCHOOL TERMS AND HOLIDAY DATES 2012/2013**

**VERSION B**

**AUTUMN TERM 2012**

Term Starts Monday 3<sup>rd</sup> September 2012  
Half Term Monday 22<sup>nd</sup> – Friday 26<sup>th</sup> October 2012  
Term Ends Friday 14<sup>th</sup> December 2012

*70 days*

**SPRING TERM 2013**

Term Starts Thursday 3<sup>rd</sup> January 2013  
Half Term Monday 18<sup>th</sup> – Friday 22<sup>nd</sup> February 2013  
Term Ends Friday 22<sup>nd</sup> March 2013

*52 days*

**SUMMER TERM 2013**

Term Starts Monday 8<sup>th</sup> April 2013  
Half Term Monday 27<sup>th</sup> May – Friday 31<sup>st</sup> May 2013  
Term Ends Thursday 18<sup>th</sup> July 2013

*68 days*

**Total: 190 days**

**Good Friday 29<sup>th</sup> March 2013**  
**Easter Monday 1<sup>st</sup> April 2013**  
**May Day 6<sup>th</sup> May 2013**

**Teacher Education/Professional Development Days**

It is suggested that the following two days be allocated as INSET days

Thursday 30<sup>th</sup> August 2012  
Friday 31<sup>st</sup> August 2012

The remaining 3 INSET days or equivalent hours are delegated to Headteachers.

**APPENDIX 7E**  
**Children's Services**

Director: Dr S Menghini

Your Ref:

Our Ref: GOVS/CW

Please ask for: Miss C Watkins

Direct Line/Extension: (01432) – 260929

Fax: (01432) – 260957

E-mail: [cwatkins@herefordshire.gov.uk](mailto:cwatkins@herefordshire.gov.uk)

27<sup>th</sup>

**To: All Schools**

**Diocesan Authorities**  
**Professional Associations**

April 2010

Dear Colleague,

**SCHOOL TERMS AND HOLIDAY DATES 2011/12 and 2012/13 –  
CONSULTATION**

Please find enclosed two sets of proposed dates for school terms and holidays. One is for the 2011/2012 academic year and one is for the 2012/2013 academic year. I would like to point out that in the 2011/2012 academic year there is one extra bank holiday allocated on **Tuesday 5<sup>th</sup> June 2012** for the Queen's Diamond Jubilee and the DCSF have ruled that the total number of school days is reduced from 190 to 189 to incorporate this extra day.

Option "A" for both academic years is the preferred option for neighbouring authorities.

I would be grateful if you could consider these dates and let me have your agreed preferences on the attached response form no later than **Friday 14<sup>th</sup> May 2010**, to allow them to be presented to the Local Admissions Forum (LAF) for final approval.

With regard to the five Teacher Education/Professional Development days, if a term day is chosen, as one or more of these days, leading to the need for the school to then open on a "non-term day", when other schools are closed, any subsequent additional school transport costs will be recharged to the school in question.

Yours sincerely,

**CAROLINE WATKINS**  
**GOVERNOR SERVICES CO-ORDINATOR**

**SCHOOL TERMS AND HOLIDAY DATES  
2011/12 AND 2012/13  
CONSULTATION**

Name of  
School:.....

I agree to the following options being accepted for School Terms and  
Holiday Dates:

**2011/2012**

**OPTION A**

**OPTION B**

**2012/2013**

**OPTION A**

**OPTION B**

Please Tick the Box of your Choice.

Signed.....  
(HEADTEACHER)

Please return to Caroline Watkins, Governor Services, Children and Young  
People's Directorate, Blackfriars, P O Box 185, Hereford HR4 9ZR  
Telephone: 01432 260929 by **Friday 14<sup>th</sup> May 2010**