

AGENDA

Local Admissions Forum

Date: **Thursday 7 July 2011**

Time: **6.30 pm**

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

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

For any further information please contact:

Pete Martens Committee Manager

Tel: 01432 260248

Email: pmartens@herefordshire.gov.uk

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Agenda for the Meeting of the Local Admissions Forum

Membership

Councillor AW Johnson	Herefordshire Council
Councillor SJ Robertson	Herefordshire Council
Mr P Box	Primary School
Mrs E Kearns	Primary School
Mr T Plumer	Primary School
Mrs J Baker	School Governors
Mrs E Lowenstein	School governors
Mrs C Shaw	Local Community
Mrs O Denson	Local Community
Mrs C Weston	Local Community
Mrs S Catlow-Hawkins	Secondary School
Mr C Barker	Secondary School
Mrs S Brearly	Secondary School
Mrs A Robertson	Roman Catholic Church
Mr P Sell	Church of England
Mr PA Smith	Independent Sector
Mr T Mepham	Steiner Academy

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

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.

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AGENDA

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<p>1. APOLOGIES FOR ABSENCE To receive apologies for absence.</p>	
<p>2. ELECTION OF CHAIRMAN To elect a Chairman for the ensuing year.</p>	
<p>3. ELECTION OF VICE-CHAIRMAN To elect a Vice-Chairman for the ensuing year.</p>	
<p>4. NAMED SUBSTITUTES To receive any details of Members nominated to attend the meeting in place of a Member of the Forum.</p>	
<p>5. NOTES To receive the notes of the informal meeting held on 15th March, 2011.</p>	5 - 6
<p>6. DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on the Agenda.</p>	
<p>7. INFORMATION REGARDING TRANSFERS OUTSIDE THE NORMAL ADMISSIONS ROUND To consider the statistics in relation to secondary school "in-year" transfers.</p>	7 - 10
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To consider the annual Schools Adjudicator report.	
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11. LATE ITEMS/ANY OTHER BUSINESS	
To consider any issues that Forum Members may wish to raise	

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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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HEREFORDSHIRE COUNCIL

NOTES of informal meeting of Local Admissions Forum held at The Council Chamber, Brockington, 35 Hafod Road, Hereford on Tuesday 15 March 2011 at 6.30 pm

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

Mrs E Kearns, Mrs S Catlow-Hawkins, PA Smith and T Mepham

(The meeting was inquorate. However, as the role of the Forum was consultative, Members agreed to proceed with an informal meeting to provide the Admission and Transport Manager with their views.)

15. APOLOGIES FOR ABSENCE

Apologies were received from Mrs S Brearley, Mr P Box, Mrs O Denson, Mrs E Lowenstein, Mr A Plummer, Mrs A Robertson, Mrs C Soble, and Mr P Sell, .

16. NAMED SUBSTITUTES

There were none.

17. MINUTES

Members noted the Minutes of the meeting held on 14 July 2010.

18. DECLARATIONS OF INTEREST

Councillor JW Hope declared a personal interest as a Governor of Almley Primary School.

Councillor AM Toon declared a personal interest as a Governor of Whitecross High School.

19. ADMISSION ARRANGEMENTS 2012/13

Members discussed the proposed admissions arrangements for 2012/13.

The Admission and Transport Manager presented the report. He informed Members that a consultation process had been undertaken for the 2011/12 admission arrangements and as the proposed arrangements for 2012/13 were the same there had been no need to consult upon them.

Appendix 1 in his report set out the oversubscription criteria for all Community and Voluntary Controlled Primary and Secondary Schools in Herefordshire.

Members supported the proposed admissions arrangements for the 2012/13 academic year as set out in appendix 1 to the report.

20. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS

Members discussed changes to the Planned Admissions Numbers at Sutton, Pembridge and Wellington Primary Schools.

The Admission and Transport Manager presented the report. He provided an update on the number of first preference applications at the three schools and their neighbouring schools, reporting increases at Sutton and Pembridge Schools.

Members supported the request by Sutton Primary School, and Pembridge CE Primary School to increase their Planned Admission Numbers and the request of Wellington Primary School to decrease its Planned Admission Number as set out in the report.

21. LATE ITEMS/ANY OTHER BUSINESS

None.

The meeting ended at 7.05 pm

CHAIRMAN

MEETING:	HEREFORDSHIRE LOCAL ADMISSIONS FORUM
DATE:	7 JULY 2011
TITLE OF REPORT:	INFORMATION REGARDING TRANSFERS OUTSIDE THE NORMAL ADMISSIONS ROUNDS
PORTFOLIO AREA:	People's Services Directorate

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

There have been 276 transfers during the 2009/2010 academic year compared to the previous academic year's total of 326 and the previous year's total of 354. For information the total to date for the current 2010/2011 academic year is 304 transfers. LAF will note that half of the transfers are from out of county (OCC) or out of the country transfers. There are clearly a range of reasons why transfers occur, including parents moving house as well as the reasons such as bullying explicitly highlighted in the data report.

Aylestone continues to see a reduction in terms of transfers out of the school during 2009/10 with 12 instances this is a reduction from last year total of 17 and 30 the year before that. Rather the higher incidences of transfers out are being experienced also at Kingstone (13), Whitecross (18) and The Hereford Academy (22).

It is worth reminding The Forum that with effect from 1st September 2010 the Local Authority has taken 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 additional responsibility. Effectively the Local Authority Admissions Team now makes all offers (and refusals) in response to parental requests for In Year Transfer and not individual school

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

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.

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).

This academic year so far the panel has met 7 times and considered 45 individual cases, 13 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 is being undertaken by senior management within the directorate. The Schools Forum has also asked for information with regard to the scale and impact of in year transfers.

Alternative Options

Not applicable

Reasons for Recommendations

Not applicable

Introduction and Background

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.

The first page of the information in Appendix 4.1 gives overall numbers across the County in 2009/10. Pages following provide a further breakdown of this information by reason. SA3 refers to the in year transfer request application form.

Key Considerations

None

Community Impact

None

Financial Implications

There are no financial implications.

Legal Implications

None

Risk Management

None

Consultees

None

Appendices

Appendix 4.1 – “In Year Transfer Matrix”

Background Papers

None identified.

Total Number of In Year Transfer Requests 09/10

	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	3					3	2		2	12
Bishop of Hereford's Bluecoat	1			1	2				1		3				8
Fairfield High	1	1				3				1				2	8
John Kyrle High	1									1					2
John Masefield High	1	2													3
Kingstone High	2		1	1						1	2			6	13
Lady Hawkins' High	1									1					2
Queen Elizabeth High					2			1		1					4
St Mary's R C High				1	1			1							3
The Minster College							1				6			1	8
Weobley High	1						2			3		1			7
Whitecross High	8	1			1	3				3				2	18
Wigmore High					1	1	2			1	1				6
The Hereford Academy	8	2			1	7				2	2				22
Other	5	1	1		6	1		1	1	2	3				21
OOO	11	8	4	14	13	5	6	3	1	13	3	4	3	8	96
Outside of the UK	7	3	3	9	4	2			2	2	1	2		4	39
Total	47	19	9	26	32	25	11	4	5	20	26	20	3	25	272

The total number of In Year transfer requests for 09/10 was

This matrix shows the total number of In Year transfer requests to and from all high schools, including all requests from other local authorities and all requests from children outside of the UK, in the academic year 09/10.

Other = No School / Home Educated / Independent School / PRU

OOO = Out of County

Transfer Request Reason	Number of Requests
Moved into Herefordshire from another county	96
Moved into Herefordshire from another country	39
Moved house within the county	43
Bullying	19
Preferred school	13
Unhappy at current school	17
Other	45
Total	272

MEETING:	HEREFORDSHIRE LOCAL ADMISSION FORUM
DATE:	7 JULY 2011
TITLE OF REPORT:	INFORMATION FOR PARENTS BOOKLETS
PORTFOLIO AREA:	ADMISSION AND TRANSPORT

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.

Key Points Summary

Alternative Options

No alternative options. This is a statutory requirement.

Reasons for Recommendations

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

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

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

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.

Key Considerations

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 8A Primary Booklet:
8B Secondary Booklet:

Background Papers

None

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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

Admission and Transfers Team
Children & Young People's Directorate
Shire Hall
Gloucester GL1 2TP
Tel: 01452 425407
Fax: 01452 425713
Email: school.admissions@gloucestershire.gov.uk

Shropshire LA

Admissions Team
Learning and Skills
The Guildhall
Frankwell Quay
Shrewsbury SY3 8HQ
Tel: 03456789008
Fax: 01743 254500
Email: school-admissions@shropshire-cc.gov.uk

Worcestershire LA

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

Powys LA

Admissions & Transport Team
Schools Service
Powys County Council
County Hall
Llandrindod Wells, Powys
LD1 5RG
Tel: 01597 826455. / 826477/ 826449
Fax: 01597 826475
Email: admissionsandtransport@powys.gov.uk

Monmouthshire LA

School & Student Access Unit
Directorate for Children & Young People
Monmouthshire County Council
5th Floor County Hall
Croesyceiliog
Cwmbran Torfaen
NP44 2XH
Tel: 01633 644530 / 01633 644946
Fax: 01633 644208
E-mail schoolandstudentaccessunit@monmouthshire.gov.uk

EDUCATING YOUR CHILD

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 2012-2013** 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 **2012-2013** 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 **People's Services** 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

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 3rd birthday. Children with April birthdays will be admitted in the September (following their 3rd birthday).

A Leaflet entitled "Guide to Early Years Education for 3 and 4 Year Olds" is available from the 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 3rd 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)

The C.F.I.S. 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

2.7 Children's Centres

Eleven Children's Centres are now fully operational in Herefordshire

- Green Croft Children's Centre, Hereford 01432 383860
- 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 260700
- Ryefield Children's Centre, Ross on Wye 01432 260700
- Ledbury Children's Centre, 01432 383840
- HOPE Family Centre, Bromyard 01885 488495
- Conningsby (North Herefordshire) 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 **health services, family learning, parenting and family support**. **The centre's are open all year round and provide a range of activities and services for children and families.**

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 2012**.

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.

4.1 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 4th 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 (**15th January 2012**).

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 2012**, 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 **15th January 2012**, 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 **15th January 2012**. 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

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 2011**.

By going to > Education and Learning > School Admissions > **Admissions 2012** > 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 **15th January 2012**.

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

1st when you have submitted the application 2nd when we download the application after the closing date and 3rd 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 2012 (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 **23rd April 2012** 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** 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 **15th January 2012** for admissions in school year **September 2012 to August 2013**.

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 **23rd April 2012**.

4.8 What Happens If I Apply After The Closing Date Of 15th January 2012?

Applications received after **15th January 2012** will be allocated to the preferred school on the understanding that admissions do not exceed the published admission number or conflict with the requirement not to exceed 30 pupils in a key stage one class. When considering the late application the Council or the relevant Foundation or Voluntary Aided School will have regard to the reason for the delay in applying together with the distance to the nearest alternative school. However, the formal offer date for primary places will be **23rd April 2012**, so late applications received between **15th January and 23rd April 2012**, 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 **12th March 2012**.

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 18th 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 4th priority to be sensitive to exceptional needs that individual children and families may have.*

Footnote 5: *The 5th 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 2012**, 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 **15th January 2012**, 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:

23rd April 2012

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 **23rd April 2012**, 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 **15th January 2012**.

If parents are not able to receive their preference, the child will be placed on the waiting list after the **23rd April 2012**. 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 2012-2013** 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 23rd April 2012**, 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 1st 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 15th 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

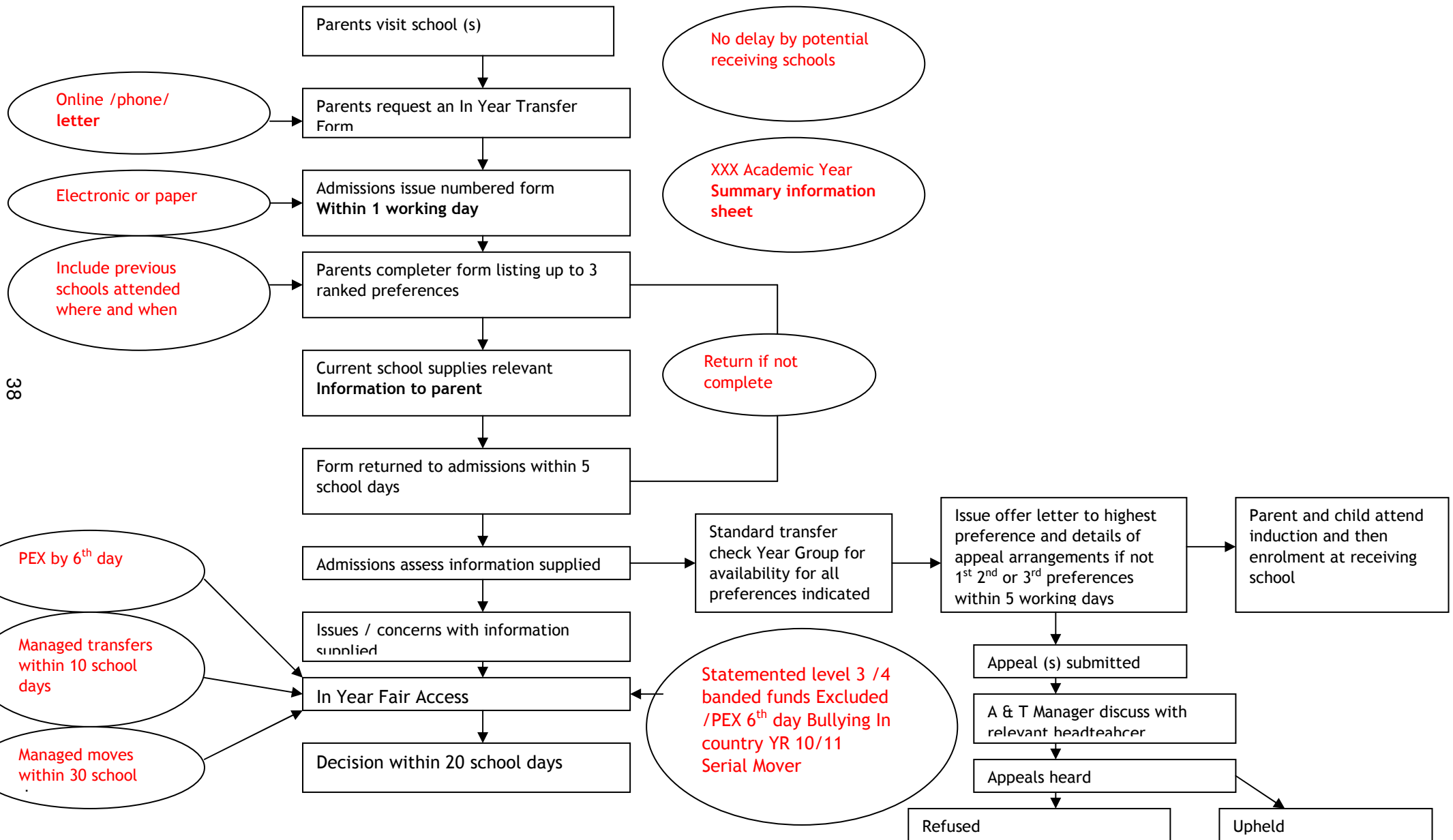
- Parent / Carer - visits requested school
- Parent / Carer - request form from the School Admissions Team – School Admissions Team issues In Year Application Form on the same day
- Parent and current school - complete application form
- Parent / Carer - returns application to School Admissions Team 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 schools. 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



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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.

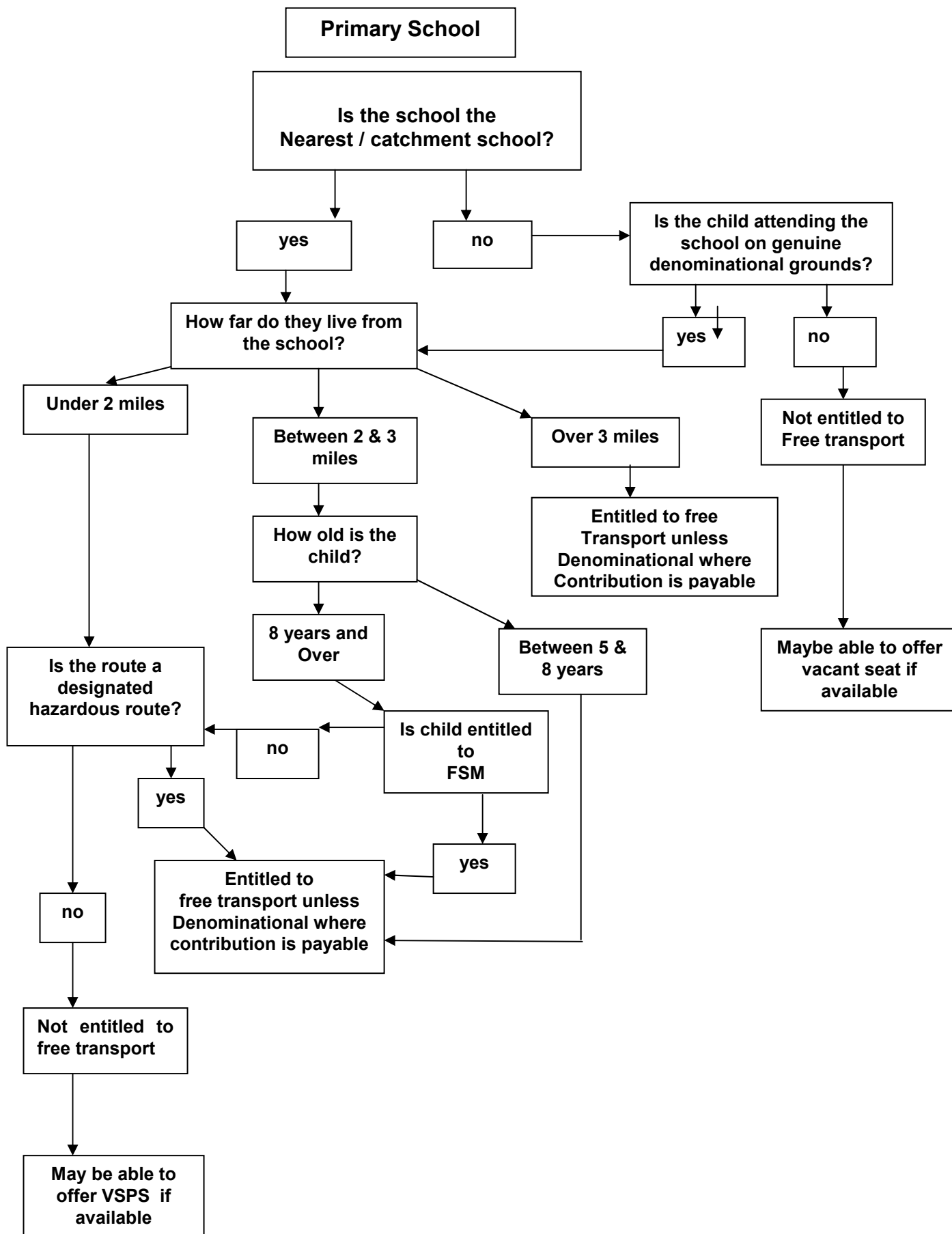
For In Fair Access Protocol

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.



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 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

Mr Andrew Blackman	Admissions & Transport Manager	01432 260927
Mrs Jackie O'Connor	Transport Co-ordinator	01432 260931
Mrs Helen Dowen	SEN, PRU & P16 Transport Officer	01432 383544
Mr David Baldwin	Transport Operations Officer	01432 260937
Ms Sarah Innes	Transport Operations Officer	01432 261523
Mrs Gill Bradbury	Transport Assistant	01432 260924
Mr Andrew Gwilt	Transport Assistant	01432 260928

8: NATIONAL CURRICULUM AND ASSESSMENT ARRANGEMENTS

The Education Reform Act (1988) introduced a National Curriculum for all pupils aged 5-16 years in all publicly funded schools, including special schools. The main aims of the National Curriculum are to provide pupils with a broad and balanced curriculum, which promotes their spiritual, moral, cultural, social, mental and physical development. The following information explains the position for the school year 2010-2011.

8.1 What must pupils aged 5 –11 study?

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

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

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

8.2 What about pupils with special education needs?

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

8.3 Specialist Schools

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

8.4 Who makes the decisions about the curriculum in schools?

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

8.5 What do you do if you are unhappy about the curriculum your child is studying?

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

8.6 How is the National Curriculum assessed?

The National Curriculum is organised into the Foundation Stage and 2 other Key Stages.

Foundation Stage for pupils age 3-5 years

Key Stage 1 for pupils aged 5-7 years
Key Stage 2 for pupils aged 7-11 years

Regular assessment is not new; it lies at the heart of effective teaching and helps in the planning of the next stage of a pupil's learning programme. During each school year, teachers continually assess pupils' work.

National Curriculum statutory assessment takes place at the end of the Foundation Stage and at the end of Key Stages 1, 2 (i.e. for pupils aged 7- 11). It includes both teacher assessment and externally set tasks/tests in the core subjects of English, mathematics and science as follows:

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

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

Each schools profile can be found at www.schoolsfinder.direct.gov.uk must include information about what is taught and how the curriculum is arranged. Schools must also provide information about examinations and vocational qualifications, school results in tests, and teacher assessments at the end of each Key Stage.

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

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

8.8 How can you best help your child?

- looking at books, reading to and with your child before and after they first start school;
- talking to your child about school;
- contacting the school about any concerns or worries you or your child have;
- keeping in touch with teachers who are in the best position to answer questions about what pupils are learning and the progress they are making;
- attending open evenings;
- encouraging your child to do homework the school has set.

Headteachers and teachers are always willing to discuss your child's progress with you, by appointment.

9: CHARGES, SCHOOL MEALS AND MILK ALLOWANCES

9.1 Are any charges made for school activities?

In general, schools may not charge for the education of pupils, but there are some circumstances in which charges may be made, as explained below.

Instrumental Music Tuition

Charging arrangements exist for parents to pay part of the cost, if their children receive instrumental music tuition in a small group (up to and including 4 children) or have individual lessons with one of the County's specialist teachers. The Authority also provide an instrument leasing scheme which is chargeable

Residential Activities

Parents will be required to pay all or part of the cost of accommodation and meals for residential activities organised by the school as part of the curriculum. Transport for curriculum activities is provided free of charge by the school, though schools may ask parents for voluntary contributions.

Swimming

No charge is made to parents for swimming instruction organised by the school, though schools may ask for voluntary contributions towards the cost of pool fees and transport.

Examinations

Fees for public examinations are usually paid by the Council. Entry for approved public examinations is encouraged as long as pupils have a reasonable chance of success. Decisions on such matters are normally left to the professional judgement of the headteacher and staff. Parents might be asked to pay fees if pupils fail to attend an examination for which they have been entered.

Milk

Milk is not provided free of charge by the Council. However, some schools choose to operate a European Community Scheme where milk is provided at subsidised rates, and a Department of Health Scheme, which provides free milk for Under 5s.

Meals

Although the Council does not have a school meals service, many schools have arrangements with private caterers to provide food for sale to pupils. Children who are eligible for free meals receive either a sandwich pack or a contribution towards the cost of a meal available at the school. Free school meals are available only to pupils whose parents are receiving a Department of Social Security Award of Income Support or Job Seeker's Allowance (Income based). Application forms are available from all schools and from the Free Meals Unit, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR or 01432 260921.

10: EDUCATION WELFARE SERVICE AND SCHOOL UNIFORM

Education Welfare Service

The Education Welfare Service (EWS) works within a legal framework and endeavours to provide a caring, supportive and effective service. It ensures that regular attendance at school remains of paramount importance in order that children may benefit from their education. The EWS provides support and advice to schools, children and young parents and carers on pupil welfare matters and issues related to attendance at school, particularly issues of irregular school attendance. Each high school (and academy that has opted into the EWS) is allocated a designated Education Welfare Officer who works with them and their local primary schools.

The majority of pupils attend school regularly and enjoy it. However, some pupils do have attendance difficulties for many reasons. 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 Education Welfare Service has a legal responsibility to monitor school attendance and consider court action against parents whose children do not attend school regularly.

Information about both these services can be obtained from:

The Education Welfare Service,
Locality Team,
P.O. Box 185,
Blackfriars,
Hereford,
HR4 9ZR.

Tel: 01432 260261

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 Special Education Needs (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).
- 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) superceded by Equalities Act?

11.2 What provision is made for children with SEN and Disabilities

All schools and early years' settings use the SEN Code of Practice, to guide their procedures for deciding which children need special help and their arrangements for providing that help. In the majority of cases children will have their needs met in their local mainstream school where school staff will be able to identify, assess and advise schools on how to provide for children with special or additional educational needs.

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. The Local Authority also has a system of Banded Funding that schools can apply for if additional resources are required. The same amount of additional funding is available via a Statement of SEN or Banded Funding.

Some children may need the extra support of a special school. A child must have a statement of SEN to attend a special school and a place is determined following the Council's consideration of statutory advice or statutory annual review of a statement of SEN. Admission to a special school is not part of the process described in this booklet and you should not name a special school as one of your 3 choices. The possibility of consideration for a special school place should be discussed as part of the Annual Review process.

There are 3 special schools in Herefordshire:

- Blackmarston School for children & young people with Severe Learning Difficulties (SLD) or Profound and multiple Learning Difficulties (PMLD). Age Range 3-11
- Westfield School for children and young people with Severe Learning Difficulties (SLD) or Profound and Multiple Learning Difficulties (PMLD) Age Range 5-19
- The Brookfield School for children and 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 SEN you will need to start planning the phase transfer in year 5 through the

Annual Review process. Schools are responsible for arranging these review meetings and involving parents.

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, Parent Partnership (tel. 01432 260955). In addition to local arrangements, there is also an independent service, Midlands SEN Mediation (tel. 01952 275038).

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 **Local Authority** 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

A child must have a Statement of SEN to attend a special school.

Special Schools for children and young people with Severe Learning Difficulties (SLD) or Profound and multiple Learning Difficulties (PMLD)

Hereford

- Blackmarston School
Honduu Close
Hereford HR2 7NX
Telephone 01432 272376

Age Range 3 -11

Leominster

- Westfield School
Westfield Walk
Leominster
Herefordshire
HR6 8HD
Telephone 01568 613147

Age Range 5 -19

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

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

Mainstream School with specialist provision

The Language and Communication Centre

Hampton Dene Primary School
Hampton Dene Road
Tupsley
Hereford
HR1 1UU
Telephone 01432
Age range 5-11

- The Language & Communication Centre is based at Hampton Dene Primary School in Hereford and provides for children with language and communication difficulties including a class for children with autism.

What transport assistance is available for pupils attending Special Schools?

Special education provision in Herefordshire is explained in Chapter 10.

In the case of pupils with a Statement of SEN 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 SEN. 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 discussed at Annual Review to ensure adequate and appropriate use of resources.

14: DO YOU HAVE A CONCERN OR COMPLAINT ABOUT YOUR CHILD'S SCHOOL

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

Step 1

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

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

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

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

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

Step 2

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

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

Step 3

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

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

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

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

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

Early Years and Childcare:

Herefordshire Childcare Services 01432 261681

Exclusions from Schools

Manager of Pupil, School and Parent Support 01432 260816

Pupil Admissions to Schools

Admissions and Transport Manager 01432 260927

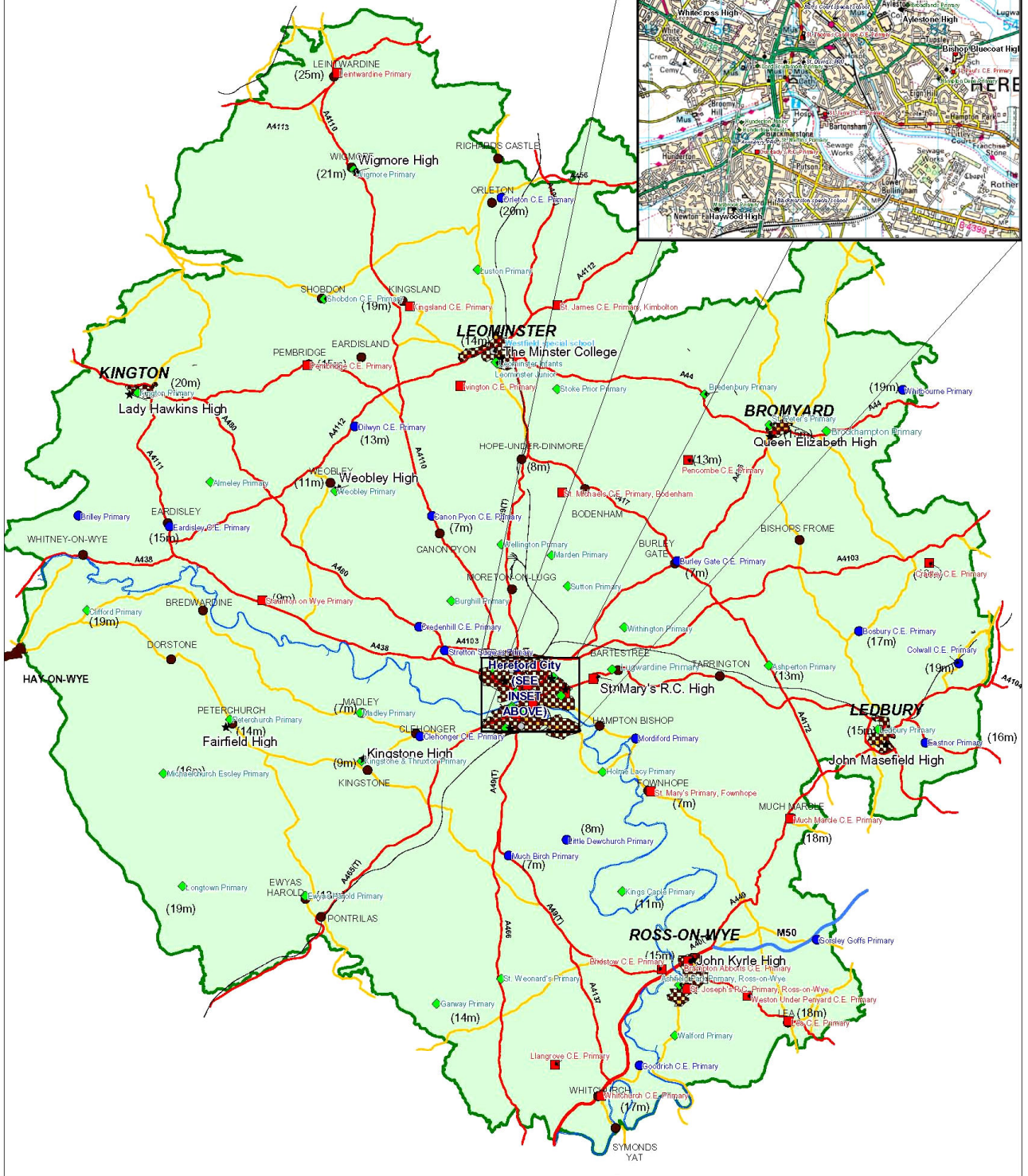
School Transport

Transport and Admissions Officer 01432 260931

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

HEREFORDSHIRE

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



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

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EDUCATING YOUR CHILD

Moving on to high school is one of the most important events in any child's life. At this time, you are naturally concerned to do the best for your children, but you may 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 you 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 for every child. 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 2012-2013 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 2012-2013 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 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 explain 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 PEOPLE'S SERVICES

September 2011

CONTACT DETAILS FOR NEIGHBOURING AUTHORITIES

Gloucestershire LA

Admissions & Transfers Team
Children & Young People's Directorate
Shire Hall
Gloucester GL1 2TP
Tel: 01452 425407
Fax: 01452 425713
Email: school.admissions@gloucestershire.gov.uk

Shropshire LA

Admissions Team
Learning and Skills
The Guildhall
Frankwell Quay
Shrewsbury SY3 8HQ
Tel: 03456789008
Fax: 01743 254500
Email: 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

Powys LA

Admissions & Transport Team
Schools Service
Powys County Council
County Hall
Llandrindod Wells
Powys LD1 5RG
Tel: 01597 826455. / 826477/ 826449
Fax: 01597 826475
Email: admissionsandtransport@powys.gov.uk

Monmouthshire LA

School & Student Access Unit
Directorate for Children & Young People
Monmouthshire County Council
5th Floor County Hall
Croesyceiliog
Cwmbran Torfaen
NP44 2XH
Tel: 01633 644508
Fax: 01633 644488
E-mail schoolandstudentaccessunit@monmouthshire.gov.uk

Herefordshire Choice Advisory Service

Within Herefordshire a Choice Advisory Service 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 Advisory Service

Telephone: 01432 260955

External Advisory Service

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

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

1: HIGH SCHOOLS IN HEREFORDSHIRE

Herefordshire has 14 high (all of which are comprehensive day schools for both boys and girls), and 3 special schools, which are also for boys and girls. A full list of maintained schools in Herefordshire is given in Appendix 3 at the back of this booklet.

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

- **HIGH SCHOOLS (age ranges 11-16 or 11-18)**
There are
? high schools are community schools,
? voluntary aided (1 Church of England, 1 Roman Catholic)
? Academy
? Foundation.
The high schools in Kington, Ledbury, Leominster and Ross have their own Sixth Forms. At the other 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 2012.

ADMISSION ARRANGEMENTS TO SCHOOLS

- **Catchment Areas**

Each community, foundation, academy 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, academy and foundation school when considering applications from parents. Some applications will be turned down if the total number of applications is greater than the published admission number. In such circumstances, parents have a right of appeal.

- ***Definition of 'Sibling'***

Paragraph 4.1 on page 12 sets out the Council's oversubscription policy and category 4 defines the brother/sister qualification. To qualify under this category a sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address. However the Council will consider applications for 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. (St Marys RC High School and Bishop of Hereford Bluecoat School)

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)

31st October 2011 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 regardless of what school you are applying for. 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 31st October will also be acceptable in Monmouthshire and Powys. Gloucestershire, Shropshire and Worcestershire have the same closing date.

1st March 2012 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 31st October 2011 and the national offer date will be included **only if** the reason for the delay was genuine and acceptable. Late applications, including applications received after 1st March 2012, 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 of Education 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 2012. 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 2011.

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

By going to > Education and Learning > School Admissions > Admissions 2012 > 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 31st October 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 confirmations

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

3.4 Do you need further advice and help?

Please contact the admissions team in the first instance if you require further advice regarding any issues you may have on 01432 260926/925.

Alternatively you can also contact The Choice Advisory Service within the Parent Partnership Service on 01432 260955 who will offer advice, support, help and information relating to the transfer from primary to secondary school to parent's / carer's. As applying for a place at a school can be a very stressful time.

3.5 Can we apply for a place at a Church School

Yes. There are 2 Church Schools in Herefordshire: The 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 The 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 31st October 2011 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 for the 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 31st October 2011. 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 1st 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) or online application form. The Herefordshire Pupil Admissions Office will notify the other Council(s) of the preference after the 31st October 2011, even if the closing dates are different. Although Herefordshire LA implemented the co-ordinated scheme from September 2004, this is not the case with all Local Authorities. Monmouthshire and Powys have decided to delay the co-ordinated scheme, which means that parents could receive an offer or refusal of a place before 1st March 2012. However, this will not be the position in Shropshire, Gloucestershire and Worcestershire, where a parent seeking a school place in that Council area would receive an offer or refusal from Herefordshire Council on 1st March 2012.

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 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/ carers 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, Worcestershire please include the name of the school and its ranked position on the application form SA1, this also applies if you are applying for a school in another Local Authority.

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

Any applications for the admission of pupils who live outside the county are always considered on an equal basis. In the case of secondary transfer for children at age 11, parents should apply to their home Local Authority who will send the details to Herefordshire after the closing date for that Council area. If the preferred school in Herefordshire is oversubscribed, such applications will be determined in accordance with the priorities listed in paragraph 4.1. In the case of Shropshire, Gloucestershire and Worcestershire residents, those Councils will make offers for a Herefordshire high school to their residents on 1st March 2012.

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 10th February 2012

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 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.

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. The supporting evidence should set out the particular reason why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. 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 15th 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 4th priority to be sensitive to exceptional needs that individual children and families may have.*

Footnote 5: *The 5th 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 31st October 2011 from parents will be analysed together, along with any late applications for which there are good reasons. The applications for the 10 community high schools will be considered against the 6 priorities explained in paragraph 6.1. The Governors of The Bishop of Hereford Bluecoat and St Mary's R.C. High Schools The Hereford Academy and Wigmore High Schools will make their decisions based on the published admission criteria defined in Appendix 4. At this stage, all 3 preferences are treated as a 1st preference, i.e. the priority order shown by parents will not count at this point.

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

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

STAGE 4 It is possible that some parents will not be offered a place at any of their 3 preferred schools. That could happen only in the case of parents who have applied for 3 oversubscribed schools and have not included their catchment area school as one of the 3 preferences, or parents who have submitted a late application without good reason. In such circumstances, the parents will be offered a place at the nearest or most accessible school that still has places available, taking account of any information the parents may already have provided.

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

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

1st March 2012

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 31st October 2011.

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 2012**. 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 2012-2013 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 31st October 2011 and include their local catchment school, it is highly likely that an offer for one of the preferences will be made on 1st March 2012. However, if the 1st or 2nd parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made for a named school, should be submitted in writing, using the form sent to all unsuccessful applicants, to the Children & Young People's Directorate **within three weeks of the date of notification of the refusal of a place**. All appeals are heard by an independent appeals panel which holds most of its meetings between April and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school. Further information about the appeals procedure is available from the Pupil Admissions Office or from the County Secretary and Solicitor, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR.

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 1st March 2012. However, separate appeals procedures and arrangements exist to consider decisions by voluntary aided schools. The arrangements are published by the governors of the relevant schools and should be obtained from them direct.

Academy Schools and Foundation Schools

As previously stated, offers of all places for high schools, including academy schools will be made by the Council on 1st March 2012. 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 1st 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 authorities 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 15th 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

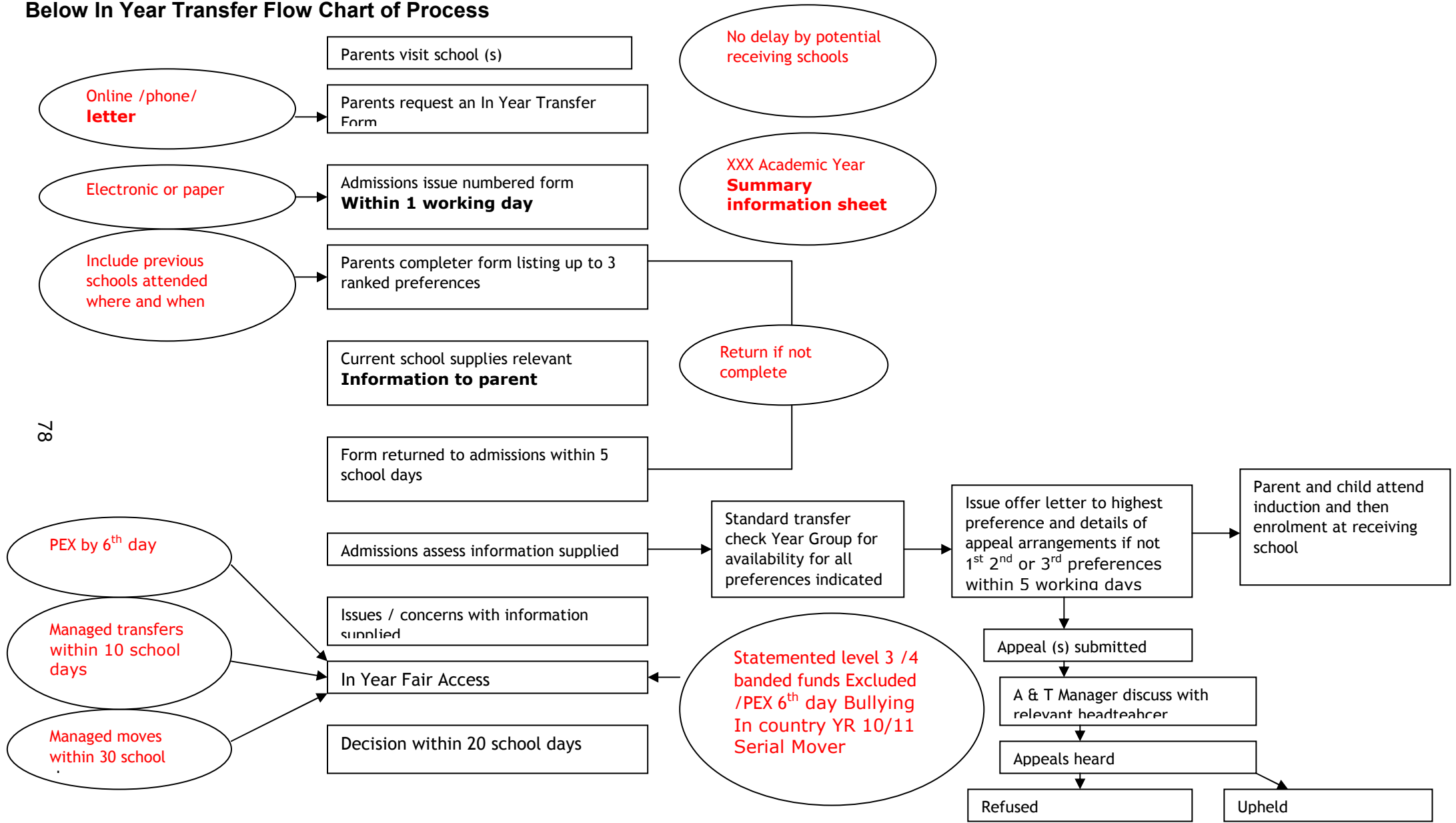
- Parent / Carer - visits requested school
- Parent / Carer - request form from the School Admissions Team – School Admissions Team issues In Year Application Form on the same day
- Parent and current school - complete application form
- Parent / Carer - returns application to School Admissions Team 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



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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.

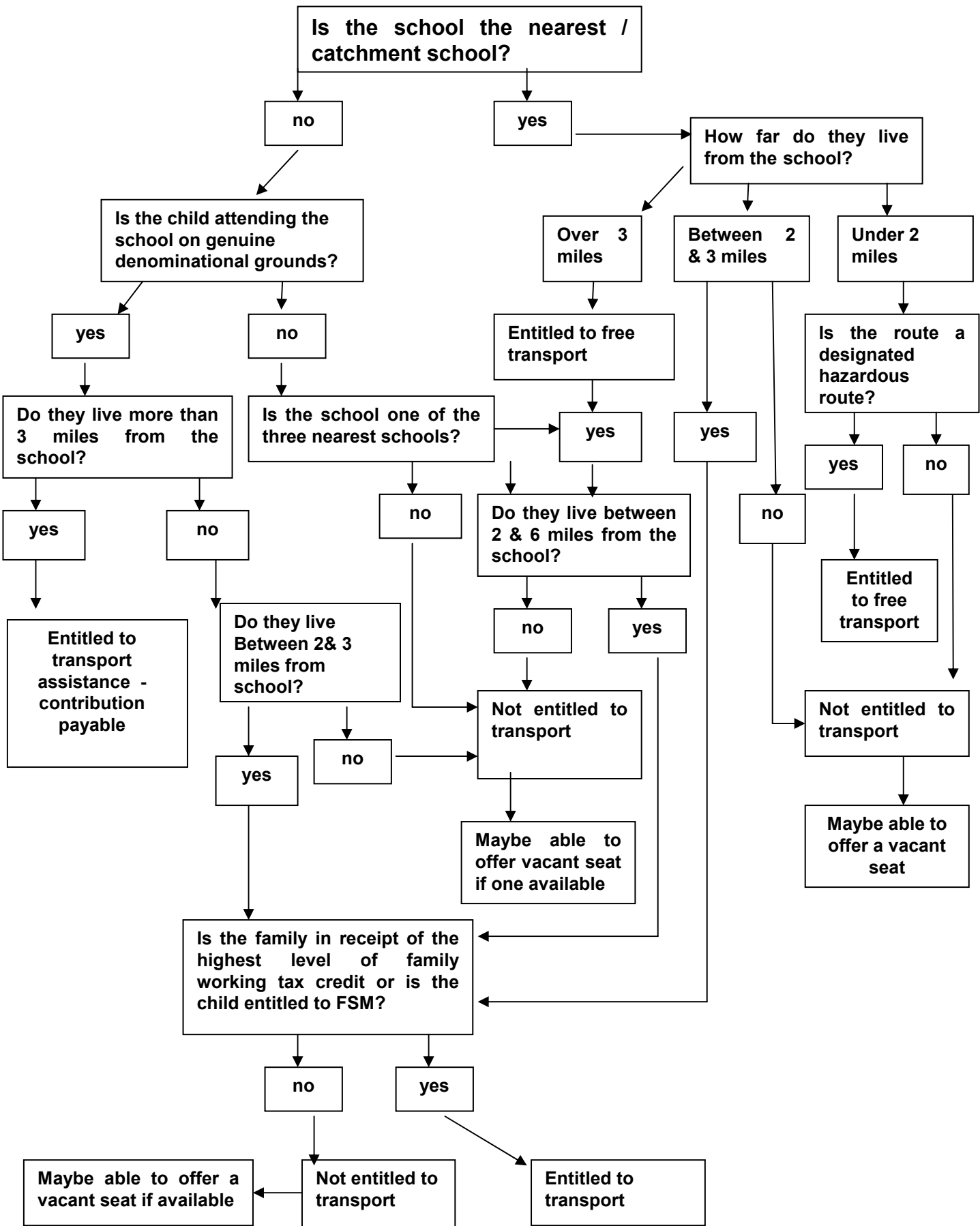
- St David's Centre Hereford (KS4 14-16) 01432 274485
- The Aconbury Centre Hereford (KS3 11-14) 01432 341096
- The Priory Centre Leominster (KS4 14-16) 01568 610733

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 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 or by calling the Transport & Admissions Officer on 01432 260931.

How can I contact the Transport Office?

Email – schooltransport@herefordshire.gov.uk

Name		
Mr Andrew Blackman	Admissions & Transport Manager	01432 260927
Mrs Jackie O'Connor	Transport Co - Ordinator	01432 260931
Mrs Helen Downen	Transport Officer SEN, PRU & P16	01432 383544
Mr David Baldwin	Transport Operations Officer	01432 260937
Ms Sarah Innes	Transport Operations Officer	01432 261523
Mrs Gill Bradbury	Transport Assistant	01432 260924
Mr Andrew Gwilt	Transport Assistant	01432 260928

6: POST 16 TRANSPORT

In accordance with the requirements of the Education Act 2002, Herefordshire Council has set up a Post 16 Transport Partnership which include the colleges, public transport and representatives from the schools with sixth forms and the Connexion Service.

This Transport Partnership has defined a number of policies, which are listed below, and full details can be found in Appendix 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

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

The Foundation Learning programme 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.

There is a new 16-19 Bursary Scheme available to support some groups of young people to continue in full time education which comes into effect from September 2011. The final details of this scheme are due to be released shortly. For further information : www.education.gov.uk

The Education Maintenance Allowance (EMA) is no longer available.

*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 Foundation Learning and how to apply, contact your local Connexions office and ask for details.

Connexions

6 St Peters Street Hereford HR1 2LE

01432 269404

Hhtt://www.myherefordshire.com/youthzone2011/

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.myherefordshire.com/youthzone2011/>

Other useful websites

youthZone <http://www.myherefordshire.com/youthzone2011/>

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

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

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

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

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

Colleges	Address	Tel:
Hereford Sixth Form College	Folly Lane, Hereford HR1 1LS	01432 355166
Herefordshire College of Arts	Folly Lane, Hereford HR1 1LT	01432 273359
Herefordshire College of Technology	Folly Lane, Hereford HR1 1LS	01432 352235
Holme Lacy College	Holme Lacy, Hereford HR2 6LL	01432 870316
Ludlow College of FE	Mill Street, Ludlow, Shropshire SY8 1BE	015484 872846

School-based Sixth Forms:

Lady Hawkins' High School	Church Road, Kington, Herefordshire HR5 3AG	01544 230441
The John Masefield High School	Mabel's Furlong, Ledbury, Herefordshire HR8 2HF	01531 631012
The Minster College	South Street, Leominster, Herefordshire HR6 8JJ	01568 613221
The John Kyrle High School	Ledbury Road, Ross-on-Wye, Herefordshire HR9 7ET	01989 764358
The Hereford Academy	Stanberrow Road Hereford HR2 7NG	01432 355213
Hereford Steiner Academy	Much Dewchurch Hereford HR2 8DL	01981 540221

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

7: NATIONAL CURRICULUM AND ASSESSMENT ARRANGEMENTS

The Education Reform Act (1988) introduced a National Curriculum for all pupils aged 11-16 years in all publicly funded schools, including special schools. The main aims of the National Curriculum are to provide pupils with a broad and balanced curriculum, which promotes their spiritual, moral, cultural, social, mental and physical development. The following information explains the position for the school year 2009-2010.

7.1 What must pupils aged 11-14 study?

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

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

7.2 What must pupils aged 14-16 study?

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

7.3 What about pupils with special education needs?

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

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

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

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

Many schools provide options for pupils to study other areas of the curriculum besides those laid down by the National Curriculum - for example, business, drama, environmental education, careers, personal, social and health education and economic and industrial understanding.

7.5 Specialist Schools

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

7.6 Who makes the decisions about the curriculum in schools?

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

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

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

7.8 How is the National Curriculum assessed?

The National Curriculum is organised into Key Stages.

Key Stage 3	for pupils aged 11-14 years
Key Stage 4	for pupils aged 14-16 years

Regular assessment is not new; it lies at the heart of effective teaching and helps in the planning of the next stage of a pupil's learning programme. During each school year, teachers continually assess pupils' work.

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

End of Key Stage 2 * Externally set tests in English, mathematics and science.

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 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 260268.

9: EDUCATION WELFARE SERVICE AND SCHOOL UNIFORM

Education Welfare Service

The Education Welfare Service (EWS) works within a legal framework and endeavours to provide a caring, supportive and effective service. It ensures that regular attendance at school remains of paramount importance in order that children may benefit from their education. The EWS provide support and advice to schools, children and young people, parents and carers on pupil welfare matters and issues related to attendance at school, particularly issues of irregular school attendance. Each high school (and academy that has opted into EWS) is allocated a designated Education Welfare Officer who works with them and their local primary schools.

The majority of pupils attend school regularly and enjoy it. However, some pupils do have attendance difficulties for many different reasons. 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 Education Welfare Service has a legal responsibility to monitor school attendance and consider court action against parents whose children do not attend school regularly.

Information about both these services can be obtained from:

Principal Education Welfare Officer,
P.O. Box 185,
Blackfriars
Hereford HR4 9ZR.

Tel: 01432 260861

School Uniform and Appearance Codes

Many Governing Bodies have made a policy to define a 'school uniform' as it can make a considerable contribution towards the school's ethos or image. Schools, in setting their uniform policy, must act reasonably. Recently legal advice has been given indicating that it would be inappropriate for any school to have a policy for uniform, which did not include provision for girls to wear trousers.

The policy on uniform varies between schools and parents should seek information on the policy by reference to the school prospectus. Prospectuses are supplied to parents by the individual school concerned. Any parent wishing to know more about the uniform policies of a particular school should make inquiries at the school.

School Leaving Date

The school leaving date is the last Friday in June for all pupils who will be 16 by 31st August.

10: SPECIAL EDUCATIONAL NEEDS

10.1 What are Special Educational needs?

The terms Special Education Needs (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)
- 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) superceded by Equalities Act?

10.2 What provision is made for children with SEN and Disabilities

All schools and early years' settings use the SEN Code of Practice, to guide their procedures for deciding which children need special help and their arrangements for providing that help. In the majority of cases children will have their needs met in their local mainstream school where school staff, will be able to identify, assess and advise schools on how to provide for children with special or additional needs.

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. The Local Authority also has a system of Banded Funding that schools can apply for if additional resources are required. The same amount of additional funding is available via a Statement of SEN or Banded Funding.

Some children may need 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 and young people with Severe Learning Difficulties (SLD) or Profound and Multiple Learning Difficulties (PMLD) Age Range 11-19
- Westfield School for children and young people with Severe Learning Difficulties (SLD) or Profound and Multiple Learning Difficulties (PMLD) Age Range 5 -19
- The Brookfield School for children and 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 SEN you will need to start planning the phase transfer in year 5 through the Annual Review process.

Schools are responsible for arranging these review meetings and involving parents.

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, Parent Partnership (Tel) 01432 260955. In addition to the local arrangements, there is also an independent service, Midlands SEN Mediation (Tel) 01952 275038

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 Local Authority 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 **31st October 2011** (see page 12)



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

15th February (Year 6)

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



1st March (Year 6)

National Offer Day

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

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

Following the allocation of a place, further transition arrangements should be made with the SENCo of the named High School and Primary School at the **Y6 Annual Review**

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

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

11: Special Schools, classes and centres

A child must have a Statement to SEN attend a Special School.

Special Schools for children and young people with Severe Learning Difficulties (SLD) or Profound and Multiple Learning Difficulties (PMLD)

Hereford

- 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

Mainstream School with specialist provision

The Bridge

The Bishop of Hereford's Bluecoat School
Hampton Dene Road
Tupsley
Hereford
HR1 1UU
Telephone 01432 347500
Age Range 11-16

The Bridge is dedicated provision for young people with autism in Key Stages 3 and 4. It is based at the Bishop of Hereford Bluecoat School in Hereford.

12: TRANSPORT FOR PUPILS AND STUDENTS WITH SPECIAL EDUCATION NEEDS

12.1 What transport assistance is available for pupils attending Special Schools?

Special education provision in Herefordshire is explained in Chapter 10.

In the case of pupils with a Statement of SEN 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 SEN. 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 discussed 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 SEN, in the age range 16 years to 25 years on 1st September, free transport is provided to the appropriate school or further education institution, irrespective of the normal statutory walking distances defined for primary or secondary pupils, if walking is too difficult for the student. Students cease to be eligible at 31st August following their 25th birthday.

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

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

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

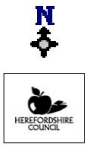
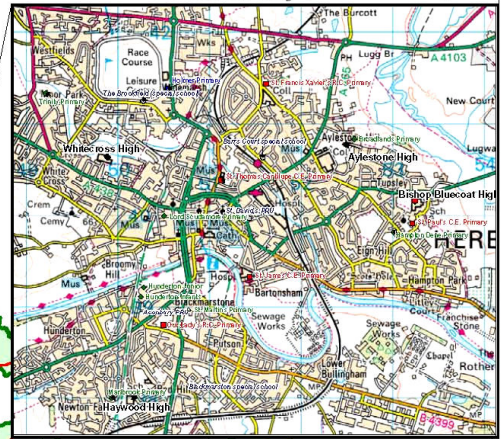
Transport and Admissions Officer 01432 260931

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 2011 Phase Transfers 2012-2013

School

Open Day

Open Evening

Queen Elizabeth, Bromyard

Aylestone High, Hereford

Bishop Bluecoat, Hereford

The Hereford Academy

St Mary's RC High, Lugwardine

Whitecross High, Hereford

Kingstone High, Kingstone

Lady Hawkins, Kington

John Masefield, Ledbury

The Minster College, Leominster

Fairfield High, Peterchurch

John Kyrle High, Ross

Weobley High, Weobley

Wigmore High, Wigmore

HEREFORDSHIRE COUNCIL – CHILDREN & YOUNG PEOPLE'S DIRECTORATE

APPLICATION FOR A PLACE AT A SCHOOL FOR SEPTEMBER 2012

Please read the enclosed information before completing this form. Please ensure that you answer all sections that are relevant to you and sign the declaration overleaf.

All paper applications and additional supporting information should be returned to your child's primary school no later than **31ST October 2011**

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 2011**

You can now apply on line at 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		
Present School child is attending		Date child started at this school
2. CHOSEN SCHOOL(S) please refer to section 8 overleaf if applying for a Voluntary Aided School and section 9 if applying for a school in another Local Authority. 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 2012 will still be attending one of the schools that you are applying for, this also applies if they attending a sixth form which is attached to one of the schools you are applying for. Sibling is defined on page 7 of the Information for Parent's Booklet.		
Surname	Forename(s)	Date of Birth(s)
State school sibling(s) are 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 – refer to the Information for Booklet regarding transport eligibility		

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 which should set out the reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school, 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 you are applying for a Church Place only at The Bishops of Hereford Bluecoat School you will need to contact your local priest or minister to request this church form, which 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 High School 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 2012** 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

*e.g. 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.....

HEREFORDSHIRE COUNCIL – CHILDREN & YOUNG PEOPLE’S DIRECTORATE

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

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

All applications should be returned to the Pupil Admissions Office, Children & Young People’s Directorate, Herefordshire Council, Blackfriars PO Box 185, Blackfriars Street, Hereford HR4 9ZR by **15th January 2012.**

You can now apply on line at 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	
Name of Nursery child is attending		
2. CHOSEN SCHOOL(S) please see overleaf if applying for a Voluntary Aided School (Church of England or Roman Catholic) (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		
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 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		
4. LOOKED AFTER CHILDREN		
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		
5. TRANSPORT		
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 (Church of England or Roman Catholic). 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

No

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 18th 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

No

*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)

NOTE 1 – ADMISSION OF PUPILS TO INFANT AND PRIMARY SCHOOLS

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

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

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

The Autumn Term begins after the summer holidays, the Spring Term after the Christmas and New Year holidays and the Summer Term after the Easter holidays. Places are allocated according to the Council's or Governors (Voluntary Aided – see note 2 below) admissions priorities and initially on the basis of applications received by **15th January 2012** for admissions in the school year **2012-2013**

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 4th 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 **2012//2013** refers to the over- subscription policy of each Voluntary Aided School. It is possible that some Voluntary Aided schools will require additional information. Please refer to the individual school's prospectus for further details relating to admission arrangements.

NOTE 3 – OFFER DATE

Based on applications received on or before **15th January 2012**, the Council will offer places, including those for Voluntary Aided, Foundation and Academy, **on 23rd April 2012**.

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.

MEETING:	HEREFORDSHIRE LOCAL ADMISSION FORUM
DATE:	7 JULY 2011
TITLE OF REPORT:	AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS
REPORT BY:	ADMISSION AND TRANSPORT

CLASSIFICATION: Open

Wards Affected

Potentially countywide

Purpose

To consider changes to the Planned Admission Numbers (PAN) at Ashfield Park and Mordiford Church of England Primary Schools and Lady Hawkins High School.

Recommendations

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

1. Ashfield Park Primary School is agreed.
2. Mordiford CE Primary School is agreed.
3. Lady Hawkins High School is agreed.

Key Points Summary

Alternative Options

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

Reasons for Recommendations

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.

Introduction and Background

- 3 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"

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

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.

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

1. Ashfield Park Primary School

Ashfield Park has requested a decrease in its PAN from 68 to 60, giving rise to a revised school capacity of 420 pupils. For information the current makeup of offers made for places in its new year R starting in September 2011 is:

Category	Number
Stamented child	1
Catchment Sibling	22
Catchment	21
Sibling Out of Area	1
Out of Area	3
Total	48

There are currently 286 pupils on roll. Made up as follows:

Year Group	Number of pupils
Reception	31
1	31
2	43
3	57
4	45
5	46

6	33
---	----

The proposed decrease is in line with the official sufficiency (capacity) assessment for the school which has a range of up to 419.

A copy of the formal request from Ashfield Park Primary School is attached in Appendix 2.

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

School	PAN	Offered Sept 2011	Capacity	No. of pupils on roll (Summer 2011)
Bridstow	15	16	105	84
Gorsley Goffs	25	29	175	175
Kings Caple	10	4	70	29
Walford	28	28	196	185
Weston – under - Penyard	13	10	91	83

2. Mordiford CE Primary School

Mordiford CE Primary School has requested an increase in its PAN from 19 to 21. A PAN of 21 would give a school capacity of 147 pupil places.

For information the current makeup of offers for places for its new year R starting in September 2011 is:

Category	Number
Stated child	0
Catchment Sibling	0
Catchment	4
Sibling Out of Area	14
Out of Area	4
Total	22

There are currently a total of 133 pupils on roll made up as follows:

Year Group	Number of pupils
Reception	19
1	20
2	19
3	20
4	18
5	18
6	19

The proposed increase is in line with the official sufficiency (capacity) assessment for the school which has a range of between 147 and 164 and may have an impact upon neighbouring primary schools.

A copy of the formal request from Mordiford CE Primary School is attached in Appendix 2.

School	PAN	Offers Sept 2011	Capacity	Pupils on roll (Summer 2011)
Ashperton	25	20	175	168
Fownhope	15	21	105	104
Holme Lacy	10	8	70	40
Lugwardine	30	30	210	171
St Martin's	60	59	420	324
Withington	15	8	105	59

3. Lady Hawkins High School

Lady Hawkins High School has requested a decrease in its PAN from 90 to 80.

For information the current makeup of offers for places in its new year 7 starting in September 2011 is:

Category	Number
Statemented child	0
Catchment Sibling	16

Catchment	26
Sibling Out of Area	1
Out of Area – Special Reasons	0
Out of Area	9
Total	52

The current sufficiency calculation for the school gives it a capacity in the range 393 to 444 i.e. a range in the PAN of 79 to 88.

Contextual data for the above mentioned school and Cluster schools:

School	PAN	Offers Sept 2011	Capacity	Pupils on roll (Summer 2011)
Fairfield	90	91	450	370
Weobley	100	88	500	467
Wigmore	90	92	450	464

There are currently a total of 398 pupils on roll made up as follows:

Year Group	Number of pupils
7	60
8	79
9	79
10	90
11	90

A copy of the formal request from Lady Hawkins High School is attached in Appendix 2.

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 pupils¹⁷. 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 cases from Ashfield Park Primary School and Lady Hawkins High School the revised PAN meets the needs of children from the catchment area.

In the PAN increase request case from Mordiford CE Primary School the revised PAN is 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 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 Mordiford CE Primary School. The LA has a duty to maximize parental preferences where possible.

Community Impact

- 5 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

- 6 A PAN of 15 provides for a very financially efficient school of 105 pupils particularly when a school is full or nearly full. Provided the pupils are spread broadly evenly throughout the age range then a 105 pupil school can cater for 45 pupils in Key Stage 1 in two classes of 22/23 and 60 pupils in Key Stage 2 with two classes of 30. This class structure avoids mixing key stages and minimises the potentially significant extra costs resulting from staff teaching very small classes. The schools budget for Herefordshire is facing reductions from falling rolls and allowing small schools to organise classes in an efficient structure will strengthen their financial viability.

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

- 7 See comments under Risk Management.

Risk Management

- 8 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

- 9 Not applicable

Appendices

- 10 Appendix – Copies of school PAN change request letters

Background Papers

None

Ashfield Park Primary School



"Inspired for life"

Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU

Head teacher: Mr. A J Best.

☎: (01989) 562738 ☎: (01989) 762089

✉: admin@ashfieldpark.hereford.sch.uk

🌐: www.ashfieldpark.org



Wednesday 12th May 2011

Submission to Andrew Blackman re. PAN at Ashfield Park Primary School

Dear Andrew,

The governors of Ashfield Park Primary School have formally agreed that the Pupil Admission Number at Ashfield Park Primary School should be reduced from 68 to 60 in line with the Sufficiency Report that was endorsed by the school. The Sufficiency Report accurately shows the capacity of the school at the current time in terms of being a fully functional and viable 2 form entry school.

Yours sincerely

Andrew Blake
Vice – Chair Governors

Andrew Best
Head teacher



LADY HAWKINS' SCHOOL

KINGTON HEREFORDSHIRE HR5 3AR

Headteacher: Mr G I House Tel. (01544) 230441
Fax: (01544) 230978 Email: enquiries@lhs.hereford.sch.uk



Andrew Blackman
Education Directorate,
PO Box 185
Hereford
HR4 9ZR

11 MAR 2011

8th March 2011

Dear Andrew

Following discussions with School Governors and Mr Gary House, Headteacher, I am writing to request a change to our Pupil Admission Number; the change being a reduction from 90 to 80. I would like the change to be effective as soon as possible, i.e. from 1st September 2011. This change is necessary to reflect changes in the demographic of the rural population and to allow us to meet community aims of our school by altering use of space to match local needs.

Consultations and a site meeting have taken place with Karen Knight. Karen has confirmed that it is possible for the reduction to take place and she is happy for you to contact her to confirm her views.

I would like to move on this as soon as possible and if you would like more details to present to the next admissions forum please contact me via school.

Yours sincerely

Phil Sharp
Chair of Governors





MORDIFORD CHURCH OF ENGLAND PRIMARY SCHOOL

Mordiford, Hereford HR1 4LW
A Foundation School

Telephone and Fax: (01432) 870258 Email: admin@mordiford.hereford.sch.uk
www.mordifordschool.org.uk

Treasure
each
Individual

3 March 2011

04 MAR 2011

Mr A Blackman
Head of School Admissions
Herefordshire Council
Blackfriars
Blackfriars Street
Hereford
HR4 9ZR

Dear Andrew

The Governing Body of Mordiford CE Primary School, have, after careful consideration, decided they would like to increase the school's PAN to 21 in September 2012.

The sufficiency audit carried out in December 2010 indicates a PAN of between 21 and 23. I have discussed this with Lindsey Gilbert and have accepted the sufficiency audit.

The school continues to increase in popularity; this is borne out by the large number (37) first choice preferences received for September 2011.

I realise that this may need to be agreed by the Local Admissions Forum.

I look forward to hearing your response.

Yours sincerely

Mrs E Kearns
Head Teacher



Headteacher: MRS. E. KEARNS B.Ed. (Hons.) MSc (Ed.Man)

MEETING:	HEREFORDSHIRE LOCAL ADMISSION FORUM
DATE:	7 JULY 2011
TITLE OF REPORT:	ANNUAL SCHOOLS ADJUDICATOR REPORT
PORTFOLIO AREA:	ADMISSION AND TRANSPORT

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.

Key Points Summary

Alternative Options

No alternative options. This is a statutory requirement.

Reasons for Recommendations

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

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

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

Key Considerations

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

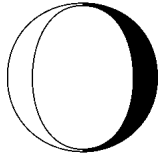
9 Not applicable

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 2011

Report Cleared by: Jo Davidson

Director of People's Services

Date submitted: 30th June 2011

By: Andrew Blackman – Admissions & Transport Manager

Contact email address: ablackman@herefordshire.gov.uk

Telephone number: 01432 260927

www.schoolsadjudicator.co.uk

SECTION 1

FOR THE ACADEMIC YEAR IN WHICH THE REPORT IS MADE - 2010 - 2011

Please complete using data/information for the period 1 September 2010 to date of report

NOTE: This template is designed to be filled in electronically – boxes can 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	X	No	
-----	----------	----	--

If NO please explain:

- b) Give your assessment of how well the Fair Access Protocol has worked since 1 September 2010. In particular in placing children, the co-operation of schools and Academies as well as any other issues you have had in implementing the protocol.

Following feedback from some schools we are reviewing effectiveness and impact of the current protocol.

- 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 2010 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	X	No	
-----	----------	----	--

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 2010 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"/>
-----	-------------------------------------	----	--------------------------

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"/>
-----	--------------------------	----	--------------------------	------------	-------------------------------------

If NO or Don't Know please highlight any issues raised and if you have been unable to obtain information:

No known issues. The Council has received information when it has been requested.

SECTION 2

FOR THE ACADEMIC YEAR WHICH STARTS AFTER THE REPORT IS MADE – 2011-2012:

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:

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.

Children with disabilities:

Children with Special Educational Needs:

- 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 15th February these children have a Final Statement naming the high school from the following September.

Service Children:

Parent Partnership 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 2011

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 2011.

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 2011 for admission in September 2012):

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	X	No	
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If YES please provide a statement to confirm this:

Determined admission arrangements for all maintained schools for the 2012/2013 academic year were ratified by the Local Admission Forum on March 15th 2011.

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 2011.

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		No	X
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If YES is the report attached or has it been sent separately?

Tick as appropriate:

Attached		Separately	
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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		Will see	X
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Free School Meals

Code 4.9 d) (ii) the proportion of children currently on free school meals at

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each school in the area.

NOTE: The data provided by the Local Authority to the DCSF in January 2010 has been “cleaned” and is included in Appendix A.

If the data for 2011 is significantly different from 2010 please state how it differs.

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.

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 DEPARTMENT FOR EDUCATION.

Choice Advice

Please complete with reference to Choice Advice provided to parents applying for a secondary school place for the 2011/2012 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	X	No	
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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).

Choice Advice is situated within the Parent Partnership with separate line management arrangements from the services themselves, in this case the admissions team. Ultimately both services are under the responsibility of the Director of People's Services (see response below)

- b) Are your Choice Adviser(s) in the same line management chain or reporting lines as staff on the admissions team.

Tick as appropriate:

Yes		No	X
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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.

Staff ensure that they network with a wide range of local authority officers for example, Equality and Gypsy Roma Traveller Officer, Social Inclusion Officer etc. The team are active in marketing the service in Early Years Settings, Schools, Locality Teams and through meeting parents at Health Clinics etc. Information on how to access the service is via marketing materials, telephone contact, email and information is provided on the web.

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

Staff member attends on behalf of and contributes to the In Year Fair Access Panel. Staff challenge local authority decisions on behalf of parents/carers where their school preference is not agreed by assisting with paperwork and if necessary attending Appeals.

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

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

Tick as appropriate:

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

Tick as appropriate:

Yes	X	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	X	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	X	No	
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If No, please provide an explanation

SECTION 6

OTHER ISSUES REQUESTED IN ADDITION THIS YEAR BY DEPARTMENT.

6TH Forms

Paragraphs 1.42 to 1.45 of the Code provide guidance on applications for Year 12 and transfer from Year 11.

Do you have any 6th forms within your Authority?

Tick as appropriate:

Yes	X	No	
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If Yes, how Many?

4

Have you considered the admission arrangements for 6th forms in line with recommendations of the Code?

Tick as appropriate:

Yes	X	No	
-----	----------	----	--

Are you going to take any further action with regard to these arrangements?

Tick as appropriate:

Yes		No	X
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If Yes, please specify what action you are taking:

Aptitude

Paragraphs 2.78 to 2.82 provide guidance on partial selection by aptitude.

Do you have any schools which select pupils by aptitude for a subject?

Tick as appropriate:

Yes		No	X
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If 'yes' how many?

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If yes, do you check the tests that these Schools use to ensure that they are compliant with law?

Tick as appropriate:

Yes		No	
-----	--	----	--

URN	LA Number	Estab number	LA-ESTAB Number	sex of school description	School Name	school type	2011 headcount of pupils	fte pupils	Number of pupils (used for FSM calculation)	number of pupils taking free school meals	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 upheld	Number of appeals pending	Admission Arrangements referred / may be referred to the OSA (Y/N)
116645	884	2001	8842001	Mixed	Aimeley Primary School	Community	74	74	74	13.5	10	13.5	10	13.5	0	0	0	0	0
116649	884	2005	8842005	Mixed	Ashperton Primary School	Community	168	168	168	7.1	12	7.1	12	7.1	0	0	0	0	0
116654	884	2011	8842011	Mixed	Bredonbury Primary School	Community	76	76	76	10.5	14	10.5	14	10.5	0	0	0	0	0
116657	884	2014	8842014	Mixed	Brockhampton Primary School	Community	122	122	122	3.3	4	3.3	4	3.3	0	0	0	0	0
116666	884	2024	8842024	Mixed	St Peter's Primary School	Community	212	202	212	12.7	27	12.7	27	12.7	0	0	0	0	0
116667	884	2029	8842029	Mixed	Burghill Community Primary School	Community	90	90	90	5.6	5	5.6	5	5.6	0	0	1	0	0
116668	884	2031	8842031	Mixed	Clifford Primary School	Community	73	73	73	1.4	1	1.4	1	1.4	0	0	0	0	0
116674	884	2046	8842046	Mixed	Ewias Harold Primary School	Community	121	121	121	8.3	10	8.3	10	8.3	0	0	0	0	0
116677	884	2053	8842053	Mixed	Gayway Primary School	Community	47	47	47	0.0	0	0.0	0	0.0	0	0	0	0	0
116679	884	2056	8842056	Mixed	Broadlands Primary School	Community	187	179	187	10.7	23	10.7	23	10.7	0	0	0	0	0
116680	884	2057	8842057	Mixed	Hampton Dene Primary School	Community	238	237	238	4.2	17	4.2	17	4.2	0	0	3	0	0
116683	884	2061	8842061	Mixed	Lord Scudamore Primary School	Foundation	620	599	620	13.2	82	13.2	82	13.2	1	0	0	0	0
116684	884	2063	8842063	Mixed	Marlbrook Primary School	Community	452	432	452	19.9	100	19.9	100	22.1	0	0	12	0	2
116685	884	2067	8842067	Mixed	St Martin's Primary School	Community	354	340	354	22.6	82	22.6	82	23.2	0	0	0	0	0
116686	884	2071	8842071	Mixed	Trinity Primary School	Community	544	544	544	11.6	63	11.6	63	11.6	0	0	0	0	0
116687	884	2077	8842077	Mixed	Holme Lacy Primary School	Community	43	43	43	5	5	11.6	5	11.6	0	0	0	0	0
116689	884	2094	8842094	Mixed	King's Cagle Primary School	Community	29	29	29	0.0	0	0.0	0	0.0	0	0	0	0	0
116700	884	2095	8842095	Mixed	Kingstone and Throxtun Primary School	Community	153	151	153	7.8	12	7.8	12	7.8	0	0	0	0	0
116701	884	2096	8842096	Mixed	Kington Primary School	Community	222	210	222	15.3	34	15.3	34	15.3	0	0	0	0	0
116702	884	2098	8842098	Mixed	Ledbury Primary School	Community	454	437	454	11.2	51	11.2	51	11.2	0	0	0	0	0
116703	884	2099	8842099	Mixed	Leominster Infants' School	Community	304	286	304	20.7	72	20.7	72	23.7	0	0	2	0	0
116704	884	2100	8842100	Mixed	Leominster Junior School	Community	302	302	302	19.9	81	19.9	81	26.8	0	0	0	0	0
116705	884	2101	8842101	Mixed	Longtown Community Primary School	Community	47	47	47	4	4	8.5	4	8.5	0	0	0	0	0
116706	884	2102	8842102	Mixed	Lugwardine Primary School	Community	171	171	171	6	6	3.5	6	3.5	0	0	0	0	0
116707	884	2103	8842103	Mixed	Luston Primary School	Community	96	96	96	16.7	17	16.7	17	17.7	0	0	0	0	0
116708	884	2104	8842104	Mixed	Madley Primary School	Community	195	195	195	11.3	22	11.3	22	11.3	0	0	0	0	0
116709	884	2115	8842115	Mixed	Marden Primary School	Community	84	84	84	0.0	0	0.0	0	0.0	0	0	0	0	0
116714	884	2116	8842116	Mixed	Michaelchurch Escley Primary School	Community	56	56	56	5	5	8.9	5	8.9	0	0	0	0	0
116718	884	2122	8842122	Mixed	Peterchurch Primary School	Community	76	76	76	7.9	6	7.9	6	7.9	0	0	0	0	0
116731	884	2138	8842138	Mixed	Asfield Park Primary School	Community	334	313	334	9.3	32	9.3	32	9.6	0	0	0	0	0
116734	884	2146	8842146	Mixed	Shobdon Primary School	Community	50	50	50	7	8	14.0	8	16.0	0	0	0	0	0
116736	884	2148	8842148	Mixed	Stoke Prior Primary School	Community	81	81	81	6.2	6	6.2	6	7.4	0	0	0	0	0
116740	884	2152	8842152	Mixed	St Weonard's Primary School	Community	43	43	43	9.3	4	9.3	4	9.3	0	0	0	0	0
116742	884	2154	8842154	Mixed	Sutton Primary School	Community	80	80	80	7.5	6	7.5	6	7.5	0	0	0	0	0
116743	884	2155	8842155	Mixed	Walford Primary School	Community	185	185	185	7	3.8	7	3.8	7.6	0	0	0	0	0
116745	884	2157	8842157	Mixed	Wellington Primary School	Community	103	103	103	12.6	13	12.6	13	12.6	0	0	0	0	0
116746	884	2158	8842158	Mixed	Weobley Primary School	Community	155	147	155	31.0	48	31.0	48	31.0	0	0	0	0	0
116747	884	2159	8842159	Mixed	Wigmore Primary School	Academies	148	148	149	11.4	17	11.4	17	11.4	0	0	0	0	0
116748	884	2160	8842160	Mixed	Withington Primary School	Community	78	71	78	9.0	10	9.0	10	12.8	0	0	0	0	0
116785	884	3006	8843006	Mixed	Bosbury CoFE Primary School	Voluntary controlle	130	130	131	8.4	11	8.4	11	8.4	1	1	0	0	0
116788	884	3010	8843010	Mixed	Burley Gate CoFE Primary School	Voluntary controlle	85	85	85	8	8	9.4	11	12.9	0	0	0	0	0
116790	884	3015	8843015	Mixed	Canon Pyon CoFE Primary School	Voluntary controlle	64	64	64	6.4	6	6.4	6	6.4	0	0	0	0	0
116795	884	3021	8843021	Mixed	Clehorner CoFE Primary School	Voluntary controlle	117	117	117	1.7	2	1.7	7	6.0	0	0	0	0	0
116797	884	3023	8843023	Mixed	Cowall CoFE Primary School	Voluntary controlle	179	179	179	3	3	1.7	3	1.7	0	0	0	0	0
116799	884	3026	8843026	Mixed	St Mary's CoFE Primary School	Voluntary controlle	177	177	177	13.6	24	13.6	24	13.6	1	0	0	0	0
116803	884	3030	8843030	Mixed	Dilwyn CoFE Primary School	Voluntary controlle	29	29	29	0.0	0	0.0	0	0.0	0	0	0	0	0
116804	884	3035	8843035	Mixed	Eardisley CoFE Primary School	Voluntary controlle	65	65	65	6.2	5	6.2	5	7.7	0	0	0	0	0
116805	884	3037	8843037	Mixed	Easthor Parochial Primary School	Voluntary controlle	74	74	74	2	2	2.7	2	2.7	0	0	0	0	0
116813	884	3046	8843046	Mixed	Goodrich CoFE Primary School	Voluntary controlle	124	124	124	3	3	2.4	3	2.4	0	0	2	0	0
116814	884	3047	8843047	Mixed	Gorsley Goffs Primary School	Voluntary controlle	175	175	175	7	7	4.0	7	4.0	0	0	0	0	0
116820	884	3055	8843055	Mixed	Holmer CoFE Primary School	Voluntary controlle	301	301	301	7.6	23	7.6	23	7.6	0	0	1	0	0
116828	884	3071	8843071	Mixed	Little Dewchurch CoFE Primary School	Voluntary controlle	43	43	43	0.0	0	0.0	0	0.0	0	0	0	0	0
116832	884	3078	8843078	Mixed	Mendford CoFE Primary School	Foundation	133	133	133	3.8	5	3.8	5	3.8	0	0	0	0	0
116833	884	3079	8843079	Mixed	Much Birch CoFE Primary School	Voluntary controlle	188	188	188	6	6	3.2	6	3.2	0	0	3	0	0
116836	884	3083	8843083	Mixed	Orleton CoFE Primary School	Voluntary controlle	188	188	188	4.3	11	4.3	11	5.9	0	0	0	0	0
116849	884	3102	8843102	Mixed	Stretton Sugwas CoFE Primary School	Voluntary controlle	103	103	103	0.0	0	0.0	0	0.0	0	0	0	0	0
116855	884	3109	8843109	Mixed	Whitbourne CoFE Primary School	Voluntary controlle	39	39	39	7.7	3	7.7	3	7.7	0	0	0	0	0
116866	884	3304	8843304	Mixed	St Michael's CoFE Primary School	Voluntary aided	100	100	100	9.0	9	9.0	9	9.0	0	0	0	0	0
116867	884	3305	8843305	Mixed	Brampton Abbots CoFE Primary School	Voluntary aided	106	106	106	20.8	25	20.8	25	23.6	0	0	0	0	0
116869	884	3307	8843307	Mixed	Bridstow CoFE Primary School	Voluntary aided	83	83	84	4.8	4	4.8	4	4.8	0	0	0	0	0

