



HEREFORDSHIRE COUNCIL – CHILDREN & YOUNG PEOPLE’S DIRECTORATE

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

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

All applications should be returned to the Pupil Admissions Office, Children & Young People’s Directorate, Herefordshire Council, Blackfriars PO Box 185, Blackfriars Street, Hereford HR4 9ZR by 16<sup>th</sup> January 2009.

**PART A - ABOUT YOUR CHILD**

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

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

Child’s Home Address.....

.....Post Code..... Telephone No.....

Is your child(or has your child ever been) in care/ looked after by Herefordshire Council or any other local authority? Yes / No (please delete)

If yes, what is / was the name of the Social worker and the authority .....

.....

**PART B – YOUR CHOSEN SCHOOL (S)**

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

If you are applying for a place at a **Voluntary Aided School**, it may be necessary for you to complete one of the schools own application forms, **in addition** to the PA1 (**please check with the school**).This should then be attached to the PA1and returned to the address stated above.

If your child lives in the catchment area / attending a nursery attached to the school or you have another child in the school of your choice **you must still** fill in this application form. It is advisable to include your provided school as one of your 2 preferences as you would have low priority for that school if your first 2 preferences are for other schools and these cannot be met.

If you wish to apply to a school within another authority, you should still complete this PA1 form. We will then pass the information onto the relevant authority, and they will inform us if they can offer a place. We will inform you on the official offer date **24<sup>th</sup> March 2009**.

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

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

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

**SIBLINGS**

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

Name of Pupil(s) .....

School currently attending (if any) .....

=====  
If you are not applying for a place on social, medical or compassionate grounds or for a Voluntary Aided School, please go straight to Part E – the declaration.  
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**PART C – APPLYING FOR A PLACE ON SOCIAL, MEDICAL OR COMPASSIONATE GROUNDS**

Complete this section **ONLY** if you are applying for a place **on medical, social or compassionate grounds**.

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

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

A request for a placement on medical, social or compassionate grounds **will not be considered** unless you attach supporting information, preferably from an independent source – see Section 6.1 of Information for Parents Booklet).

Please give details of information you have attached

..... No. of pages attached .....

Please indicate to which primary school(s) this supporting information relates to .....

**PART D –APPLICATIONS TO VOLUNTARY AIDED SCHOOLS**

Complete this section **ONLY** if you are applying for a Church place at a Voluntary Aided school. You will also need to contact the school direct (please see Appendix 4 of “Information for Parents” booklet for contact details) to ask what additional information **(if any)** they require about your Christian commitment. It may even be necessary to complete one of their, own application forms **in addition** to this PA1 form.

Are you applying for a place at a Voluntary Aided School? YES/NO (please delete as appropriate)

If Yes, please state the name of the school.....  
(this must be one of the schools stated overleaf)

Please give details of any additional forms/supporting evidence you have attached .....

..... No. of pages attached .....

Please indicate to which primary school(s) this supporting information relates to .....

**PART E – THE DECLARATION**

I confirm that the information given in this form is correct and that I have received the **Information for Parents Booklet** and have read the conditions stated on the Important Notes page enclosed with this form. I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of a fraudulent or misleading application.

Signed: Parent/Guardian..... Title: Mr/Mrs/Miss/Ms Date.....  
(please delete as appropriate)

Please print your full name .....

## **IMPORTANT NOTES** (To be read in conjunction with the “Information for Parents” booklet)

### **NOTE 1 – ADMISSION OF PUPILS TO INFANT AND PRIMARY SCHOOLS**

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

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

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

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

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

The Autumn Term begins after the summer holidays, the Spring Term after the Christmas and New Year holidays and the Summer Term after the Easter holidays. Places are allocated according to the Council’s or Governors (Voluntary Aided – see note below) admissions priorities and initially on the basis of applications received by 16<sup>th</sup> January 2009 for admissions in the school year 2009/2010

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

### **NOTE 2 - APPLICATIONS TO AIDED SCHOOLS**

It is the Governing Body of a **Voluntary Aided** school that makes decisions on admissions, not the Herefordshire Council, though all notifications are made by the Council’s Admissions Office. Appendix 5 of the Information for Parents Booklet 2009//2010 refers to the over- subscription policy of each Voluntary Aided School. It is possible that some Voluntary Aided schools will require additional information. Please refer to the individual school’s prospectus for further details relating to admission arrangements.

### **NOTE 3 – OFFER DATE**

Based on applications received on or before 16<sup>th</sup> January 2009, the Council will offer places, including those for Voluntary Aided, **on 24<sup>th</sup> March 2009**.

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

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

### **NOTE 5 – THE PROVIDED SCHOOL**

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

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

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

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