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## CONTACT DETAILS FOR NEIGHBOURING AUTHORITIES

### **Gloucestershire LA**

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

### **Shrophire LA**

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

### **Worcestershire LA**

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

### **Powys LA**

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

### **Monmouthshire LA**

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

## **EDUCATING YOUR CHILD**

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

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

This booklet contains all the information parents need to understand the arrangements for the transfer of children to Herefordshire High schools. It explains the rules and procedures the Council has to follow to ensure that the system works as fairly as possible. The rules and procedures have been agreed by the Local Admissions Forum through which the Council, Diocesan Education Authorities, Church schools and community schools work closely together to produce the best possible arrangements for parents. The rules and procedures are particularly important when more parents apply for a particular school than there are places available.

In the booklet, you will find details about -

- How the County's admission arrangements work, the admissions timetable for the 2010/2011 school year and the options that are open to you.
- Details of all maintained schools in the County, including the number of children that can be admitted to each high school in the 2010/2011 school year.
- Information about the Church of England and Roman Catholic aided schools and what you have to do to apply if you would like your child to attend one.
- Information about special education
- Information about school and college transport
- Other issues to do with schools – school uniform requirements and how parents can discuss concerns with individual schools

Staff in the Children & Young People's Services Directorate do all that they can to offer a friendly and efficient service to parents. Short leaflets are also provided to highlight the most important points parents need to bear in mind when they apply for a place in a primary or secondary school. Please get in touch with us if you need any help or advice, using the contact points shown inside the front cover of this booklet.

**SHARON MENGHINI**  
**DIRECTOR OF CHILDREN & YOUNG PEOPLE'S SERVICES**      September 2009

## **Open Days / Evenings 2009 For Phase Transfers 2010/2011**

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

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

## Herefordshire Choice Advisor Service

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

### The aim being to:

- ❖ Make the process clearer
- ❖ Listen carefully to parents/carers and provide free, confidential and impartial advice
- ❖ Discuss all options available so that informed choices can be made
- ❖ Provide help and advice when filling in application forms and making appeals

For further information please contact:

### **Carol Weston - Choice Advisor**

Telephone :01432 260999

### **External Advisory Service**

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

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

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

## 1: HIGH SCHOOLS IN HEREFORDSHIRE

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

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

- **HIGH SCHOOLS (age ranges 11-16 or 11-18)**  
10 high schools are community schools, 2 voluntary aided (1 Church of England, 1 Roman Catholic). 1 Academy, and 1 Foundation. The high schools in Kington, Ledbury, Leominster and Ross have their own Sixth Forms. At the other 10 high schools, the pupils generally move at 16+ to a Sixth Form College or to one of the further education colleges.
- **SPECIAL SCHOOLS**  
There are 3 special schools for children with Statements of special education needs (SEN). Admissions are arranged in consultation with the parents.

### *Extended Schools*

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

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

## 2: GENERAL ADMISSIONS ARRANGEMENTS FOR HIGH SCHOOLS

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

### ADMISSION ARRANGEMENTS TO SCHOOLS

- **Catchment Areas**  
Each community and voluntary controlled school serves a defined catchment area. That is also the case for most voluntary aided schools, although they also have a commitment to children whose parents are applying for a place on grounds of their religion or denomination. Details can be found in the school's prospectus. Children whose parents apply on time are given priority for a place at the school serving their ordinary place of residence unless their parents ask for a place at a school in another area. The procedure for expressing a preference is given in chapter 3. **All parents must express a preference.** Catchment areas are kept under review and may be changed from time to time. Changes are made only after careful review and consultation with parents, schools and local communities.
- **Ordinary Place of Residence**  
A child's ordinary place of residence is the address at which the child normally lives. **There are some rules, which apply when a child moves to a different address.** Those rules may affect a child's entitlement for school admission. Please contact the Pupil Admissions Office if you have any queries about changes of address.
- **Change of Home Address**  
If you move house, your child may remain at the school at which they are registered, should you so wish, but you may not be eligible for free transport if the move is to a property outside the catchment area.
- **Published Admission Number (PAN)**  
Each school has an admissions number, which is the number of pupils that the school can admit each year. **Published admission numbers** for each school are shown in Appendix 3. The PAN will be taken into account by the Council and the Governing Body of a voluntary aided school, academy and foundation school when considering applications from parents. Some applications will be turned down if the total number of applications is greater than the published admission number. In such circumstances, parents have a right of appeal.
- **Definition Of 'Sibling'**  
Paragraph 4.1 on page 12 sets out the Council's oversubscription policy and category 4 defines the brother/sister qualification. To qualify under this category a sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address. However the Council will consider applications for partners and foster children under category 4 of the oversubscription policy if there are special circumstances to maintain the importance of daily family life.

- ***Additional/supplementary forms***

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



### 3: TRANSFERS TO HIGH SCHOOLS

Children are normally admitted to secondary school at the beginning of the school year following their 11th birthday. In very exceptional cases, early or late admission is possible, where it is agreed between the school, the parents and the Council that this would be in the best interests of the child. However, it is rarely advisable for a child to transfer early to high school. When making its decision the Council would have regard to the child's physical, mental and psychological well being before agreeing to the request.

#### 3.1 *When And How Should You Apply For A Place In A High School*

During the child's last year in primary school (i.e. Year 6) the following action is taken: Parents will be invited to indicate **3 preferences** on the common application form (SA1). Parents will be able to give reasons for their preferences and will also be asked to name their chosen schools in order of preference.

**Early September** The Pupil Admissions Office sends parents, via the child's current school:

- ❖ Information about the school provided for the child's home address
- ❖ The official application form (SA1)

6<sup>th</sup> November 2009 Closing date for parents to return the application form via the child's school, if not at a school then directly to the Pupil Admissions Office. Applications are needed from all parents, including those parents who want their catchment school or The Bishop of Hereford's Bluecoat, St Mary's R C High, Wigmore High and The Hereford Academy schools. This form will also be used by parents living in Herefordshire seeking a school in another Council area. Herefordshire has an agreement that the Herefordshire closing date of 6<sup>th</sup> November 2009 will also be acceptable in Gloucestershire, Monmouthshire, Powys, Shropshire and Worcestershire even if their closing dates are different.

1st March 2010 This is the "national offer day" for secondary schools. All parents who complete a secondary application form will be told of the allocated high school for their child on this day.

**Late Applications** Late applications received after the 6<sup>th</sup> November 2009 and the national offer date will be included **only if** the reason for the delay was genuine and acceptable. Late applications, including applications received after 1st March 2010, will be considered only after the initial offers to parents who applied in time have been decided.

#### 3.2 *How Many Pupils May Be Admitted To Each High School?*

The Council has a duty to ensure that schools are not overcrowded. The number of pupils that may be admitted to a school is known as the **Published Admission Number (PAN)**. Details for each school are given in Appendix 3 of this booklet. The admission number is critical to the admissions process, as the relevant admission authority has to offer places to all applicants within the admission number. An applicant for a place cannot be refused if the admission number has not been reached. The Department for Children, Schools and Families, have indicated in their Code of Practice that these numbers should not be exceeded unless the circumstances are exceptional and only then after the matter has been considered by the Local Admission Forum.

### **3.3 How Do Parents Apply For A Secondary School?**

Having read all the information available from the Council and from individual schools, and, if possible, having visited schools by attending open evening or by making other arrangements with the headteachers, parents should indicate **three preferences in priority order** on the SA1 application form.

However, you need to consider carefully **how your child will travel to school** as you will not normally be eligible for transport assistance if your child is offered a place at a high school which is not your catchment school for your home address (See Chapter 5 for details of the Council's School Transport policy).

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

Applying for a place at a school can be a very stressful time. The LA has now appointed a Choice Adviser to give parents / carer's advice, support, help and information relating to the transfer from primary to secondary school. If you would like help / advice please contact Carol Weston – Choice Advisor on 01432 260999

#### **On Line Admissions**

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

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

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

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

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

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

Information for parents who have applied on line detailing the offer of a place for their child on the national offer date of 2<sup>nd</sup> March 2010 will be made electronically on that day or closest date if falls on a weekend, and therefore parents will not have to wait for the post to arrive to find out.

### **3.5 Can we apply for a place at a Church School**

Yes. There are 2 Church Schools in Herefordshire: Bishop of Hereford's Bluecoat School, which is Anglican, and St. Mary's R.C. High School, Lugwardine, which is Roman Catholic. You can include one or both of these schools **within** the 3 preferences you are able to express on the SA1 form. You will be required to provide additional information if your request is based on denominational reasons. If applying for a church place at Bishop of Hereford Bluecoat School you will need to contact your local priest or minister. For a non catholic or catholic form, you will need to contact the St Mary's RC High school directly. This form must be returned together with the SA1 by 6<sup>th</sup> November 2009 via your child's present school.

### **3.6 What Are The Possible Difficulties If Your 3 Preferences Do Not Include The School Provided For Your Child's Home Address?**

As previously stated, parents will be able to express 3 preferences for the September 2009 transfer. Parents are asked to consider naming their catchment school as one of their 3 preferences. If they do not and they are unsuccessful with their other preferences it may be that there are no places left at their catchment school after offers are made. The child may then have to attend another school altogether which may involve the parents having to meet the cost of transport. For these reasons, it is advisable for parents to include the catchment area school as one of the 3 preferences.

### **3.7 Who Will Make And Announce The Decision, In Response To My 3 Preferences?**

Herefordshire Council will make the decision on school places in the 11 community high schools based on the criteria defined in paragraph 4.1. In the case of the Bishop of Hereford's Bluecoat, St. Mary's R.C. Wigmore High School and The Hereford Academy, the Governing Body will make the decision based on the application forms (SA1) and additional supporting information that the Council received by 6<sup>th</sup> November 2009. Once the Governing Body have made their decision the Council will be given the school allocation list and it will be the Council **NOT** the Governing Body that will announce the offer to parents on 1<sup>st</sup> March 2010.

A parent living in Herefordshire, but wanting a place in another Council area, should nevertheless state their preferred out-county school(s) on the standard application form (SA1). The Herefordshire Pupil Admissions Office will notify the other Council(s) of the preference after the 6<sup>th</sup> November 2009, even if the closing dates are different. Although Herefordshire LA implemented the co-ordinated scheme from September 2004, this is not the case with all Local Authorities. Monmouthshire and Powys have decided to delay the co-ordinated scheme, which means that parents could receive an offer or refusal of a place before 1<sup>st</sup> March 2010. However, this will not be the position in Shropshire, Gloucestershire and Worcestershire, where a parent seeking a school place in that Council area would receive an offer or refusal from Herefordshire Council on 1<sup>st</sup> March 2010.

### **3.8 What Is the Co-ordinated Admissions Scheme?**

The 1998 Schools Standards and Framework Act, as amended by the Education Act 2002, requires every LA to draw up a scheme (or schemes) covering every maintained school (but not special schools) in its area. Regulations also require Local Authorities to exchange specified information on applications with their neighbours. The Herefordshire Scheme is set out at Appendix 3 of this Booklet.

Parents must be invited to express at least 3 preferences, which may be for schools within or beyond their home LA's area, on a 'common application form' which the LA should provide and make available to all parents resident in its area. This may be complemented by a form on the LA's website for online applications. The Herefordshire Website address is [www.cs.herefordshire.gov.uk](http://www.cs.herefordshire.gov.uk) The common application form can be supplemented (but not replaced) by additional forms where particular schools in the area might need extra information, e.g. to assess denominational commitment. The LA must ensure that the

form enables parents to:

- ❖ express their preferences, i.e. name the schools they are applying to;
- ❖ give the reasons for applying for their preferred schools; and
- ❖ rank those preferences – parents must be allowed the opportunity to rank their preferences, even if other admission authorities in the area do not use a ranking system as part of their individual admission arrangements.

### ***3.9 If My Preferred School Is Independent Should I Include It On The Application Form?***

No, you should make direct application to the headteacher of the Independent school not Herefordshire Council. However, we would recommend that you still indicate three preferences for maintained schools on the application form just in case you decide not to go forward with your application or do not accept an offer of a place at an independent school. If you gain a place at an Independent school, you will be responsible for your own transport costs together with any fees associated with your child's attendance at that school. If you are offered, but turn down, a place at an independent school, the LA accepts no responsibility for any financial loss incurred.

### ***3.10 If My Preferred School Is In Another LA, Should I Include It On The Application Form?***

Yes, the co-ordinated admission scheme allows parents to express a preference for any maintained school including those administered by another Council. If you wish your child to be considered for a school in Gloucestershire, Monmouthshire, Shropshire, Powys or Worcestershire, please include the name of the school and its ranked position on the application form SA1.

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

Any applications for the admission of pupils who live outside the county are always considered on an equal basis. In the case of secondary transfer for children at age 11, parents should apply to their home Local Authority who will send the details to Herefordshire after the closing date for that Council area. If the preferred school in Herefordshire is oversubscribed, such applications will be determined in accordance with the priorities listed in paragraph 4.1. In the case of Shropshire, Gloucestershire and Worcestershire residents, those Councils will make offers for a Herefordshire high school to their residents on 1<sup>st</sup> March 2010.

## 4: ALLOCATIONS OF PLACES IN HIGH SCHOOLS

Although the School Standards and Framework Act 1998 gives parents the right to express preferences for their child to be admitted to any school maintained from public funds, there are 3 reasons why one or more of their 3 preferences might have to be refused:

- i) the school(s) might be oversubscribed;
- ii) the child does not meet the requirements of the admissions policy or subsequently fails to do so;
- iii) information provided by the parents (including information about addresses) is found to be fraudulent or intentionally misleading (such information may also be grounds for withdrawal of any place that has been allocated, even after the child has started at the school).

### 4.1 *What happens if the school is oversubscribed?*

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

- 1) Pupils in the **looked after** system and children who are adopted where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs (see footnote 1)
- 2) Pupils whose ordinary place of residence is **within the catchment** area of the school as defined by the LA and have a **sibling in school** at the time of entry. (see footnote 2)
- 3) Pupils whose ordinary place of residence is **within the catchment** area of the school as defined by the LA (see footnote 2)
- 4) Pupils whose ordinary place of residence is **outside the catchment** area of the school as defined by the LA and **who have a sibling** at the school (see footnote 3)
- 5) Pupils with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school is necessary for the well being of their child. Parents are required to produce a medical certificate, or other appropriate information preferably from an independent source. The critical test applied is whether the school that is sought is the only one, which can meet the individual pupil's needs. The Director of Children's Services or her advisory panel will not consider applications on such grounds unless this supporting information is attached to your application form when you apply (see Footnote 4)
- 6) Pupils whose ordinary place of residence is **outside the catchment** area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA ( see paragraph 7.1 for how walking distance is measured) (see footnote 5)

**Footnote 1:** This is the 1<sup>st</sup> priority because the Council wishes to protect children in public care from further disadvantage that can arise from possible changes of school when the care placement changes.

**Footnote 2:** This is the 2<sup>nd</sup> priority because the Council gives high importance to trying to ensure that children are able to attend the school within their local community.

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

**Footnote 4:** This is the 5<sup>th</sup> priority to be sensitive to exceptional needs that individual children and families may have. If you successful with this you will only go to the top of the criteria that you come under.

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

Where, at any school community school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after SEN and children in the 'looked after' system it will be catchment area children 3rd, brothers and sisters 4th, special reasons 5th, then according to distance, each assessed as indicated above.

If the admission of the top 3 categories can be satisfied, but there are insufficient places for all out-area brothers and sisters, priorities will be decided first by reference to special reasons, then according to distance (as defined under paragraph 5.1.).

Following the allocation of the top 2 categories, there may be an occasion when it is not possible to offer places for all children living in the catchment area. In that situation, the places will be allocated in the sequence of the criteria listed above, i.e. first to children with brothers and sisters who would still be at the school in September 2010, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

## **HIGH SCHOOL ALLOCATIONS**

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

**STAGE 1** All the applications received by the closing date of 6<sup>th</sup> November 2009 from parents will be analysed together, along with any late applications for which there are good reasons. The applications for the 10 community high schools will be considered against the 6 priorities explained in paragraph 6.1. The Governors of the Bishop of Hereford Bluecoat and St Mary's R.C. High Schools The Hereford Academy and Wigmore High Schools will make their decisions based on the published admission criteria defined in Appendix 4. At this stage, all 3 preferences are treated as a 1<sup>st</sup> preference, i.e. the priority order shown by parents will not count at this point.

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

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



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

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

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

**1st March 2010**

All offers will be announced by Herefordshire Council, including Herefordshire voluntary aided schools. **Please note that only one school will be offered on the 1st March 2010, which will be the highest ranked with spaces available that you have defined on your application form.**

#### **4.4 *Is There A Waiting List For High Schools That Have Too Many Applicants?***

The position of waiting lists for high school is complex because of the co-ordinating scheme, which will allow parents to express 3 preferences by 6<sup>th</sup> November 2009.

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

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

The waiting list will be kept open until the end of the Autumn term of the 2010/2011 school year. It is possible that vacancies may occur and places offered at this late stage but the lists will be closed down after this initial checking. If your child has still not received a place at one of your preferred schools, the Local Authority would expect that your child should be enrolled at the school offered by the Council, an independent school, or be educated otherwise.

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

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

If parents submit 3 preferences by 6<sup>th</sup> November 2009 and include their local catchment school, it is highly likely that an offer for one of the preferences will be made on 1<sup>st</sup> March 2010. However, if the 1<sup>st</sup> or 2<sup>nd</sup> parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made for a named school, should be submitted in writing, using the form sent to all unsuccessful applicants, to the Children & Young People's Directorate **within three**

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

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

As previously stated, offers of all places for high schools, including voluntary aided schools will be made by the Council on 1<sup>st</sup> March 2010. However, separate appeals procedures and arrangements exist to consider decisions by voluntary aided schools. The arrangements are published by the governors of the relevant schools and should be obtained from them direct.

### ***Academy Schools and Foundation Schools***

As previously stated, offers of all places for high schools, including academy schools will be made by the Council on 1<sup>st</sup> March 2010. However, separate appeals procedures and arrangements exist to consider decisions by academy schools. The arrangements are published by the governors of the relevant schools and should be obtained from them direct.

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

### ***4.6 Can a child transfer to another school at any age other than the normal transfer age?***

If parents wish to transfer their child to the same age group in another school, parents should discuss the transfer with the Headteacher of the pupil's present school in the first instance. If it is then decided to make a formal request for transfer, parents should complete an in year transfer form for a secondary school from the Pupil Admissions Office. Parents should be aware that any information provided on the application form will be crosschecked and any fraudulent or misleading statement will result in the school place being refused.

The Council's policy in such circumstances is essentially the same as for admissions to schools at the normal age and time of transfer (i.e. as in paragraph 6.1 above). However, when determining the number of places available in the relevant age group, the Council will refer to the Published Admission Number (PAN) that was in operation when that year group was at the normal transfer age, in order to judge whether or not admission would prejudice the provision of efficient education or the efficient use of resources. Parents should note that interviews are not part of the admissions process, except in the case of Church place applications to a voluntary aided school, where the sole purpose of any interview would be to establish the denominational qualification of the parents. In no other circumstances

should interviews be held before a place has been allocated, though it is sensible for parents to visit the school before deciding whether or not to apply. Headteachers of Community Schools are unable to offer places.

If a place is not available at the requested school then parents are entitled to appeal against the decision not to offer a place. However parents are limited to one appeal per school per academic year.



#### **4.7 Can a child be allocated a school place following permanent exclusion?**

If a child has been excluded from two separate schools it is unlikely that another primary or secondary school will be provided. The Council will arrange alternative provision through the Medical and Behavioural Support Service.

However, where possible the authority will try to place a pupil at a suitable alternative school at a reasonable distance from the home address. Currently, the Council has a rota system working with the high schools in order to ensure a fair distribution of pupils. In certain cases, the Council may direct the Governors to accept a pupil even though this may take the year group above the agreed PAN.

#### ***Pupil Referral Units***

These centres cater for students whose needs cannot be met in mainstream schools. They are not accessed through parental preference but through the professional judgement, based on published criteria, of managers and officers in the Children and Young People's Directorate.

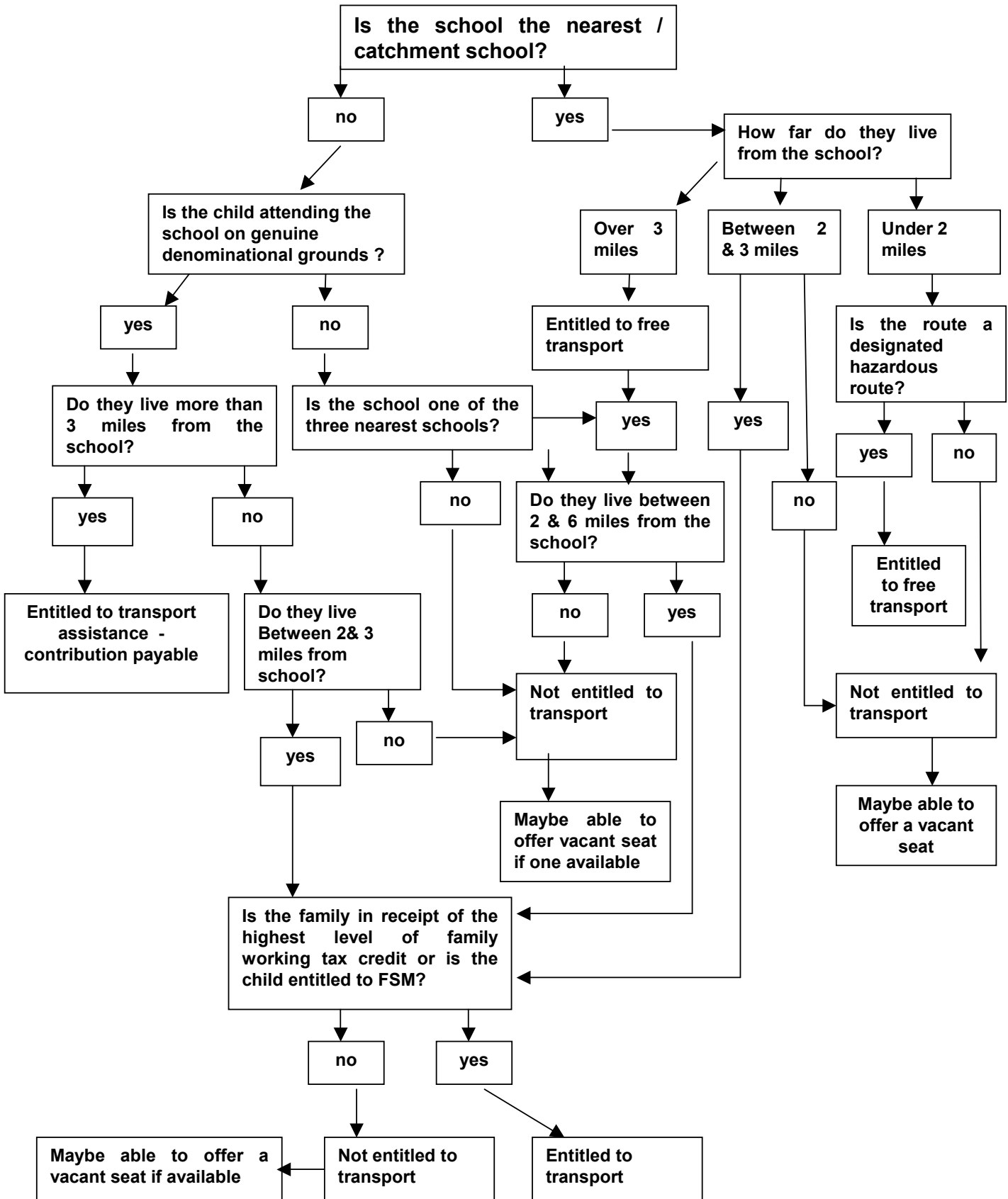
❖ St David's Centre Hereford	(KS4 14-16)	01432 274485
❖ The Aconbury Centre Hereford	(KS3 11-14)	01432 341096
❖ The Priory Centre Leominster	(KS4 14-16)	01568 610733

## **High School Transport**

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

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

## Do you qualify for Transport? High School



**What is the statutory walking distance?**

For High school age pupils, walking distance is defined in law as up to 3 miles. It is always assumed that a child will be accompanied as necessary. The distance is measured by the shortest available walking route along a road or made up footpath, as measured from the nearest pedestrian access to the school site to the nearest entrance to the external boundary of the pupil's home address.

**How is the distance measured?**

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

**How far will I need to walk to the nearest boarding point?**

In general, children, accompanied by their parents where appropriate, may be required to walk up to one mile to or from a designated boarding or alighting point. (In the case of denominational transport the distance to the boarding could be further than one mile). However, in certain circumstances the cost of redesignating a new boarding point may not be economic or cost effective and therefore parents may be expected to take their child up to the limit of the statutory walking distances.

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

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

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

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

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

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

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

From September 2008, children who are between the ages of 11 and 16 and attending High School from low income families (those families whose children are entitled to free school meals, or who are in receipt of the maximum level of Working Tax Credit) are eligible for free transport to one of their three nearest qualifying schools where they live

more than two miles, but not more than six miles from that school. If you would qualify for this assistance we will write to tell you once we have assessed your application for transport (See How do I apply for transport)

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

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

Herefordshire Council will provide assistance with transport where a child attends, on **denominational grounds (either at the time of their original admission or at some subsequent point in time)**, the nearest appropriate or designated voluntary aided church school, **and** it is beyond statutory walking distance from the home address.

Parents are asked to pay a contribution towards the cost of providing such transport subject to the following criteria:

1. Parents to pay contributions towards the cost of transport for the first two children attending any denominational school from any one family (at the same address) with any subsequent children having a denominational place entitled to free transport, so long as those other children remain in receipt of transport under this scheme.
2. Free transport for those children entitled to free school meals (Entitlement can be checked by contacting the Free School Meals team on 01432 260921), families in receipt of free prescriptions (on income related criteria) or in receipt of full housing or Council Tax benefit.
3. A contribution of 50% of the set contribution rate per term for those not entitled under 2 above but whose parent(s) are entitled to Housing or Council tax benefit.

A child is deemed to attend a local Church School on denominational grounds where the denomination of the parents is the same as the denomination of the school and the child is offered a denominational place.

As in the case of transport to community schools, statutory walking distance is up to 3 miles for high school children.

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

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

**Roman Catholic**

St Mary's R.C. High School Lugwardine

**Church of England**

The Bishop of Hereford's Bluecoat High School Hereford

**Will transport assistance be given to a school other than one provided for their home address?**

Assistance with transport is normally given only to pupils attending the school(s) provided

for their home address. Parents are responsible for transport when their child attends, by parental preference, an alternative school. However, some exceptions may be made in the following circumstances:

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

### **Is transport available to two different home addresses?**

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

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

For pupils who are not entitled to free transport, Herefordshire Council operate a Vacant Seat Payment Scheme, when spare seats are sold at either the current standard rate for each child (£130 per term in 2009/2010) or at the lesser rate for each child (£45 per term in 2009/2010) who is in receipt of free school meals. There is no guarantee that a seat will be available at the start of the following term, or continued throughout a term. In the event of more applicants than vacant seats being available, the allocation of places will be on the basis of distance to the provided or nearest school: the nearest to the school being awarded the seat first.

It is also important to note that the Council is reviewing all routes now that pupil numbers are falling and there are likely to be an increasing number of situations in which routes will be combined or simplified, and this may mean that vacant seats will reduce in number.

### **If I move home whilst my child is engaged on an examination course will I continue to receive free transport?**

Each year, some Year 10/11 pupils and Year 12/13 students engaged in examination courses move home address into another part of the County (i.e. into the catchment area of a different school). In such situations, which arise from decisions taken by parents, the normal expectation is that parents will take responsibility for getting their son/daughter to the school (including under the vacant seats payment scheme, if available) at which the pupil is enrolled, or make arrangements for the pupil to transfer to another school. Only in exceptional family circumstances, would free transport assistance be offered, on an individual basis. Even in such situations, transport assistance would normally be allowed only where provision could be made within an existing Home to School Transport route, with the parent being responsible for taking the pupil to and from the relevant boarding point.

### **Will transport be provided for medical reasons?**

The Council may provide free transport for medical reasons, if necessary, on the recommendation of the Senior Clinical Medical Officer.

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

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

### **What happens if a pupil is disruptive on the provided transport?**

Parents must appreciate that the authority will not tolerate anti-social behaviour on its home to school transport. The authority has issued various sanctions to deal with these situations, which in the most serious of cases could result in the pupil being banned from all school transport. In these situations the parents will become responsible for transporting the child to school.

### **What types of transport assistance are available?**

The Director of Children Services decides on the most suitable transport arrangements, bearing in mind all relevant factors, including cost.

Depending on individual circumstances, transport is arranged usually by contract bus, service bus or rail, though sometimes other individual arrangements have to be made. Transport is provided at the beginning and end of the normal school day, but is not provided for out of hour's activities.

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

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

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

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

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

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

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

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

## How can I contact the Transport Office?

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

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



## **6: POST 16 TRANSPORT**

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

This Transport Partnership has defined a number of policies, which are listed below, and full details can be found in Appendix 8. In addition the Partnership has defined a standard charge of £125 for all students, there will be no reduced rate for those students in receipt of or eligible for Education Maintenance Allowance.

- ❖ **Policy One** - concerns students living in Herefordshire and attending Post-16 provision within the County (and the provided places at Ludlow);
- ❖ **Policy Two** - deals with students resident out of county who seek a place within the County;
- ❖ **Policy Three** - concerns Herefordshire students seeking Post-16 provision elsewhere or training out of County;
- ❖ **Policy Four** - relates to students who are over 19 years of age on 1 September;
- ❖ **Policy Five** - relates to overseas Post-16 students.

### **6.1 What education opportunities are there after the age of 16?**

There are four high schools with Sixth Forms offering 'A' level study and also, in some cases, vocational qualifications. The schools with Sixth Forms are at Kington, Ledbury, Leominster and Ross-on-Wye. The DfES Access Fund now provides limited grants to assist Sixth Form students with necessary expenditure such as equipment, materials and visits. Students applying for this fund should do so on application forms supplied by the Council through the Sixth Forms. The grants are means tested.

Alternatively, there are Sixth Form Colleges and Colleges of Further Education offering a wide range of 'A' level and vocational study, as shown at the end of this section.

All enquiries for admission to School Sixth Forms or colleges should be made direct to the school or college. The admission policies of school Sixth Forms together with their PANs can be found in Appendix 6.

#### **Entry To Employment (E2E)**

The E2E programme aims to help those young people who are not ready at age 16 to go onto modern apprenticeship programmes, further education or employment and helps them to prepare for entry into employment or learning. E2E develops learners' motivation, confidence and personal effectiveness. They may gain qualifications in basic and/or key skills and acquire vocational knowledge, skills and understanding through sampling a range of work and learning contexts. Ideally, all the young people involved in E2E will work towards some form of qualification. E2E is not time-bound but based on the needs of each individual learner. The minimum allowance is currently £40 per week. In addition, expenses are met in full.

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

## ***Apprenticeships***

Apprenticeships enable young people to combine work and study to gain qualifications, while they are earning. They can choose from a wide range of apprenticeships in Herefordshire covering many different occupations, from business administration to engineering, beauty therapy or health and social care.

All apprenticeships include key basic elements including an opportunity to study to gain nationally recognised qualifications including a National Vocational Qualification (NVQ) at Level 2 or Level 3, a chance to develop key skills such as communication and using new technology and the opportunity to get a technical certificate such as BTEC or City & Guilds Progression Award. Most young apprentices in Herefordshire are employed and paid the rate for the job whilst they are training.

Apprenticeships are offered by a wide range of providers across the county including:

Acorns to Oaks (Care)  
Constant Browning Edmunds (Admin & Retail)  
Hotel and Catering (Hospitality & Catering and Retail)  
Herefordshire College of Technology (Admin, Construction, Hair, Mechanics, Retail)  
Herefordshire Group Training (Admin, Engineering, Manufacturing and Retail)  
Herefordshire Primary Care Trust (Admin, Care and retail)  
Keith St Peter Academy (Hair, Beauty and Retail)  
Pershore College - including Holme Lacy College (Agriculture & Horticulture, Animal Care and Retail)  
PGL (Travel and Hospitality)  
Riverside Training (Admin, Hospitality and Retail)  
Shropshire County Training (Admin, Hair, Hospitality & Catering and Retail)  
The Farriery Group (Equine Studies)  
Touchstone (Admin and Retail)  
VT Plus (Health & Care, Hospitality & Catering, Retail)

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

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

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

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

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

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

**School-based Sixth Forms:**

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

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

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

### **7.1 What must pupils aged 11-14 study?**

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

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

### **7.2 What must pupils aged 14-16 study?**

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

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

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

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

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

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

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

## **7.5 Specialist Schools**

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

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

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

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

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

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

The National Curriculum is organised into Key Stages.

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

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

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

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

**End of Key Stage 3** \* Externally set tests in English, Mathematics and Science

For pupils aged 16 years, GCSE continues to be the main examination although a growing number of pupils will gain accreditation in vocational qualifications such as the new, applied GCSE's, National Vocational Qualifications (NVQs), ASDAN life skills courses and entry level qualifications such as Certificates of Achievement (COAs). From September 2008 new specialised Diplomas in vocational subjects may become available.

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

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

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

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

### **7.10 How can you best help your child?**

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

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

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

### **8.1 Are any charges made for school activities?**

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

#### ***Instrumental Music Tuition***

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

#### ***Residential Activities***

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

#### ***Swimming***

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

#### ***Examinations***

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

#### ***Meals***

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



## **8.2 Are there any allowances available?**

The only allowance available is for essential clothing.

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

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

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

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

In the most recent financial year, the essential clothing allowance was available only for a limited range of items such as shoes. Grants are considered only for children as they start school and later when they move on to each stage of schooling. The scheme is subject to revision each January. Applications for assistance should be addressed to The Herefordshire Council, PO Box 185, Hereford HR4 9ZR or 01432 260000

## **9: EDUCATION WELFARE SERVICE AND SCHOOL UNIFORM**

### *Education Welfare Service*

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

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

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

The Home School Liaison Service works alongside the Education Welfare Service providing similar support and advice aimed at targeted primary Schools.

Information about both these services can be obtained from:

Principal Education Welfare Officer,  
P.O. Box 185,  
Blackfriars  
Hereford HR4 9ZR. Tel: 01432 260861

### ***School Uniform and Appearance Codes***

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

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

### ***School Leaving Date***

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

## 10: SPECIAL EDUCATIONAL NEEDS

### 10.1 What are Special Educational needs?

The terms SEN and disability have legal definitions:

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

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

In the majority of cases children will have their needs met in their local mainstream school where school staff, working in co-operation with the Council's support services; Access and Improvement Learning, Behavioural, and Low Incidence Needs Teams, Herefordshire Psychological Service (HPS) and Pre-School area Inclusion co-ordinators will be able to identify, assess and advise schools on how to provide for children with special or additional educational needs. All schools and early years' settings use the Code of Practice on Special Educational needs, to guide their procedures for deciding which children need special help and their arrangements for providing that help.

The Code of Practice recommends that schools should deal with children's needs in stages, matching the level of help to the needs of the child. Most children with special educational needs will have these needs met at 'School Action' and 'School Action Plus'. These stages are school based. For a small minority of children a Statutory Assessment of their special educational needs may be appropriate and might result in the Local Authority issuing a Statement of SEN. In April 2009 the Local Authority delegated additional funding for SEN into schools, as well as continuing to offer a system of Banded Funding. Banded Funding enables schools to make a range of additional arrangements for children with the most significant needs more quickly and simply. Please see Parent Partnership Leaflet 'Funding for Inclusion' for more details.

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

**There are 3 special schools in Herefordshire able to take secondary children:**

- ❖ Barrs Court School for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/ PMLD) Age Range 11-19
- ❖ Westfield School for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/PLMD) Age Range 5 -19
- ❖ The Brookfield School for children & young people with Behavioural, Emotional and Social Difficulties (BESD) Age Range 5 -16

All schools must consider what the SEN Code of Practice says when they draw up their policies for children with special educational needs and must include within the school's policy the name of the teacher who is responsible for children with special needs (often called the special educational needs co-ordinator or SENCO) who will be able to talk to you about your child's special educational needs and keep you fully involved if particular support arrangements are to be provided. If you are not sure whether your child has special needs as defined above you should contact the SENCO. If your child has a statement of special educational needs you will need to start planning the phase transfer in year 5 through the statement review process. Schools are responsible for calling these review meetings and involving parents in them.

If it is not possible to come to an agreement about a child's special needs and or a school placement parents have the right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST). The tribunal is an independent body set up to consider cases where parents and a local Authority have not been able to reach agreement. However the vast majority of cases are resolved through consultation between the parents, Council Officers and in some cases the Parent Partnership. These services are available through contact with:

The Parent Partnership Officer      Telephone 01432 260955

**Accessibility**

The Inclusion statement in the National Curriculum outlines three principles to support the access and inclusion of young people with a range of additional needs:

Schools should.....

1. set suitable learning challenges
2. respond to pupils' diverse learning needs
3. overcome potential barriers to learning and assessment for individuals and groups of pupils.

The LA has an Accessibility Strategy to support the inclusion of young people in their local school by removing barriers to the accessibility of information, the curriculum and physical environment wherever possible.

We are confident that all mainstream schools in Herefordshire are able with the appropriate support and adaptations to the curriculum to meet the Learning needs of the majority of children in their locality.

With regard to physical accessibility the following High Schools are fully accessible to young people with a physical disability.

- ❖ Kingstone High School
- ❖ Whitecross High School
- ❖ Wigmore High School
- ❖ The Bishop of Hereford's Bluecoat School
- ❖ John Masefield High School Ledbury
- ❖ John Kyrle High School Ross

For those parents negotiating a Key Stage 2-3 phase transfer for young people with a statement the following diagram may be helpful

### Year 5 Annual Review

The SENCO for the local High school and a LA casework officer will be invited to describe the provision made by the high school and to discuss any particular transition issues with you and the primary school SENCO. This is an opportunity for you to hear what the provided school has to offer but you may wish to consider other schools that you think may suit your child's needs too and you should explore these options by visiting the schools. (see page 38)



### Autumn Term (Year 6)

Complete and submit the common application form (SA1 which you will receive in early September) You can express up to 3 preferences and should include your catchment school if you wish this to be a considered option. **Admission to a special school is not part of the process described in this booklet and you should not name a special school as one of your 3 preferences.**

The closing date is **November 6 2009** (see page 12)



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

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

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



### 1st March (Year 6)

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

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

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

**See page 41 for more details**

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

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

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

These schools are not accessed through parental preference only but in conjunction with the recommendation of professionals such as Educational Psychologists. A child must have a statement to attend a special school.

### ***Special Schools for children and young people with Severe, Profound and Multiple Learning Difficulties and Disabilities. (SLD/PMLD)***

- ❖ Barrs Court School  
Barrs Court Road  
Hereford HR1 1EQ  
Telephone 01432 265035

Age Range 11-19

#### **Leominster**

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

Age Range 5 -19

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

- ❖ The Brookfield School  
Grandstand Road  
Hereford  
HR4 9NG  
Telephone 01432 265153

Age range 5-16

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

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

- ❖ Secondary Phase Provision for young people with Autism
- ❖ Resource Base for provision of adapted materials, support & advice including Braille tuition for young people with a severe visual impairment

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

### **12.1 What transport assistance is available for pupils attending Special Schools and Centres?**

Special education provision in Herefordshire is explained in Chapter 10.

In the case of pupils with statemented special education needs the Council may when appropriate:

- i) provide free daily transport to the nearest appropriate school/centre if they live more than the normal walking distances defined for primary and secondary pupils, or if walking is too difficult for the child (there may be advantages for a child's development if they are able to make their own way to school, accompanied by a parent if necessary);
- ii) provide transport at the beginning and end of terms and at half terms for pupils attending residential establishments;
- iii) provide other types of transport assistance where necessary in relation to residential schooling, including transport for parents and children for pre-admission assessments (in-County and one out-County) and for subsequent case conferences/reviews - if necessary reasonable overnight accommodation costs will be met by the Council.

Parents often prefer to make their own arrangements to take their children to special schools and centres, rather than use the transport provided by the Council, to enable daily contact with the school staff to be maintained more easily. Where that is agreed to be more appropriate for the child, a mileage allowance would be available to the parents if walking were too difficult for the pupil.

It is important to note, however, that parents have full responsibility for transport arrangements when their child attends, by parental preference, a school other than the one provided for their child's home address, or for their child's type of statemented special need. In a few such cases, it may be possible for parents to pay to use spare seats that are occasionally available on school transport on the terms indicated in paragraph 5.8 above.

In most cases where transport is provided escorts are employed, if necessary, to supervise the children on their journeys to and from school and safety equipment, such as harnesses, is made available on all vehicles if needed.

This provision of transport would not normally be written into the statement of SEN but would usually be reviewed at Annual Review to ensure adequate and appropriate use of resources.

### **12.2 What transport assistance is available for post-16 Students with Special Education Needs?**

In the case of students with special education needs, in the age range 16 years to 19 years on 1st September, free transport is provided to the appropriate school or further education institution, irrespective of the normal statutory walking distances defined for primary or secondary pupils, if walking is too difficult for the student.



Students aged over 19 years and under 25 years old will have transport arranged upon payment of a termly contribution. For 2009-2010 this was set at £165 per term. Students cease to be eligible at 31st August following their 25<sup>th</sup> birthday. Some further education institutions consider that use of public transport is part of independence training for a student with special educational needs.

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

### **12.3 Journeys supported for post 16 students (and parents where appropriate)**

Transport assistance may be given, in appropriate cases:

- (a) to view a college prior to a firm application;
- (b) to and from college each day or (in the case of residential courses) at the beginning and end of terms and at half terms;
- (c) to attend a period of assessment required as part of the application and recruitment process;
- (d) to attend any necessary case conferences and reviews.

The location of some colleges occasionally requires reasonable overnight accommodation costs to be met. Such costs are limited to the student and his/her parents only.

### **12.4 Types of travel assistance for post 16 students:**

- (a) if the Council provides transport through the Post 16 Partnership, students are expected to use it;
- (b) if students are capable of using public transport independently, they are expected to do so - some colleges regard use of public transport as part of their students' training;
- (c) minibuses or taxis are arranged, with escorts when necessary, by the Education Department's Admissions and Transport Section;
- (d) if it is necessary for private transport to be used, a mileage rate is paid.

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

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

### Step 1

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

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

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

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

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

### Step 2

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

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

### Step 3

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

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

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

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

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

**Exclusions from Schools**

Manager of Pupil, School and Parent Support 01432 260816

**Pupil Admissions to Schools**

Admissions and Transport Manager 01432 260927

**School Transport**

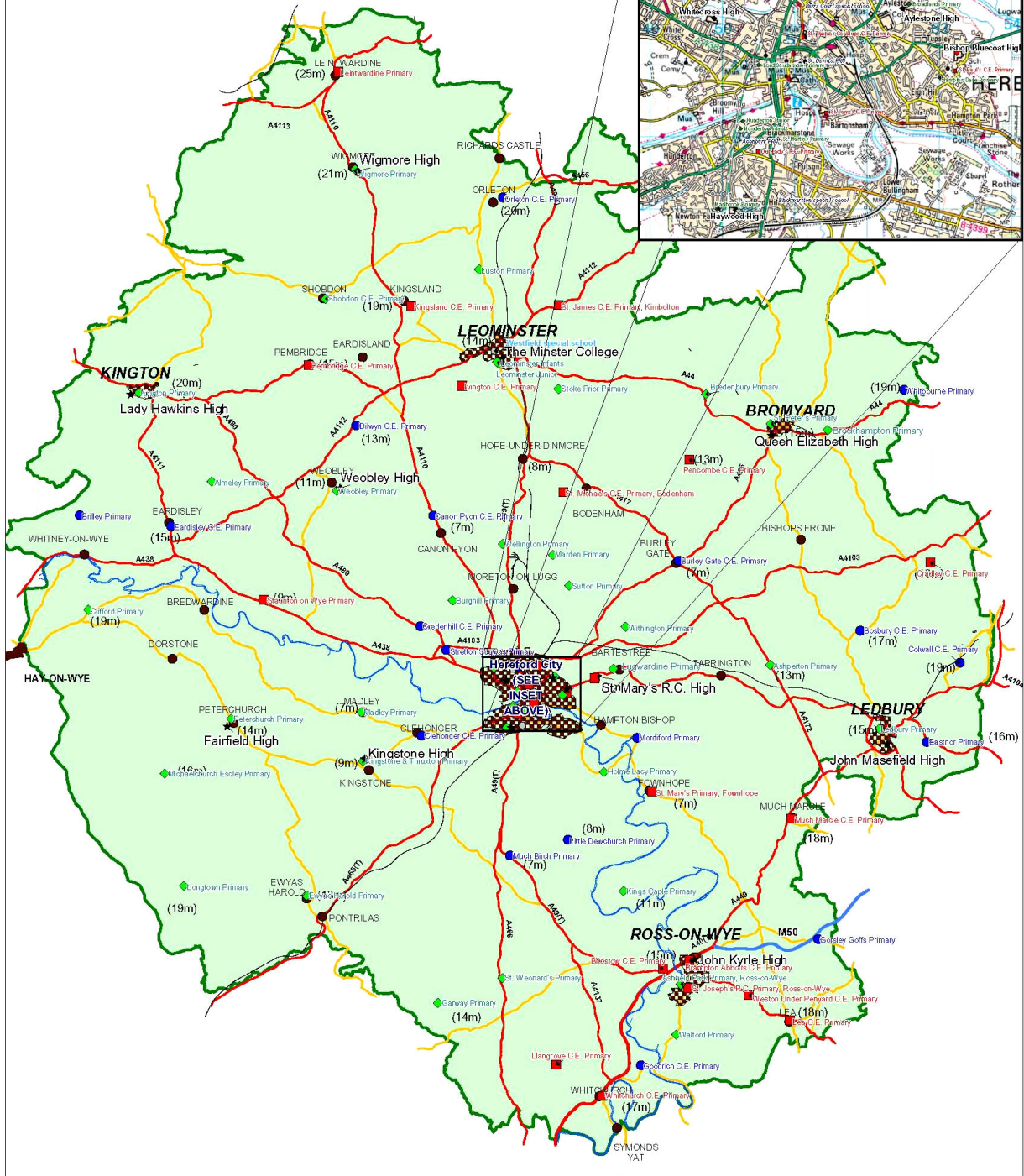
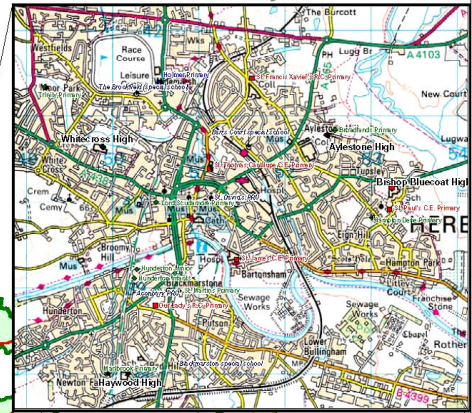
Transport and Admissions Officer 01432 260931

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

