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CONTACT DETAILS FOR NEIGHBOURING AUTHORITIES

Gloucestershire LA

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

Shropshire LA

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

Worcestershire LA

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

Powys LA

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

Monmouthshire LA

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

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

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

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

In the booklet, you will find details about -

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

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

SHARON MENGHINI
DIRECTOR OF CHILDREN & YOUNG PEOPLE'S SERVICES

September 2009

Hereford Choice Advisor Service

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

The aim being to:

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

For further information please contact:

Carol Weston - Choice Advisor

Telephone :01432 260999

External Advisory Service

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

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

1: ABOUT PRIMARY SCHOOLS IN HEREFORDSHIRE

Herefordshire has 82 primary schools, (all of which are comprehensive day schools for both boys and girls), and 3 special schools, which are also for boys and girls. A full list of maintained schools in Herefordshire is given in Appendix 3 at the back of this booklet.

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

- **PRIMARY SCHOOLS (age range 4-11 years or 4-7 years)**
Of the 82 primary schools, 36 are community, 39 Church of England (20 Aided and 19 Controlled) 3 Roman Catholic (all Aided) 1 Academy and 3 Foundation Schools. In Leominster primary education is provided by separate infants and junior schools with transfer between them at age 7. 13 of the primary schools have nursery classes for 3 and 4 year olds.
- **SPECIAL SCHOOLS**
There are 3 special schools for children with statements of special education needs (SEN). Admissions are arranged in consultation with the parents.

2: EARLY YEARS EDUCATION

2.1 Nursery Education Funding (NEF) For 2, 3 and 4-Year Olds

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

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

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

LA nursery classes attached to 12 primary schools

Voluntary playgroups

Private nurseries

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

Independent schools

Childminders within an Accredited and Approved Childminder network

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

2.2 What Rights Do Parents Have?

Parents have a right to 12.5 hours per week of early **education** for their 4 year olds and 3 year olds in the term after their 3rd birthday spread over 38 weeks. The places are free of charge provided the settings are included within the register of providers held by the LA. Parents are not obliged to take up such places if they do not wish their children to attend.

Parents do **not** have a right to a place in any particular setting. Nor can parents insist on any particular 'pick and mix' arrangement to make up the 12.5 hours (e.g .some half-days in one setting and others elsewhere), **if** that does not fit the way in which the relevant settings work. All settings are allowed to have an admissions policy, and they can also decide the minimum and maximum levels of attendance per week for any child they agree to admit. Parents wanting more than the 5 x 2½ hour early education sessions available (for example, full day care) will have to pay for the extra provision where it is available.

Any parent having difficulty obtaining their free provision entitlement or the level of provision to suit their needs on a paying basis should contact should contact the Children and Family Information Service (see Section 2.6 below)

2.3 LA Nursery Classes

The Council maintains nursery classes for pupils aged 3 or 4 years in the following 13 primary schools-

Schools with nursery classes:

Bromyard, St. Peter's Primary School	01885 483237
Hereford, Broadlands Primary School	01432 266772
Hereford, Riverside Primary School	01432 274653
Hereford, Lord Scudamore Primary School	01432 273951
Hereford, Marlbrook Primary School	01432 266643
Hereford, St. Martin's Primary School	01432 273633
Kingstone and Thruxton Primary School	01981 250338
Kington Primary School	01544 230363
Ledbury Primary School	01531 632940
Leominster Infants' School	01568 612029
Ross-on-Wye, Ashfield Park Primary School	01989 562738
Weobley Primary School	01544 318273
Withington Primary School	01432 850289

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

Each of the nursery classes, at 13 primary schools, serves quite a wide catchment area. The places available are allocated on a half time basis for either the morning or afternoon sessions on all days the nursery class is open. Acceptance of a place in an LA Nursery is for the full 5 half days of each school week, so that the children can experience the full range of Learning activities. However, there can be a flexible induction period for 3 year olds in the first half term, in negotiation with the school, whereby a child may attend for fewer than 5 sessions. This arrangement may be extended to the end of the first term in exceptional circumstances.

You can apply for a place in a nursery class **by contacting the headteacher of the school** in which it is based. It is advisable to apply as soon as possible **after** your child's 2nd birthday. Some priority is given to children with special needs or according to family circumstances.

It should be noted that admission to a nursery class is quite separate from admission to the main school. Consequently:

- i) there is no guarantee that a child in a nursery class will have a place in the reception class of the same school, especially since nursery classes serve an area that extends beyond the catchment area of the school;
- ii) the school cannot insist that nursery children remain at the school beyond the age of five.

2.5 Primary School Reception Classes

Details of when 4 year olds can be admitted into primary school reception classes are set out in sections 4.1 to 4.4 below.

2.6 Children and Family Information Service (CFIS)

EYES provides an Information Service, the C.F.I.S., which works to ensure that a comprehensive and accurate record of information is available to parents and carers about childminders, playgroups, nursery education, crèches, parent and toddler groups, before and after school clubs and other relevant services available for parents and children throughout the County of Hereford. The service is provided both in person at Blackfriars, Blackfriars Street, Hereford, HR4 9ZR and by telephone on 01432 261681.

2.7 Children's Centres

Ten Children's Centres are now fully operational in Herefordshire

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

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

These centres offer a seamless service for parents and carers of children 0-4, incorporating integrated care and education, health services, family support and a base for childminders.

This integrated approach that will be easily accessible to families and lie at the centre of their communities, will provide an holistic approach for children's development, support to families with young children and will facilitate the return to training and work for those parents who wish it.

2.8 Extended Schools

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

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

3: GENERAL ADMISSIONS ARRANGEMENTS FOR PRIMARY SCHOOLS

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

ADMISSION ARRANGEMENTS TO SCHOOLS

- **Catchment Areas**

Each community, foundation and voluntary controlled school serves a defined catchment area. That is also the case for most voluntary aided schools, although they also have a commitment to children whose parents are applying for a school place on the grounds of their religion or denomination. Details can be found in their school prospectus. Children whose parents apply on time are given priority for a place at the school serving their ordinary place of residence unless their parents ask for a place at a school in another area. The procedure for expressing a preference is described in chapter 4. **All parents must express a preference.** Catchment areas are kept under review and may be changed from time to time. Changes are made only after careful review and consultation with parents, schools and local communities.

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

- **Ordinary Place of Residence**

A child's ordinary place of residence is the address at which the child normally lives. **There are some rules, which apply when a child moves to a different address.** Those rules may affect a child's entitlement for school admission. Please contact the Pupil Admissions Office if you have any queries about changes of address.

- **Change of Home Address**

If you move house, your child may remain at the school at which they are registered, should you so wish, but you may not be eligible for free transport if the move is to a property outside the catchment area.

- **Published Admission Numbers (PAN)**

Each school has an admissions number, which is the number of pupils that the school can admit each year. **Published admission numbers** for each school are shown in Appendix 3. The admissions number will be taken into account by the Council and the Governing Body of a voluntary aided and foundation school when considering applications from parents. Some applications will be turned down if the total number of applications is greater than the published admission number. In such circumstances, parents have a right of appeal.

- **Definition Of 'Sibling'**

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

- ***Class Size Regulations for Key Stage 1 Pupils (ages 4-7)***

The law requires pupils aged 4-7 generally to be in classes no larger than 30 pupils. However, the law on class size makes sensible allowance for the entry of an additional child in certain circumstances where not to admit the child would be prejudicial to his or her interests ('excepted pupils'). Such circumstances include:

- * where a child moves into an area outside the normal admissions round and there is no other school that would provide suitable education within a reasonable distance of his or her home.
- * where the child receives a Statement of special educational needs naming the school, or a pupil with a Statement naming that school moves into the area, in each case outside the normal admissions round.
- * where a pupil is initially refused admission to a school but is subsequently offered a place there for one of two reasons: the person making the original decision recognises that an error was made in implementing the school's admission arrangements; or an admission appeal panel decides that an error has been made or that the Council or the Governing Body of a voluntary aided school had acted unreasonably in refusing to admit the child to the school.
- * where a child who is normally educated in a special school, or in a special education centre in a primary school, spends part of the school week in an infants class of a primary school.

In the first three of these cases, the class may be above 30, but only for the remainder of that school year.

- ***Parental Interviews***

Parents should note that interviews are not part of the admissions process, though it is sensible for parents to visit the school before deciding whether or not to apply.

- ***Additional/supplementary forms***

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

4: ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS

4.1 At What Age Can Your Child Start Primary School?

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

in the Autumn term if 5 between 1st September and 31st December inclusive
in the Spring term if 5 between 1st January and 30th April inclusive
in the Summer term if 5 between 1st May and 31st August inclusive

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

4.2 Can Schools Let My Child Start Earlier?

If your child has his or her 5th birthday between 1st January and 31st August, your school might allow your child to start earlier. Each school makes its own decision, after considering whether or not they are able to provide the accommodation, staffing, curriculum and care arrangements suited to the needs of the age group. Parents are not entitled to such arrangements for their children. Nor are parents obliged to take up places any earlier than they would wish (see paragraph 4.3 below). **Whatever the arrangements that schools make, allocation of places to individual children will be decided according to the procedures set out in paragraphs 4.5 to 4.10 below.**

You will need to check with the school you would like your child to attend, to see what their admissions arrangements are **for pupils with 5th birthdays on or after 1st January**. Some schools may decide to admit as set out in the Council's **standard admissions policy**. Other schools may allow all children who become 5 during the school year to start in September. Some schools may allow the older children to start in September, with the rest starting in January. Many schools provide for children to attend part-time at first. Any period of part-time attendance could vary according to the circumstances at each school and perhaps also according to the age of the child. (For details about Early Years education for 3 year olds and younger 4 year olds, please see Section 2)

4.3 Can Parents Keep Their Children Out Of School Until They Are 5?

Parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following the 5th birthday). Schools cannot require children to start sooner than parents wish. If you do wish to defer taking up a place for your child, you are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and you must apply by the closing date for applications (15th January 2010).

Parents therefore have the option of deferring their child's entry until later in the same school year. The effect is that the place is held for that child and is not available to be offered to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. If they want to defer their child's admission to a later academic year, (if a summer term birth child i.e. 5 in June, July or August), they will have to apply for what will than be year 1.

4.4 What If Your Child Is 5 Between 1st September And 31st December?

The Council does not allow schools to admit children before the school year in which they become 5. Children whose 5th birthday occurs between 1st September and 31st December, therefore, could **not** start school until the autumn term in which they become 5. Such children may instead go to one of the nursery units listed at paragraph 2.3 of this booklet, if there are places available, in the period before they are due to start school. They

may also attend those playgroups, private nurseries, and independent schools included in the Local Authority's Directory of Early Years' providers- available from the Children's Info Service.

4.5 Can I Apply For A Place At Any Primary School?

You may apply for a place at any primary school maintained by Herefordshire Council. For the school year commencing September 2010, you will be able to express **three** preferences, in ranked order, on the common application form PA1.

On Line Admissions

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

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

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

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

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

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

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

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

Parents should send new applications to the Pupil Admissions Office (***not the school***) for their highest preferred school, using the form (PA1) available from the Pupil Admissions Office. Applications are required from all parents, including parents whose preference will be for the school provided for the child's home address and parents whose preference is for a Voluntary Aided (church) School, Foundation School or Academy.

It is advisable to apply as soon as your child is 3 years old and no later than the date indicated in paragraph 4.8. Late applications are always considered, though it might not be possible to allocate a place in the school you prefer, if it is over-subscribed, even if the school is the one provided for your home address.

It would be very helpful if you would let the Pupil Admissions Office know either in writing to **Admissions Blackfriars Street Hereford HR4 9ZR** or by e-mail to schooladmissions@herefordshire.gov.uk if you are withdrawing your application for any reason. **You should notify the Pupil Admissions Office of a change of address**

immediately.

4.7 When Are Decisions Made?

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

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

That date applies for all admissions during that school year, **including** children who might not be entitled to start school until January 2011 or April 2011. Parents who do not wish their children to start until the statutory school age (i.e. the term **after** the 5th birthday) should discuss their intentions with the school, and must also apply for a school place by the date above, so that their application can be considered. All offers of places, including voluntary aided schools, will be made by the Pupil Admissions Office on **23rd March 2010**.

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

Applications received after 15th January 2010 will be allocated to the preferred school on the understanding that admissions do not exceed the published admission number or conflict with the requirement not to exceed 30 pupils in a key stage one class. When considering the late application the Council or the relevant Foundation or Voluntary Aided School will have regard to the reason for the delay in applying together with the distance to the nearest alternative school. However, the formal offer date for primary places will be 23rd March 2010, so late applications received between 15th January and 23rd March 2010, if the reasons are acceptable, will be able to be considered in the formal application process.

4.9 What Happens If You Are Moving Into A New Area and Your Child Is Beyond Reception Age?

When families with children of school age move into a new area, and wish to transfer their children to a different school, parents should at the earliest opportunity either ask at schools in the area or contact the Pupil Admissions Office. Even if parents apply for the school provided for the child's home address, a place cannot be guaranteed if the year group is overcrowded. In these situations the Council may designate an alternative primary school or the parents may decide to use the appeal process.

4.10 How Many Children May Be Admitted To Each Primary School?

The Council has a duty to ensure the provision of efficient education and the efficient use of resources. Schools cannot be allowed to become overcrowded. The number of pupils that may be admitted to a school in the relevant year group is known as the Published Admission Number (PAN). Details for each school are given in Appendix 3.

The law on Key Stage 1 class size requires the Council and the Governing Bodies of voluntary aided schools, **academy** and foundation schools to adjust standard admission numbers so that they are suitable for the class size limit of 30 pupils per class.

For further details about the allocation of places, the appeals procedure and transport arrangements which might affect your decisions, you should refer to chapters 5, 6 and 7 of this booklet.

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

In the case of primary school admissions, parents should approach their preferred school who will provide the necessary information and advice. Parents will need to complete an application form (PA1) indicating the Herefordshire school and formally apply by the 15th January 2010. The offer of place will be made by Herefordshire Local Authority on the 23rd March 2010 and not the council in which the parents live.

5: ALLOCATION OF PLACES IN PRIMARY SCHOOLS

Although the School Standards and Framework Act 1998 gives parents the right to express preferences for their child to be admitted to any school maintained from public funds, there

are 4 reasons why one or more of their 3 preferences might have to be refused:

- i) the school(s) might be oversubscribed;
- ii) the classes for infants (aged 4-7) in primary schools have reached the legal limit of 30 pupils;
- iii) the child does not meet the requirements of the admissions policy or subsequently fails to do so;
- iv) information provided by the parents (including information about addresses) is found to be fraudulent or intentionally misleading (such information may also be grounds for withdrawal of any place that has been allocated, even after the child has started at the school).

5.1 What happens if the school is oversubscribed?

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

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

Footnote 1: This is the 1st ^{priority} because the Council wishes to protect children in public care from further disadvantage that can arise from possible changes of school when the care placement changes.

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

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

Footnote 4: This is the 5th priority to be sensitive to exceptional needs that individual children and families may

have. If you successful with this you will only go to the top of the criteria that you come under.

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

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

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

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

PRIMARY SCHOOL ALLOCATIONS AT RECEPTION AGE

5.2 Who determines the allocation of places?

STAGE 1 All the applications received from parents, by the closing date of 15th January 2010, will be analysed together, along with any late applications for which there are good reasons (see paragraph 4.8). The applications for Community, and Voluntary Controlled Schools will be considered against the 6 priorities explained in paragraph 5.1. The Governors of Foundation, Academy and Voluntary Aided Schools will make their decisions based on the published admission criteria defined in Appendix 4. At this stage, the three preferences are each treated as a first preference, i.e. the priority order shown by parents will not count at this point.

STAGE 2 Following analysis, lists will be drawn up of all parents who have applied for Community Foundation and Voluntary Controlled (whether as first, second or third preference) for each school according to the criteria in chapter 5. Foundation, Academy and Voluntary Aided Schools will define their order as indicated in Appendix 4.

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

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

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

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

be:

23rd March 2010

Herefordshire Council, including in the case of Foundation, Academy, Voluntary Controlled and Voluntary Aided Schools and schools in other Local Authority's will announce all offers. Please note that only **one** school will be offered on the 23rd March 2010, which will be the highest ranked, with spaces available, that you have defined on your application form. **The Council is unable to provide any information about places to be offered before this date.**

5.4 Is there a waiting list for primary schools that have too many applicants?

A waiting list will be maintained for primary schools for the reception allocation year only. This waiting list will remain open until the end of the Autumn Term December 2010.

5.5 Can you appeal if your request is unsuccessful?

If parents are sent a refusal letter after the 23rd March 2010, for either the first, second or third school preferred, they would be able to appeal. Appeals by parents, setting out the grounds upon which the appeal is made, should be submitted in writing, using the form sent to all unsuccessful applicants, to the Children & Young People's Directorate **within three weeks of the date of notification of the refusal of a place.** All appeals are heard by an independent appeals panel which holds most of its meetings between April and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school.

Further information about the appeals procedure is available from the Pupil Admissions Office or from the County Secretary and Solicitor, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR.

In the case of Foundation, Academy and Voluntary Aided Schools the parents will appeal as follows:

- I. for Catholic Schools: to the Governing Body;
- II. for Church of England Schools: through the Director of Education, at The Diocesan Education Office, The Palace, Hereford, HR4 9BL.
- III. for Foundation Schools: to the Governing Body.
- IV. For Academy : to the Governing Body

6:ALLOCATION OF PRIMARY PLACES OUTSIDE NORMAL ADMISSIONS ROUND

6.1 Can a child transfer to another school at any age other than the normal transfer age?

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

The Council's policy in such circumstances is essentially the same as for admissions to schools at the normal age (i.e. as in paragraph 6.1 above). However, when determining the number of places available in the relevant age group, the Council will refer to the Published Admission Number (PAN) that was in operation when that year group was at the normal intake age, in order to judge whether it would overcrowd the school and prejudice the provision of efficient education or the efficient use of resources. In the case of primary schools, the Council will also take into account the regulations that limit to 30 the size of classes for children under the age of 7. Parents should note that interviews are not part of the admissions process, except in the case of Church place applications to a voluntary aided school, where the sole purpose of any interview would be to establish the denominational qualification of the parents. In no other circumstances should interviews be held before a place has been allocated, though it is sensible for parents to visit the school before deciding whether or not to apply. Headteachers must refer requests for transfer to the local authority for a decision, as the local authority is responsible for admissions to schools.

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

6.2 Can a child be allocated a school place following permanent exclusion?

If a child has been excluded from two separate schools it is unlikely that another primary school will be provided. The Council will arrange alternative provision.

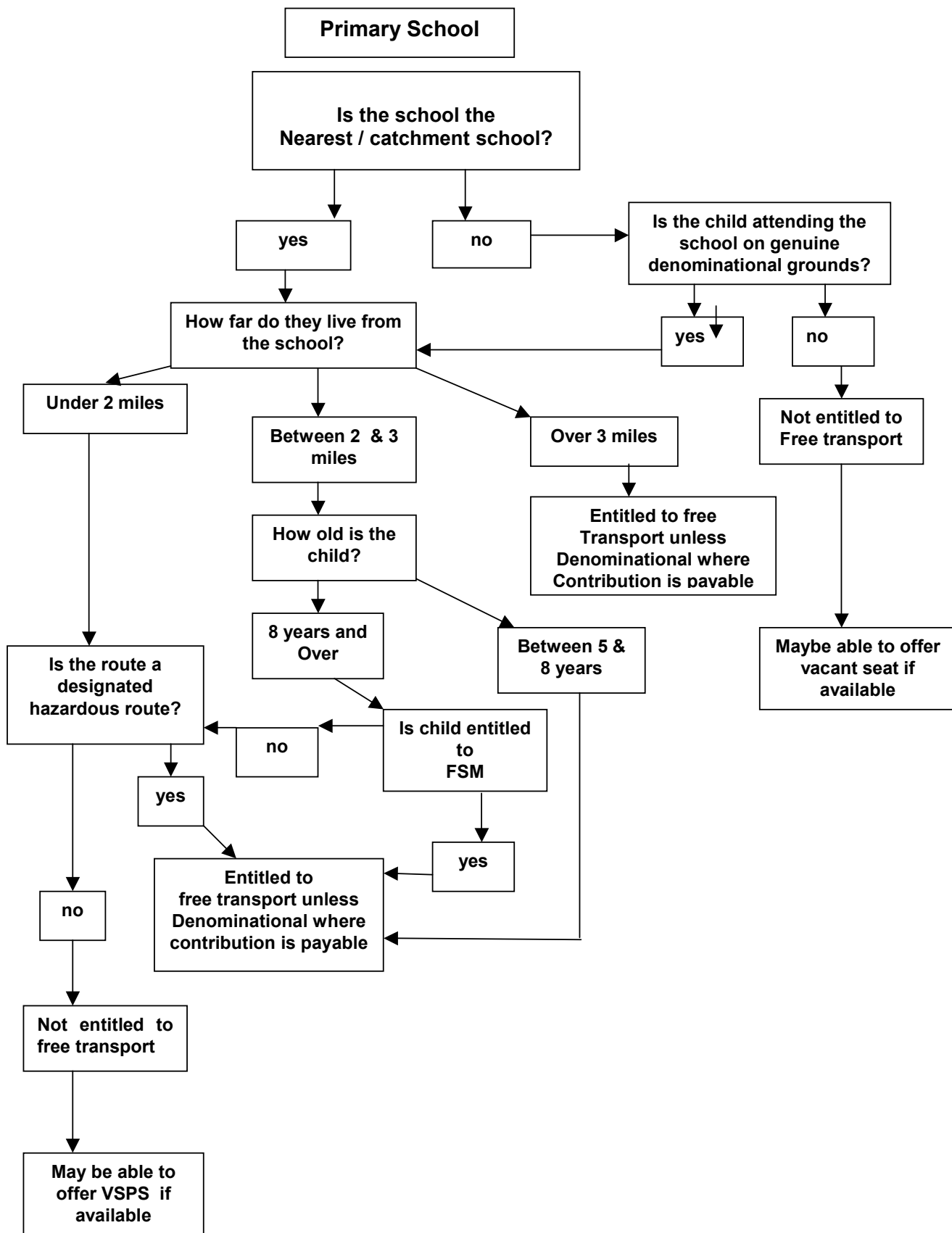
However, where possible the authority will try to place a pupil at a suitable alternative school at a reasonable distance from the home address.

The policies set out in this Section are the general policies in force, but the Council also considers individual circumstances that may justify a variation in policy.

Primary School Transport

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

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



7.1 What is the statutory walking distance?

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

7.2 How is the distance measured?

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

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

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

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

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

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

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

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

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

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

Children aged eight but under age 11 from low income families (children entitled to free school meals, or whose parents are in receipt of their maximum level of Working Tax Credit) are eligible for free transport assistance where they live more than two miles from their nearest or catchment school. When your child becomes 8 you can either send in evidence of your Working Tax Credit or inform us that your child is in receipt of free school meals. (To check if your child would qualify for Free School Meals please call 01432 260268. We will return to you any evidence you submit.

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

transport?

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

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

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

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

Herefordshire Council will provide assistance with transport where a child attends, on **denominational grounds**, the nearest appropriate or designated voluntary aided church school, **and** it is beyond statutory walking distance from the home address.

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

1. Parents to pay contributions towards the cost of transport for the first two children attending any denominational school from any one family (at the same address) with any subsequent children having a denominational place entitled to free transport, so long as those other children remain in receipt of transport under this scheme.
2. Free transport for those children entitled to free school meals (Entitlement can be checked by contacting the Free School Meals team on 01432 260268) families in receipt of free prescriptions (on income related criteria) or in receipt of full housing or Council Tax benefit.
3. A contribution of 50% of the set contribution rate per term for those not entitled under 2 above but whose parent(s) are entitled to Housing or Council tax benefit.

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

As in the case of transport to community schools, statutory walking distance is up to 2 miles for children under 8 years of age, and up to 3 miles for older children.

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

Bodenham, St Michael's C.E. Primary
Brampton Abbots C.E Primary
Bridstow C.E Primary
Cradley C.E. Primary
Fownhope, St Mary's C.E. Primary
Hereford, St James' C.E. Primary
Hereford, St Paul's C.E Primary
Hereford, St Thomas Cantilupe C.E. Primary
Kimbolton, St James' C.E. Primary

Kingsland C.E. Primary
LEA C.E. Primary
Leintwardine Endowed Primary
Leominster, Ivington C.E. Primary
Llangrove C.E. Primary
Much Marcle C.E. Primary
Pembroke C.E. Primary
Pencombe C.E. Primary
Weston-under-Penyard C.E. Primary
Whitchurch C.E. Primary

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

Assistance with transport is normally given only to pupils attending the school(s) provided for their home address. Parents are responsible for transport when their child attends, by parental preference, an alternative school. However, some exceptions may be made in the following circumstances:

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

7.11 Is transport available to two different home addresses?

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

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

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

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

7.13 Will transport be provided for medical reasons?

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

7.14 Will transport be provided to and from Independent Schools?

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

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

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

7.16 What types of transport assistance are available?

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

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

7.17 How do I apply for transport?

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

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

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

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

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

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

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

7.20 How can I contact the Transport Office?

Email – schooltransport@herefordshire.gov.uk

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

8: NATIONAL CURRICULUM AND ASSESSMENT ARRANGEMENTS

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

8.1 What must pupils aged 5 –11 study?

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

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

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

8.2 What about pupils with special education needs?

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

8.3 Specialist Schools

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

8.4 Who makes the decisions about the curriculum in schools?

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

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

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

8.6 *How is the National Curriculum assessed?*

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

Foundation Stage for pupils age 3-5 years
Key Stage 1 for pupils aged 5-7 years
Key Stage 2 for pupils aged 7-11 years

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

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

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

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

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

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

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

8.8 *How can you best help your child?*

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

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

9: CHARGES, SCHOOL MEALS AND MILK ALLOWANCES

9.1 Are any charges made for school activities?

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

Instrumental Music Tuition

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

Residential Activities

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

Swimming

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

Examinations

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

Milk

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

Meals

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

9.2 Are there any allowances available?

The only allowance available is for essential clothing. The Education Welfare Service administers a small fund to offer parents / carers some financial support towards the cost of school uniform including shoes (but not other items such as sports equipment). Those parents / carers in receipt of benefits or whose income is limited are prioritised although the Education Welfare Service considers all applications individually. The fund offers vouchers, which can be exchanged for goods in a range of shops across the county. Vouchers are valued up to £40 for secondary school uniform and up to £15 for primary uniform. The fund prioritises children starting school at 4 / 5 and those transferring between primary and secondary schools although children of other ages and circumstances will be considered for support. Enquiries and application forms can be obtained from the Education Welfare Service 01432 260861 In the most recent financial year, the essential clothing allowance was available only for a limited range of items such as shoes. Grants are considered only for children as they start school and later when they move on to each stage of schooling. The scheme is subject to revision each January. Applications for assistance should be addressed to The Herefordshire Council, PO Box 185, Hereford HR4 9ZR or 01432 260000.

10: EDUCATION WELFARE SERVICE AND SCHOOL UNIFORM

Education Welfare Service

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

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

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

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

Information about both these services can be obtained from:

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

Tel: 01432 260861

School Uniform and Appearance Codes

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

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

11: SPECIAL EDUCATIONAL NEEDS

11.1 What are Special Educational needs?

The terms SEN and disability have legal definitions:

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

11.2 What provision is made for children with SEN and Disabilities

In the majority of cases children will have their needs met in their local mainstream school where school staff, working in co-operation with the Council's support services; the Access and Improvement Learning, Behavioural and Low Incidence Needs Teams, Herefordshire Psychological Service (HPS) and Pre-School area Inclusion

Co-ordinators will be able to identify, assess and advise schools on how to provide for children with special or additional educational needs. All schools and early years' settings use the Code of Practice on Special Educational needs, to guide their procedures for deciding which children need special help and their arrangements for providing that help.

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

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

There are 3 special schools in Herefordshire:

- Blackmarston School for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/PMLD) Age Range 3 -11
- Westfield School for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/PLMD) Age Range 5 -19
- The Brookfield School for children & young people with Behavioural, Emotional and Social Difficulties (BESD) Age Range 5 -16

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

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

The Parent Partnership Officer Telephone 01432 260955

Accessibility

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

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

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

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

12: Special Schools, classes and centres

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

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

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

Age Range 3 -11

Leominster

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

Age Range 5 -19

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

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

Primary Schools with a specialist centre

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

- Hampton Dene Language & Communication Centre - Provision for children with language and communication impairment including a class for children with Autistic

13: TRANSPORT FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS

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

Special education provision in Herefordshire is explained in Chapter 12.

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

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

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

It is important to note, however, that parents have full responsibility for transport arrangements when their child attends, by parental preference, a school other than the one provided for their child's home address, or for their child's type of statemented special need. In a few such cases, it may be possible for parents to pay to use spare seats that are occasionally available on school transport on the terms indicated in paragraph 7.8 above.

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

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

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

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

Step 1

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

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

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

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

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

Step 2

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

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

Step 3

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

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

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

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

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

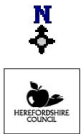
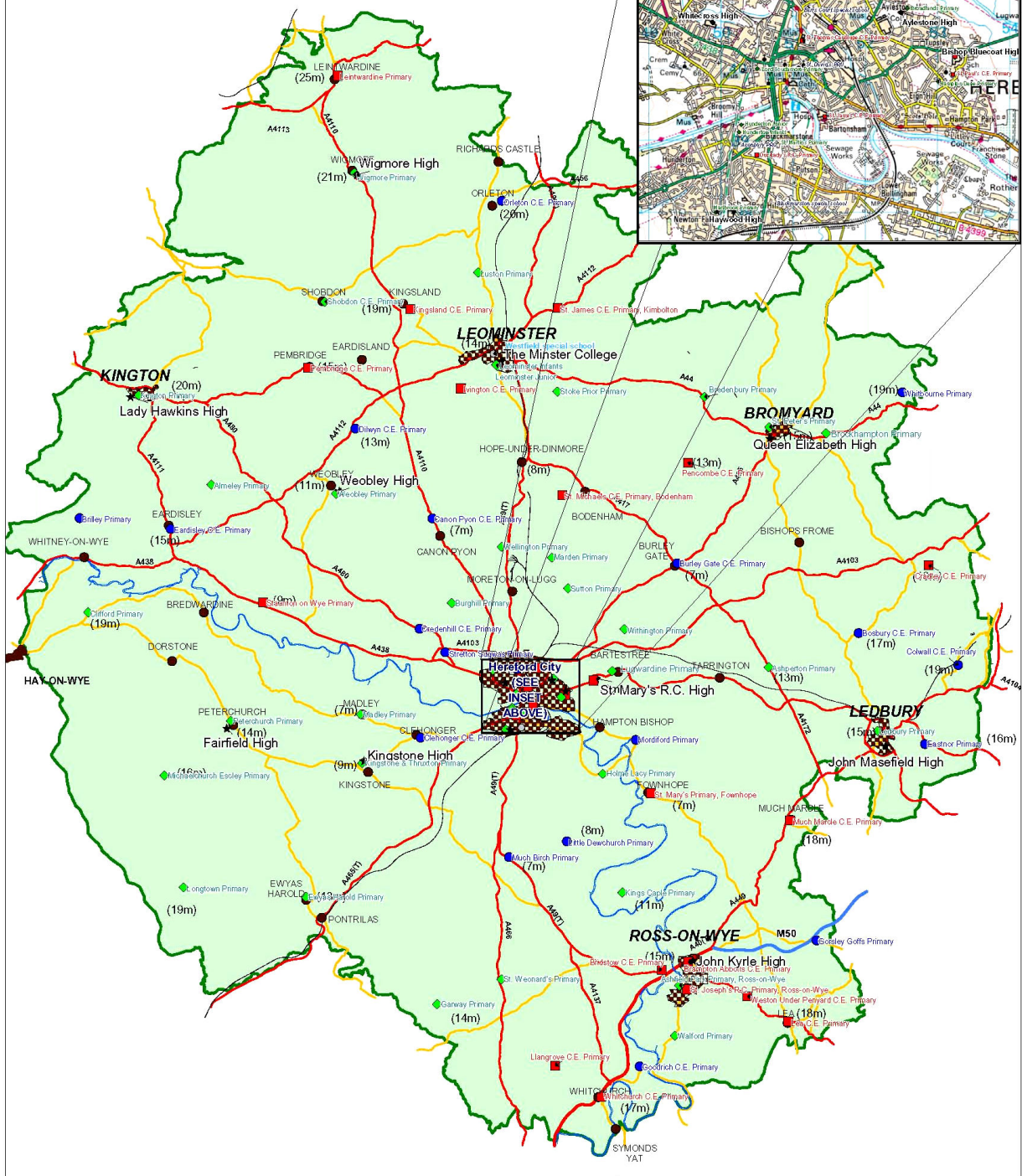
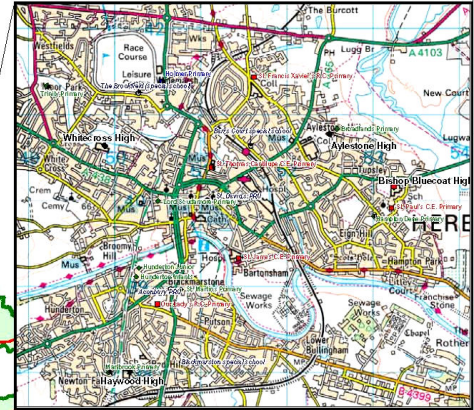
Early Years and Childcare:	
Herefordshire Childcare Services	01432 261681
Exclusions from Schools	
Manager of Pupil, School and Parent Support	01432 260816
Pupil Admissions to Schools	
Admissions and Transport Manager	01432 260927
School Transport	
Transport and Admissions Officer	01432 260931

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

HEREFORDSHIRE

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

Hereford City (Scale 1:50,000)



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

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