

**HEREFORDSHIRE COUNCIL – CHILDREN & YOUNG PEOPLE’S DIRECTORATE**

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

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

All applications should be returned to the Pupil Admissions Office, Children & Young People’s Directorate, Herefordshire Council, Blackfriars PO Box 185, Blackfriars Street, Hereford HR4 9ZR by 15<sup>th</sup> January 2010.

**You can now apply on line at [www.cs.herefordshire.gov.uk](http://www.cs.herefordshire.gov.uk)**

<b>1. PUPILS DETAILS</b>		
Surname	Forename	Middle name(s)
Date of birth	Gender (please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>	
Home Address ( this must be the normal and genuine residence of the parent / carer who has care of the child, that is, the address at which the child resides)		
Address details		Post Code
Telephone Number	Mobile Number	
<b>2. CHOSEN SCHOOL(s)</b> please see overleaf if applying for a Voluntary Aided School (number 7) and (number 8) if applying for a school in another Local Authority.		
1		
2		
3		
<b>3. SIBLING(s)</b> please give full names and date of birth of any brothers or sisters, who in September 2010 will still be attending one of the schools that you are now applying for. Sibling is defined on page 9 of the information for parents book.		
Surname	Forename(s)	Date of Birth(s)
School sibling(s) currently attending		
<b>4. LOOKED AFTER CHILDREN</b>		
Is your child (or has your child ever been) in care / looked after by Herefordshire Council or by any other authority? (Please tick) yes <input type="checkbox"/> no <input type="checkbox"/>		
If yes please name the Social Worker and Local Authority		
<b>5. TRANSPORT</b>		
Please refer to the Information for Parents Book Section 7 regarding transport entitlement		

**6. APPLYING FOR A PLACE ON SOCIAL, MEDICAL OR COMPASSIONATE GROUNDS**

Complete this section **ONLY** if you are applying for a place on social, medical or compassionate grounds. This applies to adopted children too.

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

A request for a placement on medical, social or compassionate grounds will not be considered unless you attach supporting information, preferably from an independent source. (see section 5.1 of the Information for Parents Book)

What school(s) does this supporting information relate to?

Number of pages attached

**7. APPLICATIONS TO VOLUNTARY AIDED SCHOOLS**

Complete this section **ONLY** if you are applying for a place at a Voluntary Aided School. You will need to contact the school to ask if you are required to fill in an additional form about your religious commitment if any, as well as the PA1. These forms must be attached together when returned back to the Admissions Section.

What school(s) are you applying for, which this relates to?

Have you attached an additional form from the school(s)?

Yes

No

Please state any other supporting information you have attached i.e Baptismal Certificate

**8. APPLYING FOR A PLACE IN ANOTHER LOCAL AUTHORITY**

If you are applying for an out of county school still fill in this form, we will then pass the information onto the relevant authority, they will inform us if they can offer a place, and we will inform you on the **official offer date 23<sup>rd</sup> March 2010** of the outcome.

**9. NAME OF APPLICANT (details of person filling in this form required below)**

Title Mr / Mrs / Miss / Ms / other

Name

Surname

Relationship to pupil \*( please see below)

Do you have parental responsibility for this child ( please tick)

Yes

No

\*eg Mother, Father, Step-parent, Social Worker, Foster Parent, or other relative (please state)

**10. THE DECLARATION**

I declare that the information on this form is correct and that I have received the Information for Parents Book. And that I have read the conditions stated on the Important Notes ( page enclosed with this form ). I understand that a place maybe lawfully withdrawn if it is proved to have been offered on the basis of fraudulent or misleading application.

Signed ..... Print Name.....Date.....

## **IMPORTANT NOTES**

(To be read in conjunction with the "Information for Parents" booklet)

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

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

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

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

The Autumn Term begins after the summer holidays, the Spring Term after the Christmas and New Year holidays and the Summer Term after the Easter holidays. Places are allocated according to the Council's or Governors (Voluntary Aided – see note 2 below) admissions priorities and initially on the basis of applications received by **15th January 2010** for admissions in the school year 2010/2011

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

### **NOTE 2 - APPLICATIONS TO AIDED FOUNDATION & ACADEMY SCHOOLS**

It is the Governing Body of a **Voluntary Aided, Foundation and Academy** school that makes decisions on admissions, not the Herefordshire Council, though all notifications are made by the Council's Admissions Office. Appendix 4 of the Information for Parents Booklet 2010//2011 refers to the over- subscription policy of each Voluntary Aided School. It is possible that some Voluntary Aided schools will require additional information. Please refer to the individual school's prospectus for further details relating to admission arrangements.

### **NOTE 3 – OFFER DATE**

Based on applications received on or before **15<sup>th</sup> January 2010**, the Council will offer places, including those for Voluntary Aided, Foundation and Academy **on 23rd March 2010**.

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

You must notify the Admissions Office of any change of home address, prior to the date of admission, as that might affect entitlement to a place at the school. You must inform the Pupil Admissions Office if you are withdrawing your application following a change of address, or for any other reason.

### **NOTE 5 – THE PROVIDED SCHOOL**

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

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

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

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