

APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

18 JUNE 2009

Wards Affected

Countywide

Purpose

To approve the layout and content of the simple guidance notes in relation to admission of children into reception class at 4 years of age and the transfer of pupils into high school at age 11.

Financial Implications

None.

Background

The attached documents have been produced in line with the annual process of updating information to send to parents and carers. These will be issued to parents and carers to assist them with expressing a preference for admissions in September 2010.

Issues

The leaflets support the information for parent booklets which comply with the Admissions Code and takes into account the local context of Herefordshire and its schools. The leaflets are a summary of key information and it is good practice to provide succinct versions to assist parents and carers with expressing a preference.

Recommendation

THAT: the guidance notes be approved subject to any agreed changes.

Considerations

These booklets are not a requirement, but are seen as good practice and have been valued in the past by parents and carers.

Risk Management

None

Background Papers

None

Appendices

Appendix 3. 1 - "Starting School" leaflet

Appendix 3. 2 - "Applying for a place at High School " leaflet.