

**HEREFORDSHIRE COUNCIL - EDUCATION DEPARTMENT
APPLICATION FOR ADMISSION/TRANSFER TO A HIGH SCHOOL
(OTHER THAN AT NORMAL AGE FOR ADMISSION – SEE NOTE 1)**

To be completed and returned to the Education Directorate, P.O. Box 185, Blackfriars Street, Hereford HR4 9ZR

Child's Surname First Name Dob Year Group

Child's current Home Address

..... Post Code Tel No

From my address will be

..... Post Code Tel No

(please delete if not applicable)

Present School Date last attended.....

Other Previous High Schools (if any).....

I wish to apply for my child to be admitted to School with effect from

Please indicate your reason or reasons for your request for transfer:

- Moved house within Herefordshire Moved house into Herefordshire from another county
 Excluded by the school most recently attended Other (Please specify).....

.....

Do you have any medical, social or compassionate reasons to support your request?

YES/NO (Please delete as appropriate)

If yes, please attach supportive information.

Has your child any special educational needs, involving formal statementing under the Education Act 1996?

YES/NO (Please delete as appropriate)

Has your child ever been excluded from school?

YES/NO (Please delete as appropriate)

Is your child in the care of Herefordshire Council or any other local authority?

YES/NO (Please delete as appropriate)

DECLARATIONS

I confirm: (a) That the information given in this form is correct.

(b) I have also discussed the reasons for requesting my child's transfer to another school with the Head of my child's present school (**for transfer between Herefordshire High Schools only**).

(c) I have read the notes overleaf, especially the sections regarding school transport.

I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of a fraudulent or misleading application.

Parent's/Guardian's Surname Initials

Signed Parent/Guardian Title: Mr/Mrs/Miss/Ms

Date.....

IMPORTANT NOTES AND CONDITIONS

(To be read in conjunction with "Information for Parents" booklet which can be obtained from the school and/or from the Pupil Admissions Office)

NOTE 1 - CAN A CHILD TRANSFER AT OTHER THAN THE NORMAL TRANSFER AGE?

If parents wish to transfer their child to the same age group in another local school (for reasons other than moving to an address outside the catchment area), parents must discuss the transfer with the headteacher of the pupil's present school in the first instance. If it is decided to make a formal request for transfer, please complete this form and return it to the Education Directorate at the address overleaf. The Council's policy for allocating places in such circumstances is essentially the same as for admissions at the normal age and time of transfer. If you wish your child to transfer to either the Bishop of Hereford's Bluecoat School or St Mary's R.C High School please contact the headteacher of that school.

Please note that interviews are **not** part of the admissions process. Under 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.

NOTE 2 - WILL MY CHILD QUALIFY FOR FREE SCHOOL TRANSPORT?

- 1) To be considered for assistance, you must reside within the area administered by the Herefordshire Council.
- 2) Free transport assistance will be provided to children who are attending the designated school provided for their home address and who live beyond the statutory walking distance from the school they attend.
- 3) Walking distance is defined in law as up to 3 miles for children of High School age.
- 4) If applying for assistance to a Roman Catholic or Church of England School, your child has to be attending the school on a denominational place.

NOTE 3 – WHAT IF I DO NOT QUALIFY FOR FREE TRANSPORT?

It may be possible to purchase a seat on certain contract routes, at the current rate, under the Authority's Vacant Seats Payment Scheme. The seats are offered on a termly basis. There is no guarantee that a seat will be available at the start of the following term. However, in some cases, it may be necessary to withdraw the offer of concessionary transport, with only one weeks notice, and so you may wish to consider what alternative methods of transport are available.

Present School - Herefordshire High Schools only

Were you aware of this transfer request?	YES/NO
Have the parents discussed their reasons for transfer with you?	YES/NO
Has the child had a fixed term exclusion within the past twelve months?	YES/NO
Date(s).....	
Does the child have a Statement of Special Educational Needs?	YES/NO

Other comments:

.....

Please return to the Pupil Admissions Office

Preferred School

School Year Details recorded by preferred school: YES/NO

Present number of pupils in this particular Year Group PAN

I am **able/unable** to admit this pupil (Please delete as appropriate) Signed.....Headteacher

Please return to the Pupil Admissions Office

HEADTEACHERS MAY NOT OFFER TO ADMIT OR ENROL A CHILD TO THEIR SCHOOL PRIOR TO THE "CONFIRMATION OF OFFER" LETTER GENERATED BY THE PUPIL ADMISSIONS OFFICE.

For Office use only Application No.