

<b>MEETING:</b>	<b>HEREFORDSHIRE LOCAL ADMISSION FORUM</b>
<b>DATE:</b>	<b>7 JULY 2011</b>
<b>TITLE OF REPORT:</b>	<b>INFORMATION FOR PARENTS BOOKLETS</b>
<b>PORTFOLIO AREA:</b>	<b>ADMISSION AND TRANSPORT</b>

**CLASSIFICATION:** Open

### **Wards Affected**

Potentially countywide

### **Purpose**

To approve the separate booklets for the admission/transfer of pupils into (a) primary and (b) secondary schools.

### **Key Decision**

This is not a Key Decision.

### **Recommendations**

**THAT the booklets be approved subject to any agreed changes.**

### **Key Points Summary**

### **Alternative Options**

No alternative options. This is a statutory requirement.

### **Reasons for Recommendations**

It is the role of Herefordshire's Local Admission Forum to consider the information contained within the Information for Parents Booklets and make changes where necessary.

### **Introduction and Background**

As part of the Admissions Code, Councils are required to produce information for parents and carers on an annual basis to assist them with expressing a preference for either a primary or secondary school. The attached documents are updated annually for Herefordshire.

The two documents and their respective appendices will be placed on the council website for viewing

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Further information on the subject of this report is available from  
Andrew Blackman, Admissions & Transport Manager on (01432) 260927

by prospective parents. Each set of parents will receive information on how to view these documents and if they so request will be sent a hard copy of all the relevant documents.

## **Key Considerations**

### **Community Impact**

5 Not applicable

### **Financial Implications**

6 None

### **Legal Implications**

7 See comments under Risk Management.

### **Risk Management**

8 Herefordshire County Council has to produce this information to comply with the current Admissions Code

### **Consultees**

9 Not applicable

### **Appendices**

10 8A Primary Booklet:  
8B Secondary Booklet:

### **Background Papers**

None