

**Education**

Director: Dr. E. Oram

To parent/guardian of  
 «ChildFname» «ChildSname»  
 «Address1»  
 «Address2»  
 «Address3»  
 «Postcode»

Your Ref:

Our Ref:

Please ask for: Mr J McCron/ Mrs T Yapp

Direct Line/Extension: (01432) 260925 / 383168

Fax: (01432) 260998

E-mail: jmccron@herefordshire.gov.uk

1<sup>st</sup> March 2004

Dear Parent/Guardian,

**PUPIL TRANSFERS – SEPTEMBER 2004**

During the past three months, we have analysed each of the preferences that parents indicated in their applications for high school transfer in September (more than 4,000 preferences in total).

Inevitably, requests for several schools were above the published number of places available (see enclosed Annex A). Places at those schools have therefore had to be allocated strictly according to the priorities shown in Section 6.1 of the Information for Parents Booklet 2004/05, or according to the priorities of the Governors of Bishop Bluecoat and St Mary's schools or other LEAs. This has resulted in some parents having to be allocated a place at a school that does not meet one or more of the preferences they indicated.

**Place allocated for your child**

Having considered your preferences alongside those received from all other parents, the most favourable possible outcome for you is an offer of a place for your child in September 2004 at:

«PrefSchoolName»

If, for any reason, you do not wish to accept this offer of a place, please let me know immediately so that the vacancy can be offered to another family. The Headteacher of this High School will write to you later to let you have details of the arrangements for September.

**What other alternatives do I have – further applications and appeals**

There are a few schools that have some spare places for which you may apply if you wish. Allocations would depend on the level of demand and be subject to the priorities referred to above (see Annex A).

If the place allocated for your child was not the highest of your ranked preferences, or any of your preferences, **you have the right to appeal within 3 weeks of the date of this letter.** Details of how to appeal are shown in the enclosed form.

**Transport**

Your child may qualify for free transport if he/she lives more than 3 miles from the catchment school or has gained a denominational place at one of the church schools. For parents who appear to qualify, a form is enclosed which you should return to this office by no later than 31st May 2004. If you do **not** qualify for transport, you may be able to pay for a seat on a vehicle under the Vacant Seats Scheme (see Annex A).

If you have any further queries, please contact this office, by telephoning 01432 383168 or 260925.

Yours faithfully,



**MARK CHAMBERLAIN**  
**SCHOOL SERVICES MANAGER**

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