

# APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL

## REPORT BY SCHOOL SERVICES MANAGER

LOCAL ADMISSION FORUM

6 JULY 2004

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### Purpose

1. To consider the format 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 schools at age 11.

### Starting School

2. This document, attached at Appendix 1, explains in basic terms the actions parents should take if they wish to apply for a place at a particular school for their child. However, extra emphasis has been placed on summer born children not delaying admission until the Autumn Term (statutory school age) as they are likely to miss the reception class and be placed directly into year one. The document also refers to the new Primary Co-ordinated Scheme and the two preferences allowed by parents.

### Apply for a Place at High School

3. This document, attached at Appendix 2, has had slight amendments from the previous year, covering changes of dates and the fact that Worcestershire and Gloucestershire will have co-ordinated schemes from September 2005, and Stage 3 on page 3 has been amended to reflect this changed situation. However, this document continues to be a simple and effective way of providing parents with general information on the secondary transfer process.

### Recommendation

**THAT the Forum approves the two documents for necessary printing to take place.**