

# STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2005/06

## REPORT BY SCHOOL SERVICES MANAGER

LOCAL ADMISSIONS FORUM

6 JULY 2004

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### Purpose

1. To consider the layout of the 'common application form' to be used for the co-ordinated secondary transfer arrangement for September 2005, and the new PA1 form for primary co-ordination to be introduced from the same time.

### Co-ordinated Secondary Transfer Scheme

2. Herefordshire LEA introduced the Co-ordinated Secondary Transfer Scheme from September 2004. As required by Statutory Instrument 2002/2004 and the Code of Practice on School Admissions, the Council produced a common application form covering all community and voluntary aided schools. This form enabled all parents to express at least 3 preferences which could include schools within or beyond the Herefordshire area.
3. The proposed new form (SA1) has had minor amendments relating to children with Special Educational Needs and children in the 'looked after' system.
4. The Forum, at their meeting on 10<sup>th</sup> February 2004, agreed that a Primary Co-ordinated Scheme should be introduced from September 2005, with parents being able to express two preferences, having a closing date of 14<sup>th</sup> January 2005 and a formal offer date of 21<sup>st</sup> March 2005.
5. The proposed new form (PA1) covers the requirements of the scheme agreed by the Forum and the DfES. In some cases, parents who have already completed the previous PA1 application form will be asked to complete this new form. This process is necessary so that individual parents are not disadvantaged by not having the opportunity to express two preferences.

### Recommendation

**THAT the Local Admission Forum approves the format and contents of the 'common application form' for primary and secondary education for the year September 2005.**