

# Information for Parents 2005-2006

**Admissions  
and Transfers  
to Schools**



**HEREFORDSHIRE  
COUNCIL**

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## CONTACT POINTS

Herefordshire Education Website:

[www.education@herefordshire.gov.uk](mailto:www.education@herefordshire.gov.uk)  
[www.schooltransport@herefordshire.gov.uk](mailto:www.schooltransport@herefordshire.gov.uk)

### **Pupil Admissions and Transport Office:**

<b>Mr. Andrew Blackman</b> Admissions and Transport Manager	01432 260927
<b>Mrs. Tracey Yapp</b> Admissions and Transport Officer	01432 383168
<b>Mrs. Emma Turner</b> Admissions and Exclusions Assistant	01432 260926
<b>Mrs. Jackie O'Connor</b> Special, PRU and Post 16 Transport Officer	01432 260931
<b>Miss Jakki Roger</b> Section Administrator	01432 260999
<b>Mrs Dawn Skyrme</b> Administrative Assistant	01432 260924
<b>Miss Carol Coleman</b> Administrative Assistant	01432 260930
<b>OFFICE FAX:</b>	<b>01432 260998</b>

### **INFORMATION LINE ON PUPIL ADMISSIONS**

The Council provides an information line, so that parents can telephone for further details and explanations before they send in their applications.

The following details are available from the information line:

- The number of parents who applied for each school in the previous year, and (where relevant) the number of children admitted later from the waiting list or after appeal following initial refusal of a place
- The number of children in Year 6 currently known to be living in each high school's catchment area who would be in the first priority group if their parents apply
- The schools that have had vacancies in previous years

Parents must appreciate that such information is offered for **general guidance only**. Each year is different and it is impossible to predict how many applications there will be for a particular school. This will be particularly true for the September 2005 primary admissions into reception classes, with parents for the first time being able to express two preferences.

The staff who provide information and explanations will be as helpful as possible. Please note, however, that they will **not** tell or advise any parent to apply for a particular school. It is for parents to make their own decisions, bearing in mind their preferences and their own assessment of the chances of being successful.

Note: All reasonable efforts have been made to ensure that the details in this booklet are correct and up to date in relation to the school year 2005/2006 at the time of publication.

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## TERMS USED IN THIS BOOKLET

### **Catchment area**

The geographical area served by a school. A child whose ordinary place of residence is located in a catchment area is normally able to get a place at that school, but a place cannot be guaranteed.

### **Community school**

Any school that is owned, funded and maintained by the LEA and which is non-denominational.

### **Comprehensive school**

A school catering for pupils of all aptitudes and abilities.

### **Curriculum**

The curriculum consists of all the learning opportunities provided by a school. Many curriculum activities take place in classrooms under the direction of teachers, supplemented by a range of activities outside the classroom, including educational visits and field studies.

### **Local Education Authority (LEA)**

Herefordshire Council is the Local Education Authority (LEA) responsible for the provision of education in maintained primary schools, high schools and special schools in Herefordshire.

### **Maintained school**

A primary school, high school or special school funded and maintained by the LEA. It includes voluntary aided and voluntary controlled schools (see below)

### **Maintained Special school**

Such schools are often referred to as Special Schools. Special Schools are provided by the LEA for those pupils with special education needs (SEN) whose needs cannot be met by primary schools or high schools. The Council maintains and controls such schools.

### **Non-maintained school**

A school not funded and maintained by the Council, i.e. an "independent" or "private" school.

### **Parents**

References to parents in this booklet should be taken, where relevant, to include guardian(s) and others who have parental responsibility for a child.

### **Published Admission Number (PAN)**

The number of pupils to be admitted into the first year group of a school, i.e. Year R for a primary school, Year 3 for a junior school and Year 7 for a high school.

### **Provided school**

The primary school or high school provided for the child's home address.

### **Pupil Admissions Office**

The group of staff who deal with parental applications for admission to schools in Herefordshire (see contact details on inside of front cover).

### **Voluntary Aided school**

Any denominational school owned by trustees but largely maintained by the LEA. The school governing body employs the staff, owns and maintains most of the premises, and determines admissions and religious education.

### **Voluntary Controlled school**

Any denominational school owned by trustees, but totally maintained by the LEA. The LEA employs the staff, maintains the buildings and determines admissions. Religious education follows the syllabus agreed by the Standing Advisory Committee on Religious Education (SACRE).