

## ADMISSION POLICIES OF VOLUNTARY AIDED SCHOOLS

The following are the oversubscription criteria for the Voluntary Aided Schools within the County of Herefordshire. The decision on admissions is the responsibility of the Governors, not the Local Education Authority.

Parents are therefore advised to refer to the school prospectus, which may provide additional information about the admission arrangements.

**The Bishop of Hereford's Bluecoat (PAN 235)** – this figure also includes children statemented under the Education Act 1996

1. **Special Needs:** Pupils with a Statement of Special Educational Needs which names the school (see footnote <sup>1</sup>).
2. **Open Place:** Available to children ordinarily resident within the designated area:
  - Tupsley, south of the Ledbury Road and east of the Eign Brook (the centre of the road and the brook being the boundary).
  - The designated civil parishes of Hampton Bishop, Mordiford, Fownhope, Woolhope, Lugwardine/Bartestree and Dormington.
3. **Church Place:** Available to children of families resident within the Archdeaconry of Hereford and actively involved in the worship, life and work of a Christian Church (see footnote <sup>2</sup>), supported by the endorsement of the parish priest or minister of that church (see footnote <sup>3</sup>). A points system is used to ascertain involvement with the local church. Points are gained for child's attendance in relation to frequency of services, child's support of the church, parents' attendance in relation to frequency of services, parent support of the church, and for strength of clergy reference. The details of the scoring system are available on request.
4. **Open Place – Sibling:** Children resident outside the designated area who have brothers or sisters (see footnote <sup>4</sup>) currently attending the school and will still be registered pupils at the time of admission.
5. **Open Place – Feeder School:** Children resident outside the designated area who nevertheless attend one of this school's feeder primary schools (St Paul's, Hampton Dene, St Mary's Fownhope, Mordiford and Lugwardine).
6. **Open Place:** Children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to the school is necessary for the well being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source.

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<sup>1</sup> This is the first priority because the Governors must comply fully with the Statement of Special Educational Needs.

<sup>2</sup> For the purposes of this policy "A Christian Church" is taken to mean an organised body subscribing to the Doctrine of the Trinity which is either a member of a local Christian Council/Council of Churches or affiliated to "Christians Together in England".

<sup>3</sup> An SA1 must be completed together with a general information sheet for Church Place applicants. This form is available from your local Minister and should be completed with their assistance.

<sup>4</sup> See the definition of "Sibling" in Chapter 3 of the Information for Parents Booklet.

7. **Open Place – other:** Children who live closest to the school by the shortest available walking route (see paragraph 7.1 of the Information for Parents Booklet for details of how walking distance is measured). (See footnotes<sup>5 6</sup>)

**St Mary’s R.C. High (PAN 135)** – this figure also includes children statemented under the Education Act 1996.

1. Baptised Catholic children in the 3 designated feeder primary schools with admission signed by their Parish Priest.
2. Baptised Catholic children in other schools with a Certificate of Baptism and admission form signed by their Parish Priest.
3. Other Christian denomination whose parents wish their children to receive a Christian education and who have a letter of support from a Minister of Religion or Religious Leader and who have a sibling at St Mary’s at the time of admission.
4. Other Christian denomination whose parents wish their children to receive a Christian education and who have a letter of support from a Minister of Religion or Religious Leader and who has had a sibling at St Mary’s in the past.
5. Other Christian denomination whose parents wish their children to receive a Christian education and who have a letter of support from a Minister of Religion or Religious Leader and one or both of their parents attended St Mary’s.
6. Other Christian denomination whose parents wish their children to receive a Christian education and who have a letter of support from a Minister of Religion or Religious Leader.
7. From other religions where the Governors are satisfied that the ethos and Christian teaching of the school is of prime importance to those making the application and who has had a sibling at St Mary’s in the past.
8. From other religions where the Governors are satisfied that the ethos and Christian teaching of the school is of prime importance to those making the application and where one or both of their parents attended St Mary’s.
9. From other religions where the Governors are satisfied that the ethos and Christian teaching of the school is of prime importance to those making the application and who have a sibling at St Mary’s.
10. Pupils who have a special reason for admission. Applications for admission on social, physical or medical grounds will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or other appropriate supporting information at the time of application.
11. Pupils who live nearest to the school by the shortest practical walking route.

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<sup>5</sup> In the event of Category 4,5, or 6 being oversubscribed the Governors will use a “tie breaker” of the measured distance to school as defined in Category 7.

<sup>6</sup> Late applications received after 7 November 2003 will be dealt with as explained in paragraph 6.2 of the Information for Parents Booklet.

## **Bodenham, St. Michael's C.E. Primary School (PAN 15)**

1. A child residing in the school's catchment area.
2. A child who would have a brother or sister attending the school at the time of admission.
3. A church place for genuine candidates and then only on the recommendation of the Vicar of the Parish.
4. A child who has special reason for admission. This reason will probably be of a medical, physical or social nature, and production of a medical certificate or other appropriate information is required. Parents claiming such special reason should inform the Pupil Admissions Office in writing at the time of application.
5. A child who lives nearest to the school by the shortest available walking route.

## **Brampton Abbotts C.E. Primary School (PAN 20)**

There are approximately 140 pupils on roll and 20 reception age children are admitted each year. We normally admit children at the beginning of the term in which their 5<sup>th</sup> birthday occurs and parents are requested to register their children for admission well in advance.

Children enter the reception class during the academic year in which they celebrate their 5<sup>th</sup> birthday. The intakes are organised in 2 phases. Children with birthdays from 1 September to 31 March may start full time schooling in the autumn term, and children with birthdays from 1 April – 31 August may start in the spring term. Children are invited to a 'taster' day prior to entry and prospective parents are notified of these dates in advance. Contact with our feeder playgroup is encouraged and an Early Years Partnership that has recently been formed continues to thrive. There are regular termly meetings between staff to ensure a smooth transition for the children.

Our 'designated area' lies within the following boundaries:-

How Caple crossroads to the north, Greytrees to the south, Rudhall Farm to the east and the River Wye to the west. This means we actually lie outside our own 'catchment area' which must make our school unique. In practice a great majority of our pupils come from outside our normal 'designated area'. This causes very few problems, but it does mean that most parents need to contact the Herefordshire Education Directorate to advise the Authority of their choice of school, stating their reasons for that choice.

The address is:-  
Education Directorate  
P O Box 185  
Blackfriars Street  
Hereford  
HR4 9ZR

The school believes in equal opportunities for all prospective pupils regardless of disabilities and special educational needs and applies the following policy in considering priority in the granting of places:-

1. Children from the 'designated area'.
2. Children who have brothers and sisters at the school.
3. Children whose parents are actively involved in the life and worship of a Christian Church and wish their children to be educated at a Church school, supported by the endorsement of the priest or minister.

4. Children with particular medical, social or educational needs. Production of a medical certificate or other appropriate information may be required.
5. The location of the home in relation to the school (i.e. children who live nearer to the school will be given priority if the school is oversubscribed).

Parents considering sending their children to join us may visit the school at any time by making an appointment with the Headteacher.

### **Bridstow C.E. Primary School (PAN 15)**

Bridstow is a voluntary aided school which means that the Governing Body is responsible for admissions. The overall capacity of the new school is 105 places which allows 15 children to be admitted into the reception class each year. This figure of 15 is known as the published admission limit and is formally published by the Herefordshire Council in their information for parents booklet.

1. The Governors consider applications each year in line with the Local Education Authority's timetable, which for the 2005/2006 school year will be 14 January 2005.
2. In the event of more applications being received above the published admission limit the Governors have decided the following policy in the allocation of places:
3. Pupils living within the catchment area of the school as defined by the Herefordshire Council.
4. Pupils who would still have a brother or sister at Bridstow School at the time of admission.
5. Pupils of families who are actively involved in the worship, life and work of a Christian Church, supported by the endorsement of the parish priest or minister of that church.
6. Pupils who have medical, social or compassionate grounds for admission (the validity of such reasons will be determined by a committee of the Governing Body).
7. Pupils who live nearest to the school by the shortest available walking route (note – the Governing Body use the policy of Herefordshire Council in determining measured distances).

### **Cradley C.E. Primary School (PAN 20)**

1. Children living in the areas contributory to the school, i.e. Cradley, Mathon and Storridge.
2. Children of families who are active members of a religious denomination. The Governors will give preference to the children of families who regularly attend Cradley, Mathon or Storridge churches.
3. The presence of brothers or sisters in the school at time of admission.
4. The nearness of the home to the school.
5. Those whose older brothers or sisters are former pupils of the school.
6. Special medical or social needs.

## **Fownhope, St. Mary's C.E. Primary School (PAN 15)**

1. Pupils living within the catchment area of the school.
2. Pupils who would have a sibling at the school at the time of admission.
3. Pupils who would have a special reason for admission. Such reasons may be medical, physical, or other personal circumstances. Medical certificates or other relevant information should be sent with the application form.
4. Pupils whose parents wish to apply for a church place. These are allocated to children whose parents have an active link with their local church.
5. Pupils who live nearest to the school by the shortest suitable walking route.

If the number of children seeking admission exceeds the places available in categories 1-3 then priority will be given to children who live nearest the school by the shortest walking route. Not all places are allocated at the beginning of the Academic Year as we reserve places for the January admission. Places may be refused to both September and January children who live outside the catchment area if there are only sufficient places to admit catchment area children or other higher priority children expected in the course of the year.

## **Hereford, Our Lady's R.C. Primary School (PAN 30)**

If any of the following criteria are over-subscribed the governors would admit pupils who live nearest to the school by the shortest available walking route.

Priority for admissions will be given:

1. Children in the "looked after" system, where the approved agencies agree that the school meets the child's social, pastoral, educational and religious beliefs of the carers.
2. Baptised Catholic children living or worshipping in the parishes of Our Lady's and Belmont, Hereford.
3. Baptised Catholic children living or worshipping in the parishes adjoining Our Lady's and Belmont, Hereford.
4. Baptised Catholic children living and worshipping in the county of Herefordshire.
5. Baptised brothers and sisters of children who are already pupils at the school.
6. Baptised children of non-Catholic parents who have expressed a preference for education in a faith school.
7. Non-baptised children of non-Catholic parents who have expressed a preference for education in a faith school.

## **Hereford, St. Francis Xavier's R.C. Primary School (PAN 30)**

1. Baptised Roman Catholic children residing in St. Francis Xavier, Hereford, parish.
2. Baptised Roman Catholic children residing in parishes in the County of Herefordshire.

3. In the event of there being any non-allocated places, the Governors may consider applications from non-Catholic parents desirous of seeking a Christian education for their children. Such applications will only be agreed where the Governors are satisfied that the religious and moral atmosphere of the school are of prime importance to those applying.

### **Hereford, St. James' C.E. Primary School (PAN 30)**

1. All children living within the catchment area of the school .
2. Children from outside the catchment area who have siblings in the school .
3. Two places will be reserved for children whose parents wish them to attend the school through a 'church' place providing that the number of in-catchment children permits.
4. Any other applications received from parents who live outside the catchment area will be considered by the governors who will take into account the distance from home to school and ease of travel to and from school.

### **Hereford, St. Paul's C.E. Primary School (PAN 68)**

1. Children of families residing in the ecclesiastical parish of Tupsley and having a genuine commitment to a Trinitarian church.
2. Children with a brother or sister already attending St. Paul's School.
3. Children with special medical or social needs.
4. Children of families residing in the ecclesiastical parish of Tupsley, judged by proximity to school.
5. Children of families residing outside the ecclesiastical parish of Tupsley and having a genuine commitment to St. Paul's Church, Tupsley.
6. Children of families residing outside the ecclesiastical parish of Tupsley and who worship in a Church of England congregation and for whom St. Paul's is the nearest Church of England School.
7. Children living beyond the parish boundary judged by proximity to school.

### **Hereford St. Thomas Cantilupe C.E. Primary School (PAN 30)**

The admission arrangements for the school year 2005/2006 are as follows:

1. Children whose 5<sup>th</sup> birthday is between 1 September and 31 December will be admitted full time from September.
2. Children whose 5<sup>th</sup> birthday is between 1 January and 30 April inclusive will be admitted for mornings only until autumn half term. For the second half of the autumn term parents can decide whether to send their children mornings only or full time.

3. Children whose 5<sup>th</sup> birthday is between 1 May and 31 August inclusive will be admitted for mornings only until half term. For the second half of the autumn term and spring term parents can decide whether to send their children mornings only or full time. From April 2005 these children must attend full time.

There will be a staggered entry of the children during the first three weeks of the autumn term.

If the school becomes oversubscribed, then priority at the present time will be given as follows:-

- Children from the designated area (Millbrook Street forms the boundary to the west, St Owen's Street to the East and Penn Grove Road to the North).
- A maximum of four children of Church-going families whose application is supported by their parish priest or minister. Priority for these places will be given to families who attend the Churches of All Saints', St Barnabas and St Peter's. In addition, children whose parents attend any Church which subscribes to the doctrine of the Trinity and which is a member of Churches Together in Hereford may also receive consideration.
- Children resident outside the designated area who have brothers or sisters currently attending the school.
- Children with special medical or social needs. Parents must provide supporting documentation to prove this.
- Children whose elder brother or sister has attended this school in times past.
- Children who have attended St Thomas Cantilupe Playgroup.
- Other children from out of area who are not included in any of the above categories.
- Pupils completing their primary education in this school transfer to a High School at the beginning of the autumn term following their 11<sup>th</sup> birthday.

### **Kimbolton, St. James' C.E. Primary School (PAN 15)**

1. Children resident within the catchment area.
2. Children who would have a brother or sister attending the school at the time of admission.
3. Children of committed Christian families.
4. Children who live nearest to the school by the shortest available route.

### **Kingsland C.E. Primary School (PAN 17)**

1. Firstly, to a child in the school's catchment area.
2. Secondly, to a child who would have a brother or sister attending the school at the time of admission.

3. Thirdly, to a child from outside the catchment area having special social, medical, physical or religious needs, supported by special documentation. If you are applying for a category 3 place you must specify your reasons for your application. It is necessary to attach appropriate supporting information to the application. Closeness to Kingsland will be taken into account when considering applications under this heading.
4. Fourthly, other applications will be determined by those being nearest to the school by the shortest available walking route.

### **Lea C.E. Primary School (PAN 15)**

1. Children living in catchment area.
2. Siblings of children already in school.
3. Children of regular communicants of Lea Church irrespective of catchment area.
4. Social needs.
5. Distance of home from school.

### **Leintwardine Endowed Primary School (PAN 15)**

1. Children resident in the catchment area.
2. Siblings of children already admitted to the school.
3. Children of committed Christian families.
4. Children resident outside the catchment area subject to there being spaces in the year group(s) concerned.

### **Leominster, Ivington C.E. Primary School (PAN 15)**

The following criteria are used when deciding on admissions:-

1. A child whose principal home address is within the catchment area of the school.
2. The presence of associated siblings in the school at the time of admission.
3. Children of families who are actively involved in the worship, life and work of the Church supported by endorsement of their priest or minister.
4. Special medical or social needs of the pupil. Parents must provide supporting documentation to prove this.

If an over-subscription situation arises, priority for admission will be decided using the following further criteria:-

- Children associated with the school through the adjoining nursery/playgroup.
- Those residing nearest to the school by the shortest available route.



Whilst using the above criteria, all applications for admission are considered equally and without discrimination against; race, gender, special educational needs, disability or family background/circumstances.

Admission decisions are at the sole discretion of the Governors. Applications are considered annually in March.

Our school's published admissions number is 15 pupils per year group.

### **Llangrove C.E. Primary School (PAN 15)**

1. The school is the one designated for the area in which the child lives.
2. The presence of older brothers or sisters in the school at the time of admission.
3. Special medical or social needs of the pupil. Production of a medical certificate or other appropriate information is required.
4. Children of families who are active members of the Church of England or who are committed to the practice of the Christian religion.
5. The location of the home in relation to the school, i.e. children who live nearer to the school will be given priority if the preferences exceed the admission level.

### **Much Marcle C.E. Primary School (PAN 17)**

Parents considering sending their children to the school are welcome to arrange to meet the Headteacher and staff and to look around the school at a mutually convenient time. The Local Education Authority sets an admission limit for every school which controls the number of children to be admitted in a school year. The following admissions policy has been drawn up by the Governing Body of the school.

All applications must be made to the Chairman of Governors at the school for admission during the following academic year. Any late applications will be considered but will depend on the availability of places. At present the school admission limit to the reception class is 17.

Places will be allocated on the following basis only:

1. To children who are permanently residing in the catchment area at the date of allocation.
2. The catchment area is defined as the civil parishes of Much Marcle, Little Marcle, and Yatton.
3. The Local Education Authority is able to determine which is the provided school in any cases of doubt by reference to postal codes.
4. To brothers and sisters of children already in the school.
5. At the sole discretion of the Governors to the children of families out of the catchment area wishing their children to attend the school for religious reasons, supported by such appropriate documentation and on such conditions as the Governors shall decide.

6. At the sole discretion of the Governors to children of families out of the catchment area showing significant, medical, educational or social reasons, supported by such appropriate documentation and on such conditions as the Governors shall decide.

If the number of applications exceed the number of places available for the academic year for which the application is made, places will be allocated to those children living nearest the school, this being determined by the nearest walking route.

## **Pembridge C.E. Primary School (PAN 13)**

1. Children for whom Pembridge is the designated school.
2. Siblings.
3. Church places.
4. Social/Medical reasons.

### Church Places

When applying for a church place, the family will need to be reasonably regular and long standing church members, and the application will need to be supported by a letter from the local vicar/minister.

### Medical reasons

Parents, who wish their children to be admitted on medical grounds will be required to produce a medical certificate, or other appropriate information, preferably from an independent source.

Your application, on either religious or medical grounds, WILL NOT be considered unless this supporting evidence is attached with your application form.

In line with DFES guidelines, priority may not be given to parents based on the date order in which applications were received before the deadline.

Over subscription within the first criteria  
(children for whom Pembridge is the designated school)

If an over subscription situation arises within this area, priority for admission will be decided using the following criteria:

- Siblings.
- Medical reasons (again, accompanied by appropriate information).
- Walking distance – pupils who live nearest to the school by the shortest available walking route.

### 'Out of Area' children

For the academic year 2005/2006, 'out of area' children will not be considered unless they have brothers and sisters in the school already.

## **Pencombe C.E. Primary School (PAN 8)**

Children will be considered for admission if they qualify under one of the following categories and accept the Christian aim of the school. Governors give order of priority to applicants with children who qualify for the following:

- Catchment places.
- Church places.
- Siblings who have a brother or sister currently attending the school who live outside the catchment area.
- Out of catchment area places.

**CATCHMENT PLACES** are available to children resident within the Civil Parish boundaries of Pencombe with Grendon Warren and Little Cowarne.

**CHURCH PLACES** available to children of families who are resident within the ecclesiastical catchment of the seven parishes namely Bredenbury with Grendon Bishop and Wacton, Collington, Little Cowarne, Edwyn Ralph, Thornbury and Pencombe with Marston Stannett; and are actively involved in the worship, life and work of a Christian Church, applications should be in letter form and supported by the endorsement of the Parish Priest or Minister of that Church.

### **SIBLINGS**

Governors will also give consideration to children other than those in above categories who are resident outside the designated area who have brothers and sisters currently attending the school at the time of admission. Parents should notify the school of their wish for a 'sibling place' in good time for the admission panel meeting, but this does not guarantee places for future siblings.

### **OUT OF CATCHMENT PLACES**

Application, by letter, for places made by families residing outside the catchment area will be considered by the Governing Body. Families will have made clear their sympathy with the aims, objectives and mission statement of the school. The parents of these pupils will understand and accept that they have the responsibility to transport their child to and from school.

### **RESOLUTION**

If there are too many places for each category, places will be awarded to the children who reside nearest the school.

All 'catchment', 'sibling' and 'church' places should be applied for by letter in the first instance stating reasons for choice.

Applications for 'church' places should be endorsed, or referenced by, the Parish Priest or other Minister.

Any parent wishing to view the school or discuss admission with the Headteacher should write or telephone for an application form.  
School prospectus are available from the school secretary.

## **Ross-on-Wye, St. Joseph's R.C. Primary School (PAN 20)**

Children are admitted according to the following order of priority:

1. Children of the Roman Catholic faith.
2. Children who are not Roman Catholic and have siblings at the school, provided there is a place.
3. Children in the order in which they appear on the waiting list.
4. Children who have medical, social or compassionate needs. In such circumstances parents are required to produce a medical certificate or other appropriate information.

Parents considering sending their child to the school are requested to fill in an application form, available from the school, and return it to the headteacher no later than the September of the year before the child is due to start school. Along with the application form parents must also produce the child's Birth Certificate and, in the case of Roman Catholics, a Certificate of Baptism.

Children who are not of the Roman Catholic faith are only admitted when the Governors are satisfied that the religious and moral ethos of the school is of prime importance to those making the application.

Governors will decide who is to be admitted following the 14<sup>th</sup> January 2005 closing date. Parents are then informed of whether or not they have been successful in their application, by the LEA.

## **Staunton-on-Wye Endowed Primary School (PAN 10)**

1. The criteria is to be applied in the event of an oversubscription, listed in order of priority:
2. A child residing in the catchment area.
3. A child who has siblings in the school.
4. Those children who are within walking distance of the school.
5. Have had a brother or sister in the school in the past.
6. Social and medical problems with written evidence.

When applications are considered in each of the categories 1-3, if the number of children seeking admission exceeds the places available, allocation will be made with preference being given to a child who lives the shortest walking distance.

## **Weston-under-Penyard C.E. Primary School (PAN13)**

1. Children who live in the School's designated area.
2. Children who have siblings currently attending the school.

3. Children whose parents apply expressing a religious preference.
4. Children with special social and/or medical reasons.
5. Children who live outside the designated area but who live nearest to the School by the shortest suitable walking route.

### **Whitchurch C.E. Primary School (PAN 17)**

1. Children living in the catchment area of the school i.e. Whitchurch, Symonds Yat West, Doward and Ganarew;
2. Children with older brothers and sisters in the school at the time of admission;
3. Children whose parents wish them to have a denominational education based on the broad Christian family principles outlined in our school aims and associated with a Church of England school. Any applications made under this preference will have to be supported by references from the family's local clergy at the time of application;
4. Children who live nearest the school by the shortest available walking route.