

# APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL

## REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

11 JULY 2005

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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.
3. However, extra emphasis has been placed on the process for applying for a place at another LEA school. The document also refers to the Primary Co-ordinated Scheme and the two preferences allowed by parents.

### Apply for a Place at High School

4. This document, attached at Appendix 2, continues to be a simple and effective way of providing parents with general information on the secondary transfer process.

### RECOMMENDATION

**THAT the documents 'Applying for a place at High School in Herefordshire 2006/07' and 'Starting School' be approved.**