



# **Information for Parents 2006-2007**

## **Admissions and Transfers to Schools**

Children's Services Directorate  
P.O. Box 185  
Blackfriars Street  
Hereford HR4 9ZR

[www.education.herefordshire.gov.uk](http://www.education.herefordshire.gov.uk)  
[www.cs.herefordshire.gov.uk](http://www.cs.herefordshire.gov.uk)

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# CONTACT POINTS

## Herefordshire Education Website:

[www.education.herefordshire.gov.uk](http://www.education.herefordshire.gov.uk) or [www.cs.herefordshire.gov.uk](http://www.cs.herefordshire.gov.uk)

email - [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk) or [schooltransport@herefordshire.gov.uk](mailto:schooltransport@herefordshire.gov.uk)

## Pupil Admissions and Transport Office:

Mr. Andrew Blackman	<i>Admissions and Transport Manager</i>	<b>01432 260927</b>
Mrs. Jackie O'Connor	<i>Transport and Admissions Officer</i>	<b>01432 260931</b>
Mrs. Emma Turner	<i>Admissions &amp; Transfers Officer</i>	<b>01432 260926</b>
Mrs. Dawn Skyrme	<i>Admissions &amp; Transfers Officer</i>	<b>01432 260925</b>
Vacancy	<i>Section Administrator</i>	<b>01432 260999</b>
Mrs Dee Cottingham	<i>Administrative Assistant</i>	<b>01432 260930</b>
Mrs Frankie Russell	<i>Administrative Assistant</i>	<b>01432 260924</b>
Miss Victoria Rogers	<i>PRU, SEN &amp; POST 16 Officer</i>	<b>01432 383544</b>
Miss Michelle Sullivan	<i>Transport Admin Assistant</i>	<b>01432 260928</b>
	<b>OFFICE FAX:</b>	<b>01432 260998</b>

## INFORMATION LINE ON PUPIL ADMISSIONS: 01432 260925/260926

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.

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 2006/2007 at the time of publication.

## 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.

### **Preference**

Parents have a right to express preferences (2 for primary schools, 3 for high schools). Preferences must be granted if places are available when higher priority applicants have been given their places.

### **Provided school**

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

### **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.

### **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).