

Herefordshire Information for Parents Book 2011-2012

Admissions to Primary Schools



CONTACT POINTS

Herefordshire Education Website:

www.education.herefordshire.gov.uk or www.cs.herefordshire.gov.uk

email - schooladmissions@herefordshire.gov.uk or schooltransport@herefordshire.gov.uk

Pupil Admissions and Transport Office:

Mr. Andrew Blackman	<i>Admissions and Transport Manager</i>	01432 260927
Mrs. Jackie O'Connor	<i>Transport and Admissions Officer</i>	01432 260931
Mrs. Dawn Skyrme	<i>Admissions & Transfers Officer</i>	01432 260925
Mrs. Emma Turner	<i>Admissions & Transfers Officer</i>	01432 260926
Mr. Andrew McInnes	<i>Admissions & Exclusions Assistant</i>	01432 383168
Mrs Helen Downen	<i>PRU, SEN & POST 16 Officer</i>	01432 383544
Mrs Michelle Wathen	<i>Transport Admin Assistant</i>	01432 260928
Roxanne Clay	<i>Section Administrator</i>	01432 260999
Gill Bradbury	<i>Admin Assistant</i>	01432 260924
Mr. Dave Baldwin	<i>Transport Enforcement Officer</i>	01432 260937
Mr. Dave Magnus	<i>Travel Training Co-Ordinator for SEN</i>	01432 260937

INFORMATION LINE ON PUPIL ADMISSIONS: 01432 260925/260926

FAX NUMBER: 01432 260998

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 schools that have had vacancies in previous years
- Criteria under which places were offered

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 2011-2012 at the time of publication, July 2010

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Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

CONTACT DETAILS FOR NEIGHBOURING AUTHORITIES

Gloucestershire LA

Access to Education Team (0 – 16)
Children & Young People's Directorate
Shire Hall
Gloucester GL1 2TP
Tel: 01452 425407
Fax: 01452 425713
Email: schadmit@gloucestershire.gov.uk

Shropshire LA

Admissions Team
Children & Young People's Directorate
The Guildhall
Frankwell
Shrewsbury SY3 8HQ
Tel: 03456789008
Fax: 01743 254500
Email: school-admissions@shropshire-cc.gov.uk

Worcestershire LA

Pupil Admissions & Transfers Section
Children's Services Directorate
P.O.Box 73
Worcester
WR5 2YA
Tel: 01905 765765
Fax: 01905766776
Email:schooladmissions@worcestershire.gov.uk

Powys LA

Admissions & Transport Team
Schools & Inclusion
Powys County Council Hall
Tel: 01597 826455. / 826477/ 826449
Fax: 01597 826475
Email: education@powys.gov.uk

Monmouthshire LA

Admissions and School Meals Team
Directorate of Lifelong, Learning and Leisure
Monmouthshire County Council
5th Floor County Hall
Croesyceiliog
Cwmbran Torfaen
NP44 2XH
Tel: 01633 644530 / 01633 644946
Fax: 01633 644208
E-mail schoolandstudentaccessunit@monmouthshire.gov.uk

EDUCATING YOUR CHILD

Starting school is one of the most important events in any child's life. At this time, parents are naturally concerned to do the best for their children, but many feel uncertain about what to do. Our aim is to make it as easy as possible for parents to understand the procedures involved.

Most parents prefer their children to go to the local school and a place can nearly always be found for them without difficulty. Sometimes, however, parents prefer a school outside their own area but may find that all the places have to be allocated to local children. Inevitably, therefore, some parents have to be disappointed.

This booklet contains all the information parents need to understand the arrangements for the admission of children to Herefordshire primary schools. It explains the rules and procedures the Council has to follow to ensure that the system works as fairly as possible. The rules and procedures have been agreed by the Local Admissions Forum through which the Council, Diocesan Education Authorities, Church schools and community schools work closely together to produce the best possible arrangements for parents. The rules and procedures are particularly important when more parents apply for a particular school than there are places available.

In the booklet, you will find details about -

- How admission arrangements work, the admissions timetable for the 2011-2012 school year and the options that are open to you.
- Details of all maintained schools in the County, including the number of children that can be admitted to each primary school in the 2011-2012 school year.
- Information about Church of England, Roman Catholic, Foundation and Academy schools and what you have to do to apply if you would like your child to attend one.
- Information about nursery education and special education
- Information about school transport
- Other issues to do with schools – school uniform requirements and how parents can discuss concerns with individual schools

Staff in the Children & Young People's Directorate do all that they can to offer a friendly and efficient service to parents. Short leaflets are also provided to highlight the most important points parents need to bear in mind when they apply for a place in a primary or secondary school. Please get in touch with us if you need any help or advice, using the contact points shown inside the front cover of this booklet.

Hereford Choice Advisor Service

Within Herefordshire a Choice Advisor offers help and guidance on the schools admissions process to parents and carers of young people.

The aim being to:

- Make the process clearer
- Listen carefully to parents/carers and provide free, confidential and impartial advice
- Discuss all options available so that informed choices can be made
- Provide help and advice when filling in application forms and making appeals

For further information please contact:

Choice Advisor Service

Telephone: 01432 260999

External Advisory Service

The Advisory Centre for Education (ACE) provides free, independent advice on the admissions process and a range of education issues including bullying, exclusion, SEN and attendance.

For advice, enquirers should text the phrase AskACE to 68808 and follow instructions, or call 0800 800 5793 Monday - Friday, 10am – 5pm. For further information visit www.ace-ed.org.uk

1: ABOUT PRIMARY SCHOOLS IN HEREFORDSHIRE

Herefordshire has 82 primary schools, (all of which are comprehensive day schools for both boys and girls), and 3 special schools, which are also for boys and girls. A full list of maintained schools in Herefordshire is given in Appendix 4 at the back of this booklet.

Admissions to community, foundation, voluntary controlled and academy schools are on a non-selective basis. Most schools have defined catchment areas. Different admission arrangements apply to foundation, voluntary aided and academy schools where the Governing Bodies make the decisions.

➤ **PRIMARY SCHOOLS (age range 4-11 years or 4-7 years)**

Of the 82 primary schools, 36 are community, 39 Church of England (20 Aided and 19 Controlled) 3 Roman Catholic (all Aided) 1 Academy and 3 Foundation Schools. In Leominster primary education is provided by separate infants and junior schools with transfer between them at age seven. 13 of the primary schools have nursery classes for 3 and 4 year olds.

➤ **SPECIAL SCHOOLS**

There are 3 special schools for children with statements of special education needs (SEN). Admissions are arranged in consultation with the parents.

2: EARLY YEARS EDUCATION

2.1 Nursery Education Funding (NEF) For 2, 3 and 4 Year Olds

Local Authorities (LAs) are required to arrange 15 hours early education, over 38 weeks for 3 and 4 year olds whose parents would like their children to attend. Eligibility is from the term **after** the child's 3rd birthday. Children with April birthdays will be admitted in the September (following their 3rd birthday).

A Leaflet entitled "Guide to Early Years Education for 3 and 4 Year Olds" is available from the Early Years and Extended Services (EYES) Children and Family, Information Service, on request.

Early year's education in Herefordshire is provided through a mixture of LA, private, independent and voluntary settings, which adhere to the Early Years Foundation Stage (EYFS) Curriculum, the settings include -

- LA nursery classes attached to 13 primary schools
- Voluntary playgroups
- Private nurseries
- LA reception classes in primary schools (in the school year of the child's 5th birthday only - see sections 4.1 and 4.2 below)
- Independent schools
- Childminders within an Accredited and Approved Childminder network

Early in 2009 the Government announced that a small number of 2 year olds will be able to access up to 10 hour per week (over 38 weeks) of NEF funding, in Herefordshire 50 places will have been made available from September 2010 which will be allocated based on set criteria available from the Children and Families Information Service. (CFIS)

2.2 What Rights Do Parents Have?

Parents have a right to 15 hours per week of early **education** for their 4 year olds and 3 year olds in the term after their 3rd birthday spread over 38 weeks. The places are free of charge provided the settings are included within the directory of providers held by the LA. Parents are not obliged to take up such places if they do not wish their children to attend. The minimum number of hours in any one day which can be taken is 2.5 and the maximum in one day is 10 hours, however the full hours can not be spread over less than 3 days.

Parents do **not** have a right to a place in any particular setting. Nor can parents insist on any particular 'pick and mix' arrangement to make up the 15 hours (e.g. some half-days in one setting and others elsewhere), if that does not fit the way in which the relevant settings work although the hours can be taken split between 2 settings. All settings are allowed to have an admissions policy, and they can also decide the minimum and maximum levels of attendance per week for any child they agree to admit. Parents wanting more than the 15 hour early education sessions available (for example, full day care) will have to pay for the extra provision where it is available.

Any parent having difficulty obtaining their free provision entitlement or the level of provision to suit their needs on a paying basis should contact should contact the Children and Family Information Service (see Section 2.6 below)

2.3 LA Nursery Classes

The Council maintains nursery classes for pupils aged 3 or 4 years in the following 13 primary schools-

Schools with nursery classes:

Bromyard, St. Peter's Primary School	01885 483237
Hereford, Broadlands Primary School	01432 266772
Hereford, Riverside Primary School	01432 274653
Hereford, Lord Scudamore Primary School	01432 273951
Hereford, Marlbrook Primary School	01432 266643
Hereford, St. Martin's Primary School	01432 273633
Kingstone and Thrupton Primary School	01981 250338
Kington Primary School	01544 230363
Ledbury Primary School	01531 632940
Leominster Infants' School	01568 612029
Ross-on-Wye, Ashfield Park Primary School	01989 562738
Weobley Primary School	01544 318273
Withington Primary School	01432 850289

2.4 How Do You Apply For A Place In A Nursery Class At A Primary School?

Each of the nursery classes, at 13 primary schools, serves quite a wide catchment area. The places available are allocated on a half time basis, this may be in the morning or afternoon depending on the school, on all days the nursery class is open.

You can apply for a place in a nursery class **by contacting the headteacher of the school** in which it is based. It is advisable to apply as soon as possible **after** your child's 2nd birthday. Some priority may be given to children with special needs or according to family circumstances, the school will be able to inform you of its particular policy.

It should be noted that admission to a nursery class is quite separate from admission to the main school. Consequently:

- i) there is no guarantee that a child in a nursery class will have a place in the reception class of the same school, especially since nursery classes serve an area that extends beyond the catchment area of the school;
- ii) the school cannot insist that nursery children remain at the school beyond the age of five.

2.5 Primary School Reception Classes

Details of when 4 year olds can be admitted into primary school reception classes are set out in sections 4.1 to 4.4.

2.6 Children and Family Information Service (CFIS)

EYES provides an Information Service, the C.F.I.S., which works to ensure that a comprehensive and accurate information is available to parents and carers about childminders, playgroups, nursery

education, crèches, parent and toddler groups, before and after school clubs and other relevant services available for parents and children throughout the County of Hereford. The service is provided both in person at Blackfriars, Blackfriars Street, Hereford, HR4 9ZR and by telephone on 01432 261681.

2.7 Children's Centres

Twelve Children's Centres are now fully operational in Herefordshire

• Green Croft Children's Centre, Hereford	01432 271693
• Springfield Children's Centre, Hereford	01432 261730
• South Meadow Children's Centre, Hereford	01432 260540
• Widemarsh Children's Centre, Hereford	01432 383430
• Golden Valley Children's Centre,	01432 383209
• Ryefield Children's Centre, Ross on Wye	01432 260700
• Ledbury Children's Centre,	01531 637810
• HOPE Family Centre, Bromyard	01885 488495
• Conningsby Children's Centre , Leominster	01432 383340
• Kington Children's Centre, Kington	01432 383340
• Wigmore Children's Centre (contact)	01531 637810
• Broadlands Children Centre (contact)	01432 383430

These centres offer a seamless service for parents and carers of children 0-4, incorporating integrated care and education, health services, family support and a base for childminders. This integrated approach that will be easily accessible to families and lie at the centre of their communities, will provide an holistic approach for children's development, support to families with young children and will facilitate the return to training and work for those parents who wish it.

2.8 Extended Schools

Extended schools are schools that provide a range of services and activities for children, young people, families and communities. Schools are ideally places to provide access to a range of activities, opportunities and support. Services that may be available are: access to quality childcare, parenting support including family learning sessions, parenting programmes and information sessions at key transition points, swift and easy access to a wide range of specialist support services such as speech therapy and sexual health services, study support such as homework clubs, arts, sports, special interest clubs and play opportunities, community access to ICT, sports and arts and adult learning facilities.

The government vision is that by 2010 all schools will provide access to extended services. Schools however are not expected to provide all services on their own but to work in partnership with nearby schools, organizations and agencies across local area.

3: GENERAL ADMISSIONS ARRANGEMENTS FOR PRIMARY SCHOOLS

This Chapter explains the terminology and general rules affecting primary schools. Chapter 4 explains how the specific admissions arrangements work for primary schools, and include the timetable for entry to schools in September 2011.

ADMISSION ARRANGEMENTS TO SCHOOLS

- **Catchment Areas**

Each community, foundation and voluntary controlled school serves a defined catchment area. That is also the case for most voluntary aided schools, although they also have a commitment to children whose parents are applying for a school place on the grounds of their religion or denomination. Details can be found in their school prospectus. Children whose parents apply on time are given priority for a place at the school serving their ordinary place of residence unless their parents ask for a place at a school in another area. The procedure for expressing a preference is described in chapter 4. All parents must express a preference. Catchment areas are kept under review and may be changed from time to time. Changes are made only after careful review and consultation with parents, schools and local communities.

Please note The Steiner Academy does not have a catchment area, and is a through school Primary to Secondary

- **Ordinary Place of Residence**

A child's ordinary place of residence is the address at which the child normally lives. There are some rules, which apply when a child moves to a different address. Those rules may affect a child's entitlement for school admission. Please contact the Pupil Admissions Office if you have any queries about changes of address.

- **Change of Home Address**

If you move house, your child may remain at the school at which they are registered, should you so wish, but you may not be eligible for free transport if the move is to a property outside the catchment area.

When families with children of school age move into a new area, and wish to transfer their children to a different school, parents should at the earliest opportunity either ask at schools in the area or contact the Pupil Admissions Office. Even if parents apply for the school provided for the child's home address, a place cannot be guaranteed if the year group is full. In these situations the Council may designate an alternative primary school or the parents may decide to use the appeal process.

- **Published Admission Numbers (PAN)**

Each school has an admissions number, which is the number of pupils that the school can admit each year. Published admission numbers for each school are shown in Appendix 4. The admissions number will be taken into account by the Council and the Governing Body of a voluntary aided and foundation school when considering applications from parents. Some applications will be turned down if the total number of applications is greater than the published admission number. In such circumstances, parents have a right of appeal.

- **Definition of 'Sibling'**

Paragraph 5.1 on page 15 sets out the Council's oversubscription policy and category 4 defines the brother/sister qualification. To qualify under this category a sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or

sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address. However the Council will consider applications for foster children under category 4 of the oversubscription policy if there are special circumstances to maintain the importance of daily family life.

- **Class Size Regulations for Key Stage 1 Pupils (ages 4-7)**

The law requires pupils aged 4-7 generally to be in classes no larger than 30 pupils. However, the law on class size makes sensible allowance for the entry of an additional child in certain circumstances where not to admit the child would be prejudicial to his or her interests ('excepted pupils'). Such circumstances include:

- * where a child moves into an area outside the normal admissions round and there is no other school that would provide suitable education within a reasonable distance of his or her home.
- * where the child receives a Statement of special educational needs naming the school, or a pupil with a Statement naming that school moves into the area, in each case outside the normal admissions round.
- * where a pupil is initially refused admission to a school but is subsequently offered a place there for one of two reasons: the person making the original decision recognises that an error was made in implementing the school's admission arrangements; or an admission appeal panel decides that an error has been made or that the Council or the Governing Body of a voluntary aided school had acted unreasonably in refusing to admit the child to the school.
- * where a child who is normally educated in a special school, or in a special education centre in a primary school, spends part of the school week in an infants class of a primary school.
- * children in care admitted outside the normal admissions round. In the first three of these cases, the class may be above 30, but only for the remainder of that school year.

- **Parental Interviews**

Parents should note that interviews are not part of the admissions process, though it is sensible for parents to visit the school before deciding whether or not to apply.

- **Additional/supplementary forms**

All parents who list their preferred schools on the Local Authority Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools.

4: ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS

4.1 At What Age Can Your Child Start Primary School?

Children reach compulsory school age at the beginning of the term following their 5th birthday. In Herefordshire, however, most children start school at least a term earlier than the law requires. The Council's standard admissions policy entitles parents to places for their children, in one of the Council's maintained schools, according to the date of their child's 5th birthday, as follows -

in the Autumn term if 5 between 1st September and 31st December inclusive
in the Spring term if 5 between 1st January and 30th April inclusive
in the Summer term if 5 between 1st May and 31st August inclusive

The autumn term begins after the summer holidays, the spring term after the Christmas and New Year holidays, and the summer term after the Easter holidays.

4.2 Can Schools Let My Child Start Earlier if my child has his or her 5th birthday between 1st January and 31st August?

From September 2011, for the admissions round 2011-2012 and all subsequent years, admissions authorities must provide for the admission of all children in the September following their 4th birthday, if parents so wish.

4.3 Can Parents Keep Their Children Out Of School Until They Are 5?

Parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following the 5th birthday). Schools cannot require children to start sooner than parents wish. If you do wish to defer taking up a place for your child, you are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and you must apply by the closing date for applications (15th January 2011).

Parents therefore have the option of deferring their child's entry until later in the same school year. The effect is that the place is held for that child and is not available to be offered to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. If they want to defer their child's admission to a later academic year, (if a summer term birth child i.e. 5 in May, June, July or August), they will have to apply for what will then be year 1.

4.4 What If Your Child Is 5 Between 1st September And 31st December?

The Council does not allow schools to admit children before the school year in which they become 5. Children whose 5th birthday occurs between 1st September and 31st December, therefore, could not start school until the autumn term in which they become 5. Such children may instead go to one of the nursery units listed at paragraph 2.3 of this booklet, if there are places available, in the period before they are due to start school. They may also attend those playgroups, private nurseries, and independent schools included in the Local Authority's Directory of Early Years' providers- available from the Children's Info Service.

4.5 Can I Apply For A Place At Any Primary School?

You may apply for a place at any primary school within Herefordshire or surrounding authority, for the school year commencing September 2011, you will be able to express three preferences, in ranked order, on the common application form PA1. If you apply for a school within another authority we will then forward details on.

4.6 How do you apply for a place at a Primary School?

As previously stated, for children who will start school, in the reception year from September 2011, parents will be given the opportunity to express three preferences for primary schools. This position only relates to applications for the initial allocation process for forms received by 15th January 2011, thereafter they will be dealt with as late applications.

Parents should send applications to the Admissions Team (**not the school**), using the form (PA1) supplied with the Information for Parents Booklet available from the Pupil Admissions Office. Applications are required from all parents, including parents whose preference will be for the school provided for the child's home address and parents whose preference is for a Voluntary Aided (church) School, Foundation School, Academy school as well as schools within other local authorities. It is advisable to apply as soon as you receive your application form and no later than the 15th January 2011. Late applications are always considered, though it might not be possible to allocate a place in the school you prefer, if it is over-subscribed, even if the school is the one provided for your home address.

Online Admissions

You can apply online by visiting www.herefordshire.gov.uk and following these links: Education and Learning > School Admissions > Admissions 2011 > online application forms. When you come to the 'Welcome to Enrol' (online admissions applications) you must first create an account. Once an account has been created you can login. Useful tips and hints on applying online are highlighted in blue. **When you come to the end of the application you must click submit**, otherwise your application will not be submitted to us.

You may view/amend your application up until midnight on the closing date 15th Jan 2011. Please remember to click on submit again if ever you make any amendments.

If you have successfully submitted an online application you should expect to receive 3 email confirmations from us. The 1st when you submit your application, the 2nd when we download your application after the closing date and the 3rd will be the offer of school place. (A hard copy of your offer will also be sent out by post).

Please note: that if you do apply online you must click the submit button at the end, otherwise the application will not get properly submitted in the enrol system. You can amend applications at any time up until the deadline of 15th January 2011 (don't forget to submit each time).

In the case of parents who have applied online an offer of a place for their child will be made electronically on the 18th April 2011 and therefore parents will not have to wait for the post to arrive to find out. A letter will also be sent by post.

If you wish to withdraw your application or wish to inform us of a change of address you should notify us immediately by writing to **School Admissions, Blackfriars Street, Hereford HR4 9ZR** or by e-mailing us at **schooladmissions@herefordshire.gov.uk**.

4.7 When Are Decisions Made?

Community, Voluntary Controlled, Foundation, Academy and Voluntary Aided Primary Schools

Places in reception classes in community, voluntary controlled, foundation, Academy and voluntary aided schools are allocated on the basis of applications received by the Pupil Admissions Office on or before **15th January 2011** for admissions in school year September 2011 to August 2012.

This date applies for all admissions during that school year. Parents who do not wish their children to start until the statutory school age (i.e. the term **after** the 5th birthday) should discuss their intentions with the school, and must also apply for a school place by the date above, so that their application can be considered. All offers of places, including voluntary aided schools, will be made by the Pupil Admissions Office on **18th April 2011**.

4.8 What Happens If I Apply After The Closing Date Of 15th January 2011?

Applications received after 15th January 2011 will be allocated to the preferred school on the understanding that admissions do not exceed the published admission number or conflict with the requirement not to exceed 30 pupils in a key stage one class. When considering the late application the Council or the relevant Foundation or Voluntary Aided School will have regard to the reason for the delay in applying together with the distance to the nearest alternative school. However, the formal offer date for primary places will be 18th April 2011, so late applications received between 15th January and 18th April 2011, if the reasons are acceptable, will be able to be considered in the formal application process.

4.9 What evidence do I need to supply if moving house within Herefordshire or moving into Herefordshire when applying for a place in reception for this academic year?

If you are moving and are purchasing a new property, we would require a letter from your solicitor confirming that you have exchanged contracts and the actual or expected date of completion.

If you are renting, a copy of a signed tenancy agreement is required, along with written confirmation from the letting agency or estate agency, stating a start date and end date.

Please note that short term tenancy agreements or temporary moves to live with relatives to create an in area status will not be accepted. Short term is defined as less than 6 months. Copies of utility bills and council tax bills are also accepted as evidence.

The deadline for Submission of evidence relating to house moves is the 12th March 2011.

4.10 How Many Children May Be Admitted To Each Primary School?

The Council has a duty to ensure the provision of efficient education and the efficient use of resources. Schools cannot be allowed to become overcrowded. The number of pupils that may be admitted to a school in the relevant year group is known as the Published Admission Number (PAN). Details for each school are given in Appendix 4.

For further details about the allocation of places, the appeals procedure and transport arrangements which might affect your decisions, you should refer to chapters 5, 6 and 7 of this booklet.

4.11 Can I apply for a School in another Local Authority?

Yes, the co-ordinated admission scheme allows parents to express a preference for any maintained school including those administered by another Council. If you want your child to be considered for a school in Gloucestershire, Monmouthshire, Shropshire, Powys or Worcestershire, please include the name of the school and its ranked position on the application form PA1.

4.12 Can Applications Be Considered For Pupils Who Do Not Live In Herefordshire?

Any applications for the admission of pupils who live outside the county are always considered. Parents should apply to their home Local Authority who will send the details to Herefordshire after the closing date for that Council area. If the preferred school in Herefordshire is oversubscribed, such applications will be determined in accordance with the priorities listed in paragraph 5.1. In the case of Shropshire, Gloucestershire and Worcestershire residents, those Councils will make offers for Herefordshire Primary schools to their residents on 18th April.

4.13 What happens if parents / carers disagree on preferences for their child?

Where the authority receives application forms from more than one parent or carer, and where different schools are requested, the authority will write to both parties and inform them that unless written confirmation from both, setting out their agreement to a contrary course of action (that they both agree on the same school) the authority will act on the basis of the preference from the parent with whom the child lives. Where a child has more than one residence the preference from the person who is in receipt of Child Benefit will be acted upon.

5: ALLOCATION OF PLACES IN PRIMARY SCHOOLS

Although the School Standards and Framework Act 1998 gives parents the right to express preferences for their child to be admitted to any school maintained from public funds, there are 4 reasons why one or more of their 3 preferences might have to be refused:

- i) the school(s) might be oversubscribed;
- ii) the classes for infants (aged 4-7) in primary schools have reached the legal limit of 30 pupils;
- iii) the child does not meet the requirements of the admissions policy or subsequently fails to do so;
- iv) information provided by the parents (including information about addresses) is found to be fraudulent or intentionally misleading (such information may also be grounds for withdrawal of any place that has been allocated, even after the child has started at the school).

5.1 What happens if the school is oversubscribed?

Children with a Statement of Special Education Needs which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority below.

Priority 1 – Looked After Children - Children in the **looked after system** where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs (see footnote 1)

Priority 2** – Children living within the **defined catchment area** of the school (see footnote 2)

Priority 3*** – Sibling connection – Children who have a **older sibling** at the preferred school not only at the time of application but also when the younger child is due to start (see footnote 3)

Priority 4 – Exceptional circumstances – Children with exceptional **medical, social** or compassionate grounds for admission and whose parents can show that entry to a particular 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. Applications on such grounds will not be considered by the Director of Children's Services or appointed advisory panel unless this supporting information is attached to the application form received.

Priority 5**** – **Distance** - Children who live **nearest** to the school by the shortest available walking route (see footnote 5)

General Notes

No priority is given to pupils living outside but attending a primary school within the catchment area of the relevant high school, i.e. the determining factor is the child's home address.

Footnote 1: This is the 1st priority because the Council wishes to protect children in public care from further disadvantage that can arise from possible changes of school when the care placement changes.

Footnote 2: This is the 2nd priority because the Council gives high importance to try to ensure that children are able to attend the school within their local community.

Footnote 3: This is the 3rd priority to recognise the importance to daily family life, including travel arrangements, of having

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brothers/sisters at the same school where possible. The rule is not intended to favour parents with a previous but no longer current family connection with the school.

Footnote 4: This is the 4th priority to be sensitive to exceptional needs that individual children and families may have.

Footnote 5: The 5th priority is a measurable, objective way of allocating the remaining places.

Where, at any school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after children in the 'looked after' system it will be catchment area children second, siblings third, special reasons fourth, then according to distance, each assessed as indicated above.

If the admission of the top two categories can be satisfied, but there are insufficient places for all out-area siblings, priorities will be decided first by reference to special reasons, then according to distance.

Following the allocation of the top category, there may be an occasion when it is not possible to offer places for all children living in the catchment area. In that situation, the places will be allocated in the sequence of the criteria listed above, i.e. first to children with brothers and sisters who would still be at the school in September 2011, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

In the case where the distance is not a final deciding factor i.e. two applications are at exactly the same distance then the final tie breaker will be a lottery undertaken by an individual independent of the Children's Services Directorate.

** Living within the defined catchment area is defined as "a child residing with his/her parent(s) or carer(s) at his/her normal and genuine place of residence for the majority of the time".

*** A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address.

**** Distance will be measured by the shortest available walking route using a road and/or made up footpath from the front door of the child's address (including flats) to the main entrance of the school, using the Local Authority's computerized measuring system, with those living closer to the school receiving the higher priority.

Multiple Birth Policy

If, when places are offered under the Co-ordinated Schemes only one child from a multiple birth family can be admitted (one of a twin or triplets for instance) then subject to clause 3.24 of the School Admission Appeals Code ("unreasonable" test) places will be offered at the same school to the other children from the same multiple birth.

PRIMARY SCHOOL ALLOCATIONS AT RECEPTION AGE

5.2 How will the decisions be made about parents 3 preferences for Primary Schools?

STAGE 1 All the applications received from parents, by the closing date of 15th January 2011, will be analysed together, along with any late applications for which there are good reasons (see paragraph 4.8). The applications for Community, and Voluntary Controlled Schools will be considered against the 5 priorities explained in paragraph 5.1. The Governors of Foundation, Academy and Voluntary Aided Schools will make their decisions based on the published admission criteria defined in Appendix 4. At this stage, the three preferences are each treated as a first preference, i.e. the priority order shown by parents will not count at this point.

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STAGE 2 Following analysis, lists will be drawn up of all parents who have applied for Community Foundation and Voluntary Controlled (whether as first, second or third preference) for each school according to the criteria in chapter 5. Foundation, Academy and Voluntary Aided Schools will define their order as indicated in Appendix 4.

STAGE 3 Each parent will then be offered a place at the highest of their 3 preferences that is available (if any) after all higher priority applicants have been allocated places. At this stage applications for Community, Foundation, Academy, Voluntary Controlled and Voluntary Aided will be considered together.

STAGE 4 It is possible that some parents will not be offered a place at any of their preferred schools. That could happen only in the case of parents who have applied for 3 over-subscribed schools and have not included their catchment area school as one of the 3 preferences or parents who have submitted a late application by the offer date without good reason. In such circumstances, the parents will be offered a place at the nearest or most accessible school that still has places available, taking account of any information the parents may have already provided.

5.3 When, and by whom, will the offers to parents be made?

Offers will be made on the same day to all parents who have applied in time. The date will be:

18th April 2011

Herefordshire Council, including in the case of Foundation, Academy, Voluntary Controlled and Voluntary Aided Schools will announce all offers. Please note that only one school will be offered on the 18th April 2011, which will be the highest ranked, with spaces available, that you have defined on your application form. **The Council is unable to provide any information about places to be offered before this date.**

5.4 Do over subscribed Schools have waiting lists?

If parents do not receive an offer of a place for their preference, the child will be placed on the waiting list. The child's position on the waiting list will be determined using the oversubscription criteria. If vacancies occur after the offer date, the Pupil Admissions Office will make any offer, (this will include offers to VA Schools).

Any subsequent successful appeals for the school in question will mean that no places can be offered to children from the waiting list until the total number of children due to start in September is reduced to one below the Published Admission Number (e.g. PAN of 30 plus three successful appeals means that no further places can be offered until the intake number reduces to 29 (due to withdrawals or changes of preferences)).

The waiting list will be kept open until the end of the Autumn term of the 2011-2012 school year. It is possible that vacancies may occur and places offered at this late stage but the lists will be closed down after this period. If your child has still not received a place at one of your preferred schools, the Local Authority would expect that your child should be enrolled at the school offered by the Council, an independent school, or be educated otherwise.

5.5 Can you appeal if your request is unsuccessful?

If parents are sent a refusal letter after the 18th April 2011, for either the first, second or third school preferred, they are able to appeal. Appeals by parents, setting out the grounds upon which the appeal is made, should be submitted in writing, using the form sent to all unsuccessful applicants, to the Children & Young People's Directorate **within three weeks of the date of notification of the refusal of a place**. All appeals are heard by an independent appeals panel which holds most of its meetings between April and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school.

Further information about the appeals procedure is available from the Pupil Admissions Office or from the County Secretary and Solicitor, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR.

Please note: If your preference of school was in a different authority and you were not offered this school you will need to contact the relevant authority regarding the waiting list and appeals procedure.

In the case of Foundation, Academy and Voluntary Aided Schools the parents will appeal as follows:

- I. for Catholic Schools: to the Governing Body;
- II. for Church of England Schools: Hereford Diocese Ludlow Office Units 8 & 9 The Business Quarter Ludlow Eco Park Sheet Road Ludlow Shropshire SY8 1FD
- III. for Foundation Schools: to the Governing Body.
- IV. for Academy : to the Governing Body

6: CO-ORDINATION OF IN YEAR TRANSFERS AND INFORMATION FOR THE CO-ORDINATED ADMISSIONS FOR PRIMARY

6.1 Can a child transfer to another school at any age other than the normal transfer age?

If parents wish to transfer their child to the same age group in another school, parents should discuss the transfer with the Headteacher of the pupil's present school in the first instance. If it is then decided to make a formal request for transfer, parents should complete an In year transfer form from the Pupil Admissions Office. Parents should be aware that any information provided on the application form will be crosschecked and any fraudulent or misleading statement will result in the school place being refused.

A. Procedure for In Year Transfers

The current School Admissions Code sets out the following:

“From the 2010-2011 academic year, local authorities must formulate schemes for coordinating applications made during the academic year and applications for admissions to age groups other than the normal year of entry (‘in year applications’)”

The Code then goes on in section 3.5 to state: “They (LAs) must formulate schemes for the 2010-2011 academic year by 1st January 2010. Such schemes must comply with the requirements set out in paragraphs 3.6 to 3.18 below.”

These sections are provided in full in section C below and set out the general duties and the expectations of an In Year Transfer process. Please note that amongst these expectations a common application form must be submitted and there are further details on the consideration and processing of this in section 3.15.

B. Rationale of the new requirements

The intent behind the new responsibility is to significantly improve the experience of parents and children transferring from one school to another, with two main aims:

- To improve fairness – stopping unlawful/covert selection by some schools
- To improve the application/offer process for parents and children

C. Co-ordination of admissions from 2011-2012 onwards

3.6 For admissions to schools in the academic year 2011-2012 onwards, local authorities must formulate schemes for co-ordinating all applications to maintained schools and Academies from parents in their area, whenever received, and for whichever age group, under one scheme.

3.7 The following paragraphs reflect the law as it applies to in-year applications for 2010 onwards, and to all applications for admission in 2011 onwards. While it is for each local authority to decide the scheme that best suits its residents and its schools, they must ensure that they:

- a) comply with law and regulations including all the procedural requirements (for example, the scheme must require a common application form to be completed, allowing at least 3 preferences, the scheme must provide for information sharing with other local authorities, and it must ensure, so far as is reasonably practicable, that the local authority sends out not more than one offer to all parents seeking places at its schools); and

b) do not disadvantage families resident in other local authorities who apply for schools in their area (which would be contrary to rule established by the Greenwich Judgement)

3.8 Co-ordination schemes do not effect the rights and duties of the governing body of voluntary aided and foundation schools to set and apply their own admissions arrangements and oversubscription criteria nor for Academies to agree their own arrangements with the Secretary of State. Admission authorities do not have to determine the same or similar oversubscription criteria, but must ensure that their own admissions arrangement are compatible with, and do not undermine, the co-ordination scheme for their area. A summary of how the co-ordinated scheme works must be included in the local authority's composite prospectus.

3.9 Academies are required by their funding agreements to participate in co-ordination schemes and local authorities must consult them, as well as other admission authorities, when required, in order to agree the scheme. Local authorities must also invite City Technology Colleges to participate in the scheme.

Formulation and adoption of co-ordination schemes

3.11 All local authorities must have a scheme in place each year for co-ordinating admission arrangements for all maintained schools and Academies within their area. Local authorities must formulate schemes by 1 January in the determination year. If the local authority decides to continue to use the scheme from the previous year, this will fulfil the legal requirement to formulate a scheme. Local authorities must consult the Admission Forum every year, and admission authorities for schools affected by the scheme (including Academies) and other local authorities every three years as a minimum. If the Admission Forum advises that the scheme has changed substantially since the previous year, the local authority must consult school governing bodies and other local authorities on it, even if that is less than three years since the last consultation.

3.12 From the academic year 2010-11 onwards local authorities must coordinate all "in-year applications". In relation to academic year 2010-11 only, the arrangements for coordinating these applications must be formulated by 1 January 2010. They must then consult the bodies mentioned in paragraph 3.11.

Schemes imposed by the Secretary of State

3.13 If a local authority does not notify the Secretary of State by 15 April in the determination year that a scheme has been adopted for the following academic year, the Secretary of State may impose a scheme; or where an imposed scheme was in place for the previous year, he may notify the local authority that the scheme will continue for a further year.

3.14 Where the Secretary of State has imposed and not revoked it a local authority and its schools may decide to adopt the scheme in a subsequently year. In this case, the duty to formulate is met. If the local authority subsequently adopts a scheme agreed with other admission authorities, in accordance with the Co-ordination Regulations, they must notify the Secretary of State so that the imposed scheme can be revoked. Where a scheme from a previous year is being adopted, or has been imposed in relation to the previous year (and all admissions authorities have agreed to adopt it for a further year), confirmation must be sent to the Secretary of State by 15th April each year. It will not be necessary to send a copy of the scheme.

Main obligations imposed by the Co-ordination Regulations

3.15 The Co-ordination Regulations prescribe national closing dates for primary applications and, in the case of primary applications, prescribe the date by which the exchange of information described

in sub-paragraphs b) and c) below must be completed. Local authorities must include these dates in their co-ordination schemes. Aside from this, the main requirements of the Co-ordination Regulations with regard to schemes are:

- a) A common application form must be completed, which allows parents to express at least 3 preferences in rank order of preference, which may be for schools within or outside their home local authority area, and to give reasons for their preferences. The common application form must allow parents to provide their name, their address (including documentary evidence in support), and the name, address and date of birth of the child.
- b) Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme.
- c) The home authority must pass information on the application to other local (maintaining) authorities about applications to their schools in their area. The maintaining authority must determine the application in the normal way, and inform the home local authority if a place is available, by the dates specified in the scheme. The maintaining authority must not tell parents the offer.
- d) Where a place is available for a child at more than one school, the home local authority must ensure, so far as is reasonably practicable, that the parent is offered a place at whichever of these schools highest preference.
- e) For applications made in the course of a normal admission round, offers of secondary places must be sent by the home authority on 1 March, and offers of primary places on a date specified by the local authority (or the next working day if either date is not a working day) in the year during which a child will be admitted to school.
- f) Offers of primary and secondary places must be sent by the home local authority. Schools must not contact parents about the outcome of their applications until after these offers have been received. Only the home local authority can make an official offer.
- g) Parents who cannot be offered one of their preferred schools must, if there are places available, be offered a place at another school.

3.16 Where admission authorities normally admit children to primary school at two or three points in the academic year, they should make all offers at the same time. Places allocated to children whose parents have deferred their entry until later in the same academic year cannot be offered to another child, unless the parent withdraws acceptance of the place.

Applications to schools with a different age transfer

The Education (Middle Schools) (England) Regulations 2002 define 'middle schools' and whether they are classified as primary or secondary schools which depends on the age range of the pupils. For the purposes of co-ordination, middle schools with entry age before 11 are to be treated in the same way as primary schools; upper schools (with an entry age after 11) are to be treated as secondary schools.

3.18 For middle deemed secondary schools (not applicable to Herefordshire), the home local authority must make an application form available to any parent in the area who wishes to apply to a school in a neighbouring area which operates a different age of transfer. The home local authority must accept applications in the same way as it would for its own normal admissions round. It must, if preferred schools are in another area, pass forms to neighbouring authorities, who must apply

their co-ordinated scheme. The maintaining local authority must inform the home local authority if a place is to be offered in one of its schools. The home local authority must inform the parent of the outcome of the application.

D. Current practice in Herefordshire

For a number of years Herefordshire has been running a voluntary scheme where we centrally (within the Admissions & Transport teams) process in year transfer requests generated by parents for most of the community schools but not for any of the VA schools.

We estimate that we currently process about 70% of all in year transfer requests generated for all the maintained schools in Herefordshire. The new overarching responsibility will lead to the need to deal with 100% of all transfer requests.

E. Links to the In Year Fair Access

There is a direct interface between any In Year Transfer scheme and the “In Year Fair Access” protocol. The “In Year Fair Access protocol” is designed to handle, in a professional way, all In Year Transfers that are not straight forward. This will include children who have been permanently excluded, children attending PRUs integrating back into mainstream education, traveller children, children with SEN (but without statements), children who display behavioural difficulties, “serial” movers (children who have been transferred at least twice before without an address change reason) etc.

F. In Year Transfer summary of procedure

- Parent / Carer - visits requested school
Parent / Carer - request form from the School Admissions Team – School Admissions Team issues In Year Application Form on the same day
- Parent and current school - complete application form
- Parent / Carer - returns application to School Admissions Team within 5 school days
- School Admissions Team assesses the application form.
- School Admissions Team informs parent / carer of the outcome within 10 school days from the date the parent / carer first requested the application, provided that the parent / carer returned the form within the 5 school days, if a straight forward application.

The In Year Transfer scheme will impact upon all maintained schools within Herefordshire and subsequently upon any parent (from within and outside Herefordshire) seeking an in year transfer into these school. All applications will be dealt with in a consistent and fair manner. Admissions Code , and a flow diagram indicating the way in which applications will be dealt with.

If it is not a straight forward application, the Admissions Team will forward details to the In Year Fair Access Panel to consider and make a decision within the 20 days and inform the parent / carer of the outcome. (See Appendix 3 for In Year Fair Access)

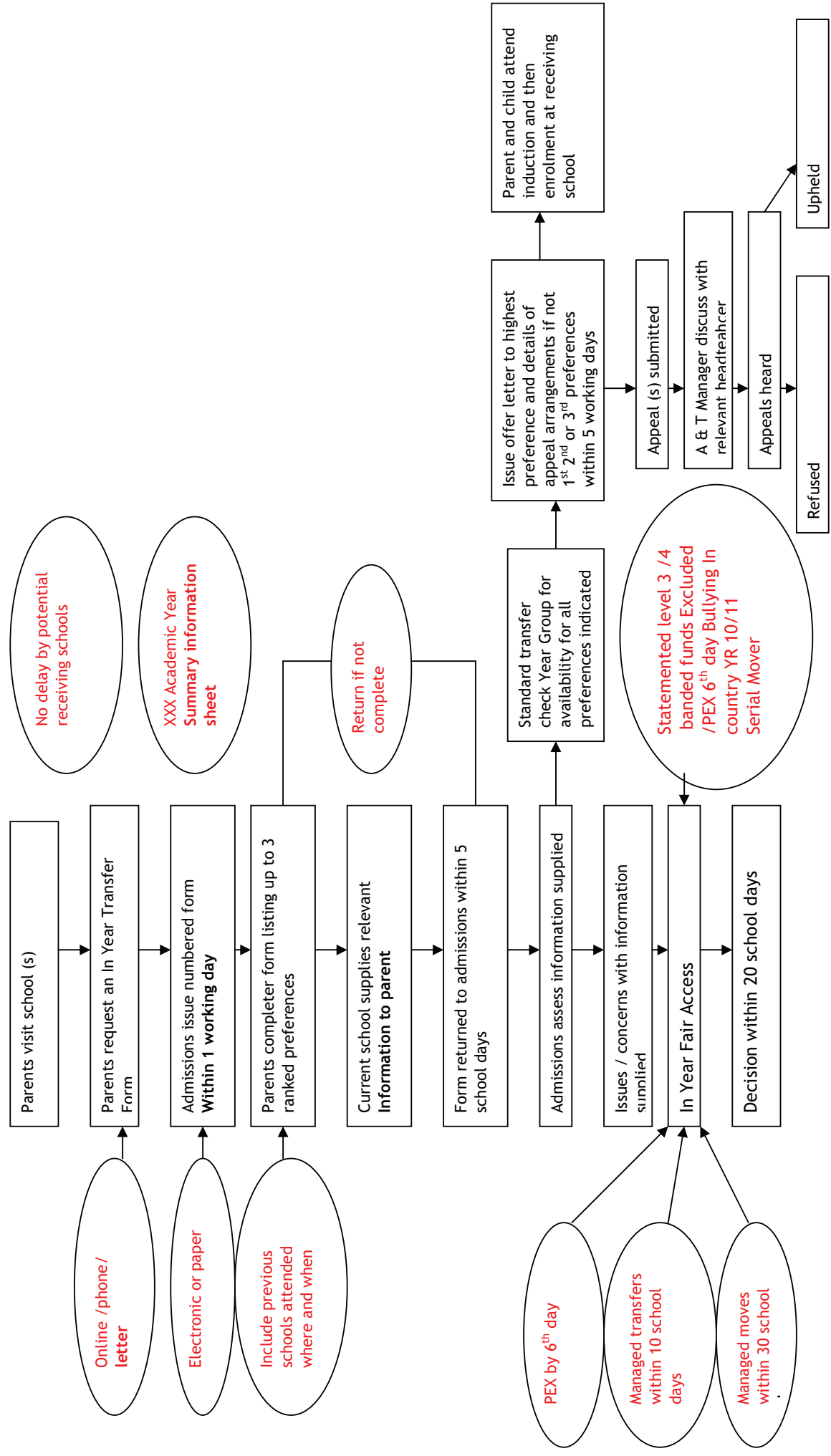
As noted at the start of this, the underlying intention of the new requirements in the national School Admissions Code is that fairness and the experience of parents and children are improved by the requirement for all maintained schools to be covered by this procedure.

6.2 Can a child be allocated a school place following permanent exclusion?

If a child has been excluded from two separate schools it is unlikely that another primary school will be provided. The Council will arrange alternative provision. However, where possible the authority will try to place a pupil at a suitable alternative school at a reasonable distance from the home address.

For In Fair Access Protocol Please refer to Appendix 3

In Year Transfer Flow Chart of Process



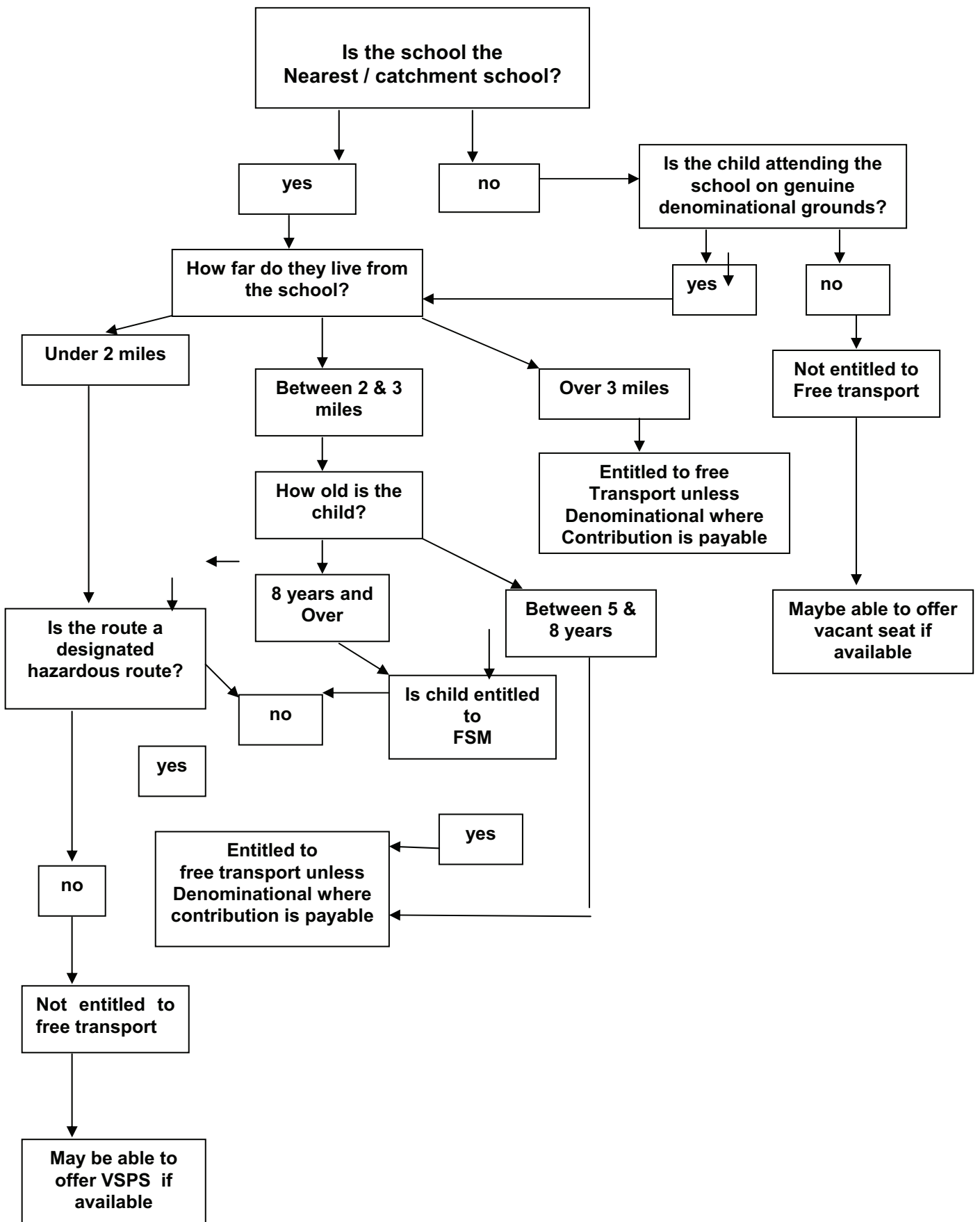
7: SCHOOL TRANSPORT UP TO THE AGE OF 11

Primary School Transport

7. Herefordshire Council have a statutory duty to provide home to school transport assistance for Primary School pupils who meet one of the following criteria:

- Is attending the nearest or catchment school and lives over 3 miles from the school.
- Is under 8 years of age attending the nearest or catchment school, living between 2 and 3 miles from the school. (Transport will not be provided until the term in which the child turns 5).
- Is over 8 years of age attending the nearest or catchment school, living between 2 and 3 miles and is in receipt of free school meals.
- Is attending the nearest or catchment school, living less than 3 miles from the school on a route that has been designated as containing exceptional hazards and is too dangerous for an accompanied child to walk.
- Is attending the nearest Aided church school on genuine denominational grounds and also:-
 - Is over 8 years of age and is living more than 3 miles from the school.
 - Is under 8 years of age and living between 2 and 3 miles from the school. (Transport will not be provided until the term in which the child turns 5).
 - Is over 8 years of age and living between 2 and 3 miles and is in receipt of free school meals.

Primary School



7.1 What is the statutory walking distance?

Walking distance is defined in law as up to 2 miles for children less than 8 years of age and up to 3 miles for older children. It is always assumed that a child will be accompanied as necessary.

7.2 How is the distance measured?

To ensure consistency, the distance between the home and the school is calculated by a computer based mapping system using the shortest available walking route along a road or made up footpath from the nearest pedestrian access to the school site to the nearest entrance to the external boundary of the pupil's home address.

7.3 What happens if there is a disagreement about the walking distance?

If you believe that the distance has been measured inaccurately, please contact the Transport and Admissions Officer on 01432 260931 and the distance will be manually reassessed, using a computer based mapping system and measuring the distance by hand.

7.4 How far will I need to walk to the nearest boarding point?

In general, children, accompanied by their parents where appropriate, may be required to walk up to one mile to or from a designated boarding or alighting point. (In the case of denominational transport the distance to the boarding could be further than one mile). However, in certain circumstances the cost of redesignating a new boarding point may not be economic or cost effective and therefore parents may be expected to take their child up to the limit of the statutory walking distances.

7.5 My child isn't 5 when he starts school, why isn't transport assistance provided from the outset?

Children reach compulsory school age at the beginning of the term following their 5th birthday. In Herefordshire, however, most children start school at least a term earlier than the law requires. The Council's standard admissions policy entitles parents to places for their children, in one of the Council's maintained schools, according to the date of their child's 5th birthday, as follows –

- in the Autumn term if 5 between 1st September and 31st December inclusive
- in the Spring term if 5 between 1st January and 30th April inclusive
- in the Summer term if 5 between 1st May and 31st August inclusive

In line with The Council's standard admissions policy, transport is not provided for under 5s it is provided from the term in which they become 5.

7.6 My child is over 8 but we are on a low income, is he still entitled to free transport assistance?

Children aged eight but under age 11 from low income families (children entitled to free school meals, or whose parents are in receipt of their maximum level of Working Tax Credit) are eligible for free transport assistance where they live more than two miles from their nearest or catchment school. When your child becomes 8 you can either send in evidence of your Working Tax Credit or inform us that your child is in receipt of free school meals. (To check if your child would qualify for Free School Meals please call 01432 260268. We will return to you any evidence you submit.

7.8 The route I need to take to school is too dangerous to walk, am I entitled to transport?

The measured distance (see 7.2 'How is the distance measured?') to school must be one along which a child, accompanied as necessary, can walk with reasonable safety to school. If a parent believes that the route to the catchment or nearest school is not safe, they can ask us to assess it on the grounds of exceptional hazard. (see: 7.19)

If part of the route is assessed as containing exceptional hazards, it will not be included in the statutory walking distance measurement. If the alternative shortest route, avoiding the part of the route with exceptional hazards, is over the statutory walking distance, transport assistance will be provided.

Several routes have already been assessed as containing exceptional hazards and so it is always worth checking if yours is one of them by calling the Transport & Admissions Officer on 01432 260931.

7.9 My child is attending the nearest denominational school, can he have transport assistance?

Herefordshire Council will provide assistance with transport where a child attends, on denominational grounds, the nearest appropriate or designated voluntary aided church school, and it is beyond statutory walking distance from the home address.

Parents are asked to pay a contribution towards the cost of providing such transport subject to the following criteria:

1. Parents to pay contributions towards the cost of transport for the first two children attending any denominational school from any one family (at the same address) with any subsequent children having a denominational place entitled to free transport, so long as those other children remain in receipt of transport under this scheme.
2. Free transport for those children entitled to free school meals (Entitlement can be checked by contacting the Free School Meals team on 01432 260268) families in receipt of free prescriptions (on income related criteria) or in receipt of full housing or Council Tax benefit.
3. A contribution of 50% of the set contribution rate per term for those not entitled under 2 above but whose parent(s) are entitled to Housing or Council tax benefit.

A child is deemed to attend a local Church School on denominational grounds where the denomination of the parents is the same as the denomination of the school and the child is offered a denominational place.

As in the case of transport to community schools, statutory walking distance is up to 2 miles for children under 8 years of age, and up to 3 miles for older children.

The Children's Services Cabinet member set the level of parental contribution in January each year. For budgetary purposes the charge is linked to the level of contribution paid by parents utilising the Vacant Seat Payments Scheme, which for the 2010/2011 school year is £135 per term.

For information the list of Voluntary Aided Church Schools is as follows:

Church of England

Bodenham, St Michael's C.E. Primary
Brampton Abbots C.E Primary
Bridstow C.E Primary
Cradley C.E. Primary

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Fownhope, St Mary's C.E. Primary
Hereford, St James' C.E. Primary
Hereford, St Paul's C.E. Primary
Hereford, St Thomas Cantilupe C.E. Primary
Kimbolton, St James' C.E. Primary
Kingsland C.E. Primary
LEA C.E. Primary
Leintwardine Endowed Primary
Leominster, Ivington C.E. Primary
Llangrove C.E. Primary
Much Marcle C.E. Primary
Pembridge C.E. Primary
Pencombe C.E. Primary
Weston-under-Penyard C.E. Primary
Whitchurch C.E. Primary

7.10 Will transport assistance be given to a school other than one provided for their home address?

Assistance with transport is normally given only to pupils attending the school(s) provided for their home address. Parents are responsible for transport when their child attends, by parental preference, an alternative school. However, some exceptions may be made in the following circumstances:

- (i) if the catchment or nearest school is full and your child is not awarded a place in that school, the Local Authority will redesignate an alternative school for your child. If that school is situated beyond the defined walking distance, transport assistance will be provided.
- (ii) a pupil with problems associated with special education needs for whom attendance at a particular school is considered to be appropriate and the school is situated beyond the defined walking distance, or if walking is too difficult for the pupil.

7.11 Is transport available to two different home addresses?

No, transport assistance is only provided to the main home address. It is not available a second address or to child care facilities. Where parents live apart the child's main home is defined as the one being where they live most of the time and that parent receives the Child Benefit. However, it may be possible to purchase a seat for the second address under the Vacant Seat Payment Scheme (VSPS) See below.

7.12 I do not qualify for free transport, is there any other help available?

For pupils who are not entitled to free transport, Herefordshire Council operate a Vacant Seat Payment Scheme, when spare seats are sold at either the current standard rate for each child (£135 per term in 2010/2011) or at the lesser rate for each child (£45 per term in 2010/2011) who is in receipt of free school meals. There is no guarantee that a seat will be available at the start of the following term, or continued throughout a term. In the event of more applicants than vacant seats being available, the allocation of places will be on the basis of distance to the provided or nearest school: the nearest to the school being awarded the seat first.

It is also important to note that the Council is reviewing all routes now that pupil numbers are falling and there are likely to be an increasing number of situations in which routes will be combined or simplified, and this may mean that vacant seats will reduce in number.

7.13 Will transport be provided for medical reasons?

The Council may provide free transport for medical reasons, if necessary, on the recommendation of the Senior Clinical Medical Officer.

7.14 Will transport be provided to and from Independent Schools?

No travel assistance will be given to pupils attending Independent schools.

7.15 What happens if a pupil is disruptive on the provided transport?

Parents must appreciate that the authority will not tolerate anti-social behaviour on its home to school transport. The authority has issued various sanctions to deal with these situations, which in the most serious of cases could result in the pupil being banned from all school transport. In these situations the parents will become responsible for transporting the child to school.

7.16 What types of transport assistance are available?

The Director of Children Services decides on the most suitable transport arrangements, bearing in mind all relevant factors, including cost.

Depending on individual circumstances, transport is arranged usually by contract bus, service bus or rail, though sometimes other individual arrangements have to be made. Transport is provided at the beginning and end of the normal school day, but is not provided for out of hours activities.

7.17 How do I apply for transport?

If you believe you qualify for free transport or if you wish to apply for a seat under the Vacant Seat Payment Scheme you will need to submit a 'Travel Assistance Form' (Form T), available from the website www.herefordshire.gov.uk or by calling the Transport & Admissions Officer on 01432 260931. Once complete, these forms should be sent to:

**The Transport & Admissions Officer, Admissions & Transport, PO Box 185,
Hereford, HR4 9ZR.**

7.18 I have been refused assistance with transport but believe that my circumstances are exceptional and wish to appeal against the decision, how do I do this?

You can appeal against any decision made by a member of the School Transport team by writing, explaining your reasons/circumstances to:

Mr Rob Reid, Head of Access and Capital Commissioning PO Box 185, Hereford HR4 9ZR

7.19 How do I apply for transport on the grounds of Exceptional Hazard?

If your child has not been awarded free transport on the grounds that you live less than the statutory walking distance from the catchment or nearest school, but believe that the route you need to take is not safe to walk with your child, you can apply for the route to be assessed by completing the form 'Application for Free Transport on Exceptional Hazard Grounds' or calling the Transport & Admissions Officer on 01432 260931.

7.20 How can I contact the Transport Office?

Email: schooltransport@herefordshire.gov.uk

Mr Andrew Blackman	Admissions & Transport Manager	01432 260927
Mrs Jackie O'Connor	Transport & Admissions Officer	01432 260931
Mrs Helen Downen	SEN, PRU & P16 Transport Officer	01432 383544
Miss Roxanne Clay	Section Administrator	01432 260930
Mr David Baldwin	Enforcement Officer	01432 260937
Mrs Michelle Wathen	Admin Assistant	01432 260928
Mrs Gill Bradbury	Admin Assistant	01432 260924
Mr David Magness	Independent Travel Trainer	01432 260937

8: NATIONAL CURRICULUM AND ASSESSMENT ARRANGEMENTS

The Education Reform Act (1988) introduced a National Curriculum for all pupils aged 5-16 years in all publicly funded schools, including special schools. The main aims of the National Curriculum are to provide pupils with a broad and balanced curriculum, which promotes their spiritual, moral, cultural, social, mental and physical development. The following information explains the position for the school year 2010-2011.

8.1 What must pupils aged 5 –11 study?

Pupils in Key Stages 1 (ages 5-7) and 2 (ages 7-11) must study English, mathematics, science, design and technology (D&T), information and communication technology (ICT), history, geography, art and design, music, physical education (PE) and religious education (RE).

Although it is not statutory most schools provide lessons in personal, social and health education.

From September 2009 it will be compulsory for all pupils in Key Stage 2 (KS2) to study a modern foreign language (MFL); it is anticipated that many schools will begin to introduce a MFL to some pupils in KS2 from September 2005 and phase in the entitlement over 4 years.

8.2 What about pupils with special education needs?

Pupils with special education needs also follow the National Curriculum so that they have similar education opportunities. However, in particular circumstances, parts of the National Curriculum can be withdrawn for short periods of time. This is known as 'disapplication'. (See Chapter 12 of this booklet about Special Education Needs.) Pupils attending Pupil Referral Units follow a broad and balanced curriculum, which includes important aspects of the National Curriculum.

8.3 Specialist Schools

In schools that are designated and funded as specialist because they are centres of excellence for a certain subject, the government requires enhanced provision and opportunities for pupils in that subject.

8.4 Who makes the decisions about the curriculum in schools?

The content and assessment procedures of the National Curriculum are determined by the Secretary of State Children Schools and Families, and are overseen by the Qualifications and Curriculum Authority (Q.C.A.). In all parts of the curriculum, the manner in which the curriculum is taught is a matter for individual schools, taking account of external guidance, which includes the national literacy and numeracy strategies. It is the responsibility of the Governing Body to ensure each school has a curriculum policy, which must include the National Curriculum determined by the Secretary of State for Education and Skills.

8.5 What do you do if you are unhappy about the curriculum your child is studying?

Most problems can be solved by discussing them with your child's teacher and/or headteacher. If a problem cannot be solved in that way, please contact the School Improvement Services at the office of the Children and Young Peoples' Services, P.O. Box 185, Hereford HR4 9ZR, telephone: 01432 260813.

8.6 How is the National Curriculum assessed?

The National Curriculum is organised into the Foundation Stage and 2 other Key Stages.

Foundation Stage for pupils age 3-5 years
Key Stage 1 for pupils aged 5-7 years
Key Stage 2 for pupils aged 7-11 years

Regular assessment is not new; it lies at the heart of effective teaching and helps in the planning of the next stage of a pupil's learning programme. During each school year, teachers continually assess pupils' work.

National Curriculum statutory assessment takes place at the end of the Foundation Stage and at the end of Key Stages 1, 2 (i.e. for pupils aged 7- 11). It includes both teacher assessment and externally set tasks/tests in the core subjects of English, mathematics and science as follows:

End of Foundation Stage	*	Teacher assessment using the Foundation Stage Profile
End of Key Stage 1	*	Teacher, assessment supported by externally set tests and tasks in reading, writing, handwriting, spelling and mathematics.
End of Key Stage 2	*	Externally set tests in English, mathematics and science.

8.7 Where can you find out more about the curriculum your child will study and how will you be kept informed of progress?

Each schools profile can be found at **www.schoolsfinder.direct.gov.uk** must include information about what is taught and how the curriculum is arranged. Schools must also provide information about examinations and vocational qualifications, school results in tests, and teacher assessments at the end of each Key Stage.

Schools must provide a written annual report for your child, detailing attendance and progress, with comments on all National Curriculum subjects. At the end of the Key Stage, the report must give your child's National Curriculum assessment results in Mathematics, English and Science and how these compare with the results of pupils of the same age in the school and, where relevant, nationally. The results of any public examinations taken by your child must also be given. Schools must give general information about the attainment of other pupils of the same age, so that you can compare your child's results with those details.

All schools must also make arrangements for parents to discuss their child's progress with appropriate teachers, at least once a year.

8.8 How can you best help your child?

- looking at books, reading to and with your child before and after they first start school;
- talking to your child about school;
- contacting the school about any concerns or worries you or your child have;
- keeping in touch with teachers who are in the best position to answer questions about what pupils are learning and the progress they are making;
- attending open evenings;
- encouraging your child to do homework the school has set.

Headteachers and teachers are always willing to discuss your child's progress with you, by appointment.

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

9: CHARGES, SCHOOL MEALS AND MILK ALLOWANCES

9.1 Are any charges made for school activities?

In general, schools may not charge for the education of pupils, but there are some circumstances in which charges may be made, as explained below.

Instrumental Music Tuition

Charging arrangements exist for parents to pay part of the cost, if their children receive instrumental music tuition in a small group (up to and including 4 children) or have individual lessons with one of the County's specialist teachers. The Authority also provide an instrument leasing scheme which is chargeable

Residential Activities

Parents will be required to pay all or part of the cost of accommodation and meals for residential activities organised by the school as part of the curriculum. Transport for curriculum activities is provided free of charge by the school, though schools may ask parents for voluntary contributions.

Swimming

No charge is made to parents for swimming instruction organised by the school, though schools may ask for voluntary contributions towards the cost of pool fees and transport.

Examinations

Fees for public examinations are usually paid by the Council. Entry for approved public examinations is encouraged as long as pupils have a reasonable chance of success. Decisions on such matters are normally left to the professional judgement of the headteacher and staff. Parents might be asked to pay fees if pupils fail to attend an examination for which they have been entered.

Milk

Milk is not provided free of charge by the Council. However, some schools choose to operate a European Community Scheme where milk is provided at subsidised rates, and a Department of Health Scheme, which provides free milk for Under 5s.

Meals

Although the Council does not have a school meals service, many schools have arrangements with private caterers to provide food for sale to pupils. Children who are eligible for free meals receive either a sandwich pack or a contribution towards the cost of a meal available at the school. Free school meals are available only to pupils whose parents are receiving a Department of Social Security Award of Income Support or Job Seeker's Allowance (Income based). Application forms are available from all schools and from the Free Meals Unit, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR or 01432 260921.

9.2 Are there any allowances available?

The only allowance available is for essential clothing. The Education Welfare Service administers a small fund to offer parents / carers some financial support towards the cost of school uniform including shoes (but not other items such as sports equipment).

Those parents / carers in receipt of benefits or whose income is limited are prioritised although the Education Welfare Service considers all applications individually. The fund offers vouchers, which can be exchanged for goods in a range of shops across the county. Vouchers are valued up to £40 for secondary school uniform and up to £15 for primary uniform.

The fund prioritises children starting school at 4 / 5 and those transferring between primary and secondary schools although children of other ages and circumstances will be considered for support.

Enquiries and application forms can be obtained from the Education Welfare Service 01432 260861 in the most recent financial year, the essential clothing allowance was available only for a limited range of items such as shoes. Grants are considered only for children as they start school and later when they move on to each stage of schooling. The scheme is subject to revision each January. Applications for assistance should be addressed to The Herefordshire Council, PO Box 185, Hereford HR4 9ZR or 01432 260000.

10: EDUCATION WELFARE SERVICE AND SCHOOL UNIFORM

Education Welfare Service

The Education Welfare Service provides support to children / young people, parents / carers and schools regarding issues of irregular school attendance. Each Education Welfare Officer works with particular high schools and their local primary schools.

The Service also offers support and advice (advises on pupil welfare matters and issues related to attendance at school, including) on child employment matters and children / young people working in entertainment, the service issues permits and licences for both of these. In addition, the Education Welfare Service licences Chaperones who supervise and support children / young people working in entertainment.

Should you experience difficulties (problems), which directly or indirectly affect your child's attendance, a Welfare Officer will be pleased to provide advice and support.

The Home School Liaison Service works alongside the Education Welfare Service providing similar support and advice aimed at targeted primary Schools.

Information about both these services can be obtained from:

Principal Education Welfare Officer,
P.O. Box 185,
Blackfriars
Hereford HR4 9ZR. Tel: 01432 260861

School Uniform and Appearance Codes

Many Governing Bodies have made a policy to define a 'school uniform' as it can make a considerable contribution towards the school's ethos or image. Schools, in setting their uniform policy, must act reasonably. Recently legal advice has been given indicating that it would be inappropriate for any school to have a policy for uniform, which did not include provision for girls to wear trousers.

The policy on uniform varies between schools and parents should seek information on the policy by reference to the school prospectus. Prospectuses are supplied to parents by the individual school concerned. Any parent wishing to know more about the uniform policies of a particular school should make inquiries at the school.

11: SPECIAL EDUCATIONAL NEEDS

11.1 What are Special Educational needs?

The terms SEN and disability have legal definitions:

- Children with SEN have Learning difficulties or disabilities that make it harder for them to Learn than most children of the same age and which calls for special educational provision to be made for them. (SEN Code of Practice 2001) It has been estimated that about one in five children will have SEN at some time during their education.
- Children have a disability if they have a physical or mental impairment that has a substantial and long term effect on their ability to carry out normal day to day activities. (SEN & Disability Act 2001)

11.2 What provision is made for children with SEN and Disabilities

In the majority of cases children will have their needs met in their local mainstream school where school staff, working in co-operation with the Council's support services; the Access and Improvement Learning, Behavioural and Low Incidence Needs Teams, Herefordshire Psychological Service (HPS) and Pre-School area Inclusion

Co-ordinators will be able to identify, assess and advise schools on how to provide for children with special or additional educational needs. All schools and early years' settings use the Code of Practice on Special Educational needs, to guide their procedures for deciding which children need special help and their arrangements for providing that help.

The Code of Practice recommends that schools should deal with children's needs in stages, matching the level of help to the needs of the child. Most children with special educational needs will have these needs met at 'School Action' and 'School Action Plus'. These stages are school based. For a small minority of children a Statutory Assessment of their special educational needs be appropriate and might result in the Local Authority issuing a Statement of SEN. In April 2009 the Local Authority delegated additional funding for SEN into schools to make a range of additional arrangements for children with the most significant needs more quickly and simply. Please see Parent Partnership Leaflet 'Funding for Inclusion' for more details.

A small minority of children will require the extra support of a special school. A child must have a statement of SEN to attend a special school and a place is determined following the Council's consideration of statutory advice or statutory annual review of a statement of SEN. **Admission to a special school is not part of the process described in this booklet and you should not name a special school as one of your 3 preferences.** The possibility of consideration for a special school place should be discussed as part of the Annual Review process.

There are 3 special schools in Herefordshire:

- Blackmarston School for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/PMLD) Age Range 3 -11
- Westfield School for children & young people with Severe Profound and Multiple Learning Difficulties (SLD/PLMD) Age Range 5 -19
- The Brookfield School for children & young people with Behavioural, Emotional and Social Difficulties (BESD) Age Range 5 -16

All schools must consider what the SEN Code of Practice says when they draw up their policies for children with special educational needs and must include within the school's policy the name of the teacher who is responsible for children with special needs (often called the special educational needs co-ordinator or SENCO) who will be able to talk to you about your child's special educational needs and keep you fully involved if particular support arrangements are to be provided. If you are not sure whether your child has special needs as defined above you should contact the SENCO. If your child has a statement of special educational needs you will need to start planning the phase transfer in year 5 through the statement review process. Schools are responsible for calling these review meetings and involving parents in them.

If it is not possible to come to an agreement about a child's special needs and or a school placement parents have the right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST). The tribunal is an independent body set up to consider cases where parents and a local Authority have not been able to reach agreement. However the vast majority of cases are resolved through consultation between the parents, Council Officers and in some cases the Parent Partnership. These services are available through contact with:

The Parent Partnership Officer Telephone 01432 260955

Accessibility

The Inclusion statement in the National Curriculum outlines three principles to support the access and inclusion of young people with a range of additional needs:

Schools should.....

1. set suitable learning challenges
2. respond to pupils' diverse learning needs
3. overcome potential barriers to learning and assessment for individuals and groups of pupils.

The LA has an Accessibility Strategy to support the inclusion of young people in their local school by removing barriers to the accessibility of information, the curriculum and physical environment wherever possible.

We are confident that all mainstream schools in Herefordshire are able with the appropriate support and adaptations to the curriculum to meet the Learning needs of the majority of children in their locality.

12: Special Schools, classes and centres

These schools are not accessed through parental preference only but in conjunction with the recommendation of professionals such as Educational Psychologists.

A child must have a statement to attend a special school.

Special Schools for children and young people with Severe, Profound and Multiple Learning Difficulties and Disabilities. (SLD/PMLD)

Hereford

- Blackmarston School Telephone 01432 272376
Honduu Close
Hereford HR2 7NX

Age Range 3 -11

Leominster

- Westfield School Telephone 01568 613147
Westfield Walk
Leominster
Herefordshire
HR6 8HD

Age Range 5 -19

Special Schools for children and young people with Behavioural, Emotional & Social Difficulties (BESD)

- The Brookfield School Telephone 01432 265153
Grandstand Road
Hereford
HR4 9NG

Age range 5-16

Primary Schools with a specialist centre

- Hampton Dene Primary School Telephone 01432
Hampton Dene Road
Tupsley
Hereford
HR1 1UU

Age range 5-11

- Hampton Dene Language & Communication Centre - Provision for children with language and communication impairment including a class for children with Autistic

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

13: TRANSPORT FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS

13.1 *What transport assistance is available for pupils attending Special Schools and Centres?*

Special education provision in Herefordshire is explained in Chapter 12.

In the case of pupils with statemented special education needs the Council may when appropriate:

- i) provide free daily transport to the nearest appropriate school/centre if they live more than the normal walking distances defined for primary and secondary pupils, or if walking is too difficult for the child (there may be advantages for a child's development if they are able to make their own way to school, accompanied by a parent if necessary);
- ii) provide transport at the beginning and end of terms and at half terms for pupils attending residential establishments;
- iii) provide other types of transport assistance where necessary in relation to residential schooling, including transport for parents and children for pre-admission assessments (in-County and one out-County) and for subsequent case conferences/reviews - if necessary reasonable overnight accommodation costs will be met by the Council.

Parents often prefer to make their own arrangements to take their children to special schools and centres, rather than use the transport provided by the Council, to enable daily contact with the school staff to be maintained more easily. Where that is agreed to be more appropriate for the child, a mileage allowance would be available to the parents if walking were too difficult for the pupil.

It is important to note, however, that parents have full responsibility for transport arrangements when their child attends, by parental preference, a school other than the one provided for their child's home address, or for their child's type of statemented special need. In a few such cases, it may be possible for parents to pay to use spare seats that are occasionally available on school transport on the terms indicated in paragraph 7.8 above.

In most cases where transport is provided escorts are employed, if necessary, to supervise the children on their journeys to and from school and safety equipment, such as harnesses, is made available on all vehicles if needed.

This provision of transport would not normally be written into the statement of SEN but would usually be reviewed at Annual Review to ensure adequate and appropriate use of resources.

14: DO YOU HAVE A CONCERN OR COMPLAINT ABOUT YOUR CHILD'S SCHOOL

If your child attends a maintained school in Herefordshire and you are unhappy about any aspect of their education, you should refer to the school's prospectus. The prospectus will tell you how to register a concern or complaint. However, schools and local authorities are expected to provide parents with good opportunities to raise issues of concern through the following general procedures.

Step 1

- **Talk to the teacher about your concerns and explain them carefully.** (Often this is all that is needed to find a solution)

Note: In large primary and high schools it may be appropriate for your concerns to be dealt with by a senior member of staff such as a Deputy or Head of Year. This procedure may be necessary before the Headteacher becomes involved.

If you still have concerns and do not feel that the teacher has addressed them adequately.

- **Make an appointment to talk to the Headteacher.** Say that you have already talked to the teacher but you still have concerns.
- Discuss the matter with the Headteacher.

If you still have concerns and do not feel that the Headteacher has addressed them adequately:

Step 2

- **You should write to the Chair of Governors** of your child's school. The address is available from the school or from Governor Services in the Children's Services Directorate, on 01432 260929. Depending on your complaint, the chairman may refer the matter to a committee of the Governors.
- Your letter should state clearly the concerns that you have and should contain all the relevant facts of which you are aware. If possible, include dates, times and the names of staff and/or pupils who know about the matter.

If you do not feel that the Governors have addressed and dealt with your concerns to your satisfaction:

Step 3

- You can refer your concerns to the Children's Services Directorate (contact details on the front of this leaflet) who will look into the matter. Sometimes the Diocesan Director of Education may also become involved in Catholic or Anglican Church schools.

Your letter should state clearly the concerns you have and should contain all the relevant facts. If possible, include dates, times and the names of staff and/or pupils who know about the matter.

- Your letter of complaint will be acknowledged and will be passed to an appropriate member of staff for their attention.

- This officer will investigate the complaint and speak to the people involved.
- You will receive a written response to your complaint letting you know what action, if any, will be taken.

We will deal with your complaint as quickly as possible. However, in some cases, when complex issues are involved, it may take some time to complete the inquiries.

There may be other areas of concern, which do not directly involve a school and do not need to be dealt with as outlined in this leaflet. In such cases you are advised to telephone the following numbers:

Early Years and Childcare:

Herefordshire Childcare Services	01432 261681
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Exclusions from Schools

Manager of Pupil, School and Parent Support	01432 260816
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Pupil Admissions to Schools

Admissions and Transport Manager	01432 260927
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School Transport

Transport and Admissions Officer	01432 260931
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Advice and support can also be obtained from the **Parent Partnership Services** on 01432 260995

HEREFORDSHIRE

Distances from Hereford City in brackets (e.g. Leintwardine (25m))

Hereford City (Scale 1:50,000)



LOCATION PLAN - Herefordshire (showing 103 LEA Schools)
 Voluntary Schools = Blue Aided Schools = Red
SCALE 1:200,000
 (839 sq. miles)
 Pupil density = 28 per sq mile (second lowest in England after N.Yorks' = 27)

Herefordshire Council
 Children & Young People's Directorate
 PO Box 185
 Blackfriars Street
 HEREFORD
 HR4 9ZR
 Tel.: (01432) 260900
 Fax: (01432) 260957

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

LOCAL CODE OF PRACTICE FOR ADMISSIONS AUTHORITIES AND SCHOOLS CONCERNING CONTACTS WITH PARENTS ON PUPIL ADMISSIONS AND TRANSFERS

LA Responsibilities

1. The Council will publish the "Information for Parents" handbook following consultation with schools and approval by the admissions forum, and that document will form the basis of the information given to parents.
2. The Council will not comment on the performance of one school compared to another, nor advise parents on particular actions to obtain a place at their preferred school. Parents requesting information about pupil performance in examinations results will be given the Department for Education performance table phone number (freephone) and will be expected to draw their own conclusions.
3. Advice given to parents following the publication of the handbook will be limited to clarification of information within the handbook, with the exception that if parents request it, the numbers of children living in catchment areas of particular schools will be provided if possible (some research may be needed in some cases).
4. All parents and schools will be treated equally, and with courtesy at all times. 5. The Pupil Admissions Office will advise schools of the number of applications received for their school as soon as possible after the closing date(s).
6. Parents will be informed of the outcome of their application by the end of April each year for Year R applications. No information or comment about the prospects of a successful application will be given prior to those dates.
7. Following the announcement of decisions, the Council will advise parents of their right to use the appeals procedure, giving a date (normally within 2 weeks) by which the decision to appeal must be made and notified to the Pupil Admissions Office.
8. Appeals will be heard within 40 school days of the date indicated for parental reply (see paragraph 6 above).
9. Parents can be informed of their place on any waiting list.

School Responsibilities

1. All parents should be given the same basic information, i.e. that applications are dealt with by the Pupil Admissions Office and that appeals are possible if places have to be refused when the year group is full.
2. All parents should be treated equally, whether they are in-catchment, out-catchment, or out-county and regardless of their own or their children's circumstances, unless the children have been excluded from two schools.
3. Parents and children must not be interviewed individually before enrolment has occurred - it is of course in order to give parents making inquiries written information about the school, tell them about how the school operates and what it expects of parents and children, and show them around the premises.

4. Children must not be tested or assessed by the school before enrolment.
5. The school should not comment to any parent on their chances of being successful – parents should simply be referred to the Pupil Admissions Office for the latest information.
6. Parents must not be told anything about the position relating to other applicants or children who might be leaving.
7. Parents must not be given the names or other personal details of other applicants.
8. Individual parents should not be supported by the school at appeal, or briefed to help them with their appeals.
9. Primary School staff should not support transfer applications to particular High Schools.

**Admission to Reception Class – September 2011 Onwards
Co-ordinated Primary Admission Arrangements for Herefordshire**

Implementation of Scheme

Herefordshire will operate an inter-LA scheme for September 2011 with Gloucestershire, Worcestershire and Shropshire. However, in respect of Monmouthshire and Powys the Council will continue to exchange preference information with the allocation being determined by either the school's home authority or the child's home authority. This scheme will apply to all parents/guardians wishing for their children to be admitted to any maintained primary school within Herefordshire during the academic year 2011/2012.

The following sections describe the proposed co-ordinated scheme for Herefordshire.

Number of Preferences and Closing Date

All parents will be invited to state three preferences, in ranked order, on a common application form, which will also apply to all voluntary aided schools. The closing date for applications will be the 15th January 2011.

Voluntary Aided Schools – Additional Information

To enable individual admission authorities to determine their allocation of places supplementary information may be required. Details of information that is required is stated in the school prospectus of the school concerned.

However, all parents **must** complete the common application form PA1 by 15th January 2011.

Date of Admission

Children reach compulsory school age at the beginning of the term **following their 5th birthday**. In Herefordshire, however, most children start school at least a term earlier than the law requires. The Council's **standard admissions policy** entitles parents to places for their children, in one of the Council's maintained schools, according to the date of their child's 5th birthday, as follows:

In the Autumn term if 5 between 1 September and 31 December inclusive

In the Spring term if 5 between 1 January and 30 April inclusive

In the Summer term if 5 between 1 May and 31 August inclusive

The Autumn term begins after the summer holidays, the spring term after the Christmas and New Year holidays, and the summer term after the Easter holidays.

Deferred Entry – for Summer Born Children

As previously stated parents are not obliged to take up places for their children any earlier than the law requires, (i.e. currently from the term following their 5th birthday.) Schools cannot require children to start sooner than parents wish. If parents do wish to defer taking up a place for their child, they are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and parents must apply by the closing date for applications (15th January 2011). Parents who have applied for and have been allocated a place for a particular school have every right to wait until the term specified in the Council's standard admissions policy or until compulsory school age. However there could be complications for pupils with birthdays between 1 May and 31 August, as

the term for compulsory admission would be in September at the start of the following school year. In the case of a summer born child therefore the admission would normally be directly into Year 1 (i.e. missing the reception class) in order to keep the child in his/her year group. In this respect a child would normally be placed directly into Year 1 and therefore would have missed the reception class but the school may not be able to guarantee a place if the class group had already reached 30. If parents wish, in these circumstances, to consider placing their child in a year group below the child's chronological age then please take check the information in the Herefordshire Local Authority policy "Children Out of Year Document" at www.herefordshire.gov.uk/education/37894.asp

Early Start

From September 2011, for the admissions round 2011-2012 and all subsequent years, admissions authorities must provide for the admission of all children in the September following their 4th birthday, if parents so wish.

However, parents are not obliged to take up this early offer of a place and they can delay the admission until the beginning of the spring or summer term in the term after the child's fifth birthday.

Allocation of Places

Places in reception classes for all maintained schools are allocated on the basis of applications received on or before 15th January 2011. Applications should be sent to the Pupil Admissions Office. The date of 15th January 2011 applies for all admissions during the school year, including children who might be entitled to start school until January 2012 or April 2012.

The Council has defined that the single offer date for the 2011/2012-admission year will be: -

18th April 2011

Late Applications

Applications received after 15th January 2011 will be allocated to the preferred school on the understanding that admissions do not exceed the published admission number or conflict with the requirement not to exceed 30 pupils in a key stage one class. When considering the late application the Council or the relevant Voluntary Aided School will have regard to the reason for the delay in applying together with the distance to the nearest alternative school.

In-Year Fair Access Protocol

Why Is an In Year Fair Access Protocol Required?

All admission authorities (including those schools for whom the Governing Body is the admissions authority) must have Fair Access Protocols in place and all schools must participate in the protocol in order to ensure that unplaced children are offered a place at a suitable school as quickly as possible. This includes admitting children to schools that are already full.

Admission authorities and Local Admission Forums are tasked to ensure that no school, including those with places available, is asked to take an excessive or unreasonable number of children who have been excluded from other schools or have challenging behaviour. They must also ensure that all children who arrive outside the normal admissions round who may have difficulty securing a place are covered by a protocol.

Aims of the In-Year Fair Access Protocol

Children and young people out of school include some of the most vulnerable individuals in Herefordshire. It is the duty of the Local Authority and its schools to ensure that these youngsters have access to education as soon as possible.

Accordingly, the In-Year Fair Access Protocol is designed to:

- Place a child or young person in school with as little delay as is possible (in line with Article 2 of the Human Rights Act, 1998).
- To involve schools in a fair and transparent process in order to reduce the time that children spend out of school.
- Acknowledge the need of young people who are not on the roll of any school to be dealt with quickly and sympathetically.
- Recognise the success of proactive work already being undertaken cooperatively between schools to prevent exclusion, and to support children, e.g. through managed moves.
- Ensure that schools admit children with challenging educational needs in a manner, which takes account of the proportion of children they have already admitted through the Placement Panel process.
- Meet the need to ensure full entitlement for parents.

Main Principles of the Fair Access Protocol

- All children and young people up to their eighteenth birthday have the right to education.
- All schools take part in the Fair Access Protocol and abide by the decisions made by the Placement Panel.
- There is a general expectation that if a child moves into an area, he/she is admitted to the local catchment area school unless there are very exceptional reasons as to why this should not be the case.
- Having reached the admission number is not usually considered to be very exceptional unless other circumstances apply.
- Schools cannot cite oversubscription as a reason for not admitting pupils under the protocol.
- Children considered under this protocol have priority for admission over others on a waiting list or awaiting an appeal.
- It is essential that all children are found places quickly. All parts of the Directorate should be prepared to deal with admissions requests as a matter of urgency.
- To reinforce the statutory power available to the Authority/Director to be able to direct a placement when required.

Categories of children covered by the Fair Access Protocol

Any child who cannot obtain a place through the normal admissions process within 5 school days of becoming known to the LA, and those who it is considered, including discussions with Choice Advisors and/or Educational Welfare officers, it will be difficult to place. Which may include:

- Children attending PRUs who need to be reintegrated back into mainstream education
- Children moving during Years 10 and 11
- Permanently excluded children or those undergoing a managed transfer
- Children who have been out of education for longer than one school term
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place.
- Children of refugees and asylum seekers
- Homeless Children
- Children with unsupportive family backgrounds, where a place has not been sought
- Children known to the police or other agencies
- Children without a school place and with a history of serious attendance problems
- Traveller Children
- Children who are carers
- Children with SEN (but without statements)
- Children with disabilities or medical conditions
- Children who display behavioural difficulties
- Children who have previously changed school more than once without an address change
- Children of service personnel and other crown services

In-year fair access school application form

To be completed when it has been identified that a child, who because of circumstances, may have difficulty in finding a place at suitable school quickly.

Placement Panel

Purpose: to identify which school is appropriate for the child taking into account parental preference.

Frequency: The Panel to meet on a monthly basis.

Process: Consideration of information contained within the In Year Fair Access application form.

Further consultation with other officers may be required prior to a final decision being made

Outcomes: Any decisions made by the panel to lead to a start date within 5 school days.

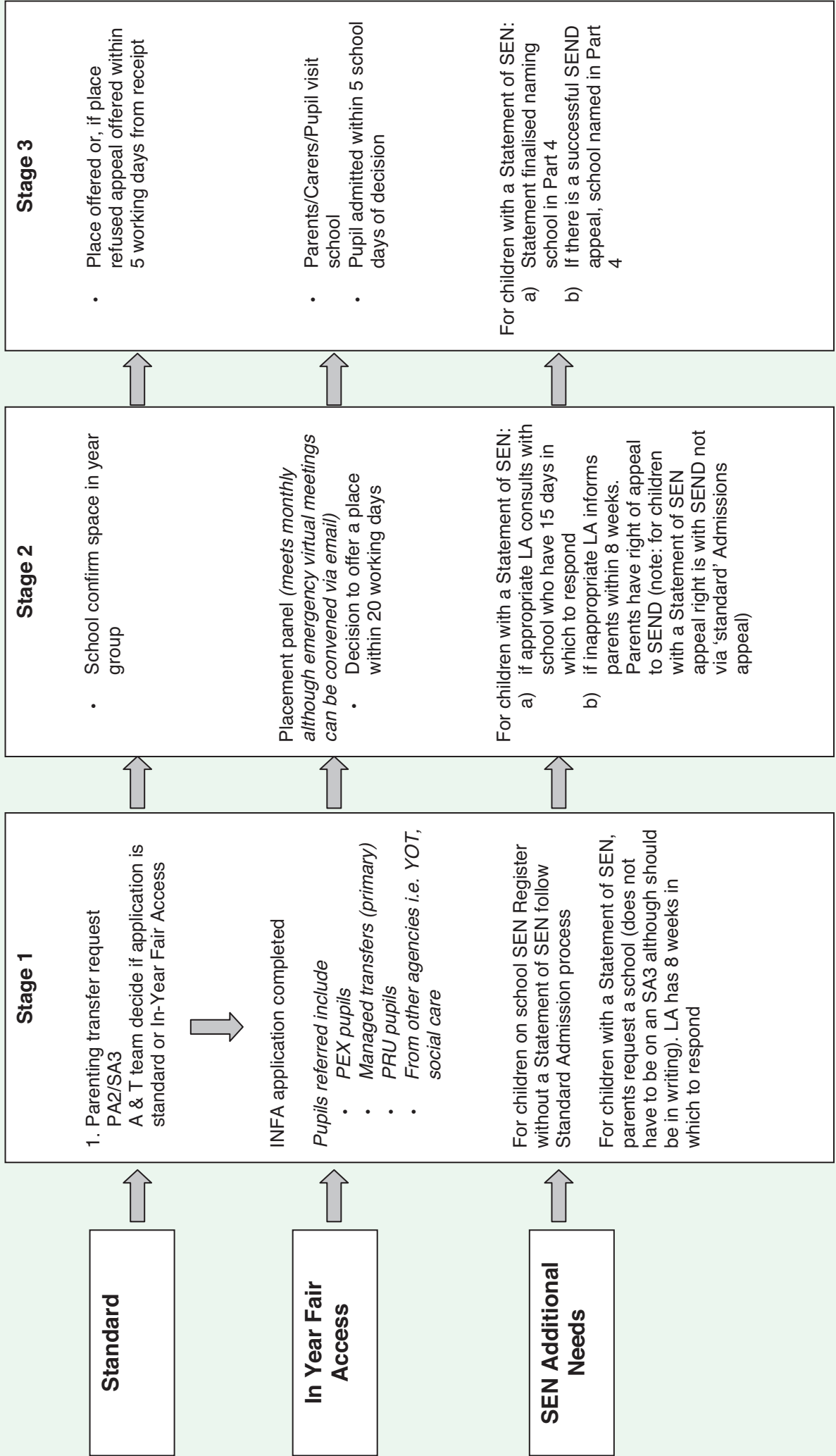
Membership to comprise:

1. Admissions & Transport Manager or nominated substitute
2. Principal EWO or nominated substitute
3. Manager of Social Inclusion or nominated substitute
4. Representative from HASH
5. Representative from Primary School Headteachers Group
6. Choice Advisor or Parent Partnership Service representative

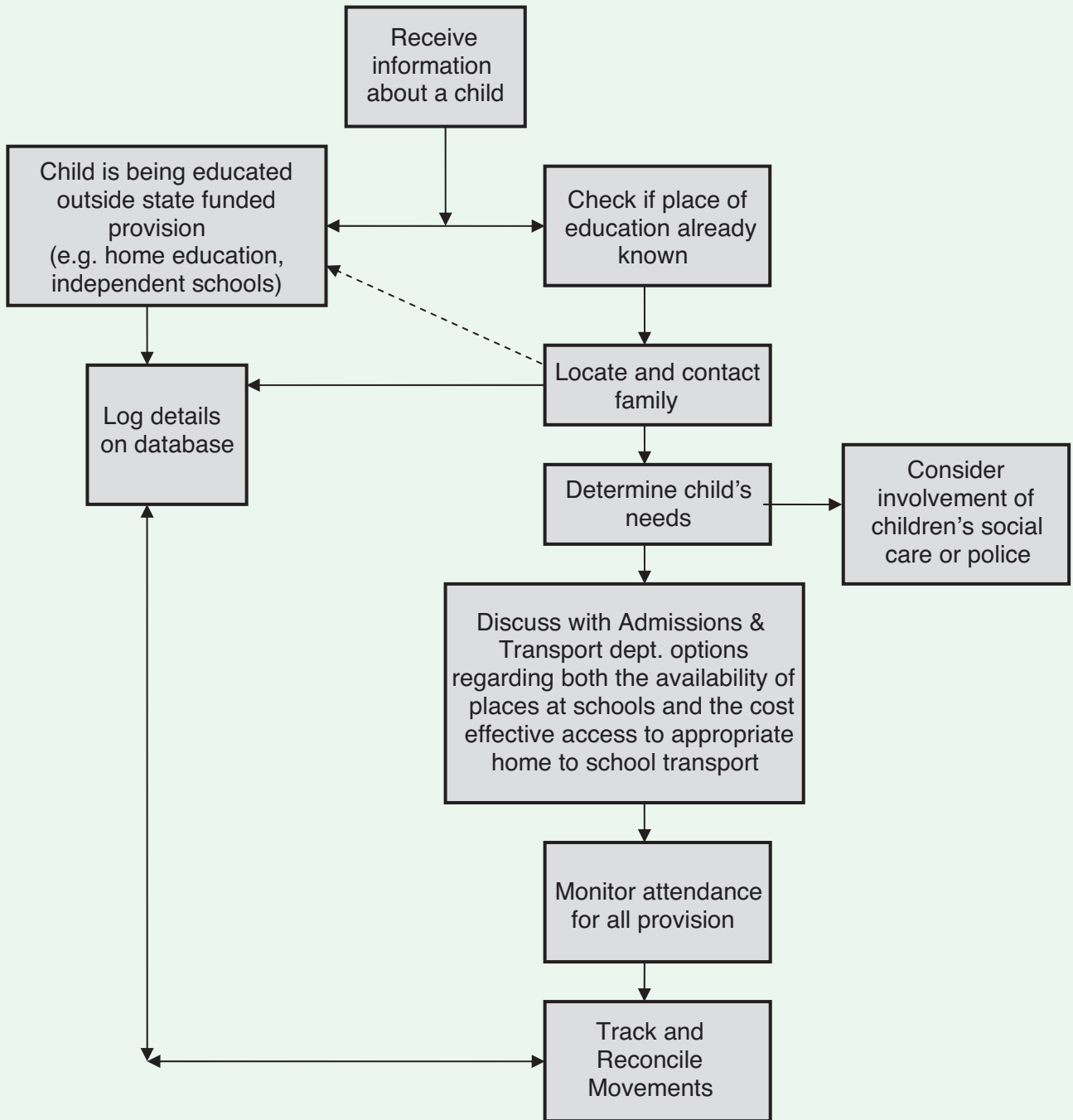
What schools are covered by the protocol?

All maintained schools and academies in Herefordshire are covered by the protocol, including foundation schools, voluntary aided schools, faith schools and Academies.

ADMISSIONS PROCESS MAP



PROCESS MAP FOR CHILDREN NOT RECEIVING SUITABLE EDUCATION



Information about Primary Schools in each District of Herefordshire

BROMYARD DISTRICT**PRIMARY SCHOOLS 5-11 Age Range**

SCHOOL	****PAN FOR INTAKE 2011-12 **PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Bredenbury (C) (DCFS 2011) Bromyard, Herefordshire HR7 4TF Tel: 01885 483253	10	84	10	10	3	11	0	0
			**exceptional place offered					
Brockhampton (C) (DCFS 2014) Bringsty, Worcs. WR6 6TD Tel: 01885 483238	26	116	18	9	5	19	0	0
Bromyard, St. Peter's (C) (DCFS 2024) Cherry Tree Close, Winslow Road, Bromyard, Herefordshire HR7 4UY Tel: 01885 483237	30	189	30	4	2	30	0	0
Burley Gate C.E. (VC)(DCFS 3010) Hereford HR1 3QR Tel: 01432 820367	15	90	14	4	3	15	0	0
Pencombe C.E. (VA)(DCFS 3367) Bromyard, Herefordshire HR7 4SH Tel: 01885 400255	8	56	9	1	1	9	0	0
			**1 exceptional offer					
Whitbourne C.E. (VC) (DCFS 3109) Worcester WR6 5SP Tel: 01886 821266	10	46	4	1	2	4	0	0

Key:

A	Academy
C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
F	Foundation
NOR	Number On Roll
PAN	Published Admissions Number

HEREFORD CITY & DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Broadlands (C) (DCFS 2056) Prospect Walk, Hereford HR1 1NZ Tel: 01432 266772	45	200	19	2	4	18	0	0
Burghill (C) (DCFS 2029) Hereford HR4 7RP Tel: 01432 760240	15	86	14	11	7	11	0	0
Fownhope, St. Mary's C.E. (VA) (DCFS 3325) Hereford HR1 1PG ** Tel: 01432 860474	15	105	15	6	6	16	0	0
					1 exceptional offer			
Hampton Dene (C) (DCFS 2057) Church Road, Hereford HR1 1RT Tel: 01432 273232	30	237	23	42	11	24	0	0
Holme Lacy (C) (DCFS 2077) Hereford HR2 6LW Tel: 01432 870374	10	61	9	6	5	8	0	0
Holmer C.E. (VC)(DCFS 3055) Holmer Road, Hereford HR4 9RX Tel: 01432 273301	60	296	48	46	12	47	0	0
Little Dewchurch C.E. (VC) (DCFS 3071) Hereford HR2 6PN Tel: 01432 840645	9	51	3	4	0	3	0	0
Lord Scudamore (F) (DCFS 2061) Friar Street, Hereford HR4 OAS Tel: 01432 273951	88	573	90	39	30	88	0	0
Lugwardine (C) (DCFS 2102) Barneby Avenue, Bartestree, Hereford HR1 4DH Tel: 01432 850449	30	181	15	12	10	18	0	0
Marden (C) (DCFS 2115) Hereford HR1 3EW Tel: 01432 880208	17	85	12	6	0	12	0	0
Marlbrook (C) (DCFS 2063) Green Croft Redhill Hereford HR2 7NT Tel: 01432 266643	60	403	70	30	22	60	4	

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

HEREFORD CITY & DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

****PAN FOR INTAKE 2011-12									
SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held	
			1st Pref	2nd Pref	3rd Pref				
Mordiford C.E. (F)(DCFS 3078) Hereford HR1 4LW Tel: 01432 870258	19	136	17	18	6	18	0	0	
Our Lady's R.C. (VA)(DCFS 3330) Boycott Road, Hereford HR2 7RN Tel: 01432 274814	30	198	22	18	17	24	0	0	
Riverside Primary (C) (DCFS 3393) Belmont Avenue, Hereford HR2 7JF Tel: 01432 265080	90	336	36	26	14	42	0	0	
St Francis Xavier RC Primary Venns Lane, Hereford HR1 1DT Tel: 01432 273941	30	206	20	10	5	22	0	0	
St. James' C.E. (VA)(DCFS 3332) Vicarage Road, Hereford HR1 2QN Tel: 01432 273961	30	207	29	10	19	30	0	0	
St. Martin's (C)(DCFS 2067) Ross Road, Hereford HR2 7RJ Tel: 01432 273633	60	321	52	32	14	54	0	0	
St. Paul's C.E. (VA)(DCFS 3333) Hampton Dene Road, Hereford HR1 1UX Tel: 01432 273784	60	426	66	28	10	60	3		
St. Thomas Cantilupe C.E. (VA)(DCFS 3392) Coningsby Street, Hereford HR1 2DY Tel. 01432 268400	30	196	28	27	8	30	0	0	
Stretton Sugwas C.E. (VC)(DFES 3102) Hereford HR4 7AE Tel: 01432 760282	15	108	21	25	5	17	0	0	
								**2 exceptional offers	
Sutton (C) (DFES 2154) Sutton St. Nicholas, Hereford HR1 3AZ Tel: 01432 880336	12	73	10	6	9	13	0	0	
								**1 exceptional offer	

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

HEREFORD CITY & DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Trinity (C) (DFES 2071) Moor Farm Lane, Hereford HR4 ONU Tel: 01432 266268	84	565	71	17	9	71	0	0
Wellington (C) (DFES 2157) Hereford HR4 8AZ Tel: 01432 830264	28	94	11	5	2	11	0	0
Withington (C) (DFES 2160) Hereford HR1 3QA Tel: 01432 850289	15	69	5	4	2	5	0	0

Key:

- A** Academy
- C** Community
- VC** Voluntary Controlled
- VA** Voluntary Aided
- F** Foundation
- NOR** Number On Roll
- PAN** Published Admissions Number

KINGSTONE DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Clehonger C.E. (VC) (DFES 3021) Gosmore Road, Clehonger, Hereford HR2 9SN Tel: 01981 250218	21	121	15	8	8	18	0	0
Ewyas Harold (C) (DFES 2046) Hereford HR2 OEY Tel: 01981 240432	20	120	17	7	5	17	0	0
Garway (C) (DFES 2053) Hereford HR2 8RQ Tel: 01600 750273	15	55	4	4	0	4	0	0
Kingstone & Thrupton Primary (C) (DFES 2095) Kingstone, Hereford HR2 9HJ Tel: 01981 250338	30	158	27	4	11	25	0	0
Madley (C) (DFES 2104) Hereford HR2 9PH Tel: 01981 250241	26	185	30	21	7	28	0	0
					**4 exceptional offers			
Much Birch C.E. (VC)(DFES 3079) Hereford HR2 8HL Tel: 01981 540254	30	190	33	13	5	30	2	
Steiner Academy (A) DFES (6005) Much Dewchurch Hereford HR2 8DL Tel: 01981 540221	26	170	29	6	1	26	0	0

Key:

A	Academy
C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
F	Foundation
NOR	Number On Roll
PAN	Published Admissions Number

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

KINGTON DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Almeley (C) (DFES 2001) Hereford HR3 6LH Tel: 01544 327267	11	71	9	2	4	9	0	0
Eardisley C.E. (VC) (DFES 3035) Hereford HR3 6NS Tel: 01544 327262	15	64	11	7	1	11	0	0
Kington (C) (DFES 2096) Mill Street, Kington, Herefordshire HR5 3AL Tel: 01544 230363	30	195	20	0	1	20	0	0
Pembridge (VA)(DFES 3366) West Street, Pembridge, Leominster, Herefordshire HR6 9DU **2 exceptional offers Tel: 01544 388366	13	93	15	4	4	15	0	0

Key:

A	Academy
C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
F	Foundation
NOR	Number On Roll
PAN	Published Admissions Number

LEDBURY DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Ashperton (C) (DFES 2005) Ledbury, Herefordshire HR8 2SE Tel: 01531 670385	25	165	21	10	15	25	0	0
Bosbury C.E. (VC) (DFES 3006) Ledbury, Herefordshire HR8 1PX Tel: 01531 640276	20	127	21	10	6	20	2	
Colwall C.E. (VC) (DFES 3023) Malvern, Worcs. WR13 6DU Tel: 01684 540532	28	171	25	11	7	28	0	0
Cradley C.E. (VA) (DFES 3315) Malvern, Worcs. WR13 5LL Tel: 01886 880315	20	111	8	7	4	9	0	0
Eastnor C.E. (VC) (DFES 3037) Ledbury, Herefordshire HR8 1RA Tel: 01531 632509	12	74	11	16	8	12	0	0
Ledbury (C) (DFES 2098) Longacres, Ledbury, Herefordshire HR8 2BE Tel: 01531 632940	60	449	73	12	4	60	1	
Much Marcle C.E. (VA) (DFES 3363) Ledbury, Herefordshire HR8 2LY Tel: 01531 660607	17	99	14	19	8	17	0	0

Key:

- A** Academy
- C** Community
- VC** Voluntary Controlled
- VA** Voluntary Aided
- F** Foundation
- NOR** Number On Roll
- PAN** Published Admissions Number

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

LEOMINSTER DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Bodenham, St. Michael's C.E. (VA) (DFES 3304) Bodenham, Hereford HR1 3JU Tel: 01568 797241	15	101	13	6	0	14	0	0
Kimbolton, St. James' C.E. (VA) (DFES 3341) Leominster, Herefordshire HR6 OHQ Tel: 01568 612691	15	88	19	6	1	18	0	0
Leominster Infants (DFES 2099) Hereford Road, Leominster, Herefordshire HR6 8JU Tel: 01568 612029	90	246	77	7	7	78	0	0
Leominster Junior (DFES 2100) George Street, Leominster, Herefordshire HR6 8JZ Tel: 01568 612555	90	334	N/A	N/A		N/A	N/A	N/A
Leominster, Ivington C.E. (VA) (DFES 3349) Leominster, Herefordshire HR6 OJH Tel: 01568 720216	15	84	17	13	6	15	1	1
Luston (C) (DFES 2103) Leominster, Herefordshire HR6 OEA Tel: 01568 615753	20	96	11	10	7	11	0	0
Stoke Prior (C) (DFES 2148) Leominster, Herefordshire HR6 OND Tel: 01568 760207	11	78	13	9	5	11	0	0

**3 exceptional offers

appeal was upheld then offers withdrawn

Key:

A	Academy
C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
F	Foundation
NOR	Number On Roll
PAN	Published Admissions Number

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

PETERCHURCH DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Clifford (C) (DFES 2031) Hardwick, Hay-on-Wye, Hereford HR3 5HA **2 offered exceptional Tel: 01497 831202	10	64	13	2	0	12	0	0
Longtown (C) (DFES 2101) Hereford HR2 OLE Tel: 01873 860239	8	45	4	1	0	4	0	0
Michaelchurch Escley (C) (DFES 2116) Hereford HR2 OPT Tel: 01981 510208	8	55	8	4	3	8	0	0
Peterchurch (C) (DFES 2122) Hereford HR2 ORP Tel: 01981 550230	15	64	18	7	0	18	0	0

**3 exceptional offers

Key:

- A** Academy
- C** Community
- VC** Voluntary Controlled
- VA** Voluntary Aided
- F** Foundation
- NOR** Number On Roll
- PAN** Published Admissions Number

ROSS-ON-WYE DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

****PAN FOR INTAKE 2011-12								
SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Ashfield Park (C) (DFES 2138) Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU Tel: 01989 562738	68	298	32	13	10	32	0	0
Brampton Abbots (VA) (DFES 3305) 20 Brampton Road, Ross-on-Wye, Herefordshire HR9 7DE Tel: 01989 562256		111	12	4	2	11	0	0
Bridstow C.E. (VA) (DFES 3307) 15 Ross-on-Wye, Herefordshire HR9 6PZ Tel: 01989 562623		96	5	14	8	6	0	0
Goodrich C.E. (VC) (DFES3046) 17 Ross-on-Wye, Herefordshire HR9 6HY Tel: 01600 890422		122	24	10	9	17	2	1
Gorsley Goffs C.E. (VC) (DFES 3047) 25 Gorsley, Ross-on-Wye, Herefordshire HR9 7SE Tel: 01989 720321		174	29	6	1	26	0	0
				** 1 exceptional offer				
Kings Caple (C) (DFES2094) 10 Hereford HR1 4TZ Tel: 01432 840267		32	11	0	2	10	0	0
Lea C.E. (VA) (DFES 3347) 15 Ross-on-Wye, Herefordshire HR9 7JY Tel: 01989 750296		76	12	3	0	13	0	0
Llangrove C.E. (VA) (DFES 3351) 12 Ross-on-Wye, Herefordshire HR9 6EZ Tel: 01989 770322		43	7	2	5	8	0	0
St. Joseph's R.C. (VA) (DFES 3372) 20 The Avenue, Ross-on-Wye, Herefordshire HR9 5AW Tel: 01989 564655		101	10	16	2	10	0	0
St. Weonards (C) (DFES 2152) 15 Mount Way, St. Weonards, Herefordshire HR2 8NN Tel: 01981 580352		49	8	2	3	8	0	0

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

ROSS-ON-WYE DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Walford (C) (DFES 2155) Ross-on-Wye, Herefordshire HR9 5SA Tel: 01989 562209	28	177	27	9	9	27	0	0
Weston under Penyard C.E. (VA) (DFES 3384) Ross-on-Wye, Herefordshire Tel: 01989 563933	13	90	9	5	5	9	0	0
Whitchurch C.E. (VA)(DFES 3385) Ross-on-Wye, Herefordshire HR9 6DA Tel: 01600 890571	17	105	12	13	4	14	0	0

Key:

A Academy

C Community

VC Voluntary Controlled

VA Voluntary Aided

F Foundation

NOR Number On Roll

PAN Published Admissions Number

WEOBLEY DISTRICT

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
Canon Pyon C.E. (VC) (DFES 3015) Hereford HR4 8PF Tel: 01432 830334	12	77	10	2	5	10	0	0
St Mary's Credenhill C.E. (VC)(DFES 3026) Station Road, Credenhill, Hereford HR4 7DW Tel: 01432 760408	30	185	36	8	5	30	2	
Dilwyn C.E. (VC) (DFES 3030) Hereford HR4 8HR Tel: 01544 318277	8	31	4	2	1	4	0	0
Staunton-on-Wye (VA) (DFES 3378) Hereford HR4 7NF Tel: 01981 500331	10	69	10	2	1	10	0	0
Weobley (C) (DFES 2158) Hereford HR4 8QL Tel: 01544 318273	30	140	12	5	2	12	0	0

Key:

A Academy

C Community

VC Voluntary Controlled

VA Voluntary Aided

F Foundation

NOR Number On Roll

PAN Published Admissions Number

PRIMARY SCHOOLS 5-11 Age Range

SCHOOL	**PAN	NOR As at 04/06/2010	No. of Applications for the School Year 2010-11			offers made as at 04/06/2010	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
****PAN FOR INTAKE 2011-12								
Kingsland C.E. (VA) (DFES 3342) Leominster, Herefordshire HR6 9QN Tel: 01568 708436	20	141	22	13	7	22	3	3
Leintwardine (VA)(DFES 3348) Craven Arms, Shropshire SY7 OLB Tel: 01547 540641	15	103	11	2	0	11	0	0
Orleton C.E. (VC)(DFES 3083) Ludlow, Shropshire SY8 4HQ Tel: 01568 780366	30	199	33	2	4	30	1	
Shobdon (C) (DFES 2146) Leominster, Herefordshire HR6 9LX Tel: 01568 708386	10	47	9	7	0	9	0	0
Wigmore (F) (DFES 2159) Ford Street, Wigmore, Leominster Herefordshire HR6 9UN Tel: 01568 770333	30	143	18	4	3	18	0	0

as from July 1st 2009 Foundation Status

Key:**A Academy****C Community****VC Voluntary Controlled****VA Voluntary Aided****F Foundation****NOR Number On Roll****PAN Published Admissions Number**

APPENDIX 5

ADMISSION POLICIES OF VOLUNTARY AIDED SCHOOLS

This section sets out the oversubscription criteria for Voluntary Aided, Foundation and Academy schools within the County of Herefordshire. The decision on admissions is the responsibility of the Governors, not the Local Education Authority.

Parents are advised to refer to the school prospectus, which will provide information about the admission arrangements in more detail and additional information about the schools.

Please note that Children with a Statement of Special Educational Needs which names a school will be allocated a place, after which places are then allocated according to an agreed set of criteria, in order of criteria as stated in each of the listed schools below.

Appeals for Anglican, Voluntary Aided Schools are to be sent to The Diocesan Office, Units 8 & 9, The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY88 1FD. For Catholic, Foundation and Academy schools to Chair of the Governors of the School

The closing date for applications is 15th January 2011, all applications and any additional information supporting your application should be returned to Admissions PO Box 185 Blackfriars Street Hereford HR4 9ZR not the school. Parents are informed by the LA on behalf of the Governing Body on the 18th April 2011 what school has been offered.

Please see below regarding the faith priority places

Christian commitment – ‘faith priority’ places

- **‘Church’** is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to ‘Christians together in England’.
- **‘shortest available walking route to school’** is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.
- **‘Parents’** include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.
- **The home address** will be used for correspondence related to where ‘Child Benefit is paid. In cases where there is doubt of the home address, or where the child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date of applications set by the Local Authority.
- **‘sibling’ is defined as:**
 - A full or half brother or sister
 - A step brother or step sister
 - An adoptive brother or sister
 - Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

The closing date for applications, set by the LA, is in January preceding the relevant academic year. Subsequent to this date the Governors will allocate places in accordance with the admission policy. If a place is refused, then under the 1996 Education Act, a parent has the right of appeal.

1. Baptism is the basic criterion for the identification of the children of practising Christian families. Thanksgiving for the Gift of a Child could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if oversubscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. There needs also to be some evidence on the basis that they are of the faith of the school
2. We operate, therefore, a three-tier stratification for faith-based places:
known to the church
attached to the church and
at the heart of the church
- 3 Applicants for a faith priority place will be asked to identify themselves as being: known to the church; or attached to the church; or at the heart of the church. The period in question will normally be the past two years. Applicants new to the area would need to provide evidence from a previous church or churches
- 4 An applicant '**known to the church**' will not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation
- 5 An applicant '**attached to the church**' will be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship
- 6 An applicant '**at the heart of the church**' will be a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. **The worshipper could be the child** for whom application is made or one or both parents

Application form and church reference

- 7 Applicants for faith priority places will need an application form (available from the Governors) to give evidence of their Christian (or other faith) commitment
Christian applicants should give evidence that the child for whom a place is sought has been baptised or had a service of Thanksgiving for the Gift of a Child. A copy of a certificate of Baptism or of a service of Thanksgiving should be included if possible with the application
- 8 There needs to be confirmation through a worship community reference of applicants' claims, where they are applying on a faith priority basis. This reference will simply confirm or reject the objective facts as proposed by the family: this family is known to the church; this family is attached to the church; this family is at the heart of the church
- 9) Once the reference is available to the governing body of the school it becomes objective evidence for the admissions committee in forming their judgement on the application. The same will apply in the case of any subsequent appeal or adjudication.

St. Michael's Church of England Primary School Bodenham (PAN 15)

1. Introduction

The governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner. Up to 15 children are admitted each year to the Reception class.

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

2. Our Policy

St. Michael's School has Voluntary Aided status, and as a Church School the Governors determine admission arrangements. A copy of the entry regulations may be obtained from the Local Education Authority (LA) or from the School.

Children are entered in the September of the year of their fifth birthday, i.e. we operate a one entry system, but only if that child resides in the Bodenham catchment area. Outside catchment children can start on this basis if their designated school offers the same opportunity. Prospective parents are invited to make an appointment to view the school and meet staff before their child begins his / her first term. Children are usually invited to spend some half-day sessions in the Reception class before starting full-time school.

3. How parents can apply for their child to be admitted to St. Michael's School

The LAs annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school.

Applications should be made on a form which may be obtained from the LA or you can apply online at www.herefordshire.gov.uk this should be returned by the date stipulated on that form. The only restriction placed on entry is that of number. It is our wish for parents to find a place for their child at the school of their choice. However this is not always possible, due to excess demand on the places available. If the number of children seeking admission is likely to exceed the published admission limit, preference will be given to:

- 1) Looked after Children
- 2) A child residing in the school's catchment area and who will have a brother or sister attending the school at the same time of admission.
- 3) A child whose home address is within the catchment area of the school as defined by the LA and who request a Church (faith) place supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) A child who lives within the catchment area of the school as defined by the LA and who has the shortest available walking route to school.
- 5) A child whose home address is outside the catchment area of the school as defined by the LA and who has a sibling at the school.
- 6) A child whose home address is outside the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 7) A child whose home address is outside the catchment area of the school as defined by the LA but who live nearest by the shortest available walking route as defined by the LA.
- 8) A child who may have a Special Reason for admission. Parents claiming Special Reason should inform the governors in writing at the time of application.

Brampton Abbots C.E. Primary School (PAN 20)

Each school has a geographical area known as its Catchment Area. Children living within this area are normally offered a place at this school unless parents express a preference for a different school. Our Catchment Area lies within the following boundaries: How Caple crossroads to the north, Greytree to the south, Rudhall Farm to the east and the River Wye to the west. This means that at the moment we actually lie outside our own catchment area. Parents considering sending their children to our school are encouraged to visit with their children during the school day to see

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the school within a working context. An appointment with the Head teacher can be made to organise this. Parents who live outside the catchment area can state a preference.

Our school is fully inclusive and welcomes children of all abilities, regardless of race or religion. Our current admissions limit is 20 per year group, and places are offered according to the following criteria.

- 1) Pupils in the 'Looked After' system, where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs.
- 2) Pupils with a statement of Special Educational Needs, which names the school or pupils in receipt of banded funding where the LA identifies a particular school.
- 3) Children from the catchment area.
- 4) Children with brothers and / or sisters already at the school.
- 5) Children whose parents are actively involved in the worship of a Christian Church and wish their children to be educated at a Christian Church School.
- 6) Children with a particular medical, social, or educational needs. Production of a medical information may be required.
- 7) The location of the child's home in relation to the school. Priority will be given to the nearest.

Bridstow CE Primary School (PAN 15)

Bridstow CE Primary School is a Voluntary Aided School. This means that the Governing Body is responsible for the admission of pupils to the school.

The overall capacity of the school has been determined to be 105 places, which means that up to 15 children can be admitted into the reception class each year. This figure of 15 is known as the published admissions number and is formally published by Herefordshire Council in their Information for Parents' booklet, and in the school prospectus.

If the number of applications received is above the published admissions number, the Governors have decided to follow the following convention in allocating places at the school.

- 1) Places then be allocated to children who are in the 'Looked After' system, where the approved agencies agree that Bridstow CE Primary School meets the child's social, pastoral and educational needs.
- 2) Those children living in the catchment area of the school, as defined by Herefordshire Council, will be considered next.
- 3) Those children who have a brother or sister on roll at Bridstow School at the time of admission are next to be allocated places.
- 4) Children of families who are actively involved in the worship, life and work of a Christian Church, supported by a statement from the parish priest or minister of that church are then considered.
- 5) Pupils who live nearest to the school to the shortest available walking route (NB – the Governing Body will use the policy of Herefordshire Council in determining such distances).

Supplementary Notes

A child in the 'Looked After System' is defined as being one who is in the care of the local authority or is provided with accommodation by that authority, as defined in section 22 of the Children Act 1989.

Regular attendance at a service of worship will be defined as once per month. 'Active involvement' statements should indicate the contribution of the family to the work of the church or faith establishment.

The Christian nature of our school does not preclude applications from members of faiths other than the Christian

Church. These will be considered based upon the same criteria as above.

If an application for admission is denied, it must be based upon the criteria above. Parents then have the right to appeal.

Where it is clear that over-subscription is likely, the school will endeavour to inform parents as early as possible that this is the case, in order to allow all options to be considered early in the process.

Cradley C.E. Primary School (PAN 20)

The oversubscription criteria applied where there are more applications than there are places available is as follows:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Pupils in the “Looked After” system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child’s needs.
- 2) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have the shortest available walking route to school.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 6) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who may be living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.
- 7) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who live nearest by the shortest available walking route as defined by the LA.

St Mary’s, Fownhope C E Primary School (PAN 15)

As St. Mary’s Primary is a Voluntary Aided School, it means that the Governing Body is the Admissions Authority, and must publish a policy setting out all the arrangements for admissions. The Governing Body works with the Local Authority and the Diocese in adhering to their statutory arrangements and criteria.

St. Mary’s CE Primary School has mostly mixed-year classes therefore classes may accommodate children over PAN if this would not adversely affect the provision for children in the class or in the school as a whole. A KS1 class will not exceed 30 at the beginning of an academic year.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – however, it is still the Governing Body for this school which will allocate the available places in line with this policy.

The governing body ranks applicants by the following criteria

- 1) Looked After children/children in care
- 2) Children whose parents make an application on grounds of faith supported by the appropriate Vicar/Rector/Minister of a Church in the Diocese. Faith in this context is defined as being an adherent to the doctrine of the Christian Trinity.
- 3) Pupils whose home address is within the catchment area of the school as defined by the LA and who have sibling/s in school at the time of entry.
- 4) Children whose main address is within catchment as defined by the map provided by the LA Admissions section
- 5) Children with sibling/s who are in school at the time of the application
- 6) Children with sibling/s who previously attended St. Mary's
- 7) Children who attend Pre-school Playgroup on the school site.
- 8) Children who live outside catchment, ranked by distance /the shortest available walking route to school

Hereford, Lord Scudamore Foundation School (PAN 88)

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Pupils in the looked after system and children who are adopted where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs.
- 2) Pupils whose home address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 3) Pupils whose home address is within the catchment area of the school as defined by the LA.
- 4) Pupils whose home address is outside the catchment area of the school as defined by the LA and who have a sibling at the school.
- 5) Pupils with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to a particular 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. The critical test applied is whether the school that is sought is the only one, which can meet the individual pupil's needs. The Director of Children's Services or her advisory panel will not consider applications on such grounds unless this supporting information is attached to your application form when you apply.
- 6) Pupils whose home address is outside the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA (see paragraph 7.1 for how walking distance is measured)

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

The Admissions process is part of the Herefordshire Local Authority Co-ordinated Scheme.

The Admission Policy of the Governors of Our Lady's School is as follows:

The School's Admission Number for the school year beginning in September 2011 is 30.

If the number of applications exceeds the admission number, the governors will give priority to

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applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by shortest distance.

1. Baptised Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
2. Baptised Catholic children living within the Parish of Our Lady's and Belmont (St Michael's and All Angels) who have a brother or sister in the school at the time of admission.
3. Baptised Catholic children living within the Parish of Our Lady's and Belmont.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of the local authority (children in care) or provided with accommodation by them (e.g. children in foster care) (Section 22 of the children Act 1989)
7. Non-Catholic children who have a brother or sister in the school at the time of admission
8. Non-Catholic children

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

Children are normally admitted into Reception Class in the September after their fourth birthday. Those children born between May and August come to school for half days for the first month and generally, full time thereafter.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 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 children being brought up as Catholics living or worshipping in the parish of St Francis Xavier's R.C. Primary School.
- 3) Baptised children being brought up as Catholics living or worshipping in other parishes in Herefordshire.
- 4) Siblings of children already at the school
- 5) Children of parents who have expressed a preference for an education in a faith school.

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 CE Primary School, Hereford (PAN 30)

The Governors of the school are the admissions authority for the school and they determine their admissions policy after consultation with the Diocese and the Local Authority.

Policy

Each class and year group is restricted to a maximum of 30 pupils throughout the school. That number can only be exceeded, or admissions refused before that number is reached, by a unanimous vote of those governors attending a properly constituted and quorate meeting of the governing body.

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This is a Church of England Aided School and the Admissions Committee may allocate up to two of the thirty places in any class on successful completion of the church place application process. (See below)

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Looked after children at the request of the Local Authority.
- 2) All children living within the catchment area of the school have an automatic right to a place at the school up to the year group size of 30.
- 3) Children from outside the catchment area who have siblings in the school will receive favourable consideration in their application providing there are places available.
- 4) 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.
- 5) Exceptional medical or social need. (Supporting evidence setting out the particular reasons why St James is the most suitable school and the difficulties that would arise if the child had to attend another school will be required. This could be in a letter from a registered health professional such as a doctor or social worker).
- 6) 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.

Parents who wish to apply for a 'church' place at the school should do so in writing to the Chairman of Governors. An application form can be obtained from the school office for this purpose. The applicant's own minister will be contacted with respect to the application.

Hereford, St. Paul's C.E. Primary School (PAN 60)

Oversubscription criteria to be applied in order where there are more applications than there are places available.

- 1) Pupils in the "Looked After" system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that St Paul's C E Primary school is the most appropriate school to meet the child's needs.
- 2) Pupils whose principal address is within the ecclesiastical parish of St. Paul's Church, Tupsley and who have a sibling in school at the time of entry.
- 3) Pupils whose principal address is within the ecclesiastical parish of St. Paul's Church, Tupsley and who request a 'church place' supported by the appropriate church minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the ecclesiastical parish of St. Paul's Church, Tupsley and who have the shortest available walking route to school as measured by the LA.
- 5) Pupils whose principal address is outside the ecclesiastical parish of St. Paul's Church, Tupsley and who have a sibling in school at the time of entry.
- 6) Pupils whose principal address is outside the ecclesiastical parish of St. Paul's Church, Tupsley and whose family is actively involved in the worship, life and work of a Christian faith church. This application must be supported by the appropriate church minister.
- 7) Pupils whose principal address is outside the ecclesiastical parish of St. Paul's Church, Tupsley and who have the shortest available route to school as measured by the LA.

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

Admissions and Oversubscription Criteria

The following statements for admission to St Thomas Cantilupe CE Primary School have been used for a number of years. However, in line with the recommendations of the new Code of Practice, the Governing Body, as Admissions Authority for the school, will now operate an equal ranking system under which **all** preferences will be given equal consideration and the resulting admissions / oversubscription criteria applied to all applications.

In line with our published Pupil Admission Number (PAN), the number of children admitted to the School during the School year 2011 / 2012 will be 30. Admission for Reception children will now be ranked according to the following criteria:

(1) Children with a Statement of Special Educational Need which names the school and those pupils in receipt of banded funding where the LA believes, in consultation with the Governors, that a particular school should be named

There is now a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting with the parents and the Governing Body of St Thomas Cantilupe School **before** the school is named in the statement. If the school is named in the Statement, the child will be admitted. This criteria, therefore, does not form part of the admissions/oversubscription policy of the school.

- 1) Children in the 'Looked After' system (children in the care of the Local Authority) and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- 2) Children whose principal address is within the catchment area of the school (Millbrook Street forms the boundary to the west, St. Owen's Street to the East and Penn Grove Road to the North) as defined by the LA and who have a SIBLING IN SCHOOL at time of entry. Principal address is defined as the address where the child usually resides with the primary carer within the catchment area. Sibling is defined as full or half brother or sister, adoptive brother or sister residing in the same household at the principal address.
- 3) Children whose principal address is within the catchment area of the school as defined by the LA and who request a CHURCH PLACE. Appendix A contains Diocese definitions of faith and requirements of parents in terms of Church attendance which must be supported by the appropriate parish priest or minister. Appendix B is the form that parents are required to complete to apply for a Church place.
- 4) Children whose principal address is within the catchment area of the school as defined by the LA and who have the 'shortest available walking route to school'. Note: 'shortest walking route to school' will simply be used to differentiate between applicants who both fulfil these criteria and to rank them accordingly in the case of oversubscription rather than being a requirement of the oversubscription criteria itself.
- 5) Children whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling at the school both at the time of application for a place and when the younger child is due to commence school.
- 6) Children whose principal address is outside the catchment area of the school as defined by the LA, and who request a Church place as outlined in point 3 above.
- 7) Children who have attended St. Thomas Cantilupe Playgroup for at least the last two terms prior to entry in Reception.
- 8) Children whose principal address is outside the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA.

The Steiner Academy Hereford 4-16 Provision (PAN 26)

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 4-16 Provision

The admission arrangements for the Steiner Academy Hereford for the year 2011/2012 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

The Steiner Academy Hereford has an agreed admission number of 26 pupils. The Steiner Academy Hereford will accordingly admit 26 pupils in the relevant age group each year if sufficient applications are received.

Consideration of applications

The Steiner Academy Hereford will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Steiner Academy Hereford will offer places to all those who have applied. Notwithstanding the preceding provisions of this paragraph 5, the Steiner Academy Hereford may refuse admission to particular applicants in cases where fewer than the Published Admission Number have applied. These are applicants (other than any applicant with a statement of special educational needs) who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. One of the exclusions must have occurred after 1 September 1997. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. Academies may also refuse admission to pupils (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.13 of the statutory Code of Practice. In all the circumstances described in this paragraph, however, the Secretary of State may direct the Steiner Academy Hereford to admit such a pupil and that direction shall be binding on the Steiner Academy Hereford.

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Steiner Academy Hereford is named on the statement, the criteria will be applied in the order in which they are set out below:

- 1) children in public care
- 2) Admission of pupils whose siblings currently attend the school and who will continue to do so on the date of admission. Siblings include not only natural brothers and sisters but also step-brothers/sisters, or brothers/sisters who have been legally adopted, so long as they are living at the same address as the family unit. However, cousins or other relatives at the same address will not be given priority;
- 3) admission of pupils on the basis of enrolment in SAH's Early Childhood provision for rising 4 year olds;
- 4) admission of pupils on the basis of closest proximity to the school, proximity for this purpose being, for each child, the distance which is the shortest walking route from the child's home to the school that the Steiner Academy Hereford considers practical and safe.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the LAs coordinated admission scheme, the Steiner Academy Hereford will operate a waiting list. Where in any year the Steiner Academy Hereford receives more applications for places than there are places available, a waiting list will operate until a year after the date of admission. The waiting list will be maintained by the Steiner Academy Hereford and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6a - c above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Kimbolton St James C.E. Primary School (PAN 15)

While the total capacity of the school and the first year intake are determined by the Local Education Authority, the Governors of the school (as a Voluntary Aided Church of England School) are in overall control of admissions.

The number of children that can be admitted to the First Year in accordance with the Education Act 1996 is calculated at 15. Where the number of children seeking admission is likely to exceed the number agreed with the Local Authority then preference, in order of priority, would be given to:

1. Pupils in the 'Looked After' system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
2. A child in the school's catchment area.
3. A child who would have a brother or sister attending the school at the time of admission
4. Places are available to children of families who are actively involved in the worship, life and work of their Christian Church*.

A parent or guardian may obtain a church place information form from the school which is to be completed with your parish priest or minister (or previous parish priest/minister if you have moved recently).

Together the family involvement will be defined as and will be endorsed by your priest/minister as:

- A. At the heart of the church
- B. Attached to the church
- C. Known to the church

* For the purpose of this policy a 'Christian church' is taken to mean an organised body subscribing to the doctrine of the Holy Trinity of which is a member of or affiliated to 'Christians Together in England and Wales'.

5. Other applications will be determined by those being nearest to the school by the shortest available route.

The closing date for applications, set by the LA, is 15th January 2011 proceeding the relevant academic year. Subsequent to this date the Governors will allocate places in accordance with the admission policy. If a place is refused, then under the 1996 Education Act, a parent has the right of appeal.

Kingsland C.E. Primary School (PAN 20)

Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the planned admissions number (PAN). For Kingsland CE Primary School a limit of 20 places has been set for the Reception group.

Kingsland CE Primary School has mixed-year classes therefore year groups do not have fixed limits but are based on class sizes. A KS1 class will not exceed 30 at the beginning of an academic year.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – but it is still the Governing Body for this school which will allocate the available places in line with this policy.

If there are too many applications for places, the Governors will decide which children would be offered places at Kingsland C E Primary School according to the following admissions criteria, taken in order.

- 1 Looked After children
- 2 Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have a **sibling in school** at the time of entry.
- 3 Pupils whose home address is **within** the catchment area of the school as defined by the LA and who request a **Church (faith) place** supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4 Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
- 5 Pupils whose home address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school
- 6 Pupils whose home address is **outside** the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 7 Pupils whose home address is **outside** the catchment area of the school as defined by the LA and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 8 Pupils whose home address is **outside** the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA

Lea C.E. Primary School (PAN 15)

The oversubscription criteria applied where there are more applications than there are places available is as follows:

- 1) Pupils in the "Looked After" system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- 2) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have the shortest available walking route to school.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 6) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who may be living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/ Rector/ Minister.
- 7) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who live nearest by the shortest available walking route as defined by the LA.

Leintwardine Endowed Primary School (PAN 15)

Leintwardine Endowed Church of England Primary School is a Voluntary Aided school provided for the children in the Parish of Wigmore Abbey in the Diocese of Hereford, serving Leintwardine, Brampton Bryan, Buckton, Downton, Newton and Walford. The provided school for a child is the one regarded by the Local Authority as serving the area in which he or she resides (often referred to as the Catchment Area.). The school catchment area is shown clearly on the coloured map accompanying this document.

As Leintwardine Primary is a Voluntary Aided School, it means that the Governing Body is the Admissions Authority, and must publish a policy setting out all the arrangements for admissions. The Governing Body works with the Local Authority and the Diocese adhering to their statutory arrangements and criteria.

ADMISSIONS POLICY

Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the planned admissions number (PAN). For Leintwardine Endowed C of E Primary School a limit of 15 places has been set for the Reception group and the school must admit all eligible pupils until that particular year group has reached its PAN. The LA manages the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – but it is still the Governing Body for this school which will allocate the available places in line with this policy.

OVERSUBSCRIPTION CRITERIA

If there are too many applications for places, the Governors will decide which children would be offered places at Leintwardine Primary School according to the following admissions criteria, taken in order.

- 1) Looked After children
- 2) Children with a serious medical, physical or psychological condition which makes it essential that they attend rather than any other school, with medical or psychological evidence in support.
- 3) Pupils whose home address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 4) Pupils whose home address is within the catchment area of the school as defined by the LA and who request a Church (faith) place supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 5) Pupils whose home address is within the catchment area of the school as defined by the LA and who have the shortest available walking route to school.
- 6) Pupils whose home address is outside the catchment area of the school as defined by the LA and who have a sibling at the school both at the time the application for a place and when the younger child is due to start.
- 7) Pupils whose home address is outside the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 8) Pupils whose home address is outside the catchment area of the school as defined by the LA but who maybe living within the parish boundaries of Churches within the catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister.
- 9) Pupils whose home address is outside the catchment area of the school as defined by the LA but live nearest by the shortest walking route available, as defined by the LA.

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

Ivington C of E Primary School operates a single intake system with all reception places offered from September. Most children attend fulltime from the beginning of the academic year, however, in accordance with current legislation, parents may request that their child's entry be deferred until later in the same school year. The parent cannot defer entry beyond the beginning of the term after the child's 5th birthday, nor beyond the academic year for which the original application was accepted. Arrangements for each child are agreed with the reception teacher.

The school's Planned Admission Number (PAN) is 15. All Governing Bodies are required by section 324 of the EA 1996 to admit to the school a child with a Statement of Special Educational Needs (SEN) that names the school. This is not an oversubscription criterion.

All Governing Bodies are required by section 324 of the EA 1996 to admit to the school a child with a Statement of Special Educational Needs (SEN) that names the school. This is not an oversubscription criterion. Schools MUST admit such children whether they have places or not.

After automatic allocation of SEN places, if more parents have expressed a preference for the school than the published number of places for new admissions, the Governors will use the following

- 1) Looked After children
- 2) Pupils whose home address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 3) Pupils whose home address is within the catchment area of the school as defined by the LA and who request a Church (faith) place supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose home address is within the catchment area of the school as defined by the LA and who have the 'shortest available walking route to school'.
- 5) Pupils whose home address is outside the catchment area of the school as defined by the LA and who have a sibling at the school.
- 6) Pupils whose home address is outside the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister.
- 7) Pupils whose home address is outside the catchment area of the school as defined by the LA and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 8) Pupils whose home address is outside the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA.

Llangrove C.E. Primary School (PAN 12)

The school has developed its over-subscription criteria which has been approved by the school Governors. The criteria for the admission of children to the school to be applied in the event of over-subscription, is in the following order of priority:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Pupils in the 'Looked After' system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.

- 2) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have the shortest available walking route to school.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 6) Pupils with special medical or social needs. Production of a medical certificate or other appropriate information is required.
- 7) Pupils whose principal address is outside the catchment area of the school as defined by the LA but who may be living within the parish boundaries of Churches within the catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being adherent to the Christian Trinity.
- 8) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who live nearest by the shortest available walking route as defined by the LA.

Mordiford Church of England Primary, Foundation School (PAN 19)

Children with a Statement of Special Education Needs which names Mordiford school will be allocated places.

Where the number of children seeking admission exceeds the Published admission number of 19, the Governors of Mordiford Church of England Primary School will apply the following criteria in order of priority:

- 1) A child who has been designated as a Looked After Child, where the approved agencies, in consultation with the Governors, agree that Mordiford is the most appropriate to meet the child's needs.
- 2) A child who lives within the school's catchment area
- 3) A child whose brother(s) or sister(s) attend the school at the time of admission
- 4) A child with unique circumstances which prevent them from attending their designated school (additional evidence is required for this)
- 5) A child whose family are active members of the Church of England who are committed to the practice of the Christian Religion (This application must be supported by a letter from the appropriate Vicar/Rector/Minister)
- 6) A child who attends Mordiford Dragons Playgroup
- 7) A child living outside the school's catchment area and who does not qualify on any of the above statements will be considered in relation to the distance from school using the most likely route of travel.

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

Parents are invited to make applications in the first instance, at any time prior to the closing date indicated by Herefordshire Council. The deadline for applications is set annually by the Council. Any parent wishing to view the school or discuss admission with the Head Teacher should write or telephone for an appointment.

If there are too many applications for places, the Governors will decide which children would be offered places at Much Marcle C E Primary School according to the following admissions criteria, taken in order.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Looked After children
- 2) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have a **sibling in school** at the time of entry.
- 3) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who request a **Church (faith) place** supported by the appropriate Vicar /Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
- 5) Pupils whose home address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school
- 6) Pupils whose home address is **outside** the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 7) Pupils whose home address is **outside** the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA

Pembridge C.E. Primary School (PAN 13)

The oversubscription criteria applied where there are more applications than there are places available is as follows:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

Over subscription Criteria

Where the number of children seeking admission is likely to exceed the planned admission limit, the priority for admission will be as follows:

- 1) Pupils in the 'Looked after' system, and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- 2) Children for whom Pembridge is the designated school.
- 3) Siblings
- 4) Church Places
- 5) 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. Additional criteria for church places, as recommended by the Hereford Diocesan Board of Education, and taken from the National Society's admissions advice can be found in appendix (1).

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. The Governors acknowledge that occasionally there may be a very compelling medical/social reason for admission, and after consultation with the appropriate authorities (doctors, social worker etc.) such a need may be given a higher priority

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

Siblings

The Governors definition of siblings is:

“brothers and sisters who are attending the school **at the time of the applicants admission.**”

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:

- 1) Siblings
- 2) Medical/social reasons (again, accompanied by appropriate information ie. From doctors, social workers etc.)
- 3) Walking distance - pupils who live nearest to the school by the shortest available walking route.

Pencombe C.E. Primary School (PAN 8)

Pencombe CE Primary School Admission Criteria

The governors of Pencombe School have agreed to support and comply with the co-ordinated admission arrangements as defined by Herefordshire School Admission Forum, including the Oversubscription Policy criteria in the event of the school, class or year group having more applications than places.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

Criteria in rank order:

- 1) Pupils in the ‘Looked After’ system and children who are adopted, where the approved agencies, in consultation with the governors, agree that the school is the most appropriate to meet the child’s needs.
- 2) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have a sibling in the school at the time of entry.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA and who request a church (faith) place supported by the appropriate Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the catchment area as defined by the LA and who have the ‘shortest available walking route to school’.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling at the school both at the time of application for a place and when the younger child is due to commence school.
- 6) Pupils whose principal address is outside the catchment area of the school as defined by

the LA, but who may be living within the parish boundaries of churches within the catchment area, and whose family is actively involved in the worship, life and work of a Christian faith church. This application must be supported by the appropriate Minister.

- 7) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who live nearest by the 'shortest available route' as defined by the LA.

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

The admissions process is part of the Herefordshire LA co-ordinated scheme.

The Admissions Policy of the Governors of St. Joseph's R.C. Primary School is as follows: The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

The School's Admission Number for the school year beginning September 2011 is 20.

If the number of applications exceeds the admission number, governors will consider applications according to the following order of priority.

- 1) Baptised Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them (eg. children with foster parents). (Section 22 of the Children Act 1989).
- 2) Baptised Catholic children living within the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury who have a brother or sister in the school at the time of admission.
- 3) Baptised Catholic children living with the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury.
- 4) Baptised Catholic children living outside the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury who have a brother or sister in the school at the time of admission.
- 5) Baptised Catholic children living outside the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury.
- 6) Non-catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by the (eg. children with foster parents). Section 22 of the Children Act 1989).
- 7) Non-catholic children who have a brother or sister in the school at the time of admission.
- 8) Non-catholic children whose families are desirous of Christian based education.

OVER-SUBSCRIPTION

If there is over-subscription within a category, the Governors will give priority to children living closest to the school determined by the shortest walking route measured from the front door of the child's home address (including flats) to the main entrance of the school, using the L A computerised measuring system, with those living closer to the school receiving the higher priority

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

Over-subscription criteria are used when more parents have expressed a preference for a particular school in a particular year than it has available places.

Children are admitted according to the following order of priority.

- 1) Looked after - Children in the Looked After system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.

- 2) Catchment with Sibling - A child residing in the catchment area who has a sibling who will still be at the school in the term of admission (Siblings include half and step siblings and adopted or fostered children in the same family.).
- 3) Catchment without sibling - A child residing in the catchment area without a sibling at the school (see above for definition of sibling).
- 4) Non-catchment with Sibling - A child residing outside the catchment area who has a sibling who will still be at the school in the term of admission (see above for definition of sibling).
- 5) Open place – exceptional grounds: A child with exceptional social and/or medical and/or compassionate grounds for admission with written evidence to show that this school is particularly placed to meet the child’s needs.
- 6) Open place – feeder pre-school: A child who has attended Staunton-on-Wye preschool for at least one term immediately prior to entry
- 7) Open place – closest to school: A child who lives closest to the school by the shortest appropriate route.
- 8) Open place – former sibling: A child who has had a brother or sister in the school in the past.

Pupils with special educational needs but without statements

If the School is named in a statement of special educational needs, the admission authority has a duty to admit the child to the School. For non-statemented children with special educational needs or disabilities over-subscription criteria are applied as to other applicants.

Admission authorities may not refuse to admit a pupil because they consider themselves unable to cater for his or her special educational needs – the LA should provide the School, the pupil and the family with all required aids and assistance.

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

Which school will my child go to?

Each school has a geographical area known as its Catchment Area. Children living within this area are normally offered a place at this school unless parents express a preference for a different school. Our Catchment Area lies within the following boundaries: Lea, Drybrook, Hope Mansell, Hildersley Roundabout and Bromsash. Parents considering sending their children to our school are encouraged to visit with their children during the school day to see the school within a working context. Appointments are made via the School Administrator.

Parents who live outside the catchment area can state a preference.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

Our current admission limit is 13 per year group, and places are offered according to the following criteria:

1. Pupils in the ‘Looked After’ system, where the approved agencies agree that the preferred school meets the child’s social, pastoral and educational needs.
2. Children from the catchment area.
3. Children with brothers and/or sisters already at the school.
4. Children whose parents are actively involved in the worship of a Christian Church and wish their children to be educated at a Christian Church School.
5. Children with particular medical, social or educational needs. Production of medical information may be required.

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6. The location of the child's home in relation to the school, priority will be given to the nearest. If the number of applications for places at our school is within the published admission number set for the school (13), we will allocate places to everyone who applies.

In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.

Whitchurch CE Primary School (PAN 17)

Application

For children entering the Reception year, forms are sent directly from the Local Education Authority with guidance on the application procedure. Parents are warmly invited to visit the school prior to application. The school and parents will be notified of allocated places in the following April

Number of places

The maximum number for which the school can cater is 120. The maximum number of admissions to year R (reception) is 17.

The governors of Whitchurch School have agreed to support and comply with the co-ordinated admission arrangements as defined by Herefordshire School Admission Forum, including the following Oversubscription Policy criteria in the event of the school, a class or a year group having more applications than places.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

Oversubscription Policy Criteria in rank order

- 1) Pupils in the 'Looked After' system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- 2) Pupils whose principal address is **within** the catchment area of the school as defined by the LA and who have a **sibling in school** at the time of entry.
- 3) Pupils whose principal address is **within** the catchment area of the school as defined by the LA and who request a **Church (faith) place** supported by the appropriate Vicar/Rector/Minister. Faith in this context defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
- 5) Pupils whose principal address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school both at the time of application for a place **and** when the younger child is due to commence school.
- 6) Pupils whose principal address is **outside** the catchment area of the school as defined by the LA, but who may be living within the parish boundaries of Churches within the catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.
- 7) Pupils whose principal address is **outside** the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA.

Wigmore Primary Foundation School (PAN 30)

Children with a Statement of Special Education Needs which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority below.

- 1) Pupils in the **looked after** system and children who are adopted where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs (see footnote 1)
- 2) Pupils whose ordinary place of residence is **within the catchment** area of the school as defined by the LA and have a **sibling in school** at the time of entry. (see footnote 2)
- 3) Pupils whose ordinary place of residence is **within the catchment** area of the school as defined by the LA (see footnote 2)
- 4) Pupils whose ordinary place of residence is **outside the catchment** area of the school as defined by the LA and **who have a sibling** at the school (see footnote 3)
- 5) Pupils with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular 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. The critical test applied is whether the school that is sought is the only one, which can meet the individual pupil's needs. The Director of Children's Services or her advisory panel will not consider applications on such grounds unless this supporting information is attached to your application form when you apply (see Footnote 4)
- 6) Pupils whose ordinary place of residence is **outside the catchment** area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA (see paragraph 7.1 for how walking distance is measured) (see footnote 5)

Application form that is required if applying for a Church of England Place



**CHURCH PLACE INFORMATION
FORM**



Full Name of Child	Christian Name(s)	Surname	M/F	Date of Birth
Address		Telephone No		No of Years at this address
Post Code				
Name of Parent(s) or other legal guardians				Date for which application is made
Names of brothers or sisters attending this school	- at present			Class
	- in the past			
Number of younger brothers /sisters				
Primary school or present secondary school attended				
Church attended				
How long has your family attended this church?				
Name of Priest of Minister				
On how many Sundays in the year are services held in the Church you attend?	What is your denomination? (please tick)			
How many of these services does your family normally attend	<input type="checkbox"/> Church of England <input type="checkbox"/> Baptist <input type="checkbox"/> Methodist <input type="checkbox"/> United Reform <input type="checkbox"/> Other.....			
Information relating to your child:				
Has your child been baptized or dedicated? Please give details of the year and church.				
Church..... Year.....				

Family Involvement with the Church

Identification of your involvement with the Church. Please tick one of the appropriate definitions

1. At the heart of the Church

[A regular worshipper. At least twice a month (including weekdays).
The worshipper could be the child for whom application is made, or one or both parents.]

2. Attached to the Church

[A regular but not frequent worshipper (eg once monthly at family service or Church parade) or is regularly involved in a weekday church activity including an element of worship.)

3. Known to the Church

[Not a frequent worshipper but attend occasionally, eg Christmas, Easter, Harvest Festival. Perhaps known to the Church through a family connection or where one or more of the family are involved in some church activity, such as uniformed or other church organization]

Please add any comments which you wish to be considered:

Signature of Parent/Guardian.....Date.....

Clergy Reference:

How many years have you been responsible for the church usually attended by the applicants?

How many years have the applicants been attending church since your appointment?

Please indicate **YES** in the box which most closely describes your level of support. (And **NO** in the other two boxes):

- 1. This applicant is at the heart of the church and I unreservedly recommend a church place
- 2. I fully support this application and can vouch that this applicant is attached to the church
- 3. I confirm that this applicant is known to the church and I support the application

Clergy comments:

Signature of Priest/Minister.....Date.....

QUICK REFERENCE GUIDE TO PROVIDED SCHOOLS FOR PARISHES IN HEREFORDSHIRE

(Please note that this information is for guidance only. The details should not be used as a definitive statement of catchment areas as this can be provided by the Pupil Admissions Office only if you provide details of your post code)

Parish	Designated Primary	Designated Secondary (11-16)
A bbey Dore	part Ewyas Harold part Kingstone & Thrupton	Kingstone
Aconbury	Little Dewchurch	The Hereford Academy
Acton Beauchamp	Brockhampton	Queen Elizabeth
Adforton	Wigmore	Wigmore
Allensmore	Kingstone & Thrupton	Kingstone
Almeley	Almeley	Lady Hawkins
Ashperton	Ashperton	John Masefield
Aston Ingham	part Gorsley Goffs part Lea	John Kyrle
Avenbury	St. Peter's (Bromyard)	Queen Elizabeth
Aylton	Ashperton	John Masefield
Aymestrey	part Kingsland part Wigmore	Wigmore
B acton	Ewyas Harold	Kingstone
Ballingham	Holme Lacy	John Kyrle
Bartestree	Lugwardine	Bishop of Hereford's Bluecoat
Belmont Rural	Part Hunderton / Marlbrook	The Hereford Academy
Birley with Upper Hill	part Canon Pyon part Ivington	Weobley Earl Mortimer College (The Minster College)
Bishops Frome **Fromes Hill locality of civil parish of Bishops Frome	Burley Gate **Bosbury	Queen Elizabeth John Masefield
Bishopstone	part Credenhill/ Staunton-on-Wye	Weobley

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Parish	Designated Primary	Designated Secondary (11-16)
Blakemere	Madley	Kingstone
Bodenham	Bodenham St. Michael's	Earl Mortimer College (The Minster College)
Bolstone	part Little Dewchurch part Holme Lacy part Much Birch	The Hereford Academy
Bosbury	Bosbury	John Masefield
Brampton Abbots	Brampton Abbots	John Kyrle
Brampton Bryan	Leintwardine	Wigmore
Bredenbury	Bredenbury	Queen Elizabeth
Bredwardine	Clifford	Kingstone
Breinton	Stretton Sugwas	Whitecross
Bridge Sollars	Staunton-on-Wye	Weobley
Bridstow	Bridstow	John Kyrle
Brilley	part Kington part Eardisley	Lady Hawkins
Brimfield	Orleton	Wigmore
Brinsop & Wormsley	part Credenhill part Weobley	Weobley
Brockhampton (Ross)	Fownhope St. Mary's	John Kyrle
Brockhampton (Bromyard)	Brockhampton	Queen Elizabeth
Brobury with Monnington-on-Wye	part Clifford part Staunton-on-Wye	Weobley
Bromyard & Winslow** **Part excl. locality of Bromyard Town **Locality of Bromyard Town only	Bredenbury St. Peter's (Bromyard)	Queen Elizabeth Queen Elizabeth
Buckton and Coxall	Leintwardine	Wigmore
Burghill	Burghill	Whitecross
Burrington	part Leinwardine part Wigmore	Wigmore

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Parish	Designated Primary	Designated Secondary (11-16)
Byford	Staunton-on-Wye	Weobley
Byton	Shobdon	Lady Hawkins
C allow	Marlbrook	The Hereford Academy
Canon Frome	Ashperton	John Masefield
Canon Pyon	Canon Pyon	Weobley
Castle Frome	Bosbury	John Masefield
Clehonger	Clehonger	Kingstone
Clifford	part Clifford part Peterchurch	Fairfield
Coddington	Colwall	John Masefield
Colwall	Colwall	John Masefield
Collington	Brockhampton	Queen Elizabeth
Combe	Shobdon	Lady Hawkins
Cradley	Cradley	John Masefield
Craswall	part Michaelchurch part Longtown	Fairfield
Credenhill	Credenhill	Weobley
Croft & Yarpole	part Luston part Orleton	Wigmore
Cusop	part Clifford part Peterchurch	Fairfield
D ewsall	Marlbrook	The Hereford Academy
Dilwyn	Dilwyn	Weobley
Dinedor	part Holme Lacy part St. Martins	The Hereford Academy
Dinmore	Wellington	Aylestone
Docklow & Hampton Wafre	part Bredenbury part Stoke Prior	Earl Mortimer (The Minster)
Donnington	Ledbury	John Masefield

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

Parish	Designated Primary	Designated Secondary (11-16)
Dormington	part Mordiford part Lugwardine	Bishop of Hereford's Bluecoat
Dorstone	part Clifford part Peterchurch	Fairfield
Downton	part Leintwardine part Wigmore	Wigmore
Dulas	Ewyas Harold	Kingstone
E ardisland	part Dilwyn part Kingsland	Weobley
Eardisley	Eardisley	Lady Hawkins
Eastnor	Eastnor	John Masefield
Eaton Bishop	part Clehonger part Madley	Kingstone
Edvin Loach & Saltmarsh	Brockhampton	Queen Elizabeth
Edwyn Ralph	Bredenbury	Queen Elizabeth
Eggleton	Ashperton	John Masefield
Elton	part Orleton part Wigmore	Wigmore
Evesbatch	Cradley	John Masefield
Ewyas Harold	Ewyas Harold	Kingstone
Eye, Moreton & Ashton	Luston	Earl Mortimer College (The Minster College)
Eyton	Luston	Earl Mortimer College (The Minster College)
F elton	Burley Gate	Queen Elizabeth
Ford & Stoke Prior	Stoke Prior	Earl Mortimer College (The Minster College)
Fownhope	Fownhope St. Mary's	Bishop of Hereford's Bluecoat
Foy	part Bridstow part Brampton Abbotts	John Kyrle
G anarew	Whitchurch	John Kyrle

Apply online for a place at Primary school for September 2011 at www.herefordshire.gov.uk

Parish	Designated Primary	Designated Secondary (11-16)
Garway	Garway	Kingstone
Goodrich	Goodrich	John Kyrle
Grafton	Marlbrook	The Hereford Academy
Grendon Bishop	Bredenbury	Queen Elizabeth
H ampton Bishop	Mordiford	Bishop of Hereford's Bluecoat
Hampton Charles	Bredenbury	Queen Elizabeth
Harewood	Much Birch	John Kyrle
Hatfield & Newhampton** **For properties dependant on access to A44 – Fencote Road	Stoke Prior Bredenbury	Earl Mortimer College (The Minster College) Queen Elizabeth
Haywood	Marlbrook	The Hereford Academy
Hentland	part Much Birch part Bridstow part Kings Caple	John Kyrle
Holme Lacy	Holme Lacy	The Hereford Academy
Holmer – Within City boundary Outside City boundary	Holmer (Shelwick) Sutton (part Holmer)	Whitecross Aylestone (east of A49) Whitecross (west of A49)
Hope Mansell	part Lea part Walford	John Kyrle
Hope under Dinmore	Hope under Dinmore	Earl Mortimer College (The Minster College)
How Caple	Kings Caple	John Kyrle
Humber	Stoke Prior	Earl Mortimer College (The Minster College)
Huntington	Kington	Lady Hawkins
K enchester	Credenhill	Weobley
Kenderchurch	Ewyas Harold	Kingstone
Kentchurch** **incl. Pontrilas village	part Garway part Ewyas Harold	Kingstone

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Parish	Designated Primary	Designated Secondary (11-16)
Kilpeck	Ewyas Harold	Kingstone
Kimbolton	Kimbolton St. James -Earl Mortimer College (The Minster College)	
Kings Caple	Kings Caple	John Kyrle
Kings Pyon	part Canon Pyon part Weobley	Weobley
Kingsland	Kingsland	Wigmore
Kingstone	Kingstone	Kingstone
Kington	Kington Lady	Hawkins
Kington Rural	Kington	Lady Hawkins
Kinnersley	part Almeley part Eardisley	Lady Hawkins
Kinsham	Shobdon	Wigmore
Knill	Kington	Lady Hawkins
Lea	Lea	John Kyrle
Ledbury	Ledbury	John Masefield
Leinthall Starkes	Wigmore	Wigmore
Leintwardine	Leintwardine	Wigmore
Leominster*	Leominster	Earl Mortimer College (The Minster College)
(*the village of Ivington feeds Leominster Ivington C.E. Primary)		
Letton	part Staunton-on-Wye part Eardisley	Lady Hawkins
Leysters	Kimbolton	Earl Mortimer College (The Minster College)
Lingen	part Shobdon part Wigmore	Wigmore
Linton (Bromyard)	Brockhampton	Queen Elizabeth
Linton (incl. Gorsley Village)	part Gorsley Goffs part Weston under Penyard	John Kyrle
Little Birch	part Much Birch part Little Dewchurch	Kingstone

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Parish	Designated Primary	Designated Secondary (11-16)
Little Cowarne	Pencombe	Queen Elizabeth
Little Dewchurch	part Little Dewchurch part Holme Lacy	The Hereford Academy
Little Hereford	Orleton	Wigmore
Little Marcle	Much Marcle	John Masefield
Llancillo	Ewyas Harold	Fairfield
Llandinabo	Much Birch	John Kyrle
Llangarron	part Llangrove part St. Weonards	John Kyrle
Llanrolthal	Llangrove	John Kyrle
Llanveyhoe	Longtown	Fairfield
Llanwarne	Much Birch	John Kyrle
Longtown	Longtown	Fairfield
Lower Bullingham	St. Martin's	The Hereford Academy
Lower Harpton	Kington	Lady Hawkins
Lucton	part Kingsland part Luston	Wigmore
Lugwardine	Lugwardine	Bishop of Hereford's Bluecoat
Luston	Luston	Earl Mortimer College (The Minster College)
Lyonshall	part Kington part Almeley	Lady Hawkins
Madley	Madley	Kingstone
Mansell Gamage	Staunton on Wye	Weobley
Mansell Lacy	Weobley	Weobley
Marden	part Marden part Sutton	Aylestone
Marstow	Goodrich	John Kyrle
Mathon	Cradley	John Masefield

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Parish	Designated Primary	Designated Secondary (11-16)
Michaelchurch Escley	Michaelchurch Escley	Fairfield
Middleton on the Hill	Kimbolton	Earl Mortimer College (The Minster College)
Moccas	Clifford	Kingstone
Monkland & Stretford	part Leominster part Dilwyn	Earl Mortimer College (The Minster College)
Mordiford	Mordiford	Bishop of Hereford's Bluecoat
Moreton Jeffries	Burley Gate	Queen Elizabeth
Moreton on Lugg	Wellington	Aylestone
Much Birch	Much Birch	Kingstone
Much Cowarne	Burley Gate	Queen Elizabeth
Much Dewchurch	part Much Birch part Kingstone & Thrupton	Kingstone
Much Marcle	Much Marcle	John Masefield
Munsley	Ashperton	John Masefield
N ewton (Leominster)	Bodenham	Earl Mortimer College (The Minster College)
Newton (Peterchurch)	part Longtown part Michaelchurch	Fairfield
Norton (Bromyard)	Brockhampton	Queen Elizabeth
Norton Canon	Weobley	Weobley
O cle Pychard	Burley Gate	Queen Elizabeth
Orcop	part Garway part St. Weonards	Kingstone (area associated with Garway) John Kyrle (area associated with St. Weonards)
Orleton	Orleton	Wigmore
P encombe & Grendon Warren	Pencombe part Stoke Prior	Queen Elizabeth Earl Mortimer College (The Minster College)
Pembridge	Pembridge	Lady Hawkins

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Parish	Designated Primary	Designated Secondary (11-16)
Pencoyd	St. Weonards	John Kyrle
Peterchurch	Peterchurch	Fairfield
Peterstow	Bridstow	John Kyrle
Pipe Aston	Wigmore	Wigmore
Pipe & Lyde	Wellington	Aylestone
Pixley	Ashperton	John Masefield
Preston on Wye	Madley	Kingstone
Preston Wynne	Burley Gate	Queen Elizabeth
Pudleston	Kimbolton	Earl Mortimer College (The Minster College)
Putley	Ashperton	John Masefield
R ichards Castle (Hereford)	Orleton	Wigmore
Rodd, Nash & Little Brampton	Kington	Lady Hawkins
Ross-on-Wye	Ashfield Park	John Kyrle
Ross Rural	Walford	John Kyrle
Rowlstone	Ewyas Harold	Fairfield
S ellack	Bridstow	John Kyrle
St. Devereux	Ewyas Harold	Kingstone
St. Margarets	part Longtown part Michaelchurch	Fairfield
St. Weonards	part St. Weonards part Garway Kingstone	John Kyrle
Sarnesfield	Weobley	Weobley
Shobdon	Shobdon	Wigmore
Sollers Hope	Kings Caple	John Kyrle
Stanford Bishop	Brockhampton	Queen Elizabeth
Stapleton	Shobdon	Wigmore

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Parish	Designated Primary	Designated Secondary (11-16)
Staunton on Arrow	Pembridge	Lady Hawkins
Staunton on Wye	Staunton on Wye	Weobley
Stoke Edith	Ashperton	John Masefield
Stoke Lacy	Burley Gate	Queen Elizabeth
Stretton Grandison	Ashperton	John Masefield
Stretton Sugwas	Stretton Sugwas	Whitecross
Sutton	Sutton	Aylestone
T arrington	Ashperton	John Masefield
Tedstone Delamere	Brockhampton	Queen Elizabeth
Tedstone Wafer	Brockhampton	Queen Elizabeth
Thornbury	Bredenbury	Queen Elizabeth
Thrupton	Kingstone & Thrupton	Kingstone
Titley	Kington	Lady Hawkins
Tretire with Michaelchurch	St. Weonards	John Kyrle
Treville	Kingstone & Thrupton	Kingstone
Turnastone	Michaelchurch	Fairfield
Tyberton	Madley	Kingstone
U llingswick	Burley Gate	Queen Elizabeth
Upper Sapey	Brockhampton	Queen Elizabeth
Upton Bishop	Gorsley Goffs	John Kyrle
V owchurch	Peterchurch	Fairfield
W acton	Bredenbury	Queen Elizabeth
Walford	Walford	John Kyrle
Walford, Letton & Newton	Leintwardine	Wigmore
Walterstone	part Longtown part Ewyas Harold	Fairfield

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Parish	Designated Primary	Designated Secondary (11-16)
Wellington	Wellington	Aylestone
Wellington Heath	Ledbury	John Masefield
Welsh Bicknor	Goodrich	John Kyrle
Welsh Newton	Llangrove	John Kyrle
Weobley	Weobley	Weobley
Westhide	Withington	Aylestone
Weston Beggard	Withington	John Masefield
Weston under Penyard	Weston under Penyard	John Kyrle
Whitbourne	Whitbourne	Queen Elizabeth
Whitchurch	Whitchurch	John Kyrle
Whitney-on-Wye	Eardisley	Lady Hawkins
Wigmore	Wigmore	Wigmore
Willersley & Winforton	Eardisley	Lady Hawkins
Willey	Wigmore	Wigmore
Withington	Withington	Aylestone
Wolferlow	Brockhampton	Queen Elizabeth
Woolhope	part Mordiford part Fownhope	Bishop of Hereford's Bluecoat
Wormbridge	Ewyas Harold	Kingstone
Yarkhill**		
** Newtown Crossroads locality of civil parish of Yarkhill only	Ashperton	John Masefield
** excl. Newtown Crossroads locality	Withington	John Masefield
Yarpole – see Croft & Yarpole		
Yatton	Much Marcle	John Masefield
Yazor	Weobley	Weobley

PRIVACY NOTICE

Schools, Local Authorities and the Department for Education (DE) all hold information on pupils in order to run the education system and in so doing, have to follow the requirements of the Data Protection Act 1998. This means that the data held about pupils must only be used for specific purposes allowed by law.

The school processes personal data about its pupils in order to support its pupils' teaching and learning; monitor and report on their progress; provide appropriate pastoral care, and assess how well the school as a whole is doing. This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DE), (which also has responsibility for ContactPoint¹: see below) and to agencies that are prescribed by law, such as Ofsted, the Department of Health (DH), Primary Care Trusts (PCT). All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

The Children Act 2004 Information Database (England) Regulations 2007 requires maintained schools to supply basic contact information to ContactPoint.

The **Local Authority (Herefordshire Council)** uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. Herefordshire Council is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area.

The **Qualifications and Curriculum Authority (QCA)** uses information about pupils to administer the national curriculum assessments portfolio throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. The results of these are passed on to DE to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the views of children and young people, to inform children's services inspections in local authority areas. Inspection reports do not identify individual pupils.

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

The **Department of Health (DH)** uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils attending schools in the PCT areas to help focus local resources and deliver the Public Service Agreement target to halt the year on year rise in obesity among children under 11 by 2010, in the context of a broader strategy to tackle obesity in the population as a whole. The Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

¹ ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support

The **Department for Education (DE)** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DE will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school.

DE, with the participation of LAs, operates the database known as ContactPoint. ContactPoint is an online directory available to authorised staff who need it to do their jobs. It is designed to allow practitioners to find out who else is working with the child or young person, making it easier to deliver more coordinated support. Schools are under a statutory duty to pass onto ContactPoint certain information. This consists of basic information about the child or young person, the contact details of the school and the contact address and telephone numbers for the parents or carers, with parental responsibility of the child or young person. 'Parental responsibility' is defined as: all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

The DE will also provide Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DE may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DE may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing.

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TERMS USED IN THIS BOOKLET

Academies

Academies are independently managed, all-ability schools set up by sponsors from business, faith or voluntary groups in partnership with the Department for Children, Schools & Families and local authority. Together they fund the land and buildings, with government covering the running costs.

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 LA and which is nondenominational.

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.

Foundation School

A school where the governing body employs school staff and has responsibility for the admissions arrangements.

Local Authority (LA) Herefordshire Council is the Local Authority (LA) 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 LA. 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

LA 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 (3 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 staff who deals 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 LA. 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 LA. The LA employs the staff, maintains the buildings and determines admissions. Religious education follows the syllabus agreed by the Standing Advisory Committee on Religious Education (SACRE).



**Children & Young People's Directorate
Blackfriars, PO Box 185, Blackfriars Street, Hereford**

www.herefordshire.gov.uk