

## APPENDIX A

### ADMISSIONS ARRANGEMENTS FOR 2019/2020

#### OVERSUBSCRIPTION CRITERIA FOR ALL COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY & SECONDARY SCHOOLS IN HEREFORDSHIRE

The oversubscription criteria list (A) below applies to all schools where Herefordshire Council is the admissions authority except for Aylestone and Weobley Secondary Schools for whom list (B) below applies

#### **(A)**

Children with a Statement of Special Education Needs or an Educational, Health & Care Plan 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.

Priority 1 - **Looked After Children** and Children who were looked after, but ceased to be because they were adopted from care;

Priority 2 - Children living within the **defined catchment area**\* of the school;

Priority 3 - Sibling connection - Children who have an **older sibling**\*\* at the preferred school not only at the time of application but also when the younger child is due to start;

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 only is necessary for the wellbeing 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 Wellbeing's advisory panel unless this supporting information is attached to application forms received by 31 October 2018 (secondary schools) or 15 January 2019 (primary schools);

Priority 5 - Distance\*\*\* - Children who live **nearest** to the school by the shortest available walking route.

#### 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.

Where, at any school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after children who either currently are or were in the 'looked after' system it will be catchment area children second, brothers and sisters third, exceptional circumstances 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 of area brothers and sisters, priorities will be decided first by reference to exceptional circumstances, 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 this 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 2019, next to pupils with exceptional circumstances, and finally according to distance from the school.

\*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 computerised digital map measuring system, with those living closer to the school receiving the higher priority.

## **(B) Applies to Aylestone and Weobley Secondary Schools only**

Children with a Statement of Special Education Needs or an Educational, Health & Care Plan 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.

Priority 1- **Looked After Children** and Children who were looked after, but ceased to be because they were adopted from care;

Priority 2 – Children who are on roll at a primary school that is **hard federated** (has a single governing body) **with the preferred secondary school**.

Priority 3 - Children living within the **defined catchment area**\* of the school;

Priority 4 - Sibling connection - Children who have an **older sibling**\*\* at the preferred school not only at the time of application but also when the younger child is due to start;

Priority 5 - Exceptional circumstances - Children with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school only is necessary for the wellbeing 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 Wellbeing’s advisory panel unless this supporting information is attached to application forms received by 31 October 2018

Priority 6 - Distance\*\*\* - Children who live **nearest** to the school by the shortest available walking route.

In case where distance is not the 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 Wellbeing 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 computerised digital map measuring system, with those living closer to the school receiving the higher priority.

### **Local authority Nursery Class Admissions**

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 Thruxton 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

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 for either the morning or afternoon sessions on all days the nursery class is open. Acceptance of a place in a local authority Nursery is for the full 5 half days of each school week, so that the children can experience the full range of learning activities. However, there can be a flexible induction period for 3 year olds in the first half term, in negotiation with the school, whereby a child may attend for fewer than 5 sessions. This arrangement may be extended to the end of the first term in exceptional circumstances.

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 is given to children with special needs or according to family circumstances.

**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.
- iii) parents must make a separate application to transfer from nursery to primary school.

### **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 triplet for instance) then subject to clause 2.15 of the School Admission Appeals Code places will be offered at the same school to the other children from the same multiple birth.

## **Admission to Reception Class – September 2019 Onwards** **Co-ordinated Primary Admission Arrangements for Herefordshire**

### **Implementation of Scheme**

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 2019/2020.

### **Number of Preferences and Closing Date**

All parents will be invited to state three first preferences, in ranked order, on a common application form, which will also apply to all voluntary aided and foundation schools and Academies. The National Closing date for primary school applications will be the 15 January 2019.

### **Voluntary Aided Schools – Additional Information**

To enable individual admission authorities to determine their allocation of places supplementary information may be required. Details of the 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 15 January 2019

### **Date of Admission**

Children reach compulsory school age at the beginning of the term **following their fifth 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 fifth 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.

### **Option for Delayed Entry**

The law does not require a child to start school until the start of the term following their fifth birthday. The date compulsory school age is reached is determined by dates set by the Secretary of State for the autumn, spring and summer terms. These dates are 31 August, 31 December and 31 March. Therefore parents are not obliged to take up the offer of a place in September and they can delay the admission until the beginning of the spring or summer term in the term after the child's fifth birthday.

## **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 fifth 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 (15 January 2019). 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 its Published Admission Number (PAN).

If parents wish, in these circumstances, to consider placing their child in a year group below the child's chronological age i.e. defer entry into a reception class for your summer born child from September 2019 to September 2020 then parents are advised to refer to paragraphs 2.17, 2.17A and 2.17B of the [School Admissions Code](#) available at [www.gov.uk](http://www.gov.uk). The code requires that in any circumstance where a parent requests their child is admitted out of their normal age group, the admission authority must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. In the case of a maintained schools (community and voluntary controlled schools) the decision will be made by the Local Education Authority with input from the head teacher concerned, in the case of own admissions schools (academies, federated, foundation and voluntary aided schools) the decision will be down to the Governing Body/Academy Trust who act as the admission authority for that school.

Before deciding to defer a child's admission into reception class for a full year parents should first contact the school(s) that you are interested in applying for. They will then be able to explain the provision on offer to children in their Reception year and how it is tailored to meet the needs of summer born children. They will also be able to explain how the provision will continue to be made as children move up through the school. It may be that they are able to alleviate any concerns that parents might have about starting their child at the normal time of entry.

If parents still wish to defer their child's entry to school until the following school year they must seek approval, in writing, from the admission authority of each of the schools that they wish to apply to.

In addition to seeking approval from their preferred school(s) they should still make an application as part of the main admission round for the year group that their child would normally be admitted to school, pending an outcome to their request to defer entry. Parents should ensure that their application is submitted by the deadline of 15 January 2019.

If their application to defer entry is agreed then they should withdraw their application for admission at the normal time and re-apply the following year by the stated deadline (15 January 2019).

### **Will all schools/admission authorities agree to a summer born child deferring entry into a Reception class for a year?**

Not all schools/admission authorities will agree to deferred admission, and one admission authority cannot be required to honour the decision of another. It is therefore imperative that parents seek approval, in writing, from all of their preferred schools.

Parents should note that currently any agreement to defer their child's admission to Reception class does not guarantee a place at their preferred school, nor does it give their child any additional priority for a place. Each application will simply be considered alongside all other applications for that round in accordance to criteria.

If an offer cannot be made for any of the preferred schools, a place will be allocated in Reception at the nearest school with a vacancy that is willing to accommodate a deferred child.

### **What will happen to my child when he/she moves up through the school?**

Once a child has been admitted to a school it is for the head teacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group should be based on sound educational reasons and made by the head teacher in consultation with the parents.

### **Admission of children below compulsory school age**

As a result of changes in the new School Admissions Code for admission to the 2011-12 school year, and subsequent years, all admission authorities for primary schools must provide for the admission of all children in the September following their fourth birthday. However it must be made clear that when primary schools admit children below compulsory school age, then:

- a) the arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- b) parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class;
- c) attendance at the nursery or co-located children's centre does not guarantee admission to the school;
- d) parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year;

- e) parents can request that their child attends part-time until the child reaches compulsory school age.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;

The admission authority will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

### **Allocation of Places**

Places in reception classes for all maintained schools are allocated on the basis of applications received on or before 15 January 2019. Applications should be sent to the Pupil Admissions Office. The date of 15 January 2019 applies for all admissions during the school year, including children who might be entitled to start school in January 2020 or April 2020.

The Primary National Offer Day for the 2019/2020 admission year will be: **16 April 2019**

### **Late Applications**

Applications received after 15 January 2019 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, Foundation School or Academy will have regard to the reason for the delay in applying together with the distance to the nearest alternative school.



## **Secondary Transfer – September 2019** **Co-ordinated admission arrangements for Herefordshire**

### **Introduction**

Herefordshire will operate an inter-Local authority scheme for September 2019 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 the school's home authority.

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

### **Application Form and Closing Date**

Parents are invited to indicate 3 preferences on a common application form, which will also enable parents to give reasons for their preference. All preferences are treated as equal initially, and sent out as equal to other admission authorities. However, if more than one school place can potentially be offered to an individual applicant, the single offer is for the school the parent ranked highest.

The Herefordshire application form invites all parents resident in the County to name 3 preferred schools, in order of preference, by 31 October 2018, the National Closing date for secondary school applications. It is made clear that parents should name all schools for which they wish their child to be considered for a place, including any voluntary aided and foundation schools and Academies and/or any maintained schools outside the County. There is agreement with Powys and Monmouthshire that the closing date of 31 October 2018 will be respected even if this date is different to their closing date. This will be important if a parent expresses a preference for a school outside Herefordshire.

### **Initial Allocation Process**

By w/c 13 November 2018, the Admission Office sends other admission authorities/Local Authorities details of applicants for their schools.

Admission authorities then apply their admission criteria, including any selection tests, and will send the Herefordshire Admission Office by 6 January 2019 a list indicating the order in which all children for whom applications to the school have been made have priority by reference to the over-subscription criteria.

Although all applications need to be assessed and grouped against the criteria, admission authorities of significantly oversubscribed schools need not give individual rankings to applicants in the lowest priority groups for admission, if there is no likelihood of being able to offer them a place after elimination of multiple offers. The Herefordshire Admission Office will draw up a similar list for any school for which it is the admission authority. After other admission authorities have sent their ranked lists to the Local authority in whose area they are located, each local authority should have a list for each of its maintained schools.

### **Finalising the Allocation Arrangements**

Herefordshire will then compare the lists for all schools in its area. When a child qualifies

for one of the available number of places at more than one school, the Herefordshire Admission Office provisionally allocates a place at the school indicated by the terms of its co-ordinated scheme. It also adjusts the list for any other school for which a preference was expressed by that parent, moving another child who was previously not allocated a potential place up the list to the provisional place, which has been vacated.

By 14 January 2019, the Herefordshire Admission Office (whose own decisions on which school to offer, in the event of multiple potential offers, will have been made in accordance with its model scheme, i.e. the school ranked highest by the parent) will also have received similar notifications from other local authorities of any places which those local authorities or schools in their areas can offer in response to any preference expressed by one of their residents. Monmouthshire and Powys will not have a co-ordinated scheme in place by September 2019. But they will supply information to Herefordshire on applicants applying for schools in the county.

Herefordshire has agreed that the appropriate authority will make where the highest ranked school is situated in Monmouthshire or Powys the offer of the place, which is likely to be before the official date of **1 March 2019**. When this situation arises the Herefordshire Admission Office will only confirm that an offer has been made by another local authority. That confirmation will be sent on **1 March 2019**.

Clearly, if no preferred school in the home local authority can be offered, the Herefordshire Admission Office need not look for an alternative place if it knows that another Local authority will be making an offer.

### **Late Applications**

Between 31 October 2018 and 14 January 2019 (final allocation list) it is likely that the Herefordshire Admission Office will receive late applications. The council has agreed within its co-ordinated scheme to accept these applications, on the understanding that the delay was reasonable, for example service family moving to the Credenhill Garrison or a family moving into the area. Because the individual circumstances will vary from application to application the determination of the Director of Children's Wellbeing or her nominee will decide what is reasonable. In the case of another admission authority the determination will be made by the Governing Body.

Applications received after 14 January 2019 will be placed on a waiting list based on the oversubscription policy. Allocations will be made against the preference order as vacancies occur although the Herefordshire Admission Office will endeavour to offer a suitable school at a reasonable distance to the child's home where vacancies exist. However, parents will be able to appeal against the decision that an offer to their preferred school has not been made.

### **Offer of a Place**

If any child looks like remaining unplaced, the Herefordshire Admission Office will consider how to place them in schools within its area, having regard to any reasons expressed by the parent for their (unsuccessful) preferences.

Each local authority then sends the schools, which it maintains, the final lists of pupils to be allocated places.

On **1 March 2019** – the '**National Offer day**' for secondary schools – it informs every resident parent who filled in its secondary application form, to tell them of their allocated school place. Where the school in question is its own admission authority, the local authority must state that the offer is being communicated on behalf of that school's governing body.