

Important notes

Applying for a reception class place



Please read before completing your application

All parents are advised to read the 'information for parents: admission to primary school' document available at www.herefordshire.gov.uk/reception-class-admissions before deciding on their preferred school, which provides information on:

- Primary schools in Herefordshire
- General admission arrangements for primary schools
- Admission into a reception class: Questions and answers
- Allocation of places in primary schools
- Co-ordinated admissions
- School contact details, numbers on roll, previous admission round application numbers and appeals received

How to apply

When you have decided which school(s) you would like to apply to, please apply online at www.herefordshire.gov.uk/reception-class-admissions.

Once you have applied, you will automatically receive an e-mail receipt. If you do not receive your receipt, you have not submitted your application correctly.

If you do not have the facility to apply online, please contact the school admissions team:

E-mail: schooladmissions@herefordshire.gov.uk

Telephone: 01432 260926 / 261574

Address: School Admissions, Plough Lane Offices, Plough Lane, Hereford, HR4 0LE

It is your responsibility to ensure your paper application form reaches the council, therefore we recommend you return your completed application via **recorded delivery** or **hand deliver** it. We also advise contacting the school admissions team directly to ensure your application form has been received.

You are advised to state more than one preference and to include your catchment school.

Please note that a place at a nursery does not guarantee a place at the associated primary school, therefore you must still apply.

Applying for a church place at a voluntary aided school

If you are applying for a church place at a voluntary aided school, you will need to contact the school directly to ask if you are required to fill in an additional form about your religious commitment. Any additional forms will need to be returned directly to the school.

Applying for a place for a previously looked after child

If your child has ceased to be looked after due to becoming adopted or subject to a residence order or special guardianship and you wish to apply under the priority 1 criteria 'looked after', you'll need to supply evidence to confirm that your child was looked after immediately prior to an order being made and a copy of the adoption, residence or special guardianship order needs to be supplied.

This evidence should be sent to Herefordshire Council, School Admissions Team, Plough Lane, Hereford, HR4 0LE.

Applying for a place under priority 4

Exceptional medical, social or compassionate grounds

A request for a place on these grounds **must** be supported by a medical certificate or other appropriate information. This should name the preferred school and set out the reasons why this school is the **only** school suitable that can meet your child's needs and the difficulties likely to occur if your child has to attend another school.

If you do not submit documentation your application will not be considered under the priority 4 criteria.

If you wish to apply under priority 4 and the school you're applying for is a voluntary aided, foundation or academy school or in another local authority, you'll need to check if this criteria is included in the admissions criteria for that particular school.

Applying to a school in another area

If you are applying for a place in a school in another area (under the control of a different local council), you need to state this on your application form. We will forward your application to the relevant council on your behalf.

Applying to an independent school

You should contact the headteacher of the independent school directly and they'll be able to advise you of their specific admissions process. Please do not enter an independent school as a preference on your application form, as the council does not make offers on behalf of these schools.

Moving home

If you are moving home either within Herefordshire or into the county at the time of applying for a reception class place, you will need to send supporting evidence by **18 March 2019**.

The acceptable forms of evidence are:

- A utility bill stating your name and address
- If buying a property: written confirmation from your solicitor, detailing that you have exchanged contracts and the actual or expected moving date
- If renting a property: a copy of the signed tenancy agreement, by both parties, with a start and end date

Please note that short term tenancy agreements of less than six months will not be accepted. Temporary moves to live with relatives/non relatives will not be accepted unless you provide evidence that this is your ordinary place of residence i.e. drivers licence, mobile phone bill or child benefit award.

If parents / carers disagree on a school preference

Where the authority receives applications from more than one parent or carer, and where different schools are requested as preferences, the authority will write to both parents/ carer's and inform them that unless we receive written confirmation from both parties agreeing on a particular school/schools, the authority will act on the basis of the preference from the parent/carer 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.

School transport

To qualify for free school transport, your child must attend their **nearest** school and live over two miles from the school (for those under eight years old) or more than three miles (for those over eight years old). If you require further advice or help on school transport, please contact the council's school transport team on schooltransport@herefordshire.gov.uk or 01432 260937. Alternatively, please visit: www.herefordshire.gov.uk/educationtransport.

Additional advice

If you require further advice or help with your application process, please contact the council's school admissions team on schooladmissions@herefordshire.gov.uk or 01432 260926 / 261574.

The closing date for all applications is 15 January 2019

The national offer day is 16 April 2019