

# Information for parents Admission to primary school

Commencing September 2019



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# Contact points

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**Herefordshire primary school admissions webpage:**

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

**Email:** [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk)

**Pupil admissions:**

Louise Tanner	Admissions and 14 to 19 Manager	01432 383333
Emma Turner	Admissions Officer - Reception Intake	01432 260926
Lisa Hince	Admissions Officer - Reception Intake	01432 261574

The following information is available from the School Admissions Office:

- The number of parents/carers 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/carers 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 parents/carers to apply for a particular school. It is for parents/carers 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 2019/20 at the time of publication.

# Contact details for neighbouring authorities

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## **Gloucestershire LA**

Co-ordinated Admissions  
Commissioning for Learning  
Shire Hall  
Gloucester GL1 2TP  
**Tel: 01452 425407**  
**Email: [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk)**

## **Shropshire LA**

Admissions Team  
Learning and Skills Business Support  
Shirehall, Abbey Foregate  
Shrewsbury SY2 6ND  
**Tel: 03456789008**  
**Email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)**

## **Worcestershire LA**

Babcock Prime  
School Admissions Team  
Prime House  
Woodbury Lane, Norton  
Worcester WR5 2PT  
**Tel: 01905 822700**  
**Email: [Primeschooladmissions@babcockinternational.com](mailto:Primeschooladmissions@babcockinternational.com)**

## **Powys LA**

Admissions & Transport Team  
Schools Service  
Powys County Council  
County Hall  
Llandrindod Wells  
Powys LD1 5LG  
**Tel: 01597 826477**  
**Fax: 01597 826475**  
**Email: [admissionsandtransport@powys.gov.uk](mailto:admissionsandtransport@powys.gov.uk)**

## **Monmouthshire LA**

Innovation House  
Monmouthshire County Council  
PO Box 106  
Caldicot NP26 9AN  
**Tel: 01633 644508**  
**E-mail [accesstolearning@monmouthshire.gov.uk](mailto:accesstolearning@monmouthshire.gov.uk)**

# Educating your child

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Starting school is one of the most important events in any child's life. At this time, parents/carers 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/carers to understand the procedures involved.

Most parents/carers prefer their children to go to the local school and a place can nearly always be found for them without difficulty. Sometimes, however, parents/carers 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/carers will be disappointed.

This document contains all the information parents/carers 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/carers. The rules and procedures are particularly important when more parents/carers apply for a particular school than there are places available.

In this document you will find information about:

- How admission arrangements work, the admissions timetable for the 2019/20 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 2019/20 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.

Staff in Children's Wellbeing Directorate do all that they can to offer a friendly and efficient service to parents/carers. A document is also available to highlight the most important points which parents/carers need to bear in mind when they apply for a place in a primary 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.

# External Advisory Service

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ACE Education Advice CIC & ACE Education Training LLP provides free, independent advice on the admissions process and a range of education issues including bullying, exclusion, SEN and attendance.

If you are the parent/carer of a child at school and you would like to talk to an adviser please call the confidential telephone advice line on 0300 0115 142

Address: 72 Durnsford Road, London N11 2EJ

**Website** [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

**Email:** [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk)

## 1. Primary schools in Herefordshire

Herefordshire has 79 primary schools, (all of which are comprehensive day schools for both boys and girls), and 3 special schools, which are also for both boys and girls. A full list of maintained schools in Herefordshire is given in Appendix 3.

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** (4 to 11 years old)

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Of the 79 Primary Schools, 26 are Community, 2 are Trust, 11 are Voluntary controlled (9 of which are C of E), 20 are Academy (9 of which are C of E) 19 are Voluntary Aided (15 of which are C of E and 3 Roman Catholic) and 1 free school.

13 of the primary schools have nursery classes for 3 and 4 year olds.

- **Special schools**

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There are 3 special schools for children with an Education Health Care Plan (EHCP). Admissions are arranged in consultation with the parents/carers.

## 2. General admissions arrangements for primary schools

This chapter explains the terminology and general rules affecting primary schools. Section 3 explains how the specific admissions arrangements work for primary schools, and includes the timetable for entry to schools in September 2019.

- **Catchment areas**

Most Community, Academy, Foundation and Voluntary Controlled School serve a defined catchment area. That is also the case for most Voluntary Aided Schools, although they also have a commitment to children whose parents/carers 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/carers apply on time are given priority for a place at the school serving their ordinary place of residence unless their parents/carers ask for a place at a school in another area. The procedure for expressing a preference is described in section 3. **All parents/carers 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/carers, schools and local communities.

**Please note** The Steiner Academy does not have a catchment area. The following schools do not have a catchment area although they give a higher priority to children living within their parish: Our Lady's RC Primary, St Francis RC Primary, St Joseph's RC Primary and St Paul's CE Primary.

- **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 once you have been allocated a primary school, you may keep the place offered to your child if you so wish, however you may not be eligible for free school transport if the move is to an address which means that the allocated primary school is no longer the nearest. Please refer to section 3, 3.8

- **Published Admission Number (PAN)**

Each school has an admission number, which is the number of pupils that the school can admit each year. The Published Admission Number for each school is shown in Appendix 3. The admission number will be taken into account by the Council and the Governing Body of an Academy, Voluntary Aided and Foundation school when considering applications from parents/carers. Some applications will be turned down if the total number of applications is greater than the published admission number. In such circumstances, parents/carers have a right of appeal.

- **Definition of 'sibling'**

Paragraph 4.1 sets out the council's oversubscription policy and Priority 3 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/carers/carer's partner, and in every case the child must be living in the same family unit at the same address. However the council will consider applications for foster children under priority 3 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 (4 to 7 years old)**

**Infant class size** – Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single fully qualified school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with an Education Health Care Place (EHCP) specifying a school;
- b) Looked after children and previously looked after children admitted outside the normal admissions round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an independent appeals panel upholds an appeal;
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admissions round i.e. after the start of the relevant academic year;
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with an Education Health Care Plan who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

- **Additional / supplementary forms**

An additional or supplementary information form (SIF) may also have to be completed for applicants wishing to be considered under faith criteria of faith schools. You will need to contact the school directly to ask if you are required to fill in an additional form. Additional forms should be returned directly to the relevant school.

### 3. Admission into a reception class

**17 September 2018** Online application facility opens.

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**Midnight**

**15 January 2019** Closing date for parents/carers to complete their application online.

Applications are required regardless of what school you are applying for. This process must also be used by parents/carers living in Herefordshire seeking a school in another Local Authority area.

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**16 April 2019** The “national offer day” for reception class places.

All parents/carers who complete an application form on time will be informed of the allocated school for their child on this day.

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**Late Applications received after 15 January 2019** Late applications received between the 16 January 2019 and 18 March 2019 will only be considered as on time applications if there is a genuine reason (see section 3.3.7).

All other applications will be considered after the 16 April 2019.

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#### 3.1 At what age should my child start school?

Children in England are entitled to start school in the September following their 4th birthday and must start their education by the beginning of the term after their 5th birthday.

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

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Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, the parents/carers may seek early entry.

Children born in the summer term (i.e. 1 April – 31 August) are not required to start school until a full year after the point at which they could first have been admitted into a reception class (the point at which other children in their age range are beginning year 1). Parents/carers have the option of requesting delayed entry where they hold back their child from joining the correct year group for their age so that they start school a year later than they are due to.

Paragraph 2.17A of the Admissions Code requires that, in any circumstance where a parents/carers 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 Community or Voluntary Controlled School the Local Authority must make the decision based on the circumstances of each case and in the best interests of the child concerned. In the case of a Community or Voluntary Controlled School the Local Authority will request the head teacher of the school to take account of the parents/carers views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out. This process must be completed in advance of the closing date. In the event that the delayed entry is not approved, parents will need to make an application in time for the 2019 intake (by the 15 January 2019). If delayed entry is approved you will receive details of how to proceed with an application.

Please be aware that even if delayed or early entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed or early entry.

### 3.3 Deferred entry

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A child is not required to start school until they have reached compulsory school age which is the term following their 5th birthday. Parents/carers are not obliged to take up places for their children any earlier than the law requires. Schools cannot require children to start sooner than parents/carers wish.

Parents/carers therefore have the option of deferring their child's entry until later in the same academic school year.

Deferred entry to a school is where a parent decides to request that their child starts school later in the school year that follows their 4th birthday or when the child reaches compulsory school age (the term after the child's 5th birthday).

The effect is that the place is held for that child and is not available to be offered to another child. Parents/carers would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday.

If you 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 (15 January 2019).

### 3.4 Can I apply for a place at any Primary School?

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You may apply for a place at any primary school within Herefordshire or surrounding authority, for the school year commencing September 2019, you will be able to express three preferences, in ranked order, on your application. If you apply for a school within another authority we will then forward details on. **You are advised to state more than one preference and to include your catchment school.**

It is advisable for parents/carers to attend open days at their preferred school/s prior to making their application.

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

### **3.5 How do you apply for a place at a Primary School?**

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Parents/carers should read all of the information published on the Herefordshire Council website before making their application. Parents/carers should then complete their applications via the online process at [www.herefordshire.gov.uk/reception-class-admissions](http://www.herefordshire.gov.uk/reception-class-admissions).

The online application facility opens on 17 September 2018 and closes at midnight on 15th January 2019.

If you are not able to apply online you can request a paper copy of the application form by telephoning 01432 260926/261574.

### **3.6 When Are Decisions Made?**

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National offer day is the 16 April 2019.

### **3.7 What happens if I apply after the closing date of 15th January 2019?**

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Late applications received between the 16 January 2019 and 18 March 2019 will only be considered as on time applications where it is agreed that individual circumstances apply and the delay was reasonable given the circumstances of the case. In each case supporting documentary evidence will need to be submitted to The School Admissions Office.

All other applications will be considered after the 16 April 2019.

### **3.8 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?**

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If you are moving due to purchasing a property, written confirmation from your solicitor is required detailing that you have exchanged contracts and the actual or expected completion date.

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

Please note that short term tenancy agreements to create an in area status will not be accepted. Short term is defined as less than 6 months.

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.

For Children of UK service personnel (UK Armed Forces) an official letter that declares a relocation date and a Unit postal address or quartering area address will be required.

Evidence is required by the **18 March 2019**.

### **3.9 How many children may be admitted to each Primary School?**

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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 3.

### **3.10 Can I apply for a school in another Local Authority**

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Yes, the co-ordinated admission scheme allows parents/carers to express a preference for any maintained school including those administered by another council. If you wish 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 your application form.

### **3.11 Can applications be considered from parents/carers who do not live in Herefordshire?**

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Any applications for the admission of pupils who live outside the county are always considered. Parents/carers 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 4.1 or in the case of own admission school, according to their individual oversubscription criteria. In the case of out of county residents applying to Herefordshire schools the applicant's home authority will make the offer on our behalf.

### **3.12 What happens if we are unable to offer any of your preferences?**

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If we are unable to offer any of your preferences, you will be given the right to appeal and your child's name will automatically be placed on the waiting list(s) for your requested school(s) according to the oversubscription criteria. If a place becomes available we will contact you immediately. The waiting lists remain open until the end of the autumn term (31st December 2019). Your child will automatically be system allocated a place at the next nearest school to your home address with availability.

You will be able to request an alternative school following offer day.

### **3.13 What happens if parents / carers disagree on preferences for their child?**

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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.

## 4. Allocation of places in primary schools

Although the School Standards and Framework Act 1998 gives parents/carers 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/carers (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).

### 4.1 What happens if the school is oversubscribed?

All Academies, Free Schools, Voluntary Aided Schools and Trust schools are an admissions authority in their own right and they determine their own admission arrangements including their over subscription criteria. These can be found at [www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions/admission-arrangements-for-own-authority-schools-2019189](http://www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions/admission-arrangements-for-own-authority-schools-2019189)

For all Local Authority Schools (Community and Voluntary Controlled Schools) the following over subscription criteria apply:

Children with an Educational Health 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 due to being adopted or became subject to a residence order or special guardianship order; (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 an **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/carers can show that entry to a particular school only is necessary for the well being of their child. Parents/carers are required to produce a medical certificate or other appropriate information from an independent source. Applications on such grounds will not be considered by the Director of Children's Wellbeing unless this supporting information is submitted by 15 January 2019 (see Footnote 4)

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

## General notes

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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 who were or are 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 brothers/sisters at the same school where possible. The rule is not intended to favour parents/carers 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 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.

In cases 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 parents/carers(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/carers/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.*

- **Multiple Birth policy**

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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.

#### **4.2 How will the decisions be made about parents/carers 3 preferences for Primary Schools?**

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- STAGE 1** All the applications received from parents/carers, by the closing date of 15 January 2019, will be analysed together, along with any late applications for which there are good reasons (paragraph 3.7). The applications for Community and Voluntary Controlled Schools will be considered against the 5 priorities explained in paragraph 4.1. The Governors of Foundation, Academy and Voluntary Aided Schools will make their decisions based on the published admission criteria defined in Appendix 3. At this stage, the three preferences are each treated as a first preference, i.e. the priority order shown by parents/carers will not count at this point.
- STAGE 2** Following analysis, lists will be drawn up of all parents/carers who have applied for Community Foundation and Voluntary Controlled (whether as first, second or third preference) for each school according to the criteria in 4.1. Foundation, Academy and Voluntary Aided Schools will define their order as indicated in Appendix 3.
- STAGE 3** Each parent/carer 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/carers will not be offered a place at any of their 3 preferred schools. This usually only happens if the parents/carers has applied for 3 over-subscribed schools and has not included their catchment area school as one of the 3 preferences or if they have submitted a late application. In such circumstances, the parents/carers will be offered a place at the nearest or most accessible school that still has places available, taking account of any information the parents/carers may have already provided.

#### **4.3 When, and by whom, will the offers to parents/carers be made?**

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

**16 April 2019**

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 16 April 2019, 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.**

**Please note** if your offer of a school place is in another authority, you must contact that authority to accept the offer.

#### **4.4 Is there a waiting list for primary schools that have too many applicants?**

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The position of waiting lists for primary school is complex because of the co-ordinating scheme, which will allow parents/carers to express 3 preferences by 15 January 2019.

If parents/carers are not able to receive their preference, the child will be placed on the waiting list after the **16 April 2019**. The rank order of each child's place on the waiting list will be determined using the oversubscription criteria. If vacancies occur after that date the Pupil Admissions Office will make offers, including in the case of own admission authority schools and academies.

Any subsequent successful appeals for the school in question will mean that no place can be offered to a child 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 no further places offered until total reduces to 29 by four sets of parents/carers no longer requiring a place for their child).

The waiting list will be kept open until the end of the Autumn term of the 2019/20 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.

#### 4.5 Can you appeal if your request is unsuccessful?

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If we are unable to offer either your first, second or third school preferred, you have the right to appeal.

If your preferred school(s) was a Community or Voluntary Controlled Primary School, your appeal (setting out the grounds upon which the appeal is made for a named school) should be submitted **within three weeks of the date of notification of the refusal of a place** to the Children's Wellbeing Directorate by using the online appeal form [https://www.herefordshire.gov.uk/download/downloads/id/2621/appeal\\_against\\_refusal\\_of\\_a\\_school\\_place.pdf](https://www.herefordshire.gov.uk/download/downloads/id/2621/appeal_against_refusal_of_a_school_place.pdf)

If your preferred school(s) was a Voluntary Aided School, a Foundation School, or an Academy, your appeal should be in the form of a letter sent directly to the Chair of Governors at the School.

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 School Admissions Office, Herefordshire Council, Plough Lane Offices, Plough Lane, Hereford, HR4 0LE, or from the County Secretary and Solicitor.

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/carers 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

## 5. School transport

### School transport for 4 to 16 year olds

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We have a duty to provide home to school transport assistance for some children, depending on their journey to school.

We can start providing transport as soon as your child starts school.

Normally this will be a bus or rail service from their home address to their nearest suitable school. The service will run at the beginning and the end of the normal school day. No transport assistance is available for out of hours activities.

We measure your child's route to school using the shortest available walking route. Most children will walk less than a mile to their transport. We'll never expect your child to walk further to their transport than we would expect them to walk to school.

There is no assistance for pupils attending independent schools.

If your child is attending their nearest school.

We will help your child with home to school transport if:

- They live over three miles from school (over two miles if they're under eight)
- They have free school meals and live over two miles from school
- Their route to school is less than three miles, but too dangerous to walk even when accompanied

We cannot help with transport if you choose to send your child to a school other than the nearest school. Transport is only available between the school and your home address: you cannot use this transport to take your child to a second address or childcare facilities.

If your child is attending an aided church school on denominational grounds.

We will provide free transport for your child with transport from home to the nearest denominational school of your faith denominational school if you are in receipt of the highest level of working tax credit or eligible for free school meals and your child lives over three miles from school (over two miles if they're under eight).

We will ask you for a contribution to transport costs if you don't meet the low income criteria above. If you require further advice or help regarding school transport please contact 01432 260937 or visit:

<https://www.herefordshire.gov.uk/education-and-learning/schools/school-and-college-transport>

# Appendix 1

## Local code of practice for admissions authorities and schools concerning contact with parents on pupil admissions and transfers

### LA Responsibilities

1. The Council will publish the “Information for Parents” handbook 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

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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.

# Appendix 2

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## Admission to reception class – September 2019 onwards Co-ordinated primary admission arrangements for Herefordshire

### Introduction

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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.

### Implementation of Scheme

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This scheme will apply to all parents/carers 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

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All parents will be invited to state three first preferences, in ranked order, using the online facility or 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

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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 an application by 15 January 2019.

### Date of Admission

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Children in England are entitled to start school in the September following their 4th birthday and must start their education by the beginning of the term after their 5th birthday.

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

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Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, the parents/carers may seek early entry.

Children born in the summer term (i.e. 1 April – 31 August) are not required to start school until a full year after the point at which they could first have been admitted into a reception class (the point at which other children in their age range are beginning year 1). Parents/carers have the option of requesting delayed entry where they hold back their child from joining the correct year group for their age so that they start school a year later than they are due to.

In the case of a Community or Voluntary Controlled School the Local Authority must make the decision based on the circumstances of each case and in the best interests of the child concerned. In the case of a Community or Voluntary Controlled School the Local Authority will request the head teacher of the school to take account of the parents/carers views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out. This process must be completed in advance of the closing date.

In the event that the delayed or early entry is not approved, parents will need to make an application in time for the 2019 intake.

Should the delayed or early entry be approved you will receive details of how to proceed with an application.

Please be aware that even if delayed or early entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed or early entry.

Before deciding to delay 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 delay 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 school(s) 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 delay 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).

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

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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.

### **Deferred entry**

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A child is not required to start school until they have reached compulsory school age which is the term following their 5th birthday. Parents/carers are not obliged to take up places for their children any earlier than the law requires. Schools cannot require children to start sooner than parents/carers wish.

Parents/carers therefore have the option of deferring their child's entry until later in the same academic school year.

Deferred entry to a school is where a parent decides to request that their child starts school later in the school year that follows their 4th birthday or when the child reaches compulsory school age (the term after the child's 5th birthday).

The effect is that the place is held for that child and is not available to be offered to another child. Parents/carers would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday.

If you 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 (15 January 2019).

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

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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.

## **Allocation of Places**

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Places in reception classes for all maintained schools are allocated on the basis of applications received on or before 15 January 2019.

National Offer Day is **16 April 2019**.

## **Late Applications**

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Late applications received between the 16 January 2019 and 18 March 2019 will only be considered as on time applications where it is agreed that individual circumstances apply and the delay was reasonable given the circumstances of the case. In each case supporting documentary evidence will be required.

All other applications will be considered after the 16th April 2019.

# Appendix 3

## Primary school information by district

### Key:

**A** = Academy

**T** = Trust

**C** = Community

**VC** = Voluntary controlled

**Va** = Voluntary aided

**F** = Foundation

**NOR** = Number on roll

**PAN** = Published Admission

Number for 2018/19

**\*\*** = PAN exceeded at the request of the chair of governors

### Bromyard district

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Bredenbury (T)</b> (DFE no. 2011) Bromyard, Herefordshire HR7 4TF Tel: 01885 483253	10	48	7	4	1	7	0	0
<b>Brockhampton (A)</b> (DFE no. 2014) Bringsty, Worcestershire WR6 6TD Tel: 01885 483238	26	155	19	18	3	19	0	0
<b>Bromyard, St. Peter's (T)</b> (DFE no. 2024) Cherry Tree Close, Winslow Road, Bromyard, Herefordshire HR7 4UY Tel: 01885 483237	30	199	34	5	1	32**	0	0
<b>Burley Gate C.E. (A)</b> (DFE no. 3010) Hereford HR1 3QR Tel: 01432 820367	15	76	6	1	2	6	0	0
<b>Pencombe C.E. (VA)</b> (DFE no. 3367) Bromyard, Herefordshire HR7 4SH Tel: 01885 400255	8	37	8	1	1	8	0	0

## Hereford city and district

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Broadlands (C)</b> (DFE no. 2056) Prospect Walk, Hereford HR1 1NZ Tel: 01432 266772	30	171	19	3	5	20	0	0
<b>Burghill (A)</b> (DFE no. 2029) Hereford HR4 7RP Tel: 01432 760240	15	103	11	10	7	12	0	0
<b>Fownhope, St. Mary's C.E (VA)</b> (DFE no. 3325) Hereford HR1 1PG Tel: 01432 860474	25	153	16	4	2	16	0	0
<b>Hampton Dene (C)</b> (DFE no. 2057) Church Road, Hereford HR1 1RT Tel: 01432 273232	30	250	31	55	9	31**	2	0
<b>Holmer C.E. (A)</b> (DFE no. 3055) Holmer Road, Hereford HR4 9RX Tel: 01432 273301	60	403	49	38	15	54	0	0
<b>Little Dewchurch C.E. (VC)</b> (DFE no. 3071) Hereford HR2 6PN Tel: 01432 840645	9	102	21	18	6	18**	2	2
<b>Lord Scudamore (A)</b> (DFE no. 2061) Friar Street, Hereford HR4 OAS Tel: 01432 273951	88	615	77	39	32	78	0	0
<b>Lugwardine (A)</b> (DFE no. 2102) Barneby Avenue, Bartestree, Hereford HR1 4DH Tel: 01432 850449	30	193	22	9	9	22	0	0
<b>Marden (A)</b> (DFE no. 2115) Hereford HR1 3EW Tel: 01432 880208	17	73	12	5	4	13	0	0

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Marlbrook (C)</b> (DFE no. 2063) Green Croft, Redhill Hereford HR2 7NT Tel: 01432 266643	90	536	124	56	11	90	5	1
<b>Mordiford C.E. (A)</b> (DFE no. 3078) Hereford HR1 4LW Tel: 01432 870258	21	160	16	16	7	17	0	0
<b>Our Lady's R.C. (VA)</b> (DFE no. 3330) Boycott Road, Hereford HR2 7RN Tel: 01432 274814	30	205	30	16	10	29	0	0
<b>Riverside Primary (C)</b> (DFE no. 3393) Belmont Avenue, Hereford HR2 7JF Tel: 01432 265080	90	568	81	26	25	90	0	0
<b>St Francis Xavier R.C. (VA)</b> (DFE no. 3331) Venns Lane, Hereford HR1 1DT Tel: 01432 273941	30	211	41	16	9	30	0	0
<b>St. James' C.E. (VA)</b> (DFE no. 3332) Vicarage Road, Hereford HR1 2QN Tel: 01432 273961	30	206	29	8	14	29	0	0
<b>St. Martin's (C)</b> (DFE no. 2067) Ross Road, Hereford HR2 7RJ Tel: 01432 273633	60	331	51	16	17	59	0	0
<b>St. Paul's C.E. (A)</b> (DFE no. 3333) Hampton Dene Road, Hereford HR1 1UX Tel: 01432 273784	60	436	69	25	8	61**	0	0
<b>St. Thomas Cantilupe C.E. (A)</b> (DFE no. 2202) Coningsby Street, Hereford HR1 2DY Tel. 01432 268400	30	210	18	6	12	20	0	0

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Stretton Sugwas C.E. (A)</b> (DFE no. 3102) Hereford HR4 7AE Tel: 01432 760282	20	136	30	20	2	20	0	0
<b>Sutton (A)</b> (DFE no. 2154) Sutton St. Nicholas, Hereford HR1 3AZ Tel: 01432 880336	15	147	27	6	3	28**	0	0
<b>Trinity (C)</b> (DFE no. 2071) Moor Farm Lane, Hereford HR4 ONU Tel: 01432 266268	84	610	84	22	6	85**	0	0
<b>Wellington (C)</b> (DFE no. 2157) Hereford HR4 8AZ Tel: 01432 830264	15	77	12	4	0	11	0	0
<b>Withington (C)</b> (DFE no. 2160) Hereford HR1 3QA Tel: 01432 850289	15	64	12	6	3	13	0	0

### Kingstone district

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Clehonger CE (VC)</b> (DFE no. 3021) Gosmore Road, Clehonger, Hereford HR2 9SN Tel: 01981 250218	21	105	17	2	8	18	0	0
<b>Ewyas Harold (C)</b> (DFE no. 2046) Hereford HR2 OEY Tel: 01981 240432	20	111	16	6	3	14	0	0
<b>Garway (C)</b> (DFE no. 2053) Hereford HR2 8RQ Tel: 01600 750273	15	63	14	4	0	15	0	0

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Kingstone &amp; Thruxton Primary (A)</b> (DFE no. 2095) Kingstone, Hereford HR2 9HJ Tel: 01981 250338	30	184	30	9	8	30	0	0
<b>Madley (C)</b> (DFE no. 2104) Hereford HR2 9PH Tel: 01981 250241	26	205	21	10	6	20	0	0
<b>Much Birch C.E. (VC)</b> (DFE no. 3079) Hereford HR2 8HL Tel: 01981 540254	30	199	26	9	4	28	0	0
<b>Steiner Academy (A)</b> (DFE no. 6906) Much Dewchurch, Hereford HR2 8DL Tel: 01981 540221	26	181	34	3	2	26	0	0

### Kingstone district

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Almeley (C)</b> (DFE no. 2001) Hereford HR3 6LH Tel: 01544 327267	11	64	10	4	2	10	0	0
<b>Eardisley C.E. (VC)</b> (DFE no. 3035) Hereford HR3 6NS Tel: 01544 327262	15	98	8	5	1	9	0	0
<b>Kington (C)</b> (DFE no. 2096) Mill Street, Kington, Herefordshire HR5 3AL Tel: 01544 230363	30	192	25	2	0	25	0	0
<b>Pembridge (VA)</b> (DFE no. 3366) West Street, Pembridge, Leominster, Herefordshire HR6 9DU Tel: 01544 388366	15	97	14	4	1	14	0	0

## Ledbury district

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Ashperton (A)</b> (DFE no. 2005) Ledbury, Herefordshire HR8 2SE Tel: 01531 670385	25	202	29	5	5	28**	0	0
<b>Bosbury C.E. (VC)</b> (DFE no. 3006) Ledbury, Herefordshire HR8 1PX Tel: 01531 640276	20	146	22	8	4	22**	0	0
<b>Colwall C.E. (VC)</b> (DFE no. 3023) Malvern, Worcestershire WR13 6DU Tel: 01684 540532	28	166	19	6	4	20	0	0
<b>Cradley C.E. (VA)</b> (DFE no. 3315) Malvern, Worcestershire WR13 5LL Tel: 01886 880315	17	124	12	5	1	12	0	0
<b>Eastnor C.E. (VC)</b> (DFE no. 3037) Ledbury, Herefordshire HR8 1RA Tel: 01531 632509	12	93	13	9	8	13**	0	0
<b>Ledbury (C)</b> (DFE no. 2098) Longacres, Ledbury, Herefordshire HR8 2BE Tel: 01531 632940	60	408	46	3	2	46	0	0
<b>Much Marcle C.E. (VA)</b> (DFE no. 3363) Ledbury, Herefordshire HR8 2LY Tel: 01531 660607	17	95	11	4	4	11	0	0

## Leominster district

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Bodenham, St. Michael's C.E. (A)</b> (DFE no. 3304) Bodenham, Hereford HR1 3JU Tel: 01568 797241	15	79	10	0	1	10	0	0
<b>Kimbolton, St. James' C.E. (VA)</b> (DFE no. 3341) Leominster, Herefordshire HR6 OHQ Tel: 01568 612691	15	83	11	8	4	11	0	0
<b>Leominster Primary (C)</b> (DFE no. 2003) Hereford Road, Leominster, Herefordshire HR6 8JU Tel: 01568 616919	90	570	75	6	1	75	0	0
<b>Leominster, Ivington C.E. (VA)</b> (DFE no. 3349) Leominster, Herefordshire HR6 OJH Tel: 01568 720216	17	117	16	6	2	16	0	0
<b>Luston (C)</b> (DFE no. 2103) Leominster, Herefordshire HR6 OEA Tel: 01568 615753	20	88	13	8	8	13	0	0
<b>Stoke Prior (C)</b> (DFE no. 2148) Leominster, Herefordshire HR6 OND Tel: 01568 760207	11	93	10	7	9	10	0	0

### Peterchurch district

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Clifford (C)</b> (DFE no. 2031) Hardwick, Hay-on-Wye, Hereford HR3 5HA Tel: 01497 831202	10	93	13	1	1	13**	0	0
<b>Longtown (C)</b> (DFE no. 2101) Hereford HR2 OLE Tel: 01873 860239	8	73	13	0	0	13**	0	0
<b>Michaelchurch Escley (C)</b> (DFE no. 2116) Hereford HR2 OPT Tel: 01981 510208	8	58	7	3	2	8	0	0
<b>Peterchurch (C)</b> (DFE no. 2122) Hereford HR2 ORP Tel: 01981 550230	15	136	11	5	2	11	0	0

### Ross-on-Wye district

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Ashfield Park (C)</b> (DFE no. 2138) Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU Tel: 01989 562738	60	353	42	16	5	47	0	0
<b>Brampton Abbots (VA)</b> (DFE no. 3305) Brampton Road, Ross-on-Wye, Herefordshire HR9 7DE Tel: 01989 562256	20	130	32	9	2	19 1 waiting list offer pending	3	0
<b>Bridstow C.E. (VA)</b> (DFE no. 3307) Ross-on-Wye, Herefordshire HR9 6PZ Tel: 01989 562623	15	89	18	12	3	22**	0	0

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Goodrich C.E. (VC)</b> (DFE no. 3046) Ross-on-Wye, Herefordshire HR9 6HY Tel: 01600 890422	17	136	4	10	8	4	0	0
<b>Gorsley Goffs C.E. (VC)</b> (DFE no. 3047) Gorsley, Ross-on-Wye, Herefordshire HR9 7SE Tel: 01989 720321	30	201	35	8	10	29	0	0
<b>Kings Caple (A)</b> (DFE no. 2094) Hereford HR1 4TZ Tel: 01432 840267	10	41	7	2	2	7	0	0
<b>Lea C.E. (VA)</b> (DFE no. 3347) Ross-on-Wye, Herefordshire HR9 7JY Tel: 01989 750296	15	126	14	5	5	14	0	0
<b>Llangrove C.E. (A)</b> (DFE no. 3351) Ross-on-Wye, Herefordshire HR9 6EZ Tel: 01989 770322	12	61	8	3	1	8	0	0
<b>St. Joseph's R.C. (VA) Federated</b> (DFE no. 3372) The Avenue, Ross-on-Wye, Herefordshire HR9 5AW Tel: 01989 564655	20	105	13	2	5	14	0	0
<b>St. Weonards (C)</b> (DFE no. 2152) Mount Way, St. Weonards, Herefordshire HR2 8NN Tel: 01981 580352	15	28	6	2	1	6	0	0
<b>Walford (C)</b> (DFE no. 2155) Ross-on-Wye, Herefordshire HR9 5SA Tel: 01989 562209	28	204	30	16	5	30**	1	0
<b>Weston under Penyard C.E. (VA)</b> (DFE no. 3384) Ross-on-Wye, Herefordshire HR9 7PA Tel: 01989 563933	10	69	10	8	2	13**	0	0
<b>Whitchurch C.E. (VA)</b> (DFE no. 3385) Ross-on-Wye, Herefordshire HR9 6DA Tel: 01600 890571	20	135	21	12	3	21**	0	0

## Weobley district

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Canon Pyon C.E. (A)</b> (DFE no. 3015) Hereford HR4 8PF Tel: 01432 830334	15	86	17	7	0	16**	0	0
<b>St Mary's Credenhill C.E. (VC)</b> (DFE no. 3026) Station Road, Credenhill, Hereford HR4 7DW Tel: 01432 760408	30	187	13	5	5	16	0	0
<b>St Mary's C.E. Dilwyn</b> (free school) (DFE no 6008) Hereford HR4 8HR Tel: 01544 318277	10	58	11	2	1	10	0	0
<b>Staunton-on-Wye (VA)</b> (DFE no. 3378) Hereford HR4 7NF Tel: 01981 500331	14	92	18	5	0	15**	0	0
<b>Weobley (C)</b> (DFE no. 2158) Hereford HR4 8QL Tel: 01544 318273	30	168	15	0	1	15	0	0

## Weobley district

School	PAN 2018/19	NOR as at 17/05/18	Number of preferences as at 19 July 2018			Offers made as at 25/07/18	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
<b>Kingsland C.E. (VA)</b> (DFE no. 3342) Leominster, Herefordshire HR6 9QN Tel: 01568 708436	20	147	17	9	5	17	0	0
<b>Leintwardine (VA)</b> (DFE no. 3348) Craven Arms, Shropshire SY7 OLB Tel: 01547 540641	15	94	15	2	1	15	0	0
<b>Orleton C.E. (VC)</b> (DFE no. 3083) Ludlow, Shropshire SY8 4HQ Tel: 01568 780366	30	163	19	5	3	19	0	0
<b>Shobdon (C)</b> (DFE no. 2146) Leominster, Herefordshire HR6 9LX Tel: 01568 708386	10	82	19	4	0	19**	0	0
<b>Wigmore (A)</b> (DFE no. 2159) Ford Street, Wigmore, Leominster Herefordshire HR6 9UN Tel: 01568 770333	30	170	13	9	4	11	0	0

# Appendix 4

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## Privacy notice

### Information held about you

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The Admissions Authority for the preference school (i.e. Herefordshire Council for Community and Voluntary Controlled schools or the school itself for Academy, Voluntary Aided and Free schools) is the Data Controller under data protection law and will use the information you provide on this form in order to process your child's school admissions application. It is necessary for us to collect and hold personal information about your child and you as a parent. This information will include:

- *basic details about you such as address, telephone number, email address*
- *child's basic details such as dob, address.*

### Who is processing my data?

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All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

### How will we use the Information we hold about you?

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We will collect information about your child to enable the co-ordination of primary school offers.

We will keep this data for seven years.

### What is the legal basis for us to process your data?

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The legal basis for processing the data is:

*This is a statutory requirement under the Schools Admissions Code (Section 84 of the School Standards and Framework Act 1998 – as defined in Section 88(1) (a) and (b) of the code.*

### Who we will share your information with?

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Your information will be shared with your preference school(s) and the School Admissions Team in order to provide you with the service.

## **Your rights**

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You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, [informationgovernance@herefordshire.gov.uk](mailto:informationgovernance@herefordshire.gov.uk)

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

## **Providing Accurate Information**

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It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

## **Further information**

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If you have any questions or concerns about how your information is used, please contact The School Admissions Team in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: [informationgovernance@herefordshire.gov.uk](mailto:informationgovernance@herefordshire.gov.uk)

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>