

# (Important Notes)

## Information for parents and carers for Transfer to Secondary School Year 7 September 2019

What you as a parent/carer should consider before completing your child's online application



In addition to reading the important points below and before deciding on your child's preference(s) of school(s) you are strongly advised to read the Secondary School Transfers Book which can be viewed at [www.herefordshire.gov.uk/school-admissions](http://www.herefordshire.gov.uk/school-admissions) which gives information on the following:

- Contacts
- Contacts in Neighbouring Authorities
- Secondary schools in Herefordshire
- General Admission Arrangements for Secondary Schools
- Herefordshire's Co-ordinated Admissions scheme
- Policies on Voluntary Aided / Academies / Foundation schools & additional forms required
- How allocation of places are made
- School Transport

Alternatively you can request a copy by either of the below:

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

Telephone: Mrs Dawn Skyrme Secondary admissions officer 01432 260925

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

**Important dates to remember:**

**Online application opens      3 September 2018**

**Closing date for applications   31 October 2018**

**Offer Day                              1 March 2019**

# How many preference schools can you have as a parent/carer express and why?

- You are advised to express three preferences in rank order. If you only express one preference and are not successful then we will system allocate a place at the next nearest school with spaces. This may not be your nearest or catchment school.
- You are advised to consider naming your catchment school as one of your preferences should the higher preferences be unsuccessful.
- You need to consider carefully how your child will travel to school as you will not normally be eligible for free transport assistance if your child is offered a place at a secondary school which is not your nearest school from your home address.
- You should read the oversubscription criteria policy for each of the preference schools that you are applying for. Depending on the school(s) that you are applying for, as not all of the schools have the same oversubscription criteria policy and may have changed from previous years.

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

- If we are unable to offer any of your preferences you will automatically be system allocated/offered a place at the next nearest school with availability. Please note Transport policies still apply if you are system allocated/offered the next nearest school.
- If we are unable to offer your higher preference or any of your preferences your child is automatically placed on a waiting list for that school according to the over-subscription criteria, and given the right of appeal. If a place becomes available we will write or email you. The waiting list is in operation until 31 December 2019.

*\*\*\* Please note In the case of Academies, Foundation, and Voluntary Aided Schools all applications are 'ranked' by their Governing Body in accordance to their individual over-subscription criteria and we offer on their behalf.*

- You will be able to request an alternative school in the next allocation / reconsideration stage in April, pending any offer from the waiting list or appeal outcome.
- Please note that information will be given out on the offer day 1 March informing what parents/carers need to do next with regards to accepting, declining, requesting alternative schools and appealing and when they need to do this by.

# What if I am in the process of moving house, what address do I put on the application?

You should state the address that your child is resident at, at the time of submitting the application. Should you move after submitting the application, you will need to send in evidence no later than the 14 January 2019. If you are unable to send by this date, please send when you are able to do so.

Acceptable evidence is a copy of either of the below:

- A utility bill (with your name and address on).
- If buying a property - written confirmation from your solicitor, detailing that you have exchanged contracts and the actual or expected due date.
- If renting a property - a copy of the signed tenancy agreement by all parties with a start and end date.

Please note that short term tenancy agreements (short term is less than 6 months) will not be accepted to create a higher status.

Temporary moves to live with relatives or non relatives to create a higher status criteria will not be accepted unless you have proof that you are resident at that property by supplying a copy of either a utility bill, drivers licence, mobile phone bill, child benefit letter with the address stated on.

## Applying for a place at a Voluntary Aided School

- If you are applying for a place at St Mary's RC High School you are required to fill in an additional application form. Please contact the school on 01432 850416 asking for either a non- catholic form or a catholic form depending on your child's status. Please return the completed relevant form to St Mary's RC High School.
- If you are applying for a place at The Bishops of Hereford Bluecoat School under "church place" criteria only, you will need to fill in a church form which can be obtained from your local priest / minister or from the school website. Please return the completed form to The Bishops of Hereford Bluecoat School.

# Applying for a place under Priority 4, Medical, Social or Compassionate grounds for a school in the Herefordshire Local Authority area only

A request for a placement on these grounds can be made and parents/carers are required to produce a medical certificate or other appropriate information preferably from an independent source. This should set out the reasons why the school in question is the only one suitable and the difficulties that would be caused if the child had to attend any other school and is necessary for the wellbeing of their child. If no supporting evidence is submitted this will not be submitted to the advisory panel for consideration. Please send any additional information to support your application if you are applying under this criteria to Mrs Dawn Skyrme Secondary Transfers Admissions Officer, Plough Lane Offices, Plough Lane, Hereford, HR4 0LE.

Please note

- If you are applying under this criteria and the school that you are applying for is either, Voluntary Aided, Foundation or Academy Schools you will need to see if this priority is in their admissions criteria. (Please refer to the Secondary Transfer Book Appendix 4) you will need to send the supporting evidence directly to the school.
- If you are applying on these grounds for a school in another authority you will need to check with them if this priority is in their admissions criteria and what supporting information is required.

## Applying for a place for a previously Looked After Child

If your child has ceased to be looked after due to becoming adopted or became subject to a residence order or special guardianship or child arrangement order **and you wish to apply under the Priority 1 Criteria “Looked After”** you will need to supply evidence: a letter from the Local Authority that last looked after your child, confirming that he or she was looked after immediately prior to an order being made and a copy of the adoption order, residence order or special guardianship.

**Please note you only need to supply this evidence if you want to apply under the criteria “Looked After”, if no supporting evidence is supplied this criteria will not be applied.**

Please send any additional information to support your application if you are applying under this criteria to Mrs Dawn Skyrme Secondary Transfers - Admissions Officer, Plough Lane Offices, Plough Lane, Hereford, HR4 0LE

# Applying for a School in another Local Authority

If you are applying for a school in another Local Authority you still need to state this on your application. We will then exchange this data with them.

## Applying for a Grammar school

Parents/cares who wish to enter their child for a Grammar School must also complete a separate Grammar Test Registration Form. You should contact the school directly as there are deadlines for when your child is required to sit the entrance test. You still need to state this school as one of your child's preferences on the application form.

## What if my child has an Education Health Care Plan (EHCP)

Please refer to Special Educational Needs section which can be [www.herefordshire.gov.uk/aboutsen](http://www.herefordshire.gov.uk/aboutsen)

## What happens if parents disagree on preferences for their child?

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

## Why apply online?

- Easy to use
- Secure
- No paper application getting lost in post
- Email confirmation of submitting your completed application
- Email confirmation of school offer on offer day 1 March 2019

Please note - You are strongly advised to read the admissions Secondary School Transfers Book and all the supporting documents on all pages with regards to the admissions process for secondary transfer before completing the online application.

# How to apply online

Please go to [www.herefordshire.gov.uk/school-admissions](http://www.herefordshire.gov.uk/school-admissions)

- Apply for a secondary school place.
- Online secondary application portal.

You will need to click “create account” if this is your first time applying online or login if you have an account already from a previous year.

Please keep a record of your email / user name and password, this will be required if you wish to go back into your account at any stage. Please note- you can not change any details on your account once the application has been downloaded by the admissions team. If you need to change any details please email [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk)

Please note –a paper application will only be sent if you can not apply online. Please contact Mrs Dawn Skyrme on 01432 260925. It is your responsibility to ensure your paper application form reaches the council. We recommend you return your completed application via recorded delivery or hand deliver it to:

- Herefordshire Council, Plough Lane, Hereford, Herefordshire HR4 0LE

We also advise contacting the school admissions officer directly on 01432 260925 to ensure your paper application form has been received.

## Applying after the closing date 31 October 2018

Between 1 November 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, only 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 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 the 14 January will not be considered until after the 1 March in the next allocation /reconsideration stage which takes place in April.**

