

# (Secondary Transfer) Admissions to Secondary School Year 7 2019

## A guide for parents and carers



Working with schools and settings to improve continuously

# Transfer to Secondary year 7

## September 2019

Contacts	3
Contact details in neighbouring authorities	4
External Advisory Service	5
1. Secondary schools in Herefordshire	6
2. General admission arrangements for secondary schools	8
3. Transfer to secondary schools	10
4. Allocation of places in secondary schools	15
5. School transport	19
Appendix 1	
Local Code of Practice for the Local Authority and schools concerning contacts with parents	20
Appendix 2	
Co-ordinated admission arrangements for Herefordshire 2019	22
Appendix 3	
Secondary Schools in Herefordshire and how places were allocated for 2018	24
Appendix 4	
Admission Policies of Voluntary Aided and Academy Schools for 2019	31
Appendix 5	
Privacy notice Secondary schools	42

# Educating your child

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

Most parents / 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 have to be disappointed.

This book contains all the information you need to understand the arrangements for the transfer of children to Herefordshire Secondary schools. It explains the rules and procedures the Council has to follow to ensure that the system works as fairly as possible for every child. The rules and procedures are particularly important when more parents/carers apply for a particular school than there are places available.

Staff in the Children's Wellbeing Directorate do all that they can to offer a friendly and efficient service to parents/carers. Short leaflets are also provided to explain the most important points parents/carers need to bear in mind when they apply for a place in a secondary school. Please get in touch with us if you need any help or advice, using the contact points shown on the next page.

September 2018

**Herefordshire Education Website:** [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)  
**School Admissions website:** [www.herefordshire.gov.uk/school-admissions](http://www.herefordshire.gov.uk/school-admissions)  
**Email:** [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk)

<b>Louise Tanner</b>	<b>Admissions and 14 to 19 Curriculum Manager</b>	<b>01432 383333</b>
<b>Dawn Skyrme</b>	<b>Admissions Officer - Secondary Transfers</b>	<b>01432 260925</b>

The Council provides information so that parents/carers can telephone for further details and explanations before they send in their application.

The following details are available (please refer to appendix 3)

- 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 that provides information and explanations will be as helpful as possible. Please note, however, that they will not tell or advise any parent to apply for a particular school. It is for parents/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 2018 at the time of publication.

# Contact details for neighbouring authorities

## **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  
Email [accesstolearning@monmouthshire.gov.uk](mailto:accesstolearning@monmouthshire.gov.uk)

### **External Advisory Service**

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.

### **ACE Telephone Advice Line**

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

### **Address**

ACE Education Advice & Training  
72 Durnsford Road,  
London  
N11 2EJ

By Telephone:

For the ACE Advice line - 0300 0115 142 Please check the Advice pages for opening hours

By Email:

[enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) - for general enquiries about ACE and its services

# 1 : Secondary schools in Herefordshire

Herefordshire has 15 Secondary (all of which are comprehensive day schools for both boys and girls), and 3 special schools, which are also for boys and girls. One however is a through school Primary to Secondary (The Steiner Academy) A full list of maintained secondary schools in Herefordshire is given in Appendix 3. Some of Herefordshire's Secondary Schools are Academies which are directly maintained by the Department for Education and some Herefordshire's Secondary schools are directly maintained by the Local Authority.

Admissions to community and voluntary controlled schools are on a non-selective basis. Most but not all such schools have defined catchment areas. Different admission arrangements apply to Voluntary Aided, Academies and Foundation schools where the Governing Bodies make the decisions.

The Secondary schools in Ledbury, Leominster and Ross have their own Sixth Forms. At the other Secondary schools, the pupils generally move at 16+ to a Sixth Form College or to one of the further education colleges.

# Location of secondary schools within Herefordshire



## 2: General admissions arrangements for secondary schools

This section explains the terminology and general rules affecting secondary schools. Section 4 explains how the specific admissions arrangements work for secondary schools, and includes the timetable for entry to schools in September 2019.

### ADMISSION ARRANGEMENTS TO SCHOOLS

#### Catchment Areas

Most community, foundation, academy and voluntary controlled school serves a LA 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 place on grounds of their religion or denomination. Details can be found in the school's 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 ask for a place at a school in another area. The procedure for expressing a preference is given in chapter 3. **All parents must express a preference.** Catchment areas are kept under review and may be changed from time to time. Changes are made only after careful review and consultation with parents, schools and local communities.

#### Please note:

**The Steiner Academy does not have a catchment area, and is a through school. If you are requesting a place for year 7 you will need to apply directly to the school separately in addition to completing an online application for other preference requests.**

**St Mary's RC High does not have a catchment area**

**Whitecross High School & Specialist Sports College does not have a catchment area**

#### Ordinary Place of Residence

A child's ordinary place of residence is the address at which the child 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

Parents/carers should state the address that their child is resident at, at the time of submitting their application. Should you move after submitting the application you are advised to inform the admissions team and send proof of your new address, refer to page 13 section 3.12

If you move house after your offer has been made the offer still stands but you may not be eligible for free transport if the move is to a property for where your offered school is no longer the nearest.

#### Published Admission Numbers (PAN)

Each school has an admissions number, which is the number of pupils that the school can admit each year. **Published admission numbers** for each secondary school are shown in Appendix 3. The admissions number will be taken into account by the Council and the Governing Body of a voluntary aided, academy 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'**

The Council's oversubscription policy under Priority 3 defines the sibling 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 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. (See page 17)

### **Additional/supplementary information forms**

All parents/carers who list their preferred schools on the Local Authority Online Application Form are considered to have made a valid application.

An (SIF) Supplementary Information Form may also have to be completed for applicants to be considered under the faith criteria of church schools, these being -

- St Marys RC High School - you are required to fill in a SIF form for both non - catholic and catholic criteria. Form obtained from the school.
- Bishop of Hereford Bluecoat School - you are required to fill in a SIF form if you are applying for a Church Place only. Form obtained from your Priest / Minister or the school website.

## 3: Transfer to secondary schools

Children are normally admitted to secondary school at the beginning of the school year following their 11th birthday. In very rare exceptional cases, early or late admission is possible, where it is agreed between the school, the parents/carers and the Council that this would be in the best interests of the child. However, it is rarely advisable for a child to transfer early to Secondary school. When making its decision the Council and school would have regard to the child's physical, mental and psychological well being before agreeing to the request. Please refer to the out of year document at [www.herefordshire.gov.uk/school-admissions](http://www.herefordshire.gov.uk/school-admissions)

### 3.1 When and how should you as a parent, carer apply for a place in a secondary school?

---

<b>Early September</b>	The Pupil Admissions Office sends parents/carers of year 6 pupils via the child's current primary school in Herefordshire information on how and where to apply. Parents/carers are advised to indicate three preferences through applying electronically online
<b>31 October 2018</b>	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. Herefordshire has an agreement that the Herefordshire closing date of 31 October will also be acceptable in Monmouthshire and Powys. Gloucestershire, Shropshire and Worcestershire have the same closing date as do all local authorities in England.
<b>1 March 2019</b>	The "national offer day" for secondary schools. All parents/carers who complete a secondary application form on time will be told of the allocated school for their child on this day
<b>Late Applications after the 31 October 2018</b>	Late applications received between the 1 November and 14 January 2019 will not be considered as on time applications unless there is evidence of exceptional circumstances, for example house move. All applications received after the 31 October will be held and not allocated until after 1 March 2019 in the next allocation/reconsideration stage which takes place in April 2019.

---

### 3.2 How many pupils may be admitted to each secondary school?

The Council has a duty to ensure that schools are not overcrowded. The number of pupils that may be admitted to a school is known as the Published Admission Number (PAN). Details for each secondary school are given in Appendix 3 of this book. The admission number is critical to the admissions process, as the relevant admission authority has to offer places to all applicants up to the admission number. An applicant for a place cannot be refused if the admission number has not been reached.

### 3.3 How do parents/carers apply for a secondary school?

Having read all the information available from the Council website and from individual schools, and, if possible, having visited schools by attending open days or evening or by making other arrangements with the headteacher/principal, parents should indicate 3 preferences in priority order, when applying online at [www.herefordshire.gov.uk/school-admissions](http://www.herefordshire.gov.uk/school-admissions)

### **3.4 How many preference schools can parents/carers apply for and why?**

- You should express three preferences in rank order.
- 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 Please refer to the Transport policy which can be viewed on the website [www.herefordshire.gov.uk/schooltransport](http://www.herefordshire.gov.uk/schooltransport)
- 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 year.

### **3.5 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 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 oversubscription 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 oversubscription 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 of course any appeal upheld or offer from the waiting list. Please note that this information will be given out on the offer day 1 March informing what parents/carers need to do next and dates when they need to do this by.

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

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

### **3.7 Can I apply for a place at a Church School?**

Yes. There are 2 Church Schools in Herefordshire: The Bishop of Hereford's Bluecoat School, which is Anglican, and St. Mary's R.C. High School, Lugwardine, which is Roman Catholic. You can include one or both of these schools within the 3 preferences you are able to express on your application. You will be required to provide a (SIF) Supplementary Information Form. If your request is based on denominational reasons applying for a church place at The Bishop of Hereford Bluecoat School you can obtain the application form from your Priest / Minister or you can download the form from the schools website. For St Mary's RC High you must complete either the non catholic or catholic form, which can be obtained from the school directly. These forms MUST be returned to the school you are requesting, once completed.

### **3.8 If my preferred school is an independent should I include it on the application form?**

No, you should make direct application to the headteacher of the Independent school not Herefordshire Council. However, we would recommend that you still indicate three preferences for maintained schools on the application form just in case you decide not to go forward with your application or do not accept an offer of a place at an independent school. If you gain a place at an Independent school, you will be responsible for your own transport costs together with any fees associated with your child's attendance at that school. If you are offered, but turn down, a place at an independent school, the LA accepts no responsibility for any financial loss incurred.

### **3.9 If my preferred school is in another LA should I include it on the application form?**

Yes, a parent/carer living in Herefordshire, but wanting a place in another Council area, should nevertheless state their preferred out-county school(s) on their application. 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 and Worcestershire please include the name of the school and its ranked position on the application. This also applies if you are applying for a school in any another Local Authority.

### **3.10 Applying for a Grammar school**

Parents/carers 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.

### **3.11 Can applications be considered for pupils who do not live in Herefordshire?**

Any applications for the admission of pupils who live outside the county are always considered on an equal basis. In the case of secondary transfer for children at age 11, parent's 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. In the case of Shropshire, Gloucestershire and Worcestershire residents, those Councils will make offers for a Herefordshire Secondary school to their residents on 1 March 2018.

### **3.12 What address do I state on the application form and evidence do I need to supply if moving house within Herefordshire at the time of applying for a transfer to Secondary School?**

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.

OR

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.

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

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

### **3.14 What is the co-ordinated admissions scheme?**

The 1998 Schools Standards and Framework Act, as amended by the Education Act 2002, requires every LA to draw up a scheme (or schemes) covering every maintained school (but not special schools) in its area. Regulations also require Local Authorities to exchange specified information on applications with their neighbours. The Herefordshire Coordinated Scheme is set out at Appendix 2.

Parents/carers must be invited to express at least 3 preferences, which may be for schools within or beyond their home LA's area, online or on a 'common application form' which the LA should provide and make available to all parents/carers resident in its area. The online and common application form can be supplemented (but not replaced) by additional forms where particular schools in the area might need extra information, e.g. to assess denominational commitment. The LA must ensure that the form enables parents/carers to:

- express their preferences, i.e. name the schools they are applying to;
- give the reasons for applying for their preferred schools; and
- rank those preferences – parents/carers must be allowed the opportunity to rank their preferences, even if other admission authorities in the area do not use a ranking system as part of their individual admission arrangements.

### **3.15 Who will make and announce the decision, in response to preference request?**

Herefordshire Council will make the decision on school places for the community Secondary schools and some Academies based on the criteria defined on pages 16 and 17. In the case of Voluntary Aided, all other Academies and Foundation schools, the Governing Body will make the decision based on the application form and additional supporting information that the Council received by 31 October 2018. Once the Governing Body have made their decision the Council will be given the school allocation list and it will be the Council that will announce the offer to parents/carers on 1 March 2019 on behalf of the Governing Body.

The Herefordshire Pupil Admissions Office will notify the other Council(s) of the preference after the 31 October 2018, even if the closing dates are different. Although Herefordshire implemented the co-ordinated scheme from September 2004, this is not the case with all Local Authorities. Monmouthshire and Powys have decided to delay the co-ordinated scheme, which means that parents/carers could receive an offer or refusal of a place before 1 March 2019. However, this will not be the position in Shropshire, Gloucestershire and Worcestershire, where a parent seeking a school place in that Council area would receive an offer or refusal from Herefordshire Council on 1 March 2019.

### **3.16 Do you need further advice and help?**

Please contact the admissions officer in the first instance if you require further advice regarding any issues you may have on 01432 260925.

## 4: Allocations of places in secondary 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 3 reasons why one or more of their 3 preferences might have to be refused:

- i) the school(s) might be oversubscribed;
- ii) the child does not meet the requirements of the admissions policy or subsequently fails to do so;
- iii) 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?

The oversubscription criteria below will be used

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

#### LIST (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 or became subject to a residence order or special guardianship order

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/carers can show that entry to a particular school only is necessary for the wellbeing of their child. Parents/carers 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)

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 2018, 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.

#### **List (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 or became subject to a residence order or special guardianship order

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/carers can show that entry to a particular school only is necessary for the wellbeing of their child. Parents/carers 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.

## **Multiple Birth Policy**

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

### **4.2 How will the decisions be made about parents/carers’ 3 preferences for Secondary schools?**

- STAGE 1** All the applications received by the closing date of 31 October 2018 from parents/carers will be analysed together, along with any late applications for which there are genuine reasons. The Governors of the 2 voluntary aided schools and the Governors of Wigmore High, John Masefield and The Hereford Academy will make their decisions based on the published admission criteria. The applications for Whitecross will be ranked according to their oversubscription criteria listed in appendix 4. The applications for the other 9 Secondary schools will be considered against the 5 priorities explained in paragraph 4.1. At this stage, all 3 preferences are 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 children whose parents/carers have applied (whether as first, second or third preference) for each school. List will be drawn up as according to criteria in 4.1
- STAGE 3** Each parent will then be offered a place at the highest of their 3 preferences (if any) that is available after all higher priority applicants have been allocated places. At this stage, applications for Community, Voluntary Aided schools academy, foundation trust and schools in other Local Authority areas 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. That could happen only in the case of parents/carers who have applied for 3 oversubscribed schools and have not included their catchment area school as one of the 3 preferences, or parents/carers who have submitted a late application without good reason. 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 already have provided.

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

Offers will be made on the same day for all parents/carers who have applied in time. The day will be –  
**1 March 2019**

All offers will be announced by Herefordshire Council, including Herefordshire voluntary aided, academy, foundation trust schools. Only one school will be offered on the 1 March 2019, which will be the highest ranked with spaces available that you have defined on your application form.

Please note - If your offer of school is in another authority you will need to contact that authority to accept this offer.

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

The position of waiting lists for Secondary school is complex because of the co-ordinating scheme, which will allow parents/carers to express 3 preferences by 31 October 2018

If parents/carers are not able to receive their first, second or third preference, the child will be placed on the waiting list after the **1 March 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 voluntary aided schools, foundation trust 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 180 plus three successful appeals means no further places offered until total reduces to 179 by four sets of parents/carers no longer requiring a place for their child).

The waiting list will be kept open until 31 December 2019. 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?**

##### **Community Secondary Schools**

If parents/carers submit 3 preferences by 31 October 2018 and include their local catchment school, it is highly likely that an offer for one of the preferences will be made on 1 March 2019. However, if the higher parental preference(s) cannot be met, you may, if you wish, appeal against the decision. Appeals by parents/carers, setting out the grounds upon which the appeal is made for a named school, should be submitted to the Children's Wellbeing Directorate by using the online appeals form at the below email address within three weeks of the date of notification of the refusal of a place. All appeals are heard by an independent appeals panel which holds most of its meetings between April and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school. Further information about the appeals procedure is available from the Pupil Admissions Office. Or you can view this at [www.herefordshire.gov.uk/appealschoolplace](http://www.herefordshire.gov.uk/appealschoolplace)

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

### **Voluntary Aided Secondary Schools**

As previously stated, offers of all places for Secondary schools, including voluntary aided schools will be made by the Council on 1 March 2019. However, separate appeals procedures and arrangements exist to consider decisions by voluntary aided schools. The arrangements are published by the governors of the relevant schools and should be obtained from them direct.

### **Academy Schools and Foundation Trust Schools**

As previously stated, offers of all places for Secondary schools, including academy schools will be made by the Council on 1 March 2018. However, separate appeals procedures and arrangements exist to consider decisions by academy and foundation trust schools. The arrangements are published by the governors of the relevant schools and should be obtained from them direct.

## **5: School transport**

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 secondary school.

Normally this will be a bus or rail service from their home address to their nearest school. The service will run at the beginning and the end of the normal school day. No transport assistance is available for out of hour's 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
- They have free school meals and live over two miles from school and attend any one of three nearest schools, where these are between 2 and 6 miles from home
- 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.**

If your child attends a faith school and 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 provide free transport for your child with transport from home to the nearest faith school. We will ask you for a contribution to transport costs if you don't meet the low income criteria.

You can view further information regarding the transport policy at [www.herefordshire.gov.uk/schooltransport](http://www.herefordshire.gov.uk/schooltransport)

If you are entitled to transport, the Council Education Transport Team will write to you before the end of May 2019.

If you have not heard by this date please email [schooltransport@herefordshire.gov.uk](mailto:schooltransport@herefordshire.gov.uk)

For entitlement details or further information on transport please visit [www.herefordshire.gov.uk/educationtransport](http://www.herefordshire.gov.uk/educationtransport)

## Appendix 1: Local code of Practice for Admissions Authorities and schools concerning contacts with parents carers on pupil admissions and transfers

### LA Responsibilities

1. The Council will publish on their website the Information for Parents/Carers Secondary Transfers book and that document will form the basis of the information given to parents/carers.
2. The Council will not comment on the performance of one school compared to another, nor advise parents/cares on particular actions to obtain a place at their preferred school. Parents/carers 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/cares 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/carers 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. Following the announcement of decisions, the Council will advise parents/carers 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.

7. Appeals for late applications will be heard within 30 schools day of being lodged. ( see 6 above )
8. Parents/carers can be informed of their place on any waiting list.

### **School Responsibilities**

1. All parents/carers 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/carers 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/cares 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/carers 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/carer on their chances of being successful – parents/carers should simply be referred to the Pupil Admissions Office for the latest information.**
6. Parents/carers must not be told anything about the position relating to other applicants or children who might be leaving.
7. Parents/carers must not be given the names or other personal details of other applicants.
8. Individual parents/carers 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 Secondary Schools.**

# Appendix 2: Co-ordinated admission arrangements for Herefordshire 2019

## 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 by using the online application process or 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 1 November 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 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.

## Appendix 3 - Secondary Schools in Herefordshire and how places were allocated for 2018

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of 04.07.2018	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Queen Elizabeth Humanities College (A) (DfE 4004)</b> Bromyard, Herefordshire HR7 4QS Tel: 01885 482230	80	323	49	12	3	52	0	0

How Places were  
allocated

Looked After	1
EHCP	1
Catchment sibling	15
Catchment	22
Out of area Sibling	2
Out of area	9
System Allocated	2

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of 04.07.2018	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			
<b>Aylestone High Business and Enterprise College (C) (DfE 4015)</b> Broadlands House, Broadlands Lane, Hereford HR1 1HY Tel: 01432 357371	90	342	72	48	30	<b>***92</b>	0	0

How Places were  
allocated

Looked After	1
Catchment	41
On Roll at Primary	26
Sibling	1
Out of Area	17
System Allocated	6

**\*\*\*Exceeded PAN**

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of 04.07.2018	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

<b>Bishop of Hereford's Bluecoat (VA) (DfE 4600)</b> Hampton Dene Road, Hereford HR1 1UU Tel: 01432 347500	235	1063	164	123	28	219	0	0
-----------------------------------------------------------------------------------------------------------------------------	-----	------	-----	-----	----	-----	---	---

How Places were  
allocated

Looked After Child	1
ECHP	2
Catchment	60
Church Place	15
Feeder School	33
Siblings Out Of Area	60
Out of area	41
System Allocated	7

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of 04.07.2018	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

<b>St. Mary's R.C. High (VA) (DfE 4601)</b> Lugwardine, Hereford HR1 4DR Tel: 01432 850416	150	747	217	65	15	150 2 appeals upheld  2 withdrawals after appeals upheld back to 150	18	2
---------------------------------------------------------------------------------------------------------	-----	-----	-----	----	----	-------------------------------------------------------------------------------------------	----	---

How Places were  
allocated

EHCP	1	
Looked After Child	2	
Catholic Feeder school	42	
Catholic other schools	37	
Non Catholic Sibling Present /Past	38	
Non Catholic Feeder School	11	
Social Medical	1	
Christian Parent / Church Regular/Ethos	17	Appeal upheld
Out of area Nearest to school	1	

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of	No. of appeals	No. of appeals
			1st Pref	2nd Pref	3rd Pref	04.07.2017	held	up held

<b>Whitecross High &amp; Specialist Sports College (A) (DfE 4014)</b> Three Elms Road, Hereford HR4 0RN Te: 01432 376080	<b>**180</b>	899	250	57	31	<b>***191</b>	23	2
-----------------------------------------------------------------------------------------------------------------------------------	--------------	-----	-----	----	----	---------------	----	---

How Places were allocated

EHCP	9
Looked After Child	1
Nearest to school	169
Sibling	10
Out of area	2

**\*\*\*EXCEEDED PAN**

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of	No. of appeals	No. of appeals
			1st Pref	2nd Pref	3rd Pref	04.07.2018	held	up held

<b>The Hereford Academy (A) (DfE 4011)</b> Stanberrow Road, Hereford HR2 7NG Tel: 01432 355213	180	614	131	17	4	138	0	0
---------------------------------------------------------------------------------------------------------	-----	-----	-----	----	---	-----	---	---

How Places were allocated

EHCP	5
Catchment sibling	43
Catchment	74
Out of area sibling	2
Out of area	7
System Allocated	7

**\*\*\*EXCEEDED PAN**

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of	No. of appeals	No. of appeals
			1st Pref	2nd Pref	3rd Pref	04.07.2017	held	up held

**Kingstone High (A)  
(DfE 4021)**      **\*\*\*90**      396      104      52      6      **\*\*\*106**      0      0

Kingstone, Hereford  
HR2 9HJ  
Tel: 01981 250224

How Places were  
allocated

Looked after child	2
Feeder Link School	10
Catchment	36
Sibling	19
Out of area	39

**\*\*\*EXCEEDED PAN**

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of	No. of appeals	No. of appeals
			1st Pref	2nd Pref	3rd Pref	04.07.2017	held	up held

**Kington, Lady Hawkins (A)  
(DfE 4022)**      80      284      58      7      1      59      0      0

Church Road, Kington,  
Herefordshire HR5 3AG  
Tel: 01544 230441

How Places were  
allocated

EHCP	2
Looked after child	3
Catchment sibling	18
Catchment	24
Sibling out of area	9
Out of area	3

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of 04.07.2017	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

**John Masefield High (A)** \*\*\*150 765 160 132 10 \*\*\*156 0 0  
**(DfE 4058)**  
Mabel's Furlong, Ledbury,  
Herefordshire HR8 2HF  
Tel: 01531 631012

How Places were  
allocated

Looked after child	1
EHCP	3
Feeder	9
Catchment	122
Sibling	5
Out of area	16

\*\*\*EXCEEDED PAN

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of 04.07.2017	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

**Earl Mortimer College (C)** 140 486 99 8 6 103 0 0  
**(DfE 4027)**  
South Street, Leominster,  
Herefordshire HR6 8JJ  
Tel: 01568 613221

How Places were  
allocated

Looked after child	2
EHCP	1
Catchment sibling	32
Catchment	59
Out of area	2
System Allocated	7

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of 04.07.2017	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

**Fairfield (A) (DfE 4032)** \*\*\*90 496 104 28 10 \*\*\*103 0 0  
 Peterchurch, Hereford  
 HR2 0SG  
 Tel: 01981 550231

How Places were  
allocated

EHCP	7
Catchment sibling	16
Catchment	26
Sibling Out of area	12
Out of area	42

\*\*\*EXCEEDED PAN

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of 04.07.2017	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

**John Kyrle High (A)** \*\*\*210 1094 253 88 23 \*\*\*258 0 0  
**(DfE 4428)**  
 Ledbury Road,  
 Ross-on-Wye,  
 Herefordshire HR9 7ET  
 Tel: 01989 764358

How Places were  
allocated

EHCP	1
Looked After child	3
Catchment sibling	78
Catchment	105
Sibling out of area	15
Out of area	56

\*\*\*EXCEEDED PAN

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of 04.07.2017	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

Weobley High ( C )      **\*\*\*100**      516      103      32      6      **\*\*\*107**      0      0  
(DfE 4045)  
Weobley,  
Hereford HR4 8ST  
Tel: 01544 318159

How Places were  
allocated

EHCP	2
Looked After Child	1
On roll at Primary	25
Catchment	41
Sibling	15
Out of area	23

**\*\*\*EXCEEDED PAN**

School	PAN	NOR as of Summer Census	No. of applications for transfer 2018			Offers made as of 04.07.2017	No. of appeals held	No. of appeals up held
			1st Pref	2nd Pref	3rd Pref			

**Wigmore High (A)**      **\*\*\*90**      453      91      18      0      **\*\*\*91**      0      0  
(DfE 4046)  
Ford Street, Wigmore,  
Leominster,  
Herefordshire HR6 9UW  
Tel: 01568 770323

How Places were  
allocated

EHCP	2
Looked after child	1
Sibling	35
Wigmore Feeder - Primary	19
Catchment	19
Wigmore other	9
Out of area	6

**\*\*\*EXCEEDED PAN**

The Steiner Academy      Through school      PAN 28

Key:

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

# Appendix 4 - Admission Policies of Voluntary Aided and Academy Schools for 2019

The following are the oversubscription criteria for the Voluntary Aided, Academy and Foundation Schools within the County of Herefordshire, that have informed us of their criteria. The decision on admissions is the responsibility of the Governors, not the Local Education Authority.

Parents/cares are therefore advised to refer to the school prospectus, which may provide additional information about the admission arrangements.

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

Appeals for each school are to be sent directly to c/o The Governors of the schools unless otherwise stated.

## **The Bishop of Hereford's Bluecoat School**

ADMISSION ARRANGEMENTS for admission to Year 7 in September 2019

Applications for admission to the school are considered by the Local Authority.

The agreed admissions number for 2019 is 235.

Applications must be made by 31 October, 2018. Offers of places will be made on 1st March 2019 (National Offer Day). Appeals against refusal of admission must be made, in writing, to the Governing Body by 25th March 2019. Appeals will be heard during May 2019.

Children will be considered for admission if they qualify under one of the following categories, in priority order, and accept the Christian aims of the school. Whenever oversubscription is reached, students with an Education Health Care Plan which names the School are allocated places and then strict geographical distance from the school (i.e. the shortest available walking route) is applied within the relevant category / categories.

**SPECIAL NEEDS:** students in receipt of banded funding where the Local Authority believes, in consultation with the Governors, that a particular school should be named.

Oversubscription criteria

1. 'LOOKED AFTER': students in the 'Looked After' system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
2. OPEN PLACE - CATCHMENT: available to children ordinarily resident<sup>1</sup> (see notes) within the designated area: Tupsley, south of the Ledbury Road and east of the Eign Brook (the centre of the road and the brook being the boundary), the designated civil parishes of Hampton Bishop, Mordiford, Fownhope, Woolhope, Lugwardine, Bartestree and Dormington.

3. CHURCH PLACE: available to children of families resident within the Archdeaconry of Hereford and involved in the worship, life and work of a Christian Church, supported by the endorsement of the parish priest or minister of that church. Family involvement with the Church will be assessed according to the following three definitions:

- At the heart of the Church
- Attached to the Church
- Known to the Church

(Further details available on the Church information form.)

For the purposes of this policy 'a Christian Church' is taken to mean an organised body subscribing to the Doctrine of the Trinity and which is a member of a local Christian Council/Councils of Churches or is affiliated to 'Christians Together in England'.

September Admissions Page 2 of 2

4. OPEN PLACE - SIBLING <sup>2</sup>: (see notes) children resident outside the designated area who have brothers or sisters currently attending the school and will still be registered students at the time of admission.
5. OPEN PLACE – FEEDER SCHOOL: children resident outside the designated area who nevertheless attend one of this school's feeder primary schools (St. Paul's, Hampton Dene, St. Mary's Fownhope, Mordiford and Lugwardine).
6. OPEN PLACE - MEDICAL, SOCIAL, COMPASSIONATE: children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to the school is necessary for the well being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source.
7. OPEN PLACE - OTHER: children who live closest to the school by the shortest available walking route.

For further information and clarification, please contact the Local Authority Admissions Office on (01432) 260925 or 260926.

All applicants should complete the Local Authority application form (SA1) but, in addition, Church place applicants should complete a Church information form, which can be downloaded from the BHBS website <http://www.bhbs.hereford.sch.uk/School-Admission>. This must be taken to the parish priest or minister of your Church who will endorse the form. The Church form should be returned to the school marked "For the attention of Admissions" Parents/carers must apply for an Open place or Church place but not both.

### **Arrangements for Visits**

An open evening is to be held in October 2018 to which parents/carers who are considering the school for their son or daughter are invited. Conducted tours will begin at 6.00pm and (at several points) during the evening there will be a short talk from the Headteacher. On three further dates in October the school will be open for parents/carers to view the school in operation during a normal day. A group of senior students will act as guides and parents/carers will have an opportunity to visit classes and talk to students and staff. Tours will commence at 9.15am and 11.30am. Parents/carers are also welcomed as frequent visitors throughout the time that their children are members of the school. Dates will be confirmed on the website.

Notes:

<sup>1</sup> 'ordinarily resident' is defined as the address at which the child normally lives and where evidence can be supplied of residency (e.g. utilities bill). Short-term tenancy agreements of less than 6 months, or temporary moves to live with relatives to create area status will not be accepted.

<sup>2</sup> 'Sibling' is defined as a full brother or sister; a half brother or sister; an adoptive brother or sister; a step brother or sister; or a child of the parent's/carer's partner, and in every case the child should be living in the same family unit at the same address.

## **St Mary's RC High School**

### **Please Note:**

All applicants to St. Mary's must go through the Local Admissions Authority by completing either the on line application form or a paper copy application SA1. You must also complete the School's own application form; this form is available from St. Mary's.

### **PAN (Planned Admission Number) for September 2019 - 150**

### **Oversubscription Criteria**

In the event of oversubscription, applications will be considered in the following order of priority.

1. Baptised Roman Catholic who is a 'looked after child' or a child who was previously looked after but immediately being looked after became subject to an adoption, residence, or special guardianship Order 67. (See note)
2. Baptised Roman Catholic children who have a special reason for admission on social or medical grounds. Admissions will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or priest.
3. Baptised Roman Catholic children who are in attendance at one of the three designated Catholic primary schools (see note).
4. Baptised Roman Catholic children in other schools.
5. Children who have a brother or sister (see note) who has attended St Mary's.
6. Children who are in attendance at one of the three designated Catholic primary schools. (See note).
7. Children of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
8. Child of other Christian denominations who is a 'looked after child' or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence, or special guardianship Order 67. (See note)

9. Children of other Christian denominations who have a special reason for admission on social or medical grounds. Admission will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or religious minister.
10. Children of other Christian denominations who attend church regularly \*\* and whose parents/guardians support the Catholic ethos of the school.
11. Children of other Christian denominations whose parents/guardians support the Catholic ethos of the school and who have the support of a Christian minister.
12. Other 'looked after' children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship Order 67. (See note).
13. Other children who have a special reason for admission e.g. on social, physical or medical grounds. Admission will be at the discretion of the Governing Body. Applicants are required to produce a medical certificate or written evidence from an appropriate professional, such as a social worker, doctor or religious minister.
14. All other children.

\*\*i.e. in addition to participation in school worship and church attendance as part of the uniformed youth associations, gatherings etc.

In the event of any category being oversubscribed the governors will use distance:-

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

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

## Notes

### Looked After Children

A looked after child is a child who is

- (a) in the care of a Local Authority, or
- (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### Roman Catholic Children

“Baptised Roman Catholic Children” means children who have been baptised in the Roman Catholic Church and children who have been baptised into another Christian denomination and later received into the Catholic Church.

Applications from Roman Catholic children should be accompanied by the school’s application form completed by parents/guardians and verified by the applicant’s Parish Priest or the Priest responsible for the church normally attended by the applicant.

Evidence of baptism or reception into the Catholic Church should be made available to the Priest verifying the application form.

### Other Christian denominations

“Other Christian denominations” means membership of a ‘Christian Church’, which is an organised body subscribing to the Doctrine of The Trinity.

Applications from children of other Christian denominations should be accompanied by the school’s application form completed by parents/guardians and a recognised Christian minister.

A child will be considered to attend church regularly if he/she has been attending church at least monthly during the 12 months immediately before the date on the application form.

### Incomplete Applications

Applicants who make incomplete applications to the school will be placed in category 13.

### Designated Catholic Primary Schools

Our Lady’s Roman Catholic Primary School, Hereford  
St Francis Xavier Roman Catholic Primary School, Hereford  
St Joseph’s Roman Catholic Primary School, Ross-on-Wye

## Brother or Sister

The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half brother or half sister, where two children share one common parent
- Step brother or step sister where two children are related by a parent's marriage
- Adopted or fostered children

## Late Applications

Between 31 October 2018 and 14 January 2019 (final allocation list) it is likely that late applications will be received. Applications will be accepted on the understanding that the delay was reasonable, for example a family moving into the area. Because the individual circumstances will vary from application to application the Governing Body will decide what is reasonable.

Applications received after 1st March 2019 will be placed on a waiting list based on the oversubscription policy.

## Wigmore High School

The School's Planned Admission Number (PAN) for Year 7 pupils is 90. There are three tutor groups for each year group of pupils and on admission each pupil is placed in one of these mixed ability groups. Pupils remain with this group of pupils and with the same tutor throughout their time at the school wherever possible.

Pupils will be offered a place on the basis of the following ranked criteria:

1. Children with an Education Health and Care plan (EHCP) / statement where Wigmore School is named in the EHCP / statement
2. Looked after children and Children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order
3. Siblings of pupils already attending the school
4. Children who are pupils of Wigmore Primary School
5. Children who live in the catchment of Wigmore High School
6. Children who are attending one of the feeder Primary Schools (Kingsland, Leintwardine, Orleton, Shobdon, St Mary's Bucknell)
7. Any other children

## **Oversubscription policy:**

Distance from school, by the shortest available walking route by road or made up footpath, will operate as the tie break should either of our schools be over-subscribed from any of its designated priorities. These arrangements will be applied for admissions from September 2018.

The Governing Body are responsible for the School's admissions criteria. Wigmore School will work in collaboration with the Local Authority in ensuring strict adherence to the national Code of Practice for Admissions within the local context. The school will exercise the right of an Academy School, within the remit of the Code of Practice, to establish its own admission preferences for students.

Anyone who is unsuccessful in securing a place will have the right of appeal through an independent panel often brokered with the support of the LA. Dates will be organised by the LA as required.

## **Late applications**

Wigmore School will not accept late applications if the reason for lateness of the application is not genuine – ie moved to area. This is in line with Herefordshire Local Authority practice.

## **John Masefield High**

### **Admissions Policy for 2019-2020 onwards**

#### **Eligibility**

Children are normally admitted to JMHS at the beginning of the school year following their 11th birthday and students will be offered a place on the basis of the following ranked criteria:

1. Children with a Statement of Special Education Needs which names JMHS.
2. Looked after children and children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order.
3. Children who live in the catchment of JMHS.
4. Siblings of students already attending the school.
5. Exceptional circumstances: children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to JMHS is necessary for the wellbeing of their child. Parents would be required to produce a medical certificate or other appropriate information, preferably from an independent source.
6. Children eligible for pupil premium or service premium; The Pupil Premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The Service Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of children of Armed Services personnel.
7. Children of staff at school: where the member of staff has been employed at the school for two or more years at the time of the admission application being made and / or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Children who are attending one of the feeder primary schools.
9. Any other child.

Parents considering applying for their children to attend JMHS are welcome to telephone for an appointment to visit the school and receive any relevant information.

## Notes

1. Children with a statement of SEN which names JMHS will be allocated places first. Places will then be allocated according to the priority order cited above.
2. Looked after children are our second priority because we wish 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. Looked after children refers to children currently in public care or those who were looked after but ceased to be because they have been adopted or become subject to a residence order or special guardianship order.
3. This is our third priority because we give high importance to try and ensure that children are able to attend the school within their local community. 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 map of our catchment area is shown below.
4. This means children who have an older sibling at JMHS, not only at the time of application but also when the younger child is due to start. 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.
5. We will consider any exceptional circumstances that may be relevant.
6. Pupil Premium or Service Premium children are the next priority.
7. Children of JMHS staff are the next priority.
8. Our feeder primary schools are: Ashperton Primary School, Bosbury CE Primary School, Colwall CE Primary School, Cradley CE Primary School, Eastnor Parochial Primary School, Ledbury Primary School and Much Marcle CE Primary School.
9. The school's Planned Admission Number (PAN) for Year 7 students is 150.

## How to Apply (Year 7)

All applicants are required to complete The Common Application Form (SA1) by the stated deadline. Your Local Authority provides this form; it is not available from JMHS.

## Kingstone Academy Trust - Over-subscription criteria 2019-20

After places have been allocated to children with a Statement of Special Educational Need that names Kingstone Academy Trust (either KHS or KTPS), if there are more applicants than the number of places available the following over-subscription criteria will be applied. Each of the remaining criterion are applied in order of priority as tie breakers, with the criterion 6) being the final tie breaker.

1. Children in Public Care (Looked After Children)  
Or previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Siblings of students currently attending the academy and who will continue to do so on the date of admissions.  
The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The academy reserves the right to ask for proof of relationship.
3. Catchment Area  
Children who are ordinarily resident in the catchment area of Kingstone Academy Trust. A child's place on a waiting list will be updated in the light of any change of address.
4. Link School  
Secondary Applications: Children attending our partner primary school, namely Kingstone and Thrupton Primary School, and who have, on the closing date for applications attended that school continuously for more than one calendar year.
5. Children of Staff  
Where the member of staff has been employed for two years or more at the time at which the application for admission to the Academy is made and/ or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Proximity  
Children who live nearest to Kingstone Academy Trust measured in a straight line from the mid- point of the pupil's place of permanent ordinary residence to the entrance nearest to the reception point of the relevant academy school. If two or more pupils live equidistant to the academy, the distance each pupil lives by road from the academy will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will be decided by Random Allocation.

\*A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/guardian who receives the Child Benefit Allowance for the child will be taken as the permanent address.

## **Whitecross Hereford: High School & Specialist Sports College**

Any parents considering applying for their children to attend Whitecross Hereford are welcome to telephone for an appointment to visit the school and receive any relevant information.

### **Eligibility**

Whitecross Hereford admits children from the full range of ability.

Whitecross Hereford has a planned admission number of 189 in Year 7. If there are more applicants than places, specific criteria apply. The school follows an Admissions Policy that does not permit gender, race, colour or disability to be used as criteria for admission of students to the school.

The Whitecross Hereford Admissions Policy is determined by the terms laid out in the Academy Funding Agreement approved by the Secretary of State. It meets the requirements for admissions' arrangements to be clear, fair and objective.

### **Oversubscription Criteria for admission in September 2019**

If the school is oversubscribed, children with a Statement of Education Needs or an Education, Health and Care Plan which names Whitecross Hereford will be allocated places, after which places are allocated according to an agreed set of criteria in strict order of priority. The criteria are as follows:

1. Looked After Children and children who were looked after, but ceased to be because they were adopted or became subject to a resident order or special guardianship;
2. Children for whom Whitecross Hereford is the nearest school;
3. Children who have an older brother or sister attending the school not only at the time of application but also when the younger child is due to start;
4. Children of staff in either or both of the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to the school is necessary for the well-being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source;
6. Children who live nearest to the school by the shortest available walking route.

Where applications exceed the number of places available, the priorities will be applied in the sequence indicated above.

If 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 criteria two then according to criteria five.

## **New Students – Year 7**

We recognise that all students transferring from primary to secondary school need to feel welcome, secure and comfortable with the process. We have excellent links with our partner primary schools and our Learning Managers and Student Support Team make regular visits to the primary schools to ensure that we have the best possible knowledge of each student and to ensure that their individual needs are met. We very much welcome parents and students on our Open Mornings and Open Evenings, Induction Evening and Students Progress Review Evenings. Parents are encouraged to contact us at any other time about any issues that concern them.

## **How to Apply**

All Herefordshire parents/carers are required to complete The Common Application Form, provided by Herefordshire council, either online or in paper form, by the stated deadline. Herefordshire council, and not Whitecross Hereford, manages both the online and paper application process in their capacity as the coordinating authority for all Herefordshire parents of children transferring from primary to secondary school.

Children with Special Educational Needs or an Education Health Care Plan Whitecross Hereford will admit children with Statements of Special Educational Needs or and Education Health Care Plan where Whitecross Hereford is appropriately named.

## **Allocation of Places**

Where fewer than 189 applications are received, places will be offered to all those who have applied. In the event of over subscription, the over subscription criteria detailed above will be applied in order.

## **Operation of Waiting Lists**

Herefordshire council will maintain a waiting list for Whitecross Hereford until the 31 December 2019. Individual positions on the Whitecross Hereford waiting list will be decided according to the over-subscription criterion above.

After 189 applicants have been offered a place for admission, unsuccessful applicants will be put on the Whitecross Hereford waiting list.

When places for admission, which have been declined or otherwise, become vacant they will be offered, as far as is possible, to those on the waiting list. Priority will be given according to the priorities above.

## **Arrangements for Appeals**

There will be an independent Appeals Panel appointed in accordance with the provisions of the statutory Code of Practice on School Admission Appeals. If your child has not been offered a place, you will have the right of appeal to this panel.

The Academies listed below will follow the same over subscription criteria as community schools – please refer Section 4 page 13 and can be viewed on the website [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)

John Kyrle High School  
Lady Hawkins  
Queen Elizabeth  
The Hereford Academy  
Fairfield High

# Appendix 5 - Privacy notice – Secondary schools

## Information Held About you

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?

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?

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

We will keep this data for seven years.

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

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

- Your information will be shared with your Preference school/the School Admissions in order to provide you with the service

## Your rights

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

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery 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

If you have any questions or concerns about how your information is used, please contact <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/>

### **Academies**

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

### **Catchment area**

The LA defined geographical area served by a school. A child whose ordinary place of residence is located in a catchment area is normally able to get a place at that school, but a place cannot be guaranteed.

### **Community school**

Any school that is owned, funded and maintained by the LA and which is non-denominational.

### **Comprehensive school**

A school catering for pupils of all aptitudes and abilities.

### **Curriculum**

The curriculum consists of all the learning opportunities provided by a school. Many curriculum activities take place in classrooms under the direction of teachers, supplemented by a range of activities outside the classroom, including educational visits and field studies.

### **Foundation School**

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

### **Local Authority (LA)**

Herefordshire Council is the Local Authority (LA) responsible for the provision of education in maintained primary schools, secondary schools and special schools in Herefordshire.

### **Maintained school**

A primary school, secondary school or special school funded and maintained by the LA. It includes voluntary aided and voluntary controlled schools (see below).

### **Maintained Special school**

Such schools are often referred to as Special Schools. Special Schools are provided by the LA for those pupils with an educational health care plan (EHCP) whose needs cannot be met by primary schools or Secondary schools. The Council maintains and controls such schools.

### **Non-maintained school**

A school not funded and maintained by the Council, i.e. an "independent" or "private" school.

### **Parents**

References to parents in this booklet should be taken, where relevant, to include guardian(s) and others who have parental responsibility for a child.

### **Preference**

Parents have a right to express preferences for secondary schools. Preferences must be granted if places are available when higher priority applicants have been given their places.

### **Provided school**

The primary school or secondary school provided for the child's home address.

### **Published Admission Number (PAN)**

The number of pupils to be admitted into the first year group of a school i.e. Year 7 for a secondary school.

### **Pupil Admissions Office**

The staff who deals with parental applications for admission to schools in Herefordshire (see contact details on inside of front cover).

### **Trust School**

Each trust school is a foundation school supported by a charitable foundation or trust, which appoints governors to the school's governing body. They are funded in exactly the same way as other local authority maintained schools.

A trust school employs its own staff, and manages its own land and assets.

### **Voluntary Aided school**

Any denominational school owned by trustees but largely maintained by the LA. The school governing body employs the staff, owns and maintains most of the premises, and determines admissions and religious education.

### **Voluntary Controlled school**

Any denominational school owned by trustees, but totally maintained by the LA. The LA employs the staff, maintains the