

Important notes

Applying for a reception class place

Please read before completing your application



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

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

How to apply

When you have decided which school(s) you would like to apply to, please apply online at [applying for a school place](#).

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

You are advised to state three preferences and to include your catchment school. Please read the section on school transport; your catchment school is not necessarily your nearest school.

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

You should read the oversubscription criteria policy for each of the preference schools that you are applying for as not all of the schools have the same oversubscription criteria policy and may have changed from previous years. These can be viewed on the individual School website.

Ordinary Place of Residence

The home address of a child is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/ carer with main responsibility for the child. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes.

Applying for a church place

Due to the Covid 19 situation, schools who use faith based evidence as part of their over subscription criteria, may have updated their admissions policies. We strongly advise parents to review the updates on the individual schools web sites.

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

Applying for a place for a child looked after or previously child looked after

If your child is currently looked after, you do not need to supply any evidence as we will be able to verify this with the Social Worker whom you have named on your child's application.

Children Previously Looked After (CPLA) – These are children who were looked after, but have since been adopted, or who have become subject to a child arrangement order or special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

If you wish for your application to be classed as criteria CPLA you must supply evidence in the form of a letter from the Local Authority that last looked after your child or a copy of the adoption order

This evidence should be emailed to schooladmissions@herefordshire.gov.uk

If we do not receive supporting evidence, this criteria will not be applied to your application.

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

You can request priority for a place at your preferred school if your child has an exceptional medical and/or social need that makes attendance at a particular school essential if this criteria is within the schools admission policy. Please refer to the individual school website.

Please note that if the panel agree, your application is only ranked at the top of the criteria that your application would originally fall within.

'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or because their friends attend the school or because of routine child minding arrangements.

To apply under this criteria, tick the appropriate box on your application form to show that you wish your application to be considered on medical and/or social grounds.

Submit supporting evidence from a professional, such as a doctor and/or consultant for medical need or a social worker, health visitor, housing officer, the police or probation officer for social need. The supporting evidence must confirm the child's medical and/or social need and set out why that need makes it essential that your child attends the named school rather than any other. Your child's exceptional medical and/or social need cannot be considered if you do not submit supporting evidence by the deadline.

Email your evidence to schooladmissions@herefordshire.gov.uk. All information submitted will be regarded as confidential.

Providing evidence does not guarantee priority at the preferred school. Decisions will be made based on the merits of each case and whether the evidence demonstrates that a placement should be made at a particular school above any other.

What happens next?

For all community and voluntary controlled schools

- A panel of local authority senior officers will consider your evidence; the panel of officers will determine whether the evidence provided is sufficiently compelling to determine that the school applied for is the only one that can meet the need of the child. You will be notified of the panel's decision in writing and

the letter will indicate which criterion we will use to process your application. All Herefordshire schools have experience in dealing with children with diverse social and medical needs, and so your case must be clearly exceptional in order to be considered under this criterion.

- The panel need to agree that your child's admission is essential. If not, your application will be considered against the school's remaining oversubscription criteria

For Academies, Foundation, Voluntary Aided and Trust Schools

- If you are applying under this criteria and the school that you are applying for is either an Academy, Foundation, Voluntary Aided or Trust School, you will need to check that this priority is in their admissions criteria (please refer to the Information for Primary Parents Book Appendix 3). You will need to send your supporting evidence directly to the school.

If you are applying on these grounds for a school in another authority you will need to check with the relevant authority if this priority is in their admissions criteria and what supporting information is required.

Not all schools give priority to children or family members with exceptional medical or social needs. Please refer to the individual school's admission policy to see how places are allocated.

Multiple Birth policy

If, when places are offered, only one child from a multiple birth family can be admitted (one of a twin or triplet for instance) then subject to clause 2.15 of the School Admission Appeals Code places will be offered at the same school to the other children from the same multiple birth.

Please note that if a school is offered to one child from a multiple birth family who has an educational health care plan (after that school being named on the plan) the twin or triplets without an EHCP must qualify under the schools admission criteria to be offered a place at the same school.

What if my child has an education health care plan (EHCP)

Please refer to the special educational needs section on the Herefordshire Council website www.herefordshire.gov.uk/aboutsen

What if my child has a disability but does not have an EHCP
Parents are advised to visit the schools before submitting their application to discuss their needs and if the school is accessible.
Please refer to [Accessibility in Schools](#)

Applying to a school in another area

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

Applying to an independent school

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

Moving home

If you are moving home either within Herefordshire or into the county at the time of applying for a reception class place, you will need to send supporting evidence by 26 February 2023.

The acceptable forms of evidence are:

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

Short term tenancy agreements of less than six months will not be accepted.

Temporary moves to live with relatives/non relatives will not be accepted unless you provide evidence that this is your ordinary place of residence i.e. drivers licence, mobile phone bill or child benefit award.

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

Please note that other authorities may not accept changes of address after the initial deadline of 15 January 2023, therefore if you are applying for a school in another county you should contact that authority directly for details on their policy.

If parents / carers disagree on a school preference

The Council and Schools cannot become involved in disputes between parents.

If parents cannot agree, and a court has not been approached to decide which parent has the right to submit their preferred school, then we will not accept your application.

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

If we are unable to offer any of your preferences, you will be given the right to appeal and your child's name will automatically be placed on the waiting list(s) for your requested school(s) according to the oversubscription criteria. If a place becomes available, we will contact you immediately. The waiting lists remain open until the end of the autumn term (31 December 2023).

Your child will automatically be system allocated a place at the next nearest school to your home address with availability. Please note the transport policy still applies.

You will be able to request an alternative school following offer day. Please note in the case of own admissions schools, all applications are ranked by the governing body in accordance to their individual over subscription criteria. We offer on their behalf.

What happens if I apply after the closing date of 15 January 2023?

Applications received after 15 January 2023 will be classed as late. Late applications will be processed after the national offer date of 17 April 2023 (with the exception of late applications with evidence of a genuine reason received between 16 January 2023 and 26 February 2023).

School transport

To qualify for free school transport, your child must attend their **nearest** school and live over two miles from the school (for those under eight years old) or more than three miles (for those over eight

years old). Your catchment school is not necessarily your nearest school. To determine your nearest school and catchment school, please use the school finder on the Herefordshire council website [**find a school**](#)

If you require further advice or help on school transport, please contact the council's school transport team on [**schooltransport@herefordshire.gov.uk**](mailto:schooltransport@herefordshire.gov.uk) or 01432 260937. Alternatively, please visit: [**www.herefordshire.gov.uk/educationtransport**](http://www.herefordshire.gov.uk/educationtransport).

Additional advice

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

The closing date for all applications is 15 January 2023

The national offer day is 17 April 2023