

Information for parents Admission to primary school

Commencing September 2017



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Herefordshire Council contacts

Herefordshire reception class admissions webpage:

www.herefordshire.gov.uk/reception-class-admissions

E-mail: schooladmissions@herefordshire.gov.uk

School admissions team:

Andrew Blackman	Admissions and transport policy manager	01432 260927
Emma Turner	Admissions officer - reception intake	01432 260926
Lisa Hince	Admissions officer - reception intake	01432 261574
Dawn Skyrme	Admissions officer - secondary transfer	01432 260925
Andrew McInnes	Admissions officer - in year transfers	01432 383168

The following information is available from the school admissions team:

- The number of parents who applied for each school in the previous year and (where relevant) the number of children admitted later from the waiting lists or after appeal following initial refusal of place.
- The schools which have had vacancies in previous years
- Criteria under which places were offered

Parents 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 team providing the 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 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 2017/18 at the time of publication in September 2017.

Contact details for neighbouring councils

Gloucestershire (DfE No. 916)

Gloucestershire County Council
Co-ordinated admissions team - Access to learning team
Education, learning and libraries
Shirehall
Gloucester
GL1 2TP

Tel: 01452 425407 / Fax: 01452 425713
school.admissions@gloucestershire.gov.uk

Monmouthshire (DfE No. 679)

Monmouthshire County Council
Innovation House
P.O. Box 106
Caldicot
NP26 9AN

Tel: 01633 644508 / Fax: 01633 644488
schoolandstudentaccessunit@monmouthshire.gov.uk

Powys (DfE No. 666)

Powys County Council
Admissions and transport team - School service
County Hall
Llandrindod Wells
Powys
LD1 5RG

Tel: 01597 826455
admissionsandtransport@powys.gov.uk

Shropshire (DfE No. 893)

Shropshire Council
Admissions team
Learning and skills support
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Tel: 03456 789008
school-admissions@shropshire.gov.uk

Worcestershire (DfE No. 885)

Worcestershire County Council
School admissions team
Babcock Prime, Prime House
Woodbury Way
Norton
Worcester
WR5 2PT

Tel: 01905 822700 / Fax: 01905 766776
primeschooladmissions@babcockinternational.com

Educating your child

Starting school is one of the most important events in any child's life. At this time, parents are naturally concerned and want to do the best for their child, but many 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 prefer their children to go to the local school and a place can nearly always be found for them without difficulty. Sometimes, however, parents 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 have to be disappointed.

This booklet contains all the information parents need to understand the arrangements for the admission of children to Herefordshire primary schools. It explains the rules and procedures the council has to follow to ensure that the system works as fairly as possible and is particularly important when more parents apply for a particular school than there are places available.

In this booklet, you will find information about:

- How admission arrangements work, the admissions timetable for the 2017/18 school year and the available options
- Details of all maintained schools in the county, including the number of children that can be admitted to each primary school in the 2017/18 school year
- Information about Church of England, Roman Catholic, foundation and academy schools and what you have to do to apply to them

Staff in the council's children's wellbeing directorate do all they can to offer a friendly and efficient service to parents and an important notes leaflet is also available at www.herefordshire.gov.uk/reception-class-admissions to highlight the points parents need to bear in mind when applying for a primary school place.

If you need any further assistance, please contact the council's school admissions team at schooladmissions@herefordshire.gov.uk or on any of the telephone numbers listed on page 3.

External Advisory Service

There is independent admissions advice available from ACE Education Advice CIC and ACE Education Training LLP along with advice on a range of education issues such as bullying, exclusion, special educational needs (SEN) and attendance.

If you are the parent or carer of a child at school and you would like to talk to an advisor, please call the confidential telephone advice line on 0300 0115 142 (Monday to Wednesday 10am to 1pm term time only).

To find out more, please visit www.ace-ed.org.uk.

1 Primary schools in Herefordshire

Herefordshire has 79 primary schools, all of which are comprehensive day schools for both boys and girls and three special schools also for boys and girls. A full list of maintained schools in Herefordshire is available in Appendix 3 on pages 21 - 29.

The admissions to community, foundation, voluntary controlled and academy schools are on a non-selective basis and most schools have defined catchment areas. Please note that different admission arrangements apply to these schools where the governing body makes the decisions.

- **Primary schools (age range 4 to 11 years old)**

We have 79 primary schools of which 26 are community, 32 are Church of England (20 voluntary aided (with 3 Roman Catholic) and 12 voluntary controlled), 2 are trusts, 18 are academies and 1 is a free school.

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

- **Special schools**

There are three special schools in Herefordshire for children with special educational needs (SEN) and admission is arranged in consultation with the parents.

2 General admission arrangements for primary schools

This section explains the terminology and general rules affecting primary schools while section 3 explains how the specific admission arrangements work for primary schools and includes the timetable for entry to schools in September 2017.

- **Catchment areas**

Each community, academy, foundation and voluntary controlled school serves a defined catchment area. This is also the case for most voluntary aided schools, although they also have a commitment to children whose parents are applying for a school place on the grounds of their religion or denomination. There will be further details available in the respective school prospectus.

Children whose parents apply on time are given priority for a place at the school serving their normal place of residence, unless their parents ask for a school place in another area.

The procedure for expressing a preference is described in section 3 and **all parents must express a preference**. The Herefordshire catchment areas are kept under review and may be changed from time to time, but changes will only be made after careful review and consultation with parents, schools and local communities.

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

- **Normal place of residence**

A child's normal place of residence is the address at which they usually live. There are some rules which apply when a child **moves to a different address**, which may affect a child's entitlement for school admission. Please contact the council's school admissions team (contact details on page 3), if you have any questions concerning a change of address.

- **Change of home address**

If you move house once you have been allocated a primary school place, you can choose to keep the place offered, however you may not be eligible for free school transport if your new address means your chosen primary school is no longer the nearest school.

For families with children of school age who move into a new area and wish to transfer to a different school, parents should contact either the schools in the area or the council's school admissions team (contact details on page 3) at the earliest opportunity. Please note, that even if parents apply to the nearest school to the child's home address, a place cannot be guaranteed if the year group is full. In these situations, the council will designate an alternative primary school or the parents can choose to use the appeal process.

- **Published admission number**

Each school has an admission number, which is the number of pupils that it can admit each year. The published admission number for each school is shown in Appendix 3 on pages 21 - 29 and is taken into account by the council and the governing body of an academy, voluntary aided and foundation school when considering applications from parents. Please note that some will be turned down if the total number of applications is greater than the published admission number. In such circumstances, parents have a right to appeal.

- **Definition of 'sibling'**

Section 4 on pages 11 - 14 sets out the council's oversubscription policy and priority 3 defines the brother / sister qualification. To qualify under this category, a sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or a child of the parents / carer's partner. In every case, the child must be living in the same family unit at the same address. However, the council will consider applications for foster children under priority 3 of the oversubscription policy, if there are special circumstances to maintain the importance of daily family life.

- **Class size regulations for Key Stage 1 pupils (ages 4 to 7)**

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

The excepted children are:

- a) Children admitted outside the normal admissions round with statements of special educational needs or an education, health and care plan (EHCP) specifying a school
- b) Looked after children and previously looked after children admitted outside the normal admissions round
- c) Children admitted after the initial allocation of places, because of a procedural error made by the admission authority or local council in the original application process
- d) Children admitted after an independent appeals panel upholds an appeal
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within a reasonable distance
- f) Children of UK service personnel admitted outside the normal admissions round, for example after the start of the relevant academic year
- g) Children whose twin or sibling from a multiple birth has been admitted into the class (not as an excepted pupil)
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school or registered at a special school, who attend some infant classes within the mainstream school

- **Parental interviews**

Parents should note that interviews are not part of the admissions process, though it is sensible for parents to visit the school before deciding whether or not to apply.

- **Additional / supplementary forms**

An additional or supplementary form may also need to be completed for applicants wishing to be considered under the faith criteria for faith schools. You will need to contact the school directly to ask if you're required to fill in an additional form, which will need to be returned directly to the school.

3: Admission into a reception class: questions and answers

At what age can my child start school?

Children reach compulsory school age at the beginning of the term following their fifth birthday. In Herefordshire, however, most children start school at least a term earlier than the law requires.

Can my child start school earlier if he / she has their fifth birthday between 1 January and 31 August?

The School Admission Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, in recognition of the fact that some parents will feel their child is simply not ready to start school at this time, there is flexibility in the admission code. Parents can request that their child attends part-time until they reach the compulsory school age or the date their child is admitted is deferred until later in that same academic year.

Can I keep my child out of school until he / she turns five?

A child is not required to start school until they have reached compulsory school age which is the term following their fifth birthday. Parents are not obliged to take up places for their children any earlier than the law requires and schools cannot require children to start sooner than the parents wish. If you do wish to defer taking up a place for your child, you are strongly advised to discuss the matter first with the school or the council's school admissions team (contact details on page 3), and you must still apply by the closing date of 15 January 2017.

Therefore, parents have the option of deferring their child's entry until later in the same school year. This means a place is held for that child and cannot be offered to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday.

What happens if my child was born in the summer?

For those children born in the summer term, between 1 April and 31 August, they are not required to start school until a full year after the point at which they could first have been admitted, for example the point at which other children in their age range are beginning year 1. If a parent wishes their child to be admitted to reception, rather than year one, at this point, they may request that they are admitted out of their normal age group. Paragraph 2.17A of the [School Admissions Code](http://www.gov.uk) available at www.gov.uk, requires that in any circumstance where a parent requests their child is admitted out of their normal age group, the admission authority must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

If you wish to defer entry into reception class for a full academic year (for example until September 2018), you must submit your request in writing by **15 January 2017**. In addition, you should still submit an online application to join the reception class in **September 2017** so that

you have an offer of a place should your deferred entry request be refused. If your request to defer is successful, your application for reception entry in September 2017 will be destroyed and you should re-apply for a place for the following academic year, when the new online admissions process opens in September 2017.

My child turns five between 1 September and 31 December, can he / she start school earlier than September?

The council does not normally allow schools to admit children before the school year (September to July) in which they turn five. However, parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented. Please refer to the 'can my child be placed outside their chronological year group' section of the school admission policies webpage at www.herefordshire.gov.uk/school-admission-policies. All such requests will be considered on their merits and either agreed or refused on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

Can I apply for a place at any primary school?

You may apply for a place at any primary school within Herefordshire or a surrounding local council area for the school year commencing September 2017. You will be able to express **three** preferences in ranked order on your application. If you apply for a school within another council area, such as Shropshire or Worcestershire, we will forward your details on your behalf.

How do you apply for a place at a primary school?

As previously stated, for children who will start school in the reception year from September 2017, parents will be given the opportunity to express **three** preferences for primary schools. This position only relates to applications for the initial allocation process to be received by **15 January 2017**, thereafter they will be dealt with as late applications.

All applications, where possible, should be completed online at www.herefordshire.gov.uk/reception-class-admissions. We require applications from all parents, including those whose preference will be for the school provided for the child's home address, for voluntary aided (church), foundation and academy schools and for schools within other local council areas.

It is advisable to apply online as soon as you can and certainly no later than **15 January 2017**. We will consider late applications, although it may not be possible to allocate a place in the preferred school if it is over-subscribed, even if the school is the one provided for your home address.

If you are unable to apply online, please request a paper application form by contacting the council's school admissions team on schooladmissions@herefordshire.gov.uk or 01432 260926 / 261574.

When are decisions made?

Places in reception classes in community, voluntary controlled, foundation, academy and voluntary aided schools are allocated on the basis of applications received by the school admissions team on or before **15 January 2017** for all admissions in the school year September 2017 to August 2018.

For parents who do not wish their child to start until the statutory school age (the term **after** their fifth birthday) they should discuss their intention with the school, but must remember to also apply for a school place by the deadline date, so their application can be considered. All place offers, including for voluntary aided schools, will be made by the school admissions team on **16 April 2017**.

What happens if I apply after the closing date of 15 January 2017?

All late applications and preference changes received between the closing date of 15 January and 17 March 2017 will be included in the initial allocation process if the reason is deemed exceptional.

Those applications and preference changes received between 18 March and 30 April 2017, will be considered during the second allocation, which will run during the first week of May 2017.

Any subsequent late applications and preference changes will be dealt with as and when they are received and we will aim to inform you of the outcome of your application within five working days.

What evidence do I need to supply if moving house within Herefordshire or moving into the county when applying for a reception place for this academic year?

If you are moving due to purchasing a property, we will require written confirmation from your solicitor stating that you have exchanged contracts along with the actual or expected completion date.

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

Please note that short term tenancy agreements of less than six months or temporary moves to live with relatives to create catchment area status will not be accepted. We will also require copies of utility or council tax bills as evidence.

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

All evidence is required by **17 March 2017**.

How many children may be admitted to each primary school?

The council has a duty to ensure the provision of efficient education and use of resources and as such schools cannot be allowed to become overcrowded. The number of pupils that may be admitted to a school in the relevant year group is known as the published admission number (PAN) and details are available for each school in Appendix 3 on pages 21 - 29.

Can I apply for a school in another local council area?

Yes, the co-ordinated admission scheme allows parents 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, Powys, Shropshire or Worcestershire, please include the name of the school and its ranked position in your application form.

Can applications be considered from parents who do not live in Herefordshire?

Any applications for the admission of pupils who live outside the county are always considered. Parents will need to apply to their home local council, which will send the details to Herefordshire Council after the closing date in that area. If the preferred school in Herefordshire is oversubscribed, such applications will be determined in accordance with the priorities listed in section 4 below or in the case of own admission schools, in accordance with their individual oversubscription criteria. In the case of out of county residents applying to Herefordshire schools, the applicant's local council will make the place offer on our behalf.

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

If the council receives application forms from more than one parent or carer which list different school preferences, we will write to both parents / carers and inform them that unless written confirmation is received from both parties agreeing to a particular school(s), then we will take

the preference from the parent / carer with whom the child lives. Where a child has more than one residence, we will take the preference from the person who is in receipt of child benefit.

4: Allocation of places in primary schools

Although the School Standards and Framework Act 1998 gives parents the right to express preferences for their child to be admitted to any school maintained from public funds, there are four reasons why one or more of their three preferences might have to be refused:

- 1) The school(s) might be oversubscribed
- 2) The classes for infants (aged 4 to 7) in primary schools have reached the legal limit of 30 pupils
- 3) The child does not meet the requirements of the admissions policy or subsequently fails to do so
- 4) Information provided by the parents (including information about addresses) is found to be fraudulent or intentionally misleading and such information may also be grounds for withdrawal of any place that has been allocated, even after the child has started at the school

What happens if the school is oversubscribed?

All academies, free, voluntary aided and trust schools are an admissions authority in their own right and determine their own admission arrangements, including their oversubscription criteria. There is further information available in the 'admission arrangements for own authority schools 2017/18' section of the of the school admission policies webpage at www.herefordshire.gov.uk/school-admission-policies.

For all council schools (community and voluntary controlled) the following oversubscription criteria apply:

- Children with a statement of special educational needs or an education, health and care plan which names a particular school, will be allocated a place. After this, places are allocated according to an agreed set of criteria, in strict order of priority.

Priority 1: Looked after children and children who were looked after, but ceased to be due to being adopted or becoming subject to a residence or special guardianship order (see footnote 1)

Priority 2: Children living within the defined catchment area* of the school (see footnote 2).

Priority 3: 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 school (see footnote 3).

Priority 4: Children with exceptional circumstances, such as medical, social or compassionate grounds, for admission and whose parents can show that entry into a particular school is necessary for the wellbeing of their child. We require parents to produce a medical certificate or other appropriate information from a professionally qualified independent source. An application under the priority 4 criteria will only be considered by the council's director for children's wellbeing or their advisory panel if the supporting information is submitted by 15 January 2017 (see footnote 4).

Priority 5: Children who live nearest*** to the school by the shortest available walking route (see footnote 5).

General notes

There is no priority given to pupils who live outside a catchment area but attend a primary school within the catchment area of the relevant high school. The determining factor is the child's home address.

Footnote 1: This is the council's first priority because it wishes to protect children who are or were in public care from further disadvantage which can arise from possible school changes when a care placement changes.

Footnote 2: This is the second priority because it gives high importance to try to ensure that children are able to attend the school within their local community.

Footnote 3: This is the council's third priority as it recognises the importance to daily family life, including travel arrangements, of having brothers / sisters at the same school where possible. The rule is not intended to favour parents with a previous, but no longer current, family connection with the school.

Footnote 4: This is the fourth priority as we need to be sensitive to exceptional needs that individual children and families may have.

Footnote 5: The fifth priority is a measurable and objective way of allocating the remaining places.

If the applications to a school exceed the number of places, the priorities will be applied in the sequence indicated above, for example after children who either currently are or were looked after, it will be catchment area children; brothers and sisters; exceptional circumstances and then according to distance, with each being assessed as listed above.

If the admission of the top two priorities 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 priority, 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, for example to children with brothers and sisters who will still be at the school in September 2017; then to pupils with exceptional circumstances and finally according to distance from the school.

In the case of distance not being the final deciding factor, for example two applications are at exactly the same distance, then the final decider will be a lottery undertaken by an individual who is independent of the council's 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 / carers partner. 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 council's computerised digital map measuring system, with those living closer to the school receiving the higher priority.

Multiple birth policy

When places are offered under the co-ordinated scheme, if only one child from a multiple birth family can be admitted (for example one of a twin or triplet), 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.

How will the decision be made on the parents three primary school preferences?

- Stage 1:** All applications received by the closing date of 15 January 2017 will be analysed together along with any late applications for which there is a good reason (see page 10). The applications for community and voluntary controlled schools will be considered against the five priorities explained on page 12. The governors of foundation, academy and voluntary aided schools, will make their decisions based on the published admission criteria defined in Appendix 3 on pages 21 - 29. At this stage, the three preferences are each treated as a first preference, for example the priority order shown by parents will not count at this stage.
- Stage 2:** Following the application analysis, a list will be created of all parents who have applied for a community and voluntary controlled school (whether as a first, second or third preference) according to the criteria on page 11. Foundation, academy and voluntary aided schools will define their order as indicated in Appendix 3 on pages 21 - 29.
- Stage 3:** Each parent will then be offered a place at the highest of their three preferences with places available (if any) after all higher priority applicants have been allocated places. At this stage, applications for community, foundation, academy, voluntary controlled and voluntary aided schools will be considered together.
- Stage 4:** It's possible that some parents will not be offered a place at any of their three preferred schools. This usually only happens if the parent has applied for three oversubscribed schools and has not included their catchment area school as one of their preferences or if they have submitted a late application. In such circumstances, the parents will be offered a place at the nearest or most accessible school that still has places available, taking account of any information they may have already provided.

When and by whom will the offers to parents be made?

The offers will all be made on the same day to parents who applied in time. The offer date is **16 April 2017**.

Herefordshire Council will announce all offers including those for foundation, academy, voluntary controlled and voluntary aided schools. Please note that only one school will be offered on 16 April 2017, which will be the highest ranked with available spaces, as listed on your application form. The council will not be able to provide any information about places to be offered before this date.

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

The position of waiting lists for primary schools is complex because of the co-ordinating scheme which allows parents to express three preferences by **15 January 2017**.

If parents are not able to receive their preference, the child will be placed on the waiting list after **16 April 2017**. The rank order of each child's place on the waiting list will be determined using the oversubscription criteria on pages 11 and 12. If vacancies occur after that date, the school admissions team will make offers, including in the case of own admission authority schools and academies.

If a successful appeal is made for a place at your chosen school, this means that no place can then be offered to a child from the waiting list until the total number of children due to start in September is reduced below the published admission number (PAN). For example: PAN of 30 plus three successful appeals, means no further places will be offered until the total reduces to 29, which would occur if four sets of parents no longer required a place for their child.

The waiting list will be kept open until the end of the 2017/18 autumn term. It is possible that vacancies may occur and places could be offered at this late stage, but the list will be closed down after this period. If your child has still not received a place at one of your preferred schools, the council would expect that your child should be enrolled at the school it has offered, an independent school or be educated otherwise.

Can you appeal if your request is unsuccessful?

If you have been refused a place at your first, second or third preference school, you will have the right of appeal. The deadline for lodging your appeal is 20 school days from receipt of refusal. 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.

If you have been refused a place at a controlled or voluntary controlled school, you should download an appeal form from our website and return it to the below address. If you have been refused a place at a Roman Catholic, Church of England or foundation school or an academy, you should contact us with regards to their appeal procedure. In most cases you will need to submit your appeal in the form of a letter addressed directly to the school's chair of governors. Some of these schools pay the local council to hold their appeals and in those cases you will need to complete one of our appeal forms.

If your preference of school was in a different council area and you were not offered a place, you will need to contact the relevant council regarding the waiting list and appeals procedure.

There is further information about the appeals procedure available from the school admissions team, Herefordshire Council, Plough Lane, Hereford, HR4 0LE.

5: School transport for 4 to 16 year olds

School transport 4-11 year olds

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

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

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

We measure your child's route to school using the shortest available walking route along made up footpaths and / or road network from the child's address to the main school entrance, using a (GIS) mapping system held within the schools admission and transport teams. Most children will walk less than a mile to their transport and 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 them with home to school transport if:

- They live over three miles from school (over two miles if they're under eight)
- They have free school meals and live over two miles from school
- Their route to school is less than three miles but too dangerous to walk (it meets the criteria for routes of exceptional hazard – please refer to www.herefordshire.gov.uk/educationtransport) 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.

Denominational transport

If your child is attending an aided church school on denominational grounds, we will provide free transport from home to the nearest denominational school of your faith, if you are in receipt of the highest level of working tax credit or eligible for free school meals and your child lives over three miles from school (over two miles if they're under eight). We will ask you for a contribution towards transport costs if you don't meet the low income criteria.

If you require further advice or help regarding school transport, please contact 01432 260937 or visit www.herefordshire.gov.uk/educationtransport.

Appendix 1

Local code of practice for admissions councils (authorities) and schools concerning contacts with parents on pupil admissions and transfers

Local council responsibilities:

- 1) The council will publish the 'information for parents: admission to primary school' booklet, which will form the basis of the information given to parents
- 2) The council will not comment on the performance of one school compared to another nor advise parents on particular actions to obtain a place at their preferred school. Parents requesting information about pupil performance in examination results will be given the Department for Education performance table freephone number and will be expected to draw their own conclusions
- 3) Advice given to parents following the publication of the booklet will be limited to clarification of information it contains with the exception that if parents request it, the number of children living in a particular school's catchment area will be provided if possible (research may be needed in some cases)
- 4) All parents and schools will be treated equally and with courtesy at all times
- 5) The council's schools admissions team will advise schools of the number of applications received for their school as soon as possible after the closing date(s)
- 6) Parents will be informed of the outcome of their application by the end of April each year for reception class applications. No information or comment about the prospects of a successful application will be given prior to this date
- 7) Following the announcement of its decision, the council will advise parents of their right to use the appeals procedure, providing a date (normally within two weeks) by which the decision to appeal must be made and notified to the schools admissions team
- 8) Appeals will be heard within 40 school days of the date indicated for parental reply (see item 6 above)
- 9) Parents can be informed of their place on any waiting list

School responsibilities:

- 1) All parents should be given the same basic information, for example that applications are dealt with by the council's schools admissions team and that appeals are possible if places have to be refused when the year group is full
- 2) All parents should be treated equally, whether they are in or out of a catchment area or from out of the county and regardless of their own or their children's circumstances, unless the children have been excluded from two schools
- 3) Parents and children must not be interviewed individually before enrolment has occurred. It is of course acceptable to give parents making inquiries written information about the school, tell them how the school operates and what it expects of parents and children and show them around the premises
- 4) Children must not be tested or assessed by the school before enrolment
- 5) The school should not comment to any parent on their chances of being successful; parents should simply be referred to the school admissions team for the latest information
- 6) Parents must not be told anything about the position relating to other applicants or children who might be leaving
- 7) Parents must not be given the names or other personal details of other applicants
- 8) Individual parents should not be supported by the school at appeal or briefed to help them with their appeals
- 9) Primary school staff should not support transfer applications to particular secondary schools

Admission to reception class – September 2017 onwards

Co-ordinated primary admission arrangements for Herefordshire

Implementation of the scheme

This scheme will apply to all parents / carers who wish their children to be admitted to any maintained primary school within Herefordshire during the academic year 2017 - 2018.

Number of preferences and closing date

All parents will be invited to state **three** first preferences in ranked order on a common application form, which will also apply to all voluntary aided, foundation and academy schools. The national closing date for primary school applications is **15 January 2017**.

Additional information: Voluntary aided schools

To enable individual admission authorities to determine their allocation of places, supplementary information may be required, details of which can be found in the individual school's prospectus.

However, all parents **must** complete their application by **15 January 2017**.

Date of admission

Children reach compulsory school age at the beginning of the term following their fifth birthday. In Herefordshire, however most children start school at least a term earlier than the law requires. The council's standard admissions policy entitles parents to a place for their child in one of the council's maintained schools, according to the date of their fifth birthday, as follows:

- In the autumn term: If five between 1 September and 31 December (inclusive)
- In the spring term: If five between 1 January and 30 April (inclusive)
- In the summer term: If five between 1 May and 31 August (inclusive)

The autumn term begins after the summer holidays, spring term after the Christmas and New Year holiday and summer term after the Easter holidays.

Option for delayed entry

The law does not require a child to start school until the start of the term following their fifth birthday. The date compulsory school age is reached is determined by the dates set by the Secretary of State for the autumn, spring and summer terms of 31 August, 31 December and 31 March. Therefore, parents are not obliged to take up the offer of a place in September and they can delay the admission until the beginning of the spring or summer term in the term after the child's fifth birthday.

Deferred entry for summer born children

As previously stated, parents are not obliged to take up a place for their child any earlier than the law requires, which is currently from the term following their fifth birthday and schools cannot require children to start sooner than the parents wish. If parents do wish to defer a place for their child, they are strongly advised to discuss the matter first with the school or the council's school admissions team and still need to apply by the application closing date of **15 January 2017**.

For parents who have applied and been allocated a place at a particular school, they have every right to wait until the term specified in the council's standard admissions policy or until compulsory school age. However, there could be complications for pupils with birthdays between 1 May and 31 August, as the term for compulsory admission would be in September at the start of the following school year.

In the case of a summer born child, the admission would normally be directly into year 1 and missing reception class, in order to keep the child in his / her year group. However, in this respect the preferred school may not be able to guarantee a place, if the class group has already reached its published admission number (PAN). In these circumstances, parents may wish to consider placing their child in a year group below their chronological age. Please read the 'can my child be placed outside their chronological year group' information on the school admission policies webpage at www.herefordshire.gov.uk/school-admission-policies.

Admission of children below compulsory school age

As a result of changes to the School Admissions Code in 2011/12, all admission authorities for primary schools must provide for the admission of all children in the September following their fourth birthday. However, it must be made clear that when primary schools admit children below compulsory school age:

- The arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre
- Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class
- Attendance at the nursery or co-located children's centre does not guarantee admission to the school
- Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year
- Parents can request that their child attends part-time until the child reaches compulsory school age

Admission of children outside their normal age group

Parents can request for their child to be admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where they have suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is:

On the application form, parents should request that their child is admitted to another year group and state which one along with the reason for the request.

Parents need to submit any evidence in support of their request with the application, for instance from a medical practitioner or headteacher such as:

- Whether the child is summer born and is seeking admission to a year group other than reception class or alternatively is seeking admission to reception class rather than year 1
- Information about the child's academic, social and emotional development
- Their medical history and the views of a medical professional, where relevant
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The admission authority will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before the final offers are made and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child for a reception place who would normally be a year 1 child will be considered alongside other reception applications.

Allocation of places

The reception class places in all maintained schools are allocated on the basis of applications received on or before **15 January 2017** and all applications should be sent to the council's school admissions team. The date of 15 January 2017 applies to **all** admissions during the school year, including children who might be entitled to start school in January 2017 or April 2017.

The primary school national offer day for the 2017/18 admission year is **16 April 2017**.

Late applications

Any applications received after **15 January 2017** will be allocated to the preferred school on the understanding that admissions do not exceed the published admission number or conflict with the requirement not to exceed 30 pupils in a key stage one class. When considering a late application, the council or relevant voluntary aided, foundation or academy school will have regard to the reason for the delay in applying together with the distance to the nearest alternative school.

Primary school information by district

Key:

A = academy; T = trust; C = community; VC = voluntary controlled; VA = voluntary aided; F = Foundation; FS = free school; NOR = number on roll; PAN = published admission number for 2016/17 and ** = PAN exceeded at the request of the chair of governors.

School	PAN 2016/17	NOR as at 31.5.16	Number of preferences as at 20.7.16			Offers made as at 20.7.16	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Bromyard district								
Bredenbury (T) (DfE no. 2011) Bromyard, Herefordshire, HR7 4TF Tel: 01885 483253	10	55	6	2	2	5	0	0
Brockhampton (A) (DfE no. 2014) Bringsty, Worcestershire, WR6 6TD Tel: 01885 483238	26	153	14	6	2	14	0	0
Bromyard, St. Peter's (T) (DfE no. 2024) Cherry Tree Close, Winslow Road, Bromyard, Herefordshire, HR7 4UY Tel: 01885 483237	30	204	32	2	0	32**	0	0
Burley Gate C.E. (VC) (DfE no. 3010) Herefordshire, HR1 3QR Tel: 01432 820367	15	97	7	3	0	7	0	0
Pencombe C.E. (VA) (DfE no. 3367) Bromyard, Herefordshire, HR7 4SH Tel: 01885 400255	8	55	7	0	1	5	0	0
Hereford city and district								
Broadlands (C) (DfE no. 2056) Prospect Walk, Hereford, HR1 1NZ Tel: 01432 266772	30	162	20	7	8	24	0	0
Burghill (A) (DfE no. 2029) Hereford, HR4 7RP Tel: 01432 760240	15	90	19	9	8	20**	0	0

School	PAN 2016/17	NOR as at 31.5.16	Number of preferences as at 20.7.16			Offers made as at 20.7.16	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Hereford city and district								
Fownhope, St. Mary's C.E (VA) (DfE no. 3325) Hereford, HR1 1PG Tel: 01432 860474	15	141	16	5	7	20**	0	0
Hampton Dene (C) (DfE no. 2057) Church Road, Hereford, HR1 1RT Tel: 01432 273232	30	247	44	45	15	30	2	0
Holmer C.E. (A) (DfE no. 3055) Holmer Road, Hereford, HR4 9RX Tel: 01432 273301	60	386	49	42	29	60	0	0
Little Dewchurch C.E. (VC) (DfE no. 3071) Herefordshire, HR2 6PN Tel: 01432 840645	9	90	29	19	2	25**	0	0
Lord Scudamore (A) (DfE no. 2061) Friar Street, Hereford, HR4 OAS Tel: 01432 273951	88	599	96	37	23	90**	4	0
Lugwardine (A) (DfE no. 2102) Barneby Avenue, Bartestree, Herefordshire, HR1 4DH Tel: 01432 850449	30	196	33	9	10	31**	0	0
Marden (A) (DfE no. 2115) Herefordshire, HR1 3EW Tel: 01432 880208	17	70	12	2	1	12	0	0
Marlbrook (C) (DfE no. 2063) Green Croft, Redhill, Hereford, HR2 7NT Tel: 01432 266643	90	479	106	37	22	90	6	2
Mordiford C.E. (A) (DfE no. 3078) Herefordshire, HR1 4LW Tel: 01432 870258	21	156	25	13	10	21	0	0

School	PAN 2016/17	NOR as at 31.5.16	Number of preferences as at 20.7.16			Offers made as at 20.7.16	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Hereford city and district								
Our Lady's R.C. (VA) (DfE no. 3330) Boycott Road, Hereford, HR2 7RN Tel: 01432 274814	30	197	34	14	13	30	3	0
Riverside Primary (C) (DfE no. 3393) Belmont Avenue, Hereford, HR2 7JF Tel: 01432 265080	90	497	75	35	17	87	0	0
St Francis Xavier R.C. (VA) (DfE no. 3331) Venns Lane, Hereford, HR1 1DT Tel: 01432 273941	30	209	39	17	9	30	2	0
St. James' C.E. (VA) (DfE no. 3332) Vicarage Road, Hereford, HR1 2QN Tel: 01432 273961	30	209	39	14	16	30	0	0
St. Martin's (C) (DfE no. 2067) Ross Road, Hereford, HR2 7RJ Tel: 01432 273633	60	325	43	20	13	51	0	0
St. Paul's C.E. (A) (DfE no. 3333) Hampton Dene Road, Hereford, HR1 1UX Tel: 01432 273784	60	429	56	32	12	60	3	0
St. Thomas Cantilupe C.E. (A) (DfE no. 392) Coningsby Street, Hereford, HR1 2DY Tel: 01432 268400	30	218	36	11	10	30	0	0
Stretton Sugwas C.E. (A) (DfE no. 3102) Herefordshire, HR4 7AE Tel: 01432 760282	15	130	30	23	6	20**	2	0
Sutton (A) (DfE no. 2154) Sutton St. Nicholas, Herefordshire, HR1 3AZ Tel: 01432 880336	15	118	16	3	4	19**	0	0

School	PAN 2016/17	NOR as at 31.5.16	Number of preferences as at 20.7.16			Offers made as at 20.7.16	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Hereford city and district								
Trinity (C) (DfE no. 2071) Moor Farm Lane, Hereford, HR4 ONU Tel: 01432 266268	84	601	89	29	11	89**	0	0
Wellington (C) (DfE no. 2157) Herefordshire, HR4 8AZ Tel: 01432 830264	15	91	10	3	2	10	0	0
Withington (C) (DfE no. 2160) Herefordshire, HR1 3QA Tel: 01432 850289	15	53	4	2	3	5	0	0
Kingstone district								
Clehonger CE (VC) (DfE no. 3021) Gosmore Road, Clehonger, Herefordshire, HR2 9SN Tel: 01981 250218	21	110	13	6	8	14	0	0
Ewyas Harold (C) (DfE no. 2046) Herefordshire, HR2 OEY Tel: 01981 240432	20	107	21	3	0	18	0	0
Garway (C) (DfE no. 2053) Herefordshire, HR2 8RQ Tel: 01600 750273	15	50	8	0	1	8	0	0
Kingstone & Thruxton Primary (A) (DfE no. 2095) Kingstone, Herefordshire, HR2 9HJ Tel: 01981 250338	30	163	16	7	2	16	0	0
Madley (C) (DfE no. 2104) Herefordshire, HR2 9PH Tel: 01981 250241	26	202	28	13	1	27**	0	0
Much Birch C.E. (VC) (DfE no. 3079) Herefordshire, HR2 8HL Tel: 01981 540254	30	197	21	20	6	23	0	0
Steiner Academy (A) (DfE no. 6005) Much Dewchurch, Herefordshire, HR2 8DL Tel: 01981 540221	26	180	35	5	3	26	0	0

School	PAN 2016/17	NOR as at 31.5.16	Number of preferences as at 20.7.16			Offers made as at 20.7.16	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Kingstone district								
Almeley (C) (DfE no. 2001) Herefordshire, HR3 6LH Tel: 01544 327267	11	69	9	6	1	9	0	0
Eardisley C.E. (VC) (DfE no. 3035) Herefordshire, HR3 6NS Tel: 01544 327262	15	97	14	3	2	14	0	0
Kington (C) (DfE no. 2096) Mill Street, Kington, Herefordshire, HR5 3AL Tel: 01544 230363	30	201	28	4	1	28	0	0
Pembridge (VA) (DfE no. 3366) West Street, Pembridge, Leominster, Herefordshire, HR6 9DU Tel: 01544 388366	15	86	10	7	1	10	0	0
Ledbury district								
Ashperton (A) (DfE no. 2005) Ledbury, Herefordshire, HR8 2SE Tel: 01531 670385	25	187	31	12	3	30**	0	0
Bosbury C.E. (VC) (DfE no. 3006) Ledbury, Herefordshire, HR8 1PX Tel: 01531 640276	20	132	22	11	4	21**	0	0
Colwall C.E. (VC) (DfE no. 3023) Malvern, Worcestershire, WR13 6DU Tel: 01684 540532	28	159	22	6	9	24	0	0
Cradley C.E. (VA) (DfE no. 3315) Malvern, Worcestershire, WR13 5LL Tel: 01886 880315	17	127	17	1	2	17	0	0
Eastnor C.E. (VC) (DfE no. 3037) Ledbury, Herefordshire, HR8 1RA Tel: 01531 632509	12	82	20	10	6	19**	2	2
Ledbury (C) (DfE no. 2098) Longacres, Ledbury, Herefordshire, HR8 2BE Tel: 01531 632940	60	411	61	9	1	60	0	0

School	PAN 2016/17	NOR as at 31.5.16	Number of preferences as at 20.7.16			Offers made as at 20.7.16	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Ledbury district								
Much Marcle C.E. (VA) (DfE no. 3363) Ledbury, Herefordshire, HR8 2LY Tel: 01531 660607	17	89	17	6	5	18**	0	0
Leominster district								
Bodenham, St. Michael's C.E. (VA) (DfE no. 3304) Bodenham, Herefordshire, HR1 3JU Tel: 01568 797241	15	76	10	1	0	9	0	0
Kimbolton, St. James' C.E. (VA) (DfE no. 3341) Leominster, Herefordshire, HR6 OHQ Tel: 01568 612691	15	77	14	5	3	13	0	0
Leominster Primary (C) (DfE no. 2003) Hereford Road, Leominster, Herefordshire, HR6 8JU Tel: 01568 616919	90	547	89	7	4	85	0	0
Leominster, Ivington C.E. (VA) (DfE no. 3349) Leominster, Herefordshire, HR6 OJH Tel: 01568 720216	17	115	20	11	4	20**	0	0
Luston (C) (DfE no. 2103) Leominster, Herefordshire, HR6 OEA Tel: 01568 615753	20	104	25	11	5	25**	0	0
Stoke Prior (C) (DfE no. 2148) Leominster, Herefordshire, HR6 OND Tel: 01568 760207	11	84	13	4	3	13**	0	0

School	PAN 2016/17	NOR as at 31.5.16	Number of preferences as at 20.7.16			Offers made as at 20.7.16	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Peterchurch district								
Clifford (C) (DfE no. 2031) Hardwick, Hay-on-Wye, Herefordshire, HR3 5HA Tel: 01497 831202	10	82	13	0	0	12**	0	0
Longtown (C) (DfE no. 2101) Herefordshire, HR2 OLE Tel: 01873 860239	8	57	8	0	2	8	0	0
Michaelchurch Escley (C) (DfE no. 2116) Herefordshire, HR2 OPT Tel: 01981 510208	8	46	4	5	0	5	0	0
Peterchurch (C) (DfE no. 2122) Herefordshire, HR2 ORP Tel: 01981 550230	15	142	14	3	1	14	0	0
Ross-on-Wye district								
Ashfield Park (C) (DfE no. 2138) Redhill Road, Ross-on- Wye, Herefordshire, HR9 5AU Tel: 01989 562738	60	311	48	10	3	48	0	0
Brampton Abbotts (VA) (DfE no. 3305) Brampton Road, Ross-on- Wye, Herefordshire, HR9 7DE Tel: 01989 562256	20	116	25	4	1	25**	0	0
Bridstow C.E. (VA) (DfE no. 3307) Ross-on-Wye, Herefordshire, HR9 6PZ Tel: 01989 562623	15	76	11	4	6	10	0	0
Goodrich C.E. (VC) (DfE no. 3046) Ross-on-Wye, Herefordshire, HR9 6HY Tel: 01600 890422	17	133	19	12	2	18**	0	0

School	PAN 2016/17	NOR as at 31.5.16	Number of preferences as at 20.7.16			Offers made as at 20.7.16	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Ross-on-Wye district								
Gorsley Goffs C.E. (VC) (DfE no. 3047) Gorsley, Ross-on-Wye, Herefordshire, HR9 7SE Tel: 01989 720321	30	195	24	9	12	23	0	0
Kings Caple (A) (DfE no. 2094) Herefordshire, HR1 4TZ Tel: 01432 840267	10	43	9	2	3	9	0	0
Lea C.E. (VA) (DfE no. 3347) Ross-on-Wye, Herefordshire, HR9 7JY Tel: 01989 750296	15	110	15	2	2	14	0	0
Llangrove C.E. (A) (DfE no. 3351) Ross-on-Wye, Herefordshire, HR9 6EZ Tel: 01989 770322	12	57	2	3	1	2	0	0
St. Joseph's R.C. (VA) (Federated) (DfE no. 3372) The Avenue, Ross-on- Wye, Herefordshire, HR9 5AW Tel: 01989 564655	20	111	13	6	4	14	0	0
St. Weonards (C) (DfE no. 2152) Mount Way, St. Weonards, Herefordshire, HR2 8NN Tel: 01981 580352	15	34	6	2	2	6	0	0
Walford (C) (DfE no. 2155) Ross-on-Wye, Herefordshire, HR9 5SA Tel: 01989 562209	28	194	35	11	2	30**	0	0
Weston under Penyard C.E. (VA) (DfE no. 3384) Ross-on-Wye, Herefordshire, HR9 7PA Tel: 01989 563933	10	66	12	4	2	12**	0	0
Whitchurch C.E. (VA) (DfE no. 3385) Ross-on-Wye, Herefordshire, HR9 6DA Tel: 01600 890571	17	134	17	11	8	17	0	0

School	PAN 2016/17	NOR as at 31.5.16	Number of preferences as at 20.7.16			Offers made as at 20.7.16	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Weobley district								
Canon Pyon C.E. (A) (DfE no. 3015) Herefordshire, HR4 8PF Tel: 01432 830334	12	61	8	2	2	8	0	0
St Mary's Credenhill C.E. (VC) (DfE no. 3026) Station Road, Credenhill, Herefordshire, HR4 7DW Tel: 01432 760408	30	192	21	9	5	24	0	0
St Mary's C.E. Dilwyn (FS) (DfE no. 6008) Herefordshire, HR4 8HR Tel: 01544 318277	8	58	7	3	3	7	0	0
Staunton-on-Wye (VA) (DfE no. 3378) Herefordshire, HR4 7NF Tel: 01981 500331	14	81	18	2	2	14**	0	0
Weobley (C) (DfE no. 2158) Herefordshire, HR4 8QL Tel: 01544 318273	30	145	18	2	4	18	0	0
Wigmore district								
Kingsland C.E. (VA) (DfE no. 3342) Leominster, Herefordshire, HR6 9QN Tel: 01568 708436	20	154	22	8	3	22**	0	0
Leintwardine (VA) (DfE no. 3348) Craven Arms, Shropshire, SY7 OLB Tel: 01547 540641	15	92	11	3	0	11	0	0
Orleton C.E. (VC) (DfE no. 3083) Ludlow, Shropshire, SY8 4HQ Tel: 01568 780366	30	162	31	9	0	30	0	0
Shobdon (C) (DfE no. 2146) Leominster, Herefordshire, HR6 9LX Tel: 01568 708386	10	83	15	2	1	14**	0	0
Wigmore (A) (DfE no. 2159) Ford Street, Wigmore, Leominster, Herefordshire, HR6 9UN Tel: 01568 770333	30	178	15	8	3	15	0	0

Primary schools privacy notice

Privacy notice - Data Protection Act 1998

The school is the data controller for the purposes of the Data Protection Act. The school will collect information from you / your child and may receive information about your child from their previous school and the learning records service.

This personal data is held and used to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well your school is doing

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

For pupils enrolling for post 14 qualifications, the school will be provided with a unique learner number by the learning records service and may also obtain details from them of any learning or qualifications undertaken.

Your child's school will not give information about you to anyone outside the school without your consent unless the law and their rules allow.

The school is required by law to pass some information to the local council and the Department for Education (DfE).

If you want to see a copy of the information that is held and shared about your child, please contact the school.

If you require more information about how the Department for Education store and use your information, including third party use of pupil data, please visit www.gov.uk and search 'collect and share research data'.