

Information for parents Admission to primary school

Commencing September 2018



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Council contact details

Herefordshire primary school admissions webpage:

www.herefordshire.gov.uk/primaryschooladmissions

Email: schooladmissions@herefordshire.gov.uk

Pupil admissions:

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 Office:

- 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 list or after an appeal following initial refusal of a place
- The schools that 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 staff who provide 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.

Please 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 2018/19 at the time of publication.

Contact details for neighbouring councils

Gloucestershire County Council (DfE No. 916)

Co-ordinated Admissions Team

Shirehall

Gloucester, GL1 2TP

Tel: 01452 425407

Email: school.admissions@gloucestershire.gov.uk

Shropshire Council (DfE No. 893)

Admissions Team

Shirehall, Abbey Foregate

Shrewsbury, SY2 6ND

Tel: 03456 789008

Email: school-admissions@shropshire.gov.uk

Worcestershire County Council (DfE No. 885)

Babcock Prime

School Admissions Team

Prime House, Woodbury Lane

Norton, Worcester, WR5 2PT

Tel: 01905 687131

Email: primeschooladmissions@babcockinternational.com

Powys County Council (DfE No. 666)

Admissions and Transport Team

County Hall, Llandrindod Wells

Powys, LD1 5LG

Tel: 01597 826455

Email: admissionsandtransport@powys.gov.uk

Monmouthshire County Council (DfE No. 679)

Innovation House

PO Box 106

Caldicot, NP26 9AN

Tel: 01633 644508

Email: schoolandstudentaccessunit@monmouthshire.gov.uk

Educating your child

Starting school is one of the most important events in any child's life. At this time, parents naturally 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 child 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 document contains all the information parents need to understand the arrangements for the admission of children to Herefordshire's primary schools. It explains the rules and procedures the council has to follow to ensure the system works as fairly as possible. The rules and procedures have been agreed by the Local Admissions Forum, through which the council, Diocesan Education Authorities, church and community schools work closely together to produce the best possible arrangements for parents. The rules and procedures are particularly important when more parents apply for a particular school than there are places available.

In this document you will find information about:

- How admission arrangements work, the admissions timetable for the 2018/19 school year and the options that are open to you
- Details of all maintained schools in the county, including the number of children that can be admitted to each primary school in the 2018/19 school year
- Information about Church of England, Roman Catholic, foundation and academy schools and what you have to do to apply, if you would like your child to attend one

Staff in the council's Children's Wellbeing directorate do all they can to offer a friendly and efficient service to parents. A document is also available to highlight the most important points which parents need to bear in mind when they apply for a place in a primary school. Please get in touch if you need any help or advice, using the contact points shown at the beginning of this booklet.

External Advisory Service

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

If you're 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 0300 0115 142.

Address: 72 Durnsford Road, London, N11 2EJ

Website: 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 3 special schools for both boys and girls. A full list of maintained schools in Herefordshire is available in Appendix 3.

Admissions to community, foundation, voluntary controlled and academy schools are on a non-selective basis and most schools have defined catchment areas. Different admission arrangements apply to foundation, voluntary aided and academy schools, where the governing bodies make the decisions.

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

Of our 79 primary schools: 26 are community, 32 Church of England (20 voluntary aided, 3 of which are Roman Catholic and 12 voluntary controlled), 2 trust, 18 academy and 1 free school

13 of the primary schools have nursery classes for three and four year olds.

- **Special schools**

There are three special schools for children with statements of special educational needs (SEN) and admissions are arranged in consultation with parents.

2. General admissions arrangements for primary schools

This chapter explains the terminology and general rules affecting primary schools. Section 3 explains how the specific admissions arrangements work for primary schools and include the timetable for entry to schools in September 2018.

- **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. Details can be found in their individual school prospectus. Children whose parents 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 described in section 3. All parents must express a preference. Catchment areas are kept under review and may be changed from time to time following careful review and consultation with parents, schools and local communities.

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

- **Ordinary place of residence**

A child's ordinary place of residence is the address at which they normally live. 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, so please contact the School Admissions Office if you have any queries about address changes.

- **Change of home address**

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

When families with children of school age move into a new area, and wish to transfer their children to a different school, they should at the earliest opportunity contact the schools in their area or the School Admissions Office. Even if parents apply for the school provided for the child's home address, a place cannot be guaranteed if the year group is full. In these situations, the council may designate an alternative primary school or the parents may decide to use the appeal process.

- **Published Admission Number (PAN)**

Each school has an admissions 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. The admissions number will be taken into account by the council and the governing body of an academy, voluntary aided and foundation school when considering applications from parents. Some applications will be turned down if the total number of applications is greater than the Published Admission Number. In such circumstances, parents have a right of appeal.

- **Definition of sibling**

Section 4.1 sets out the council's oversubscription policy, while 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, and in every case the child should be living in the same family unit at the same address. However, the council will consider applications for foster children under priority 3 of the oversubscription policy, if there are special circumstances to maintain the importance of daily family life.

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

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

- a) Children admitted outside the normal admissions round with statements of special educational needs or an education, health 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 initial allocation of places, because of a procedural error made by the admissions council 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, such as after the start of the relevant academic year
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- h) Children with 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 faith criteria of faith schools. You will need to contact the school directly to ask if you are required to fill in an additional form and they should be returned directly to the relevant school.

3. Admission into a reception class

3.1 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.

3.2 Can my child start school earlier if they have their fifth birthday between 1 January and 31 August?

The School Admission Code requires school admissions councils 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 compulsory school age or the date that their child is admitted is deferred until later in that same academic year.

3.3 Can I keep my child out of school until they turn 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 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 with the School Admissions Office, and you must apply by the closing date for applications (**15 January 2018**).

Parents therefore have the option of deferring their child's entry until later in the same school year. The effect is that the place is held for that child and is not available to 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.

3.4 Important note regarding summer born children

Children born in the summer term (1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted; the point at which other children in their age range are beginning year one. Should the parent wish their child to be admitted to reception class, 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 admissions code requires that, in any circumstance where a parent requests their child is admitted out of their normal age group, the admissions council must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

3.5 My child turns five between 1 September and 31 December, can they 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 page eight of the 2018/19 admissions arrangements guidance at www.herefordshire.gov.uk/admissionarrangements. 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.

3.6 Can I apply for a place at any primary school?

You may apply for a place at any primary school within Herefordshire or surrounding council areas, for the school year commencing September 2018. You will be able to express three preferences, in ranked order, on your application. If you apply for a school within another council area, we will forward your application onto them on your behalf.

Please note: You must still apply for a reception class place, even if you already have a place in the nursery associated with your preferred school.

3.7 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 2018, parents will be given the opportunity to express three preferences for primary schools. You are advised to state more than one preference and to include your catchment school. This position only relates to applications for the initial allocation process for applications received by 15 January 2018, thereafter they will be dealt with as late applications.

Parents should complete their applications via the online process at www.herefordshire.gov.uk/primaryschooladmissions. Applications are required from all parents, including parents whose preference will be for the school provided for the child's home address and parents whose preference is for a voluntary aided (church), foundation or academy school and for schools within other local council areas.

It is advisable to apply as soon as you can online and no certainly later than 15 January 2018. Late applications are always considered, although it might not be possible to allocate a place in the school you prefer, if it is oversubscribed, even if the school is the one provided for your home address.

If you are not able to apply online, you can request a paper application form by contacting the School Admissions Office on 01432 260926 / 261574.

3.8 When is the admissions decision 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 Office on or before 15 January 2018 for admissions into the school year September 2018 to August 2019.

This date applies to all admissions during that school year. Parents who do not wish their children to start until the statutory school age (the term after the fifth birthday) should discuss their intentions with the school and also apply for a school place by the deadline date, so their application can be considered. All offers of places, including voluntary aided schools, will be made by the School Admissions Office on 16 April 2018.

3.9 What happens if I apply after the closing date of 15 January 2018?

Late applications and preference changes received between the closing date of 15 January and 18 March 2018, will be included in the initial allocation process if the reason is deemed exceptional.

Applications and preference changes received between 19 March and 30 April 2018, will be considered during the second allocation which will run during the first week of May.

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.

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

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

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

Please note that short term tenancy agreements or temporary moves to live with relatives to create an 'in area status' will not be accepted. Short term is defined as less than six months. Copies of utility bills and council tax bills are accepted as evidence too.

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

All evidence is required by **18 March 2018**.

3.11 How many children can be admitted to each primary school?

The council has a duty to ensure the provision of efficient education and the efficient use of resources, therefore schools are not permitted 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). The details for each school are provided in Appendix 3.

3.12 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.

3.13 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 should apply to their home local council, which 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 section 4.1 or in the case of an own admission school, according to its individual oversubscription criteria. In the case of out of county residents applying to Herefordshire schools, the applicant's home council will make the offer on our behalf.

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

Where the council receives application forms from more than one parent or carer, and where different schools are requested as preferences, the council will write to both parents / carers and inform them that unless we receive written confirmation from both parties agreeing on a particular school(s), the council will act on the basis of the preference from the parent / carer with whom the child lives. Where a child has more than one residence, the preference from the person who is in receipt of child benefit will be acted upon.

4. Allocation of places in primary schools

Although the School Standards and Framework Act 1998 gives parents 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 (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 (such information may also be grounds for withdrawal of any place that has been allocated, even after the child has started at the school)

4.1 What happens if the school is oversubscribed?

All academies, free schools, voluntary aided schools and trust schools are an admissions authority in their own right and they determine their own admission arrangements, including their oversubscription criteria. These can be found at www.herefordshire.gov.uk/schooladmissionpolicies.

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

Children with a statement of special educational needs or an education, health care plan which names a particular school, will be allocated places. 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 order or special guardianship order (see footnote 1).

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

Priority 3: Sibling connection: Children who have an older sibling** at the preferred school, not only at the time of application, but also when the younger child is due to start (see footnote 3).

Priority 4: Exceptional circumstances: Children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to a particular school is necessary for the wellbeing of their child. Parents are required to produce a medical certificate or other appropriate information from an independent source. Applications on such grounds will not be considered by the council's Director for Children's Wellbeing or their advisory panel, unless this supporting information is submitted by 15 January 2018 (see footnote 4).

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

General notes

No priority is given to pupils living outside, but attending a primary school within the catchment area of the relevant high school, for example the determining factor is the child's home address.

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

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

Footnote 3: This is the third priority to recognise the importance to daily family life, including travel arrangements and 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, objective way of allocating the remaining school places.

Where, at any school, applications 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 in the 'looked after' system, it will then be catchment area children, brothers and sisters, exceptional circumstances and 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. For example, firstly to children with brothers and sisters who would still be at the school in September 2018, then pupils with exceptional circumstances and finally according to distance from the school.

In the case where distance is not the final deciding factor, such as where two applications are exactly the same distance from the school, then the final decision will be made via 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 / carer's 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 schemes, only one child from a multiple birth family can be admitted (one of a twin or triplet for instance), then subject to clause 2.15 of the School Admission Appeals Code, places will be offered at the same school to the other children from the same multiple birth.

4.2 How will the decisions be made about parents three preferences for primary schools?

- Stage 1:** All the applications received from parents, by the closing date of 15 January 2018, will be analysed together, along with any late applications, for which there are good reasons (section 3.9). The applications for community and voluntary controlled schools will be considered against the five priorities explained in section 4.1. The governors of foundation, academy and voluntary aided schools will make their decisions based on the published admission criteria defined in Appendix 3. At this stage, the three preferences are each treated as a first preference, so the priority order shown by parents will not count at this point.
- Stage 2:** Following analysis, lists will be drawn up of all parents who have applied for community, foundation and voluntary controlled schools (whether as a first, second or third preference) for each school according to the criteria in 4.1. Foundation, academy and voluntary aided schools will define their order as indicated in Appendix 3.
- Stage 3:** Each parent will then be offered a place at the highest of their three preferences that is available (if any) after all higher priority applicants have been allocated places. At this stage, applications for community, foundation, academy, voluntary controlled and voluntary aided 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 the parents may have already provided.

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

The offers will be made on the same day to all parents who have applied on time. The offer date is:
16 April 2018

Herefordshire Council, including in the case of foundation, academy, voluntary controlled and voluntary aided schools, will announce all offers. Please note that only **one** school will be offered on 16 April 2018, which will be the highest ranked, with spaces available, that you have defined on your application form. **The council is unable to provide any information about places to be offered before this date.**

4.4 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 will allow parents to express three preferences by 15 January 2018.

If parents are not able to receive their preference, the child will be placed on the waiting list after **16 April 2018**. 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 council's School Admissions Office will make offers, including in the case of own admission authority schools and academies.

Any subsequent successful appeals for the school in question, means 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 (for example: PAN of 30 plus three successful appeals means no further places offered until total reduces to 29 by four sets of parents no longer requiring a place for their child).

The waiting list will be kept open until the end of the autumn term of the 2018/19 school year. It is possible that vacancies may occur and places offered at this late stage, but the lists will be closed after this period. If your child has still not received a place at one of your preferred schools, the council would expect your child to be enrolled at the school that's been offered, an independent school or be educated by other means.

4.5 Can you appeal if your request is unsuccessful?

If parents are sent a refusal letter after 16 April 2018, for their first, second or third school preference, they would be able to appeal. Appeals by parents, setting out the grounds upon which the appeal is made, should be submitted in writing, using the form sent to all unsuccessful applicants, to the council's Children's Wellbeing directorate **within three weeks from the date of notification that a place has been refused**. All appeals are heard by an independent appeals panel, which holds most of its meetings between April and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school.

Further information about the appeals procedure is available from the School Admissions Office, Herefordshire Council, Plough Lane, Hereford, HR4 0LE.

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

In the case of foundation, academy and voluntary aided schools, parents appeal as follows:

Catholic and foundation schools and academies: To the governing body

Church of England schools: Hereford Diocese, Ludlow Office Units, 8 and 9 The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY8 1FD

5. School transport

School transport for 4 to 16 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 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 hours activities.

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

There is no assistance for pupils attending independent schools.

If your child is attending their **nearest school**, we will help with home to school transport if:

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

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

If your child is attending an **aided church school** on denominational grounds, we will provide free transport 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 to transport costs if you don't meet the low income criteria above. If you require further advice or help regarding school transport, please contact 01432 260937 or visit www.herefordshire.gov.uk/educationtransport

Appendix 1

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

Local council responsibilities

- 1) The council will publish the 'information for parents: admission to primary school' handbook, 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 examinations results will be given the Department for Education's performance table freephone number and will be expected to draw their own conclusions
- 3) Advice given to parents, following the publication of the handbook, will be limited to clarification of information within the handbook, with the exception that if parents request it, the numbers of children living in catchment areas of particular schools will be provided if possible (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 School Admissions Office will advise schools of the number of applications received for their school as soon as possible after the closing date(s)
- 6) Parents will be informed of the outcome of their application by the end of April each year for 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 decisions, the council will advise parents of their right to use the appeals procedure, giving a date (normally within two weeks) by which the decision to appeal must be made and notified to the School Admissions Office
- 8) Appeals will be heard within 40 school days of the date indicated for parental reply (see paragraph 6 above)
- 9) Parents can be informed of their place on any waiting list

School responsibilities

- 1) All parents should be given the same basic information, including that applications are dealt with by the council's School Admissions Office and that appeals are possible if places have to be refused when the year group is full
- 2) All parents should be treated equally, whether they are in 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 Office for the latest information
- 6) Parents must not be told anything about the position relating to other applicants or children who might be leaving
- 7) Parents must not be given the names or other personal details of other applicants
- 8) Individual parents should not be supported by the school at appeal or briefed to help them with their appeals
- 9) Primary school staff should not support transfer applications to particular secondary schools

Appendix 2

Admission to reception class – September 2018 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 2018 - 2019.

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 and foundation schools and academies. The national closing date for primary school applications is 15 January 2018.

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 2018**.

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 holiday.

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 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 can delay admission until the beginning of the spring or summer term in the term after their child's fifth birthday.

Deferred entry for summer born children

As previously stated, parents are not obliged to take up places 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 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 Office and still need to apply by the application closing date of **15 January 2018**.

For parents who have applied for and have 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 their 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 'guidance on the admission of summer born children' on the council's website at www.herefordshire.gov.uk/primaryschooladmissions

Admission of children below compulsory school age

As a result of changes in the School Admissions Code 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 2018** and all applications should be sent to the council's School Admissions Office. The date of 15 January 2018 applies to **all** admissions during the school year, including children who might be entitled to start school in January 2018 or April 2018.

The primary school national offer day for the 2017/18 admission year is **16 April 2018**.

Late applications

Any applications received after **15 January 2018** 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.

Appendix 3

Primary school information by district

Key:

A = Academy

T = Trust

C = Community

VC = Voluntary controlled

Va = Voluntary aided

F = Foundation

NOR = Number on roll

PAN = Published Admission

Number for 2017/18

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

Bromyard district

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Bredenbury (T) (DFE no. 2011) Bromyard, Herefordshire HR7 4TF Tel: 01885 483253	10	44	5	3	1	6	0	0
Brockhampton (A) (DFE no. 2014) Bringsty, Worcestershire WR6 6TD Tel: 01885 483238	26	147	23	8	1	29**	0	0
Bromyard, St. Peter's (T) (DFE no. 2024) Cherry Tree Close, Winslow Road, Bromyard, Herefordshire HR7 4UY Tel: 01885 483237	30	207	41	4	0	30	5	0
Burley Gate C.E. (A) (DFE no. 3010) Hereford HR1 3QR Tel: 01432 820367	15	81	11	1	0	11	0	0
Pencombe C.E. (VA) (DFE no. 3367) Bromyard, Herefordshire HR7 4SH Tel: 01885 400255	8	50	5	4	2	6	0	0

Hereford city and district

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Broadlands (C) (DFE no. 2056) Prospect Walk, Hereford HR1 1NZ Tel: 01432 266772	30	175	17	6	6	20	0	0
Burghill (A) (DFE no. 2029) Hereford HR4 7RP Tel: 01432 760240	15	99	14	14	12	17**	0	0
Fownhope, St. Mary's C.E (VA) (DFE no. 3325) Hereford HR1 1PG Tel: 01432 860474	15	140	15	11	11	21**	0	0
Hampton Dene (C) (DFE no. 2057) Church Road, Hereford HR1 1RT Tel: 01432 273232	30	246	50	44	16	31**	3	1
Holmer C.E. (A) (DFE no. 3055) Holmer Road, Hereford HR4 9RX Tel: 01432 273301	60	397	65	28	25	60	0	0
Little Dewchurch C.E. (VC) (DFE no. 3071) Hereford HR2 6PN Tel: 01432 840645	9	102	17	11	8	11**	0	0
Lord Scudamore (A) (DFE no. 2061) Friar Street, Hereford HR4 OAS Tel: 01432 273951	88	609	93	35	19	90**	1	0
Lugwardine (A) (DFE no. 2102) Barneby Avenue, Bartestree, Hereford HR1 4DH Tel: 01432 850449	30	199	31	8	13	30	0	0
Marden (A) (DFE no. 2115) Hereford HR1 3EW Tel: 01432 880208	17	68	18	5	2	18**	0	0

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Marlbrook (C) (DFE no. 2063) Green Croft, Redhill Hereford HR2 7NT Tel: 01432 266643	90	506	109	45	15	91**	5	1
Mordiford C.E. (A) (DFE no. 3078) Hereford HR1 4LW Tel: 01432 870258	21	156	30	18	11	26**	1	1
Our Lady's R.C. (VA) (DFE no. 3330) Boycott Road, Hereford HR2 7RN Tel: 01432 274814	30	203	34	9	12	30	0	0
Riverside Primary (C) (DFE no. 3393) Belmont Avenue, Hereford HR2 7JF Tel: 01432 265080	90	517	71	22	22	83	0	0
St Francis Xavier R.C. (VA) (DFE no. 3331) Venns Lane, Hereford HR1 1DT Tel: 01432 273941	30	209	27	14	10	31**	0	0
St. James' C.E. (VA) (DFE no. 3332) Vicarage Road, Hereford HR1 2QN Tel: 01432 273961	30	211	33	19	9	29	1	0
St. Martin's (C) (DFE no. 2067) Ross Road, Hereford HR2 7RJ Tel: 01432 273633	60	322	49	10	11	55	0	0
St. Paul's C.E. (A) (DFE no. 3333) Hampton Dene Road, Hereford HR1 1UX Tel: 01432 273784	60	428	57	43	21	60	1	0
St. Thomas Cantilupe C.E. (A) (DFE no. 2202) Coningsby Street, Hereford HR1 2DY Tel. 01432 268400	30	220	39	19	8	30	0	0

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Stretton Sugwas C.E. (A) (DFE no. 3102) Hereford HR4 7AE Tel: 01432 760282	15	131	29	18	9	21**	0	0
Sutton (A) (DFE no. 2154) Sutton St. Nicholas, Hereford HR1 3AZ Tel: 01432 880336	15	132	27	7	4	27**	0	0
Trinity (C) (DFE no. 2071) Moor Farm Lane, Hereford HR4 ONU Tel: 01432 266268	84	587	72	22	7	79	0	0
Wellington (C) (DFE no. 2157) Hereford HR4 8AZ Tel: 01432 830264	15	81	22	5	2	21**	0	0
Withington (C) (DFE no. 2160) Hereford HR1 3QA Tel: 01432 850289	15	63	9	2	3	9	0	0

Kingstone district

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Clehonger CE (VC) (DFE no. 3021) Gosmore Road, Clehonger, Hereford HR2 9SN Tel: 01981 250218	21	109	14	9	3	18	0	0
Ewyas Harold (C) (DFE no. 2046) Hereford HR2 OEY Tel: 01981 240432	20	115	6	2	1	8	0	0
Garway (C) (DFE no. 2053) Hereford HR2 8RQ Tel: 01600 750273	15	54	5	2	0	5	0	0

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Kingstone & Thruxton Primary (A) (DFE no. 2095) Kingstone, Hereford HR2 9HJ Tel: 01981 250338	30	157	26	10	4	28	0	0
Madley (C) (DFE no. 2104) Hereford HR2 9PH Tel: 01981 250241	26	205	41	7	6	32**	3	1
Much Birch C.E. (VC) (DFE no. 3079) Hereford HR2 8HL Tel: 01981 540254	30	194	35	12	4	31**	2	1
Steiner Academy (A) (DFE no. 6906) Much Dewchurch, Hereford HR2 8DL Tel: 01981 540221	26	181	30	0	2	26	0	0

Kingstone district

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Almeley (C) (DFE no. 2001) Hereford HR3 6LH Tel: 01544 327267	11	66	8	4	2	8	0	0
Eardisley C.E. (VC) (DFE no. 3035) Hereford HR3 6NS Tel: 01544 327262	15	101	18	5	1	18**	0	0
Kington (C) (DFE no. 2096) Mill Street, Kington, Herefordshire HR5 3AL Tel: 01544 230363	30	187	24	1	2	25	0	0
Pembridge (VA) (DFE no. 3366) West Street, Pembridge, Leominster, Herefordshire HR6 9DU Tel: 01544 388366	15	86	13	5	3	13	0	0

Ledbury district

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Ashperton (A) (DFE no. 2005) Ledbury, Herefordshire HR8 2SE Tel: 01531 670385	25	185	29	8	6	28**	0	0
Bosbury C.E. (VC) (DFE no. 3006) Ledbury, Herefordshire HR8 1PX Tel: 01531 640276	20	136	29	8	5	29**	0	0
Colwall C.E. (VC) (DFE no. 3023) Malvern, Worcestershire WR13 6DU Tel: 01684 540532	28	155	17	7	4	17	0	0
Cradley C.E. (VA) (DFE no. 3315) Malvern, Worcestershire WR13 5LL Tel: 01886 880315	17	131	19	6	3	18**	0	0
Eastnor C.E. (VC) (DFE no. 3037) Ledbury, Herefordshire HR8 1RA Tel: 01531 632509	12	87	15	9	4	13**	0	0
Ledbury (C) (DFE no. 2098) Longacres, Ledbury, Herefordshire HR8 2BE Tel: 01531 632940	60	414	53	11	5	53	0	0
Much Marcle C.E. (VA) (DFE no. 3363) Ledbury, Herefordshire HR8 2LY Tel: 01531 660607	17	100	8	9	3	8	0	0

Leominster district

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Bodenham, St. Michael's C.E. (A) (DFE no. 3304) Bodenham, Hereford HR1 3JU Tel: 01568 797241	15	69	16	2	3	16**	0	0
Kimbolton, St. James' C.E. (VA) (DFE no. 3341) Leominster, Herefordshire HR6 OHQ Tel: 01568 612691	15	84	15	8	2	16**	0	0
Leominster Primary (C) (DFE no. 2003) Hereford Road, Leominster, Herefordshire HR6 8JU Tel: 01568 616919	90	554	85	9	4	86	0	0
Leominster, Ivington C.E. (VA) (DFE no. 3349) Leominster, Herefordshire HR6 OJH Tel: 01568 720216	17	126	16	11	8	15	0	0
Luston (C) (DFE no. 2103) Leominster, Herefordshire HR6 OEA Tel: 01568 615753	20	106	13	7	6	13	0	0
Stoke Prior (C) (DFE no. 2148) Leominster, Herefordshire HR6 OND Tel: 01568 760207	11	91	12	8	1	11	0	0

Peterchurch district

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Clifford (C) (DFE no. 2031) Hardwick, Hay-on-Wye, Hereford HR3 5HA Tel: 01497 831202	10	85	12	0	0	12**	0	0
Longtown (C) (DFE no. 2101) Hereford HR2 OLE Tel: 01873 860239	8	62	13	1	0	13**	0	0
Michaelchurch Escley (C) (DFE no. 2116) Hereford HR2 OPT Tel: 01981 510208	8	43	7	2	0	8	0	0
Peterchurch (C) (DFE no. 2122) Hereford HR2 ORP Tel: 01981 550230	15	150	18	5	1	19**	0	0

Ross-on-Wye district

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Ashfield Park (C) (DFE no. 2138) Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU Tel: 01989 562738	60	347	45	12	8	46	0	0
Brampton Abbots (VA) (DFE no. 3305) Brampton Road, Ross-on-Wye, Herefordshire HR9 7DE Tel: 01989 562256	20	127	22	6	0	19	0	0
Bridstow C.E. (VA) (DFE no. 3307) Ross-on-Wye, Herefordshire HR9 6PZ Tel: 01989 562623	15	86	8	6	7	10	0	0

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Goodrich C.E. (VC) (DFE no. 3046) Ross-on-Wye, Herefordshire HR9 6HY Tel: 01600 890422	17	136	15	14	3	17	0	0
Gorsley Goffs C.E. (VC) (DFE no. 3047) Gorsley, Ross-on-Wye, Herefordshire HR9 7SE Tel: 01989 720321	30	187	29	8	7	29	0	0
Kings Caple (A) (DFE no. 2094) Hereford HR1 4TZ Tel: 01432 840267	10	47	5	0	2	4	0	0
Lea C.E. (VA) (DFE no. 3347) Ross-on-Wye, Herefordshire HR9 7JY Tel: 01989 750296	15	119	22	30	1	23**	0	0
Llangrove C.E. (A) (DFE no. 3351) Ross-on-Wye, Herefordshire HR9 6EZ Tel: 01989 770322	12	56	15	3	0	15	0	0
St. Joseph's R.C. (VA) Federated (DFE no. 3372) The Avenue, Ross-on-Wye, Herefordshire HR9 5AW Tel: 01989 564655	20	105	10	10	2	11	0	0
St. Weonards (C) (DFE no. 2152) Mount Way, St. Weonards, Herefordshire HR2 8NN Tel: 01981 580352	15	28	3	4	2	3	0	0
Walford (C) (DFE no. 2155) Ross-on-Wye, Herefordshire HR9 5SA Tel: 01989 562209	28	197	37	12	3	30**	1	0
Weston under Penyard C.E. (VA) (DFE no. 3384) Ross-on-Wye, Herefordshire HR9 7PA Tel: 01989 563933	10	67	9	5	1	9	0	0
Whitchurch C.E. (VA) (DFE no. 3385) Ross-on-Wye, Herefordshire HR9 6DA Tel: 01600 890571	17	135	23	12	6	22**	0	0

Weobley district

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Canon Pyon C.E. (A) (DFE no. 3015) Hereford HR4 8PF Tel: 01432 830334	12	72	17	0	0	17**	0	0
St Mary's Credenhill C.E. (VC) (DFE no. 3026) Station Road, Credenhill, Hereford HR4 7DW Tel: 01432 760408	30	189	30	13	3	29	0	0
St Mary's C.E. Dilwyn (free school) (DFE no 6008) Hereford HR4 8HR Tel: 01544 318277	8	54	8	0	0	8	0	0
Staunton-on-Wye (VA) (DFE no. 3378) Hereford HR4 7NF Tel: 01981 500331	14	92	11	5	1	11	0	0
Weobley (C) (DFE no. 2158) Hereford HR4 8QL Tel: 01544 318273	30	134	19	2	1	18	0	0

Weobley district

School	PAN 2017/18	NOR as at 19/07/17	Number of preferences as at 19/06/2017			Offers made as at 19/07/17	Number of appeals heard	Number of appeals upheld
			1st	2nd	3rd			
Kingsland C.E. (VA) (DFE no. 3342) Leominster, Herefordshire HR6 9QN Tel: 01568 708436	20	157	25	7	2	22**	0	0
Leintwardine (VA) (DFE no. 3348) Craven Arms, Shropshire SY7 OLB Tel: 01547 540641	15	92	8	0	3	8	0	0
Orleton C.E. (VC) (DFE no. 3083) Ludlow, Shropshire SY8 4HQ Tel: 01568 780366	30	162	26	3	4	27	0	0
Shobdon (C) (DFE no. 2146) Leominster, Herefordshire HR6 9LX Tel: 01568 708386	10	82	12	4	0	11**	0	0
Wigmore (A) (DFE no. 2159) Ford Street, Wigmore, Leominster Herefordshire HR6 9UN Tel: 01568 770333	30	171	24	4	2	24	0	0

Appendix 4

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 Herefordshire Council and / or the Department for Education store and use your information, please visit the following:

- Herefordshire Council website: Managing information in schools
- Department for Education website: How we share pupil and workforce data
- Department for Education website: National pupil database – third party requests

If you are unable to access these websites, please contact:

- Herefordshire Council, Data Protection Officer, Plough Lane, PO Box 236, Hereford, HR4 OLE
- Department for Education, Public Communications Unit, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT