

What you need to do next

If you are accepting the school offered you do not need to do anything. We shall assume you are accepting this place unless we hear from you. The Headteacher/Principal of this school will write to you at a later date regarding the admission arrangements.

Please note - If the school offered is within another local authority you **must** contact that local authority to accept the school place. See contact details further below.

If you are declining the school offered you can either write/e-mail (see above for address/e-mail) stating that you are declining the place offered and details of where your child will be starting his/her education in September 2020.

Please note - We will not be able to withdraw the school that has been offered unless we receive an email or written confirmation from yourself stating where your child will be in education from September 2020.

If you wish to request a place at an alternative school (even if that school has reached its published admissions number or has a waiting list) please write/e-mail stating the name of your child and what school(s) you are requesting for the attention of the Secondary Admissions Officer no later than Friday 13 March 2020 (see above for address/e-mail).

All change of preference requests with any late applications will be considered and places will be allocated according to the oversubscription criteria relevant to that school. You will be informed of the outcome week commencing 23 March 2020 if not before. Our ability to meet your request will depend on the level of demand and places available.

Any subsequent late applications and preference changes after the 13 March 2020 will be dealt with as and when they are received and we will aim to inform you of the outcome within five working days.

If you wish to appeal against the refusal of a place at a school in Herefordshire you have the right to do so if your child's higher preference(s) have not been met. A separate appeal form should be completed for each school you wish to appeal for. For further information on appealing and a downloadable copy of the appeal form please visit

www.herefordshire.gov.uk/schoolplaceappeal

Appeals must be received by 30 March 2020 by post or e-mail (see above for address or e-mail) Appeals are scheduled to take place in June

Please note - if you have been refused a place at one of the schools named below you should appeal directly to that school, this should be in the form of a letter, stating the reasons why you are appealing.

St Mary's RC High School

John Masefield High School

If you are appealing against the refusal of a place in a school in another Local Authority please contact the relevant admissions authority for advice on appealing for a place at a Community School or to the school directly if the school is Voluntary Aided/Academy or Foundation School.

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Main switchboard: 01432 260000 | www.herefordshire.gov.uk / Plough Lane Offices, Plough Lane, Hereford. HR4 0LE facebook: hfdscouncil | twitter: @hfdscouncil



Worcestershire County Council	01905 678171
Monmouthshire County Council	01633 644508
Gloucestershire County Council	01452 425407
Shropshire County Council	03456 789008
Powys County Council	01597 826455

If you require further advice regarding appeals, please contact the Secondary Admissions Officer on 01432 260925 in the first instance.

If you require additional independent advice you can contact The Advisory Centre for Education (ACE) which is a national charity that has been providing free, independent advice on the admissions and appeals process for 50 years, amongst a range of education issues including bullying, exclusion, special educational needs and attendance. Parents can call the free-phone advice line on 0808 800 5793 Monday – Friday, 10am – 5 pm. For further information visit www.ace-ed.org.uk

If you are entitled to transport, the Council Education Transport Team will write to you before the end of May 2020.

If you have not heard by this date please email schooltransport@herefordshire.gov.uk Please note that due to the volume of enquiries, it may not be possible to respond by e-mail on the same day.

For entitlement details or further information on transport please visit www.herefordshire.gov.uk/educationtransport

If you have any further queries, please contact this office either on the above telephone number or above email address.

Yours faithfully,

Dawn Skyrme
Secondary Transfers Admissions Officer

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