

# Information for parents Admission to primary school

Commencing September 2025



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# Contact points

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Herefordshire reception class admissions webpage:  
[www.herefordshire.gov.uk/reception-class-admissions](http://www.herefordshire.gov.uk/reception-class-admissions)

Email: [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk)

## Pupil Admissions:

Louise Tanner Admissions and 14 to 19 Manager 01432 383333

Emma Turner Admissions Officer - Reception Intake 01432 260926

Lisa Hince Admissions Officer - Reception Intake 01432 261574

The following information is available from the School Admissions Office:

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

Parents/carers must appreciate that such information is offered for **general guidance only**. Each year is different and it is impossible to predict how many applications there will be for a particular school.

The staff who provide information and explanations will be as helpful as possible. Please note, however, that they will not tell or advise any parents/carers to apply for a particular school. It is for parents/carers to make their own decisions, bearing in mind their preferences and their own assessment of the chances of being successful.

Note: All reasonable efforts have been made to ensure that the details in this booklet are correct and up to date in relation to the school year 2025/26 at the time of publication.

# Contact details for neighbouring Authorities

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Gloucestershire LA  
Co-ordinated Admissions  
Education Planning and Infrastructure  
Shire Hall, Gloucester GL1 2TP  
Tel: 01452 425407  
Email: [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk)

Shropshire LA  
Admissions Team  
Learning and Skills Business Support  
C/O Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND  
Tel: 03456789008  
Email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

Worcestershire LA  
School Admissions  
Worcestershire Children First  
County Hall, Spetchley Road, Worcester, WR5 2YA  
Tel - 01905 822700  
Email - [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)

Powys LA  
School Admissions Team  
Schools Service  
Powys County Council  
County Hall  
Llandrindod Wells, Powys, LD1 5LG  
Tel: 01597 826477  
Email: [admissions@powys.gov.uk](mailto:admissions@powys.gov.uk)

Monmouthshire LA  
County Hall  
Y Rhadyr  
Usk, Monmouthshire, NP15 1GA  
Tel: 01633 644508  
Email [acesstolearning@monmouthshire.gov.uk](mailto:acesstolearning@monmouthshire.gov.uk)

# Educating your child

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Starting school is one of the most important events in any child's life. At this time, parents/carers are naturally concerned to do the best for their children, but many feel uncertain about what to do. Our aim is to make it as easy as possible for parents/carers to understand the procedures involved.

Most parents/carers prefer their children to go to the local school and a place can nearly always be found for them without difficulty. Sometimes, however, parents/carers prefer a school outside their own area but may find that all the places have to be allocated to local children. Inevitably, therefore, some parents/carers will be disappointed.

This document contains all the information parents/carers need to understand the arrangements for the admission of Herefordshire children into primary schools. It explains the rules and procedures the council has to follow to ensure that 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 schools and community schools work closely together to produce the best possible arrangements for parents/carers. The rules and procedures are particularly important when more parents/carers 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 2025/26 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 2025/26 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 do all that they can to offer a friendly and efficient service to parents/carers. A document is also available to highlight the most important points which parents/carers need to bear in mind when they apply for a place in a primary school. Please get in touch with us if you need any help or advice, using the contact points shown inside the front cover of this booklet.

## **Education Advice**

Parents/carers can also visit The Department for Education website school admissions for information regarding the school admissions process.

# 1: Primary schools in Herefordshire

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Herefordshire has 79 primary schools, (all of which are comprehensive day schools for both boys and girls), and 3 special schools, which are also for both boys and girls. A full list of maintained schools in Herefordshire is given in Appendix 3.

Admissions to Community, Foundation, Voluntary Controlled and Academy schools are on a non-selective basis. Most schools have defined catchment areas. Different admission arrangements apply to Foundation, Voluntary Aided, Trust, Free and Academy schools where the Governing Bodies make the decisions.

- PRIMARY SCHOOLS (age range 4-11 years)

Of the 79 Primary Schools, 26 are Community, 19 are Voluntary Aided (of which 14 are C of E and 3 are Roman Catholic) , 10 are Voluntary Controlled (of which 8 are C of E) , 2 are Trust, 21 are Academy (of which 8 are C of E) and 1 is a Free School.

- SPECIAL SCHOOLS

There are 3 special schools for children with an Education Health Care Plan (EHCP). Admissions are arranged in consultation with the parents/carers.

## 2: General admissions arrangements for primary schools

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This chapter explains the terminology and general rules affecting primary schools. Section 3 explains how the specific admissions arrangements work for primary schools, and includes the timetable for entry to schools in September 2025.

- **Catchment Areas**

Most schools serve a defined catchment area. Details can be found on the school website. Children whose parents/carers apply on time are given priority for a place at the school serving their ordinary place of residence unless their parents/carers ask for a place at a school in another area. The procedure for expressing a preference is described in section 3. **All parents/carers must express a preference.** Catchment areas are kept under review and may be changed from time to time. Changes are made only after careful review and consultation with parents/carers, schools and local communities.

Please note The Steiner Academy does not have a catchment area. The following schools do not 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.

The following schools use the oversubscription criteria of nearest school not catchment school: Brampton Abbotts CE Primary School, Pembridge CE Primary School and Staunton on Wye Endowed Primary School.

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

Please see section 5 for details of school transport – please note school transport is usually only funded to your nearest school\* which may NOT be your catchment school.

\*Distance criteria applies

- **Ordinary Place of Residence**

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

- **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. Please refer to section 3, 3.8

- **Published Admission Numbers (PAN)**

Each school has an admission number, which is the number of pupils that the school can admit each year. The **Published Admission Number** for each school is shown in Appendix 3. The admission 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/carers. Some applications will be turned down if the total number of applications is greater than the published admission number. In such circumstances, parents/carers have a right of appeal.

- **Definition of 'Sibling'**

Paragraph 4.1 sets out the council's oversubscription policy and Priority 4 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/carers/carer's partner, and in every case the child must be living in the same family unit at the same address. However the council will consider applications for foster children under priority 4 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 4-7)**

**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. 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 an Education Health Care Place (EHCP) specifying a school;
- b) Children Looked After and previously Children Looked After admitted outside the normal admissions round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority 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 reasonable distance;
- f) Children of UK service personnel admitted outside the normal admissions round i.e. 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 an Education Health Care Plan 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.



- **Applying for a place at a Church of England or Roman Catholic School**

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

# 3: Admission into a reception class

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## Important dates

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| 16 September 2024                           | Online application facility opens.   |
| Midnight 15 January 2025                    | Closing date for parents/carers to complete their application online. Applications are required regardless of what school you are applying for.<br>This process must also be used by parents/carers living in Herefordshire seeking a school in another Local Authority area.                              |
| 16 April 2025                               | The “national offer day” for reception class places.<br>All parents/carers who complete an application form on time will be informed of the allocated school for their child on this day.  |
| Applications received after 15 January 2025 | Applications received after 15 January 2025 will be classed as <b>late</b> .<br><br>They will be processed <b>after</b> the national offer date of 16 April 2025 (with the exception of late applications with evidence of a <b>genuine reason</b> received between 16 January 2025 and 26 February 2025). |

### 3.1 At what age should my child start school?

Children in England are entitled to start school in the September following their 4th birthday and must start their education by the beginning of the term after their 5th birthday.

### 3.2 Admission of children outside of their normal age group

Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, the parents/carers may seek **early entry**. Please refer to the delay/defer flowchart (Appendix 5)

Children born in the summer term (i.e. 1 April – 31 August) are not required to start school until a full year after the point at which they could first have been admitted into a reception class (the point at which other children in their age range are beginning year 1). Parents/carers have the option of requesting **delayed entry** where they hold back their child from joining the correct year group for their age so that they start school a year later than they are due to.

In the case of a Community or Voluntary Controlled School, the Local Authority must make the decision based on the circumstances of each case and in the best interests of the child concerned. In the case of a Community or Voluntary Controlled School the Local Authority will request the head teacher of the school to take account of the parents/carers views; information about the child's academic, social and emotional development; where relevant, their medical history and

the views of a medical professional; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out. This process must be completed in advance of the closing date.

In the event that the delayed or early entry is not approved, parents will need to make an application in time for the 2025 intake.

Should the delayed or early entry be approved you will receive details of how to proceed with an application.

Please be aware that even if delayed or early entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed or early entry.

Before deciding to delay a child's admission into reception class for a full year parents should first contact the school(s) that you are interested in applying for. They will then be able to explain the provision on offer to children in their Reception year and how it is tailored to meet the needs of summer born children. They will also be able to explain how the provision will continue to be made as children move up through the school. It may be that they are able to alleviate any concerns that parents might have about starting their child at the normal time of entry.

If parents still wish to delay their child's entry to school until the following school year they should contact School Admissions for the delay request form.

In addition to seeking approval from their preferred school(s) they should still make an application as part of the main admission round for the year group that their child would normally be admitted to school, pending an outcome to their request to defer entry. Parents should ensure that their application is submitted by the deadline of 15 January 2025.

If their application to delay entry is agreed then they should withdraw their application for admission at the normal time and re-apply the following year by the stated deadline (15 January 2025).

### **What will happen to my child when he/she moves up through the school?**

Once a child has been admitted to a school it is for the head teacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group should be based on sound educational reasons and made by the head teacher in consultation with the parents.

### **3.3 Deferred entry**

A child is not required to start school until they have reached compulsory school age which is the term following their 5th birthday. Parents/carers are not obliged to take up places for their children any earlier than the law requires. Schools cannot require children to start sooner than parents/carers wish.

Parents/carers therefore have the option of deferring their child's entry until later in the same academic school year.

Deferred entry to a school is where a parent decides to request that their child starts school later in the school year that follows their 4th birthday or when the child reaches compulsory school age (the term after the child's 5th birthday).

The effect is that the place is held for that child and is not available to be offered to another child. Parents/carers would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday.

If you 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 Pupil Admissions Office, and you must apply by the closing date for applications (15 January 2025).

### **3.4 Can I apply for a place at any Primary School?**

You may apply for a place at any primary school within Herefordshire or surrounding authority, for the school year commencing September 2025, you will be able to express **three** preferences, in ranked order, on your application. If you apply for a school within another authority we will then forward details on.

You are advised to state three preference and to include your catchment school.

It is advisable for parents/carers to attend open days at their preferred school/s prior to making their application.

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

Please see section 3.14 regarding what happens if we are unable to offer any of your preferences.

### **3.5 How do you apply for a place at a Primary School?**

Parents/carers should read all of the information published on the Herefordshire Council website before making their application. Parents/carers should then complete their applications via the online process at [applying for a school place](#).

The online application facility opens on 16 September 2024 and closes at midnight on 15 January 2025.

### **3.6 When Are Decisions Made?**

National offer day is the 16 April 2025.

### **3.7 What happens if I apply after the closing date of 15 January 2025?**

Applications received after 15 January 2025 will be classed as late.

They will be processed after the national offer date of 16 April 2025 (with the exception of late applications with evidence of a genuine reason received between 16 January 2025 and 26 February 2025).

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

If you are moving home either within Herefordshire or into the county at the time of applying for a reception class place, you will need to send supporting evidence by **26 February 2025**.

The acceptable forms of evidence are:

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

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

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

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

Please note that other authorities may not accept changes of address after the initial deadline of 15 January 2025, therefore if you are applying for a school in another county you should contact that authority directly for details on their policy.

### **3.9 Applying for a place for a previously child looked after**

If your child has ceased to be looked after due to becoming adopted or subject to a residence order or special guardianship and you wish to apply under the priority 1 criteria 'child looked after', you'll need to supply evidence to confirm that your child was looked after immediately prior to an order being made and a copy of the adoption, residence or special guardianship order needs to be supplied. This evidence should be emailed to [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk).

### **3.10 What if my child has an Educational Health Care Plan?**

You do not need to submit an application for a child with an EHCP as your child's place will be allocated and named in their EHCP. If an application is made then this will be discarded. If you wish to name an alternative school for your child, other than the one named in your child's EHCP, you will need to contact your SEN Officer.

If your child has an EHCP and is part of a multiple birth family, please refer to section 4.1 regarding the multiple birth policy.

### **3.11 What if my child has a disability but does not have an Educational Health Care Plan?**

Parents are advised to visit the schools before submitting their application to discuss the child's needs and determine if the school is accessible.

Please refer to [accessibility in schools](#).

### **3.12 How many children may be admitted to each Primary School?**

The Council has a duty to ensure the provision of efficient education and the efficient use of

resources. 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). Details for each school are given in Appendix 3.

### **3.13 Can I apply for a school in another Local Authority?**

Yes, the co-ordinated admission scheme allows parents/carers to express a preference for any maintained school including those administered by another council. If you wish your child to be considered for a school in Gloucestershire, Monmouthshire, Shropshire, Powys or Worcestershire, please include the name of the school and its ranked position on your on line application form.

### **3.14 Can applications be considered from parents/carers who do not live in Herefordshire?**

Any applications for the admission of pupils who live outside the county are always considered. Parents/carers should apply to their home Local Authority who will send the details to Herefordshire after the closing date for that council area. If the preferred school in Herefordshire is oversubscribed, such applications will be determined in accordance with the priorities listed in paragraph 4.1 or in the case of own admission school, according to their individual oversubscription criteria. In the case of out of county residents applying to Herefordshire schools the applicant's home authority will make the offer on our behalf.

For non UK citizens please refer to [applications from overseas](#)

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

If we are unable to offer any of your preferences, you will be given the right to appeal and your child's name will automatically be placed on the waiting list(s) for your requested school(s) according to the oversubscription criteria. If a place becomes available we will contact you immediately. The waiting lists remain open until the end of the autumn term (31 December 2025). Your child will automatically be system allocated a place at the next nearest school to your home address with availability.

You will be able to request an alternative school following offer day.

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

Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the preferences is reached.

Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

# 4: Allocation of places in primary schools

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Although the School Standards and Framework Act 1998 gives parents/carers the right to express preferences for their child to be admitted to any school maintained from public funds, there are 4 reasons why one or more of their 3 preferences might have to be refused:

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

## 4.1 What happens if the school is oversubscribed?

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 over subscription criteria. These can be found by visiting the individual school website.

For all Local Authority Schools (Community and Voluntary Controlled Schools) the following over subscription criteria apply:

Children with a Statement of Special Education Needs or an Educational, Health & Care Plan which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

Priority 1: Looked after children <sup>1</sup> and previously looked after children <sup>2</sup> who have since been adopted, or became subject to a child arrangements order <sup>3</sup> or special guardianship order <sup>4</sup> including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2 - Children living within the **defined catchment area**\* of the school;

Priority 3 - Sibling connection - Children who have a **sibling**\*\* at the preferred school not only at the time of application but also when the child is due to start

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1 A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

2 This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

3 A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 3a Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

4 See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 only is necessary for the wellbeing of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source.

Priority 5 - Distance\*\*\* - Children who live **nearest** to the school by the shortest available walking route (using road and/or made up footpath) using the nearest network node from the property address point to the nearest network node at the main school entrance gate.

For further details see [Find a school – Herefordshire Council](#)

### General Notes

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

Where, at any school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after children who either currently are or were in the 'looked after' system it will be catchment area children second, siblings third, \*\*\*\*exceptional circumstances fourth, then according to distance, each assessed as indicated above.

If the admission of the top three categories can be satisfied, but there are insufficient places for all out of area siblings, priorities will be decided first by reference to exceptional circumstances, then according to distance, with those living nearest to the school using the distance calculations outlined below \*\*\* taking priority

Following the allocation of the top two categories there may be an occasion when it is not possible to offer places for all children living in the catchment area. In this situation the places will be allocated in the sequence of the criteria listed above, i.e. first to children with siblings who would still be at the school in September 2025, next to pupils with exceptional circumstances, and finally according to distance from the school.

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

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

Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling

Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode please visit [find a school](#)



\*\* 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 must be living in the same family unit at the same address.

\*\*\*Distance is measured by the shortest available walking route (using road and/or made up footpath) using the nearest network node from the property address point to the nearest network node at the main school entrance gate. For further details see [Find a school – Herefordshire Council](#)

### **Multiple Birth policy**

If/when places are offered under the Co-ordinated Schemes only one child from a multiple birth family can be admitted (one of a twin or 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 family with the exception:

- If a school is offered to one child of a multiple birth family with an Education, Health and Care Plan (as the named school on their Plan) the twin without an EHCP must qualify under the school's admissions criteria to be offered a place at the same school.
- If a priority 4 application is being made for one child of a multiple birth family under Medical, Compassionate/ Social grounds, the sibling(s) must qualify under the school's admissions criteria to be offered a place at the same school.

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

You can request priority for a place at your preferred school if your child has an exceptional medical and/or social need that makes attendance at a particular school essential.

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

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

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

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

Evidence should be sent to [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk)

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

### **What happens next?**

For all community and voluntary controlled schools

- A panel of local authority senior officers will consider your evidence; the panel of officers will determine whether the evidence provided is sufficiently compelling to determine that the school applied for is the only one that can meet the need of the child. You will be notified of the panel's decision in writing and the letter will indicate which criterion we will use to process your application. All Herefordshire schools have experience in dealing with children with diverse social and medical needs, and so your case must be clearly exceptional in order to be considered under this criterion.
- The panel need to agree that your child's admission is essential. If not, your application will be considered against the school's remaining oversubscription criteria

#### **For Academies, Foundation, Voluntary Aided and Trust Schools**

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

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

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

The council will consider applications for foster children under priority 4 of the oversubscription policy if there are special circumstances to maintain the importance of daily family life.

#### **4.2 How will the decisions be made about parents/carers 3 preferences for Primary Schools?**

- STAGE 1** All the applications received from parents/carers, by the closing date of 15 January 2025, will be analysed together, along with any late applications for which there are good reasons (paragraph 3.7). The applications for Community and Voluntary Controlled Schools will be considered against the 6 priorities explained in paragraph 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, i.e. the priority order shown by parents/carers will not count at this point.
- STAGE 2** Following analysis, lists will be drawn up of all parents/carers who have applied for Community Foundation and Voluntary Controlled (whether as 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/carer will then be offered a place at the highest of their 3 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 will be considered together.
- STAGE 4** It is possible that some parents/carers will not be offered a place at any of their 3 preferred schools. This usually only happens if the parents/carers has applied for 3 over-subscribed schools and has not included their catchment area school as one of the 3 preferences or if they have submitted a late application. In such circumstances, the parents/carers will be offered a place at the nearest or most accessible school that

still has places available, taking account of any information the parents/carers may have already provided.

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

Offers will be made on the same day to all parents/carers who have applied in time. The date will be:

**16 April 2025**

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 the 16 April 2025.

**The council is unable to provide any information about places to be offered before this date.**

**Please note** if your offer of a school place is in another authority, you must contact that authority to accept the offer.

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

The position of waiting lists for primary school is complex because of the co-ordinating scheme, which will allow parents/carers to express 3 preferences by 15 January 2025.

If parents/carers are not able to receive their preference, the child will be placed on the waiting list after the **16 April 2025**. The rank order of each child's place on the waiting list will be determined using the oversubscription criteria. If vacancies occur after that date the Pupil Admissions Office will make offers, including in the case of own admission authority schools and academies.

Any subsequent successful appeals for the school in question will mean that no place can be offered to a child from the waiting list until the total number of children due to start in September is reduced to one below the Published Admission Number (e.g. PAN of 30 plus three successful appeals means no further places offered until total reduces to 29 by four sets of parents/carers no longer requiring a place for their child).

The waiting list will be kept open until the end of the Autumn term of the 2025/26 school year. It is possible that vacancies may occur and places offered at this late stage but the lists will be closed down after this period. If your child has still not received a place at one of your preferred schools, the Local Authority would expect that your child should be enrolled at the school offered by the council, an independent school, or be educated otherwise.

#### **4.5 Can you appeal if your request is unsuccessful?**

If we are unable to offer either your first, second or third school preferred, you have the right to appeal.

Please visit [appeal refusal of a reception school place](#).

If your preferred school(s) was a Community or Voluntary Controlled Primary School, your appeal (setting out the grounds upon which the appeal is made for a named school) should be submitted to **School Admission** within 20 school days of the date of notification of the refusal of a reception class place.

If your preferred school(s) was a Voluntary Aided School, a Foundation School, or an Academy, you should email **School Admissions** who will advise you of the correct procedure to follow.

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.

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

In the case of Foundation, Academy and Voluntary Aided Schools the parents/carers will appeal as follows:

- I. for Catholic Schools: to the Governing Body;
- II. for Church of England Schools: Hereford Diocese Ludlow Office Units 8 & 9 The Business Quarter Ludlow Eco Park Sheet Road Ludlow Shropshire SY8 1FD
- III. for Foundation Schools: to the Governing Body.
- IV. for Academy : to the Governing Body

# 5: School transport

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## School transport 4-16 year olds

In some cases, the Council has a legal obligation to provide suitable free school transport to students attending their nearest school. This will be provided in the most cost-effective and appropriate way for the children's needs. Full details can be found on the Council's website at [www.herefordshire.gov.uk/schooltransport](http://www.herefordshire.gov.uk/schooltransport)

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

The Council provides transport for one return journey from home to the school at the official beginning and end of school day. Normally this will be a bus or rail service from their home address to their nearest school. Transport will not be provided for breakfast or after school clubs, extra-curricular activities, work experience placements, work based learning or travel between establishments (school to school). Transport is not usually provided door to door. Children may be required to walk (accompanied by an appropriate adult as necessary) to and from designated pick-up or set down points. The distance to such a point will not exceed 2 miles for if below the age of 8, and over 3 miles from school if aged between 8 and 16.. The maximum distances will depend on a range of circumstances, including the age of the child, their individual needs and the nature of the routes they are required to walk.

There is no assistance for pupils attending independent schools.

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

- They live over three miles from school (or over two miles if under 8 years old)
- Their route to school is less than three miles (or over two miles if under 8 years old), but too dangerous to walk even when accompanied

\* The Department for Education (DfE) defines the 'nearest school' as the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have.

There are some additional entitlements for pupils from families with low incomes, further details are available in the [school transport policy](#).

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

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

### **If your child is attending an aided church school on denominational grounds**

Where a parent or carer expresses a preference for a school based on religion or belief, and the child is from a low income group (defined as being entitled to free school meals or a family in receipt of the maximum level of Working Tax Credit), then a child aged 11-16 is eligible for free transport to the nearest school of their faith if they live between 2 and 15 miles of the school.

Where the low income criteria are not met we may be able to provide transport to the nearest school of your faith providing your child is attending on genuine denominational grounds, in return for a contribution towards the transport costs. Your child must live between 3 and 15 miles from school, or between 2 and 15 miles from school if aged under eight.

Where transport assistance is provided you may need to meet the allocated bus at a stop along its existing route, travel between home and the stop is the responsibility of parents and carers.

The latest charges and qualifying schools can be viewed on the council's [website](#).

# Appendix 1

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## LOCAL CODE OF PRACTICE FOR ADMISSIONS AUTHORITIES AND SCHOOLS CONCERNING CONTACTS WITH PARENTS ON PUPIL ADMISSIONS AND TRANSFERS

### LA Responsibilities

1. The Council will publish the “Information for Parents” handbook and that document 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 performance table phone number (freephone) 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 (some research may be needed in some cases).
4. All parents and schools will be treated equally, and with courtesy at all times.
5. The Pupil Admissions Office will advise schools of the number of applications received for their school as soon as possible after the closing date(s).
6. Parents will be informed of the outcome of their application by the end of April each year for Year R applications. No information or comment about the prospects of a successful application will be given prior to those dates.
7. Following the announcement of decisions, the Council will advise parents of their right to use the appeals procedure, giving a date (normally within 2 weeks) by which the decision to appeal must be made and notified to the Pupil Admissions Office.
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, i.e. that applications are dealt with by the Pupil Admissions Office and that appeals are possible if places have to be refused when the year group is full.

2. All parents should be treated equally, whether they are in-catchment, out-catchment, or out-county and regardless of their own or their children's circumstances, unless the children have been excluded from two schools.
3. Parents and children must not be interviewed individually before enrolment has occurred - it is of course in order to give parents making inquiries written information about the school, tell them about how the school operates and what it expects of parents 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 Pupil 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 High Schools.



# Appendix 2

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## **Admission to Reception Class – September 2025 Onwards Co-ordinated Primary Admission Arrangements for Herefordshire**

### **Introduction**

Herefordshire will operate an inter-local authority scheme for September 2025 with all English local authorities. However, in respect of Wales the council will continue to exchange preference information with the allocation being determined by the school's home authority. The following sections describe the proposed co-ordinated scheme for Herefordshire.

### **Implementation of Scheme**

This scheme will apply to all parents/carers wishing for their children to be admitted to any maintained primary school within Herefordshire during the academic year 2025/2026.

### **Number of Preferences and Closing Date**

All parents are advised to state three preferences, in ranked order, using the online facility, which will also apply to all voluntary aided and foundation schools and Academies. The National Closing date for primary school applications will be the 15 January 2025.

### **Additional Information**

To enable individual admission authorities to determine their allocation of places supplementary information may be required. Details of the information that is required is stated in the school prospectus of the school concerned.

All parents **must** submit an application by 15 January 2025.

### **Date of Admission**

Children in England are entitled to start school in the September following their 4th birthday and must start their education by the beginning of the term after their 5th birthday.

### **Initial Allocation Process**

During week commencing 20 January 2025 information is supplied to neighbouring Local Admission Authorities concerning any Herefordshire children nominating out of county schools. Information is also received from neighbouring Local Admission Authorities of pupils who have nominated a school in Herefordshire.

Applications are forwarded to Academies, Foundation, Free, and Voluntary Aided schools for allocations to be considered according to their over subscription criteria.

### **Finalising the Allocation Arrangements**

We will continue to exchange information with neighbouring Local Admission Authorities until 23 March 2025.

Along with the neighbouring local admissions authorities we look to offer a child their highest preference.

If a Herefordshire child remains unplaced, it is our responsibility to allocate a school place within our authority.

If we are unable to offer an out of county child a place at a Herefordshire school, it will be the responsibility of their home local authority to allocate a school place.

### **Late applications**

Applications received after 15 January 2025 will be classed as late and they will be processed after the national offer date of 16 April 2025 (with the exception of late applications with evidence of a genuine reason received between 16 January 2025 and 26 February 2025- (for example service family moving to the Credenhill Garrison or a family moving into the area).

Because the individual circumstances will vary from application to application the determination of the Director of Children & Families or his nominee will decide what is reasonable. In the case of another admission authority the determination will be made by the Governing Body.

### **Offer of a Place**

National Offer day for primary schools is 16 April 2025.

Every Herefordshire parent/carer who submitted an application, will receive notification of their allocated school place.

# Appendix 3

## Primary school information by district

Key:

A = Academy

T = Trust

C = Community

VC = Voluntary controlled

Va = Voluntary aided

F = Foundation

NOR = No on roll (as at Summer 2024 census)

PAN = Published Admission No for 2024/25

\*\* exceeded published admission number

\* late application for child with educational health plan

| School  | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|---|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|   |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| <b>Bromyard district</b>  |                |     |                               |     |     |                                  |                            |                             |
| Bredenburg (T)  | 10             | 37  | 5                             | 3   | 5   | 5                                | 0                          | 0                           |
| (DFE no. 2006)  |                |     |                               |     |     |                                  |                            |                             |
| Bromyard, Herefordshire HR7 4TF                                     |                |     |                               |     |     |                                  |                            |                             |
| Tel: 01885 483253   |                |     |                               |     |     |                                  |                            |                             |
| Brockhampton (A)  | 26             | 175 | 24                            | 9   | 5   | 23                               | 0                          | 0                           |
| (DFE no. 2014)  |                |     |                               |     |     |                                  |                            |                             |
| Bringsty, Worcestershire WR6 6TD                                    |                |     |                               |     |     |                                  |                            |                             |
| Tel: 01885 483238   |                |     |                               |     |     |                                  |                            |                             |
| Bromyard, St. Peter's (T)   | 30             | 189 | 18                            | 4   | 5   | 17                               | 0                          | 0                           |
| (DFE no. 2024)  |                |     |                               |     |     |                                  |                            |                             |
| Cherry Tree Close, Winslow Road,<br>Bromyard, Herefordshire HR7 4UY |                |     |                               |     |     |                                  |                            |                             |
| Tel: 01885 483237   |                |     |                               |     |     |                                  |                            |                             |
| Burley Gate C.E. (A)  | 15             | 64  | 9                             | 6   | 3   | 9                                | 0                          | 0                           |
| (DFE no. 3010)  |                |     |                               |     |     |                                  |                            |                             |
| Hereford HR1 3QR  |                |     |                               |     |     |                                  |                            |                             |
| Tel: 01432 820367   |                |     |                               |     |     |                                  |                            |                             |
| Pencombe C.E. (VA)  | 8              | 56  | 3                             | 5   | 4   | 3                                | 0                          | 0                           |
| (DFE no. 3367)  |                |     |                               |     |     |                                  |                            |                             |
| Bromyard, Herefordshire HR7 4SH                                     |                |     |                               |     |     |                                  |                            |                             |
| Tel: 01885 400255   |                |     |                               |     |     |                                  |                            |                             |
| <b>Hereford city and district</b>                                   |                |     |                               |     |     |                                  |                            |                             |

| School   | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|--|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|  |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| Broadlands (C)<br>(DFE no. 2056)<br>Prospect Walk, Hereford HR1 1NZ<br>Tel: 01432 266772                 | 30             | 154 | 16                            | 9   | 10  | 18                               | 0                          | 0                           |
| Burghill (A)<br>(DFE no. 2029)<br>Hereford HR4 7RP<br>Tel: 01432 760240                                  | 15             | 91  | 12                            | 10  | 12  | 12                               | 0                          | 0                           |
| Fownhope, St. Mary's C.E (VA)<br>(DFE no. 3325)<br>Hereford HR1 1PG<br>Tel: 01432 860474                 | 20             | 98  | 6                             | 5   | 3   | 6                                | 0                          | 0                           |
| Hampton Dene (C)<br>(DFE no. 2057)<br>Church Road, Hereford HR1 1RT<br>Tel: 01432 273232                 | 30             | 268 | 32                            | 53  | 20  | 31***                            | 0                          | 0                           |
| Holmer C.E. (A)<br>(DFE no. 3055)<br>Holmer Road, Hereford HR4 9RX<br>Tel: 01432 273301                  | 60             | 412 | 56                            | 54  | 28  | 55                               | 0                          | 0                           |
| Little Dewchurch C.E. (VC)<br>(DFE no. 3071)<br>Hereford HR2 6PN<br>Tel: 01432 840645                    | 9              | 58  | 5                             | 6   | 6   | 5                                | 0                          | 0                           |
| Lord Scudamore (A)<br>(DFE no. 2061)<br>Friar Street, Hereford HR4 OAS<br>Tel: 01432 273951              | 88             | 536 | 68                            | 30  | 24  | 70                               | 0                          | 0                           |
| Lugwardine (A)<br>(DFE no. 2102)<br>Barneby Avenue, Bartestree,<br>Hereford HR1 4DH<br>Tel: 01432 850449 | 30             | 194 | 19                            | 14  | 11  | 17                               | 0                          | 0                           |
| Marden (A)<br>(DFE no. 2115)<br>Hereford HR1 3EW<br>Tel: 01432 880208                                    | 15             | 100 | 16                            | 5   | 4   | 16*                              | 0                          | 0                           |
| Marlbrook (C)  | 90             | 605 | 68                            | 40  | 16  | 69                               | 0                          | 0                           |

| School  | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|---|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|   |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| (DFE no. 2063)<br>Green Croft, Redhill Hereford HR2<br>7NT<br>Tel: 01432 266643                               |                |     |                               |     |     |                                  |                            |                             |
| Mordiford C.E. (A)<br>(DFE no. 3078)<br>Hereford HR1 4LW<br>Tel: 01432 870258                                 | 26             | 161 | 24                            | 11  | 12  | 22                               | 0                          | 0                           |
| Our Lady's R.C. (VA)<br>(DFE no. 3330)<br>Boycott Road, Hereford HR2 7RN<br>Tel: 01432 274814                 | 30             | 197 | 34                            | 17  | 11  | 30                               | 1                          | 0                           |
| Riverside Primary (C)<br>(DFE no. 3393)<br>Belmont Avenue, Hereford HR2 7JF<br>Tel: 01432 265080              | 90             | 582 | 83                            | 32  | 31  | 83                               | 0                          | 0                           |
| St Francis Xavier R.C. (VA)<br>(DFE no. 3331)<br>Vennis Lane, Hereford HR1 1DT<br>Tel: 01432 273941           | 30             | 216 | 30                            | 23  | 7   | 30                               | 0                          | 0                           |
| St. James' C.E. (VA)<br>(DFE no. 3332)<br>Vicarage Road, Hereford HR1 2QN<br>Tel: 01432 273961                | 30             | 217 | 32                            | 27  | 19  | 31****                           | 0                          | 0                           |
| St. Martin's (C)<br>(DFE no. 2067)<br>Ross Road, Hereford HR2 7RJ<br>Tel: 01432 273633                        | 60             | 366 | 34                            | 28  | 30  | 58                               | 0                          | 0                           |
| St. Paul's C.E. (A)<br>(DFE no. 3333)<br>Hampton Dene Road,<br>Hereford HR1 1UX<br>Tel: 01432 273784          | 60             | 423 | 56                            | 41  | 25  | 57                               | 0                          | 0                           |
| St. Thomas Cantilupe C.E. (A)<br>(DFE no. 2202)<br>Coningsby Street,<br>Hereford HR1 2DY<br>Tel. 01432 268400 | 30             | 204 | 41                            | 17  | 15  | 30                               | 3                          | 0                           |

| School  | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|---|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|   |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| Stretton Sugwas C.E. (A)<br>(DFE no. 3102)                        | 30             | 168 | 27                            | 31  | 15  | 28                               | 0                          | 0                           |
| Hereford HR4 7AE<br>Tel: 01432 760282                             |                |     |                               |     |     |                                  |                            |                             |
| Sutton (A)<br>(DFE no. 2154)                                      | 30             | 181 | 30                            | 11  | 8   | 29                               | 0                          | 0                           |
| Sutton St. Nicholas,<br>Hereford HR1 3AZ<br>Tel: 01432 880336     |                |     |                               |     |     |                                  |                            |                             |
| Trinity (C)<br>(DFE no. 2071)                                     | 84             | 580 | 79                            | 31  | 14  | 78                               | 0                          | 0                           |
| Moor Farm Lane, Hereford HR4<br>ONU<br>Tel: 01432 266268          |                |     |                               |     |     |                                  |                            |                             |
| Wellington (C)<br>(DFE no. 2157)                                  | 15             | 58  | 9                             | 5   | 4   | 9                                | 0                          | 0                           |
| Hereford HR4 8AZ<br>Tel: 01432 830264                             |                |     |                               |     |     |                                  |                            |                             |
| Withington (C)<br>(DFE no. 2160)                                  | 15             | 72  | 8                             | 9   | 2   | 8                                | 0                          | 0                           |
| Hereford HR1 3QA<br>Tel: 01432 850289                             |                |     |                               |     |     |                                  |                            |                             |
| <b>Kingstone district</b>   |                |     |                               |     |     |                                  |                            |                             |
| Clehonger CE (VC)<br>(DFE no. 3021)                               | 21             | 88  | 6                             | 12  | 8   | 12                               | 0                          | 0                           |
| Gosmore Road, Clehonger,<br>Hereford HR2 9SN<br>Tel: 01981 250218 |                |     |                               |     |     |                                  |                            |                             |
| Ewyas Harold (C)<br>(DFE no. 2046)                                | 20             | 101 | 18                            | 2   | 3   | 19                               | 0                          | 0                           |
| Hereford HR2 OEY<br>Tel: 01981 240432                             |                |     |                               |     |     |                                  |                            |                             |
| Garway (C)<br>(DFE no. 2053)                                      | 15             | 104 | 6                             | 7   | 5   | 6                                | 0                          | 0                           |
| Hereford HR2 8RQ<br>Tel: 01600 750273                             |                |     |                               |     |     |                                  |                            |                             |

| School   | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|--|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|  |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| Kingstone & Thruxton Primary (A)<br>(DFE no. 2095)<br>Kingstone, Hereford HR2 9HJ<br>Tel: 01981 250338 | 30             | 202 | 34                            | 26  | 4   | 30                               | 4                          | 0                           |
| Madley (C)<br>(DFE no. 2104)<br>Hereford HR2 9PH<br>Tel: 01981 250241                                  | 26             | 195 | 44                            | 13  | 13  | 31* and **                       | 3                          | 1                           |
| Much Birch C.E. (VC)<br>(DFE no. 3079)<br>Hereford HR2 8HL<br>Tel: 01981 540254                        | 30             | 189 | 23                            | 18  | 4   | 24                               | 0                          | 0                           |
| Steiner Academy (A)<br>(DFE no. 6906)<br>Much Dewchurch,<br>Hereford HR2 8DL<br>Tel: 01981 540221      | 26             | 184 | 35                            | 3   | 6   | 27*                              | 0                          | 0                           |
| <b>Kington district</b>  |                |     |                               |     |     |                                  |                            |                             |
| Almeley (C)<br>(DFE no. 2001)<br>Hereford HR3 6LH<br>Tel: 01544 327267                                 | 11             | 60  | 3                             | 2   | 0   | 2                                | 0                          | 0                           |
| Eardisley C.E. (VC)<br>(DFE no. 3035)<br>Hereford HR3 6NS<br>Tel: 01544 327262                         | 15             | 114 | 12                            | 5   | 5   | 13                               | 0                          | 0                           |
| Kington (C)<br>(DFE no. 2096)  | 30             | 192 | 22                            | 4   | 4   | 20                               | 0                          | 0                           |

| School  | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|---|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|   |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| Mill Street, Kington,<br>Herefordshire HR5 3AL<br>Tel: 01544 230363   |                |     |                               |     |     |                                  |                            |                             |
| Pembridge (VA)<br>(DFE no. 3366)<br>West Street, Pembridge,<br>Leominster, Herefordshire HR6 9DU<br>Tel: 01544 388366 | 15             | 76  | 15                            | 7   | 2   | 15                               | 0                          | 0                           |
| <b>Ledbury district</b>   |                |     |                               |     |     |                                  |                            |                             |
| Ashperton (A)<br>(DFE no. 2005)<br>Ledbury, Herefordshire HR8 2SE<br>Tel: 01531 670385                                | 27             | 207 | 29                            | 14  | 9   | 30*                              | 0                          | 0                           |
| Bosbury C.E. (VC)<br>(DFE no. 3006)<br>Ledbury, Herefordshire HR8 1PX<br>Tel: 01531 640276                            | 20             | 133 | 16                            | 12  | 8   | 15                               | 0                          | 0                           |
| Colwall C.E. (VC)<br>(DFE no. 3023)<br>Malvern, Worcestershire WR13<br>6DU<br>Tel: 01684 540532                       | 30             | 165 | 16                            | 7   | 3   | 16                               | 0                          | 0                           |
| Cradley C.E. (VA)<br>(DFE no. 3315)<br>Malvern, Worcestershire WR13 5LL<br>Tel: 01886 880315                          | 17             | 92  | 9                             | 5   | 5   | 9                                | 0                          | 0                           |
| Eastnor C.E. (A)<br>(DFE no. 3037)<br>Ledbury, Herefordshire HR8 1RA<br>Tel: 01531 632509                             | 12             | 100 | 13                            | 13  | 4   | 12                               | 0                          | 0                           |
|   |                |     |                               |     |     |                                  |                            |                             |



| School   | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|--|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|  |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| Ledbury (C)<br>(DFE no. 2098)<br>Longacres, Ledbury,<br>Herefordshire HR8 2BE<br>Tel: 01531 632940                   | 60             | 343 | 42                            | 7   | 2   | 42                               | 0                          | 0                           |
| Much Marcle C.E. (VA)<br>(DFE no. 3363)<br>Ledbury, Herefordshire HR8 2LY<br>Tel: 01531 660607                       | 17             | 66  | 6                             | 4   | 7   | 6                                | 0                          | 0                           |
| <b>Leominster district</b>   |                |     |                               |     |     |                                  |                            |                             |
| Bodenham, St. Michael's C.E. (A)<br>(DFE no. 3304)<br>Bodenham, Hereford HR1 3JU<br>Tel: 01568 797241                | 15             | 102 | 10                            | 4   | 3   | 10                               | 0                          | 0                           |
| Kimbolton, St. James' C.E. (VA)<br>(DFE no. 3341)<br>Leominster, Herefordshire HR6<br>OHQ<br>Tel: 01568 612691       | 15             | 84  | 16                            | 14  | 12  | 15                               | 0                          | 0                           |
| Leominster Primary (C)<br>(DFE no. 2003)<br>Hereford Road, Leominster,<br>Herefordshire HR6 8JU<br>Tel: 01568 616919 | 90             | 547 | 81                            | 15  | 4   | 81                               | 0                          | 0                           |
| Leominster, Ivington C.E. (VA)<br>(DFE no. 3349)<br>Leominster, Herefordshire HR6 OJH<br>Tel: 01568 720216           | 17             | 113 | 12                            | 11  | 15  | 12                               | 0                          | 0                           |
| Luston (C)<br>(DFE no. 2103)<br>Leominster,<br>Herefordshire HR6 OEA<br>Tel: 01568 615753                            | 20             | 93  | 15                            | 10  | 8   | 15                               | 0                          | 0                           |
| Stoke Prior (C)<br>(DFE no. 2148)<br>Leominster,<br>Herefordshire HR6 OND<br>Tel: 01568 760207                       | 11             | 91  | 4                             | 1   | 0   | 8                                | 0                          | 0                           |

| School  | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|---|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|   |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| <b>Peterchurch district</b>   |                |     |                               |     |     |                                  |                            |                             |
| Clifford (C)<br>(DFE no. 2031)<br>Hardwick, Hay-on-Wye,<br>Hereford HR3 5HA<br>Tel: 01497 831202                    | 10             | 96  | 14                            | 3   | 1   | 13*                              | 0                          | 0                           |
| Longtown (C)<br>(DFE no. 2101)<br>Hereford HR2 OLE<br>Tel: 01873 860239   | 8              | 62  | 2                             | 5   | 1   | 2                                | 0                          | 0                           |
| Michaelchurch Escley (C)<br>(DFE no. 2116)<br>Hereford HR2 OPT<br>Tel: 01981 510208                                 | 8              | 55  | 10                            | 1   | 1   | 10*                              | 0                          | 0                           |
| Peterchurch (C)<br>(DFE no. 2122)<br>Hereford HR2 ORP<br>Tel: 01981 550230  | 15             | 100 | 4                             | 9   | 7   | 5                                | 0                          | 0                           |
| <b>Ross-on-Wye district</b>   |                |     |                               |     |     |                                  |                            |                             |
| Ashfield Park (C)<br>(DFE no. 2138)<br>Redhill Road, Ross-on-Wye,<br>Herefordshire HR9 5AU<br>Tel: 01989 562738     | 24             | 251 | 24                            | 14  | 6   | 24                               | 0                          | 0                           |
| Brampton Abbots (VA)<br>(DFE no. 3305)<br>Brampton Road, Ross-on-Wye,<br>Herefordshire HR9 7DE<br>Tel: 01989 562256 | 20             | 121 | 16                            | 10  | 3   | 16                               | 0                          | 0                           |
| Bridstow C.E. (VA)<br>(DFE no. 3307)<br>Ross-on-Wye,<br>Herefordshire HR9 6PZ<br>Tel: 01989 562623                  | 15             | 77  | 11                            | 7   | 7   | 12                               | 0                          | 0                           |
| Goodrich C.E. (VC)<br>(DFE no. 3046)<br>Ross-on-Wye,<br>Herefordshire HR9 6HY                                       | 17             | 122 | 26                            | 12  | 6   | 23*                              | 0                          | 0                           |

| School   | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|--|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|  |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| Tel: 01600 890422  |                |     |                               |     |     |                                  |                            |                             |
| Gorsley Goffs C.E. (VC)<br>(DFE no. 3047)                              | 30             | 209 | 31                            | 19  | 13  | 30                               | 0                          | 0                           |
| Gorsley, Ross-on-Wye,<br>Herefordshire HR9 7SE<br>Tel: 01989 720321    |                |     |                               |     |     |                                  |                            |                             |
| Kings Caple (A)<br>(DFE no. 2094)                                      | 10             | 28  | 0                             | 0   | 0   | 0                                | 0                          | 0                           |
| Hereford HR1 4TZ<br>Tel: 01432 840267                                  |                |     |                               |     |     |                                  |                            |                             |
| Lea C.E. (VA)<br>(DFE no. 3347)  | 15             | 105 | 14                            | 6   | 10  | 15                               | 0                          | 0                           |
| Ross-on-Wye,<br>Herefordshire HR9 7JY<br>Tel: 01989 750296             |                |     |                               |     |     |                                  |                            |                             |
| Llangrove C.E. (A)<br>(DFE no. 3351)                                   | 15             | 80  | 5                             | 5   | 3   | 6                                | 0                          | 0                           |
| Ross-on-Wye,<br>Herefordshire HR9 6EZ<br>Tel: 01989 770322             |                |     |                               |     |     |                                  |                            |                             |
| St. Joseph's R.C. (VA) Federated<br>(DFE no. 3372)                     | 30             | 170 | 19                            | 10  | 11  | 19                               | 0                          | 0                           |
| The Avenue, Ross-on-Wye,<br>Herefordshire HR9 5AW<br>Tel: 01989 564655 |                |     |                               |     |     |                                  |                            |                             |
| St. Weonards (C)<br>(DFE no. 2152)                                     | 10             | 35  | 4                             | 3   | 2   | 4                                | 0                          | 0                           |
| Mount Way, St. Weonards,<br>Herefordshire HR2 8NN<br>Tel: 01981 580352 |                |     |                               |     |     |                                  |                            |                             |
| Walford (C)<br>(DFE no. 2155)  | 28             | 201 | 22                            | 14  | 16  | 22                               | 0                          | 0                           |
| Ross-on-Wye,<br>Herefordshire HR9 5SA<br>Tel: 01989 562209             |                |     |                               |     |     |                                  |                            |                             |
| Weston under Penyard C.E. (VA)<br>(DFE no. 3384)                       | 10             | 65  | 7                             | 8   | 1   | 8                                | 0                          | 0                           |
| Ross-on-Wye,   |                |     |                               |     |     |                                  |                            |                             |

| School   | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|--|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|  |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| Herefordshire HR9 7PA<br>Tel: 01989 563933   |                |     |                               |     |     |                                  |                            |                             |
| Whitchurch C.E. (VA)<br>(DFE no. 3385)<br>Ross-on-Wye,<br>Herefordshire HR9 6DA<br>Tel: 01600 890571                   | 18             | 140 | 21                            | 9   | 7   | 20*                              | 0                          | 0                           |
| <b>Weobley district</b>  |                |     |                               |     |     |                                  |                            |                             |
| Canon Pyon C.E. (A)<br>(DFE no. 3015)<br>Hereford HR4 8PF<br>Tel: 01432 830334   | 15             | 74  | 10                            | 6   | 3   | 11                               | 0                          | 0                           |
| St Mary's Credenhill C.E. (VC)<br>(DFE no. 3026)<br>Station Road, Credenhill,<br>Hereford HR4 7DW<br>Tel: 01432 760408 | 30             | 145 | 24                            | 8   | 9   | 23                               | 0                          | 0                           |
| St Mary's C.E. Dilwyn (free school)<br>(DFE no 6008)<br>Hereford HR4 8HR<br>Tel: 01544 318277                          | 10             | 77  | 7                             | 6   | 1   | 7                                | 0                          | 0                           |
| Staunton-on-Wye (VA)<br>(DFE no. 3378)<br>Hereford HR4 7NF<br>Tel: 01981 500331  | 15             | 99  | 14                            | 5   | 2   | 14                               | 0                          | 0                           |
| Weobley (C)<br>(DFE no. 2158)<br>Hereford HR4 8QL<br>Tel: 01544 318273   | 30             | 164 | 13                            | 13  | 8   | 13                               | 0                          | 0                           |
| <b>Wigmore district</b>  |                |     |                               |     |     |                                  |                            |                             |
| Kingsland C.E. (VA)<br>(DFE no. 3342)<br>Leominster, Herefordshire HR6<br>9QN<br>Tel: 01568 708436                     | 20             | 158 | 23                            | 15  | 6   | 23*                              | 0                          | 0                           |
| Leintwardine (VA)<br>(DFE no. 3348)<br>Craven Arms, Shropshire SY7 OLB<br>Tel: 01547 540641                            | 15             | 85  | 8                             | 4   | 1   | 8                                | 0                          | 0                           |

| School  | PAN<br>2024/25 | NOR | Preferences as at<br>23.07.24 |     |     | Offers<br>made as at<br>23.07.24 | No. of<br>appeals<br>heard | No. of<br>appeals<br>upheld |
|---|----------------|-----|-------------------------------|-----|-----|----------------------------------|----------------------------|-----------------------------|
|   |                |     | 1st                           | 2nd | 3rd |                                  |                            |                             |
| Orleton C.E. (VC)<br>(DFE no. 3083)<br>Ludlow, Shropshire SY8 4HQ<br>Tel: 01568 780366                          | 30             | 181 | 15                            | 4   | 4   | 16                               | 0                          | 0                           |
| Shobdon (C)<br>(DFE no. 2146)<br>Leominster, Herefordshire HR6 9LX<br>Tel: 01568 708386                         | 10             | 89  | 9                             | 7   | 4   | 9                                | 0                          | 0                           |
| Wigmore (A)<br>(DFE no. 2159)<br>Ford Street, Wigmore, Leominster<br>Herefordshire HR6 9UN<br>Tel: 01568 770333 | 30             | 157 | 19                            | 5   | 4   | 18                               | 0                          | 0                           |

# Appendix 4 - Privacy notice

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## Information held about you

The Admissions Authority for the preference school (i.e. Herefordshire Council for Community and Voluntary Controlled schools or the school itself for Academy, Voluntary Aided and Free schools) is the Data Controller under data protection law and will use the information you provide on this form in order to process your child's school admissions application. It is necessary for us to collect and hold personal information about your child and you as a parent. This information will include:

- basic details about you such as address, telephone number, email address
- child's basic details such as dob, address.

## Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

## How will we use the Information we hold about you?

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

We will keep this data for seven years.

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

The legal basis for processing the data is

*This is a statutory requirement under the Schools Admissions Code (Section 84 of the School Standards and Framework Act 1998 - as defined in Section 88(1) (a) and (b) of the code*

## Who we will share your information with?

Your information will be shared with your preference school(s) and the School Admissions Team in order to provide you with the service.

## Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, [informationgovernance@herefordshire.gov.uk](mailto:informationgovernance@herefordshire.gov.uk)

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

### **Providing Accurate Information**

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

### **Further information**

If you have any questions or concerns about how your information is used, please contact The School Admissions Team in the first instance. You can also contact the Data Protection Officer, Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE, email: [\*\*informationgovernance@herefordshire.gov.uk\*\*](mailto:informationgovernance@herefordshire.gov.uk)

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at [\*\*https://ico.org.uk/\*\*](https://ico.org.uk/)

# Appendix 5

Flowchart to outline the process for delaying and deferring admission to school.

Most children start school in the September after their 4th birthday. If you are considering delaying when your child starts school then different options are available to you depending on when your child was born. All parents must apply for a school **apply for a school place** from the September in the academic year that their child turns 4. Failing to do this may result in the child not having the parent/carer preferred school.



All requests regarding the school start of any child should be the decision of the parent/carer and in the best interests of the child. Where parents/carers believe application for delaying or deferring is essential, there are 3 considerations:

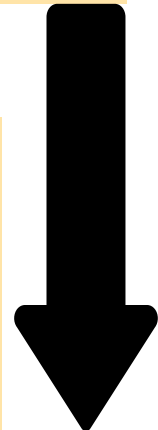
1. Defer the child's start until later in the year (up until the term after their 5th birthday)
2. Attending school part time (until the term they turn 5)
3. Delaying the child's admission by a year - this means the child misses the Reception year.



1. To defer the child's place until later in the year, a parent should contact the Head Teacher of the school offered through the admissions process.



2. To agree part time attendance prior to the child being compulsory school age, the parent/carer should contact the Head Teacher of the school offered through the admissions process. There should be an agreed end date, where the child is then in full time education.



3. When parents/carers decide to request to delay the child's admission by a year - they must understand that this means the child misses the Reception year, unless they are **offset for the rest of their education**. They must contact the Head Teacher of all the potential schools they wish to apply for, and agree the reasons why this may be considered in the child's best interests. They also need to be fully aware of the funding implications if they wish their child to continue accessing Nursery. With all this considered, complete and return the delay request form. This must be done by the December of academic year the child turns 4.







In December the Delay Panel meet to discuss the requests for delaying entry. The panel consists of: School Admissions Manager, Lead Early Years Advisor, EY SEND Manager, Principle EP and a representative of Health (where applicable). After the admissions round closes, parents/ carers will be notified whether the request is upheld.



If the decision is upheld, this does not guarantee the child will have a place at the preferred school of the parent/ carer.



If the decision is declined, there is no statutory right of appeal. If parents are unhappy with the process they would complain through **the council complaints procedure**, overseen by the Head of Learning and Achievement in this situation.

For Secondary Transfer please note:

If it has been agreed to delay reception this does not give an automatic right for delay into secondary. Parents would still need to apply in the cohort that their child would be due to transfer to secondary school. The below is required to be submitted at the same time as the application.

- A supporting letter stating that you request your child's application to be considered for delayed
- Written agreement from the Headteacher of the school(s) you would be applying for
- A supporting letter from the child's current primary school agreeing that the delay or early transfer is in the best interests of the child

If the admission authority approves the request to delay transfer, parents will be advised to re-apply in the following year and provide a copy of the decision. However there can be no guarantee of a place being available at the preference schools. All applications will be considered in line with the published admission criteria for each school along with all other applicants for each school for the year group for which they are applying.