

Admissions Secondary Transfer Year 7 2024

A guide for parents and carers



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Educating your child

Moving on to secondary school is one of the most important events in any child's life. At this time, you are naturally concerned to do the best for your children, but you may feel uncertain about what to do. Our aim is to make it as easy as possible for parents to understand the procedures involved.

Most parents / 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 have to be disappointed.

This book contains all the information you need to understand the arrangements for the transfer of children to Herefordshire Secondary schools. It explains the rules and procedures the Council has to follow to ensure that the system works as fairly as possible for every child. The rules and procedures are particularly important when more parents/carers apply for a particular school than there are places available.

Staff in the Children & Families Directorate do all that they can to offer a friendly and efficient service to parents/carers. Short leaflets are also provided to explain the most important points parents/carers need to bear in mind when they apply for a place in a secondary school. Please get in touch with us if you need any help or advice, using the contact points shown on the next page.

August 2023

Herefordshire Education website: www.herefordshire.gov.uk

School Admissions website: www.herefordshire.gov.uk/school-admissions

Email: schooladmissions@herefordshire.gov.uk

Louise Tanner Admissions and 14 to 19 Curriculum Manager 01432 383333

Dawn Skyrme Admissions Officer - Secondary Transfers 01432 260925

The Council provides information so that parents/carers can telephone for further details and explanations before they send in their application.

The following details are available (please refer to appendix 3)

- 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 that provides information and explanations will be as helpful as possible. Please note, however, that they will not tell or advise any parent to apply for a particular school. It is for parents/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 2024 at the time of publication.

Contact details for neighbouring authorities

Gloucestershire LA

Co-ordinated Admissions
Education Planning and Infrastructure
Shire Hall, Gloucester GL1 2TP
Tel: 01452 425407
Email: 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

Worcestershire LA

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

Powys LA

School Admissions Team
Schools Service
Powys County Council
County Hall, Llandrindod Wells
Powys LD1 5LG
Tel: 01597 826477
Fax: 01597 826475
Email: admissions@powys.gov.uk

Monmouthshire LA

Innovation House, Monmouthshire County Council
PO Box 106, Caldicot
NP26 9AN
Tel: 01633 644508
Email: accesstolearning@monmouthshire.gov.uk

Education Advice

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

If you are the parent/carer of a child at school and you would like to talk to an adviser please call the confidential telephone advice line on 0300 0115 142 alternatively you can email enquiries@ace-ed.org.uk or visit www.ace-ed.org.uk

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

1 : Secondary schools in Herefordshire

Herefordshire has 15 Secondary (all of which are comprehensive day schools for both boys and girls), and 3 special schools, which are also for boys and girls. One however is a through school Primary to Secondary (The Steiner Academy) A full list of maintained secondary schools in Herefordshire is given in Appendix 3. Some of Herefordshire's Secondary Schools are Academies which are directly maintained by the Department for Education and some Herefordshire's Secondary schools are directly maintained by the Local Authority.

Admissions to community and voluntary controlled schools are on a non-selective basis. **Most but not all** such schools have defined catchment areas. Different admission arrangements apply to Voluntary Aided, Academies and Foundation schools where the Governing Bodies make the decisions.

The Secondary schools in Ledbury, Leominster and Ross have their own Sixth Forms. At the other Secondary schools, the pupils generally move at 16+ to a Sixth Form College or to one of the further education colleges

Location of secondary schools within Herefordshire



2: General admissions arrangements for transfer to secondary schools

This section explains the terminology and general rules affecting secondary schools. Section 4 explains how the specific admissions arrangements work for secondary schools, and includes the timetable for entry to schools in September 2024.

ADMISSION ARRANGEMENTS TO SCHOOLS

Catchment Areas

Most community, foundation, academy and voluntary controlled schools serve an LA defined catchment area. That is also the case for most voluntary aided schools, although they also have a commitment to children whose parents/carers are applying for a place on grounds of their religion or denomination. Details can be found in the school's prospectus. 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 ask for a place at a school in another area. The procedure for expressing a preference is given in chapter 3. **All parents 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, schools and local communities.

Please note:

The Steiner Academy does not have a catchment area, and is a through school. If you are requesting a place for year 7 you will need to apply directly to the school separately in addition to completing an online application for other preference requests.

St Mary's RC High does not have a catchment area

Whitecross High School & Specialist Sports College does not have a catchment area.

Please follow the link to see schools who use their own admissions criteria [own admission authority schools](#)

Ordinary Place of Residence

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. Written agreement will be requested by both parents. Please contact the Pupil Admissions Office if you have any queries about changes of address.

Change of Home Address

Parents/carers should state the address that their child is resident at, at the time of submitting their application. Should you move after submitting the application you are advised to inform the admissions team and send proof of your new address, refer to page 13 section 3.12. If you move house after your offer has been made the offer still stands.

If you move house after your offer has been made the offer still stands but you may not be eligible for free transport if the move is to a property for where your offered school is no longer the nearest.

Published Admission Numbers (PAN)

Each school has an admissions number, which is the number of pupils that the school can admit each year. **Published admission numbers** for each secondary school are shown in Appendix 3. The admissions number will be taken into account by the Council and the Governing Body of a voluntary aided, academy 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'

The Council's oversubscription policy under Priority 3 defines the sibling 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 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 3 of the oversubscription policy if there are special circumstances to maintain the importance of daily family life. (See page 16)

Multiple birth applications

If you are making applications for multiple birth and wanting them to attend the same school, the same schools must be listed in the same order. It is however possible that only one child could be offered a place. If one child of a multiple birth application is offered bringing a secondary school to its published admissions number, the multiple birth sibling will also be offered even if it takes the school to over the published admission number.

Please note that if a school is offered to one twin with an Education, Health and Care Plan after it being named 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.

Please note 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.

Additional/supplementary information forms

All parents/carers who list their preferred schools on the Local Authority Online Application Form are considered to have made a valid application.

A (SIF) Supplementary Information Form may also have to be completed for applicants to be considered under the faith criteria

- St Marys RC High School - you are required to fill in a SIF form for both non - catholic and catholic criteria. Form obtained from the school.

3: Transfer to secondary schools

Children are normally admitted to secondary school at the beginning of the school year following their 11th birthday. In very rare exceptional cases, early or late admission is possible, where it is agreed between the school, the parents/carers and the Council that this would be in the best interests of the child. However, it is rarely advisable for a child to transfer early to Secondary school. When making its decision the Council and school would have regard to the child's physical, mental and psychological well being before agreeing to the request. Please refer to the out of year document at www.herefordshire.gov.uk/school-admissions

3.1 When and how should you as a parent, carer apply for a place in a secondary school?

Early September 2023 The Pupil Admissions Office sends parents/carers of year 6 pupils via the child's current primary school in Herefordshire information on how and where to apply. Parents/carers are advised to read the relevant information before applying and are advised to indicate three preferences through applying electronically online

31 October 2023 Closing date for parents/carers to complete their application online. Applications are required regardless of what school you are applying for. This process must also be used by parents/carers living in Herefordshire seeking a school in another Local Authority area. Herefordshire has an agreement that the Herefordshire closing date of 31 October will also be acceptable in Powys and Monmouthshire.

Gloucestershire, Shropshire and Worcestershire have the same closing date as do all local authorities on England.

1 March 2024 The "national offer day" for secondary schools. All parents/carers who complete a secondary application form on time will be informed of the allocated school for their child on this day by email, unless no email address has been given then a letter will be posted to the home address.

Late Applications after the 31 October 2023 Between 1 November and 12 January 2024 (final allocation list) it is likely that the Herefordshire Admission Office will receive late applications. The council has agreed within its coordinated scheme to accept these applications, only on the understanding that the delay was reasonable, 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 nominee will decide what is reasonable. In the case of another admission authority the determination will be made by the Governing Body. **Applications received after the 14 January will not be considered until the next allocation /reconsideration stage which takes place in April.**

3.2 How many pupils may be admitted to each secondary school?

The Council has a duty to ensure that schools are not overcrowded. The number of pupils that may be admitted to a school is known as the **Published Admission Number (PAN)**. Details for each secondary school are given in Appendix 3 of this book. The admission number is critical to the admissions process, as the relevant admission authority has to offer places to all applicants up to the admission number. An applicant for a place cannot be refused if the admission number has not been reached.

3.3 How do parents/carers apply for a secondary school?

Having read all the information available from the Council website and from individual schools, and, if possible, having visited schools by attending open days or evening or by making other arrangements with the headteacher/principal, parents should indicate **3 preferences in priority order**, when applying online at www.herefordshire.gov.uk/schools-education/secondary-school-admissions

3.4 How many preference schools can parents/carers apply for and why?

- You should express three preferences in rank order.
- You are advised to consider naming your catchment school as one of your preferences should the higher preferences be unsuccessful.
- You need to consider carefully how your child will travel to school as you will not normally be eligible for free transport assistance if your child is offered a place at a secondary school which is not your nearest school from your home address. Please refer to the Transport policy which can be viewed on the website www.herefordshire.gov.uk/schooltransport
- Transport will only be provided to your nearest school, your catchment school is not necessarily your nearest school. To determine your nearest school and catchment schools please use the school finder on the Herefordshire council website as above.
- Distance is measured by the shortest available walking route using a 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 www.herefordshire.gov.uk/schools-education/find-school
- You should read the oversubscription criteria policy for each of the preference schools that you are applying for. Please note these policies are NOT the same for all schools and may have changed from previous years

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

- If we are unable to offer your higher preference or any of your preferences your child is automatically placed on a waiting list for that school according to the oversubscription criteria. If a place becomes available we will write or email you. The waiting list is in operation until the end of the autumn term 31 December 2024.
- If we are unable to offer any of your preferences you will automatically be system allocated/offered a place at the next nearest school with availability. Please note Transport policies still apply if you are system allocated/offered the next nearest school.
- You are given the right of appeal if we can not meet any of your higher preference schools. Please refer to section 4.5 for further information.
- If your preference was not met and is in another local authority you will need to contact that authority to find out where your child is on the waiting list. Some local authorities require you to ring and ask for your child to be added to the waiting list. And how to appeal.
- You will be able to request an alternative school in the next allocation / reconsideration stage at the end of March, pending of course any offer from the waiting list. Please note that this information will be given out on the offer day 1 March 2024 informing what parents/carers need to do next and dates when they need to do this by.

***** Please note In the case of Academies, Foundation, and Voluntary Aided Schools all applications are 'ranked' by their Governing Body in accordance to their individual oversubscription criteria and we offer on their behalf.**

3.6 What if my child has an Education Health Care Plan (EHCP) and due to transfer to secondary

Transition to secondary school for children and young people with an EHCP (Education, Health and Care Plan)

Apart from when an EHC plan is first issued, the move between phases of education is the most common time that parents, carers or young people have to think about what school or college should be named in their EHC plan. There is no requirement for parents of a child with an EHC plan, or young people with an EHC plan, to go through the normal admissions process for transfer to secondary school. EHC plans will be dealt with separately by the SEN Team.

There should always be an annual review of the EHC plan before a transfer to a new phase of education. SEN regulations require that the EHC plan must be reviewed and amended before 15th February which means the annual review process should begin in the autumn term of Year 6.

Parents and carers, and the child or young person if appropriate, may choose to attend open days and information sessions for a variety of settings to establish whether the provision is appropriate for their child's needs prior to the annual review taking place.

Where a child or young person is moving to a new phase of their education, the process is as follows:

1. Local Authority (LA) reviews the plan
2. LA sends proposed amendments and a copy of the plan (with section I left blank) to the parent or young person
3. Parent or young person has at least 15 days to make representations about the proposed amendments/content of the plan
4. LA issues a final amended plan, with notice of appeal rights, by the statutory deadlines

If you would like to discuss your child's transition to secondary school, you can contact the SEN Team on 01432 260178 or email _SENteamdiary@herefordshire.gov.uk

Find out more about the Annual Review process by watching this short video produced by The Council for Disabled Children: <https://youtu.be/D9n5EzYlwKA>

More information can also be found at: <https://www.ipsea.org.uk/moving-to-a-new-phase-of-education-with-an-ehc-plan>

3.6 b What if my child had a learning /disability but not an Education Health Care Plan

Parents are advised to speak to their primary school SEN coordinator in the first instance to discuss any concerns or queries regarding the transition to secondary school. If accessibility may be an issue, a visit to the secondary schools before submitting the application is advised.

Please refer to Accessibility in Schools

3.7 Can I apply for a place at a Church School?

Yes. St. Mary's R.C. High School, Lugwardine, which is Roman Catholic. You can include this school **within** the 3 preferences you are able to express on your application. You will be required to provide a (SIF) Supplementary Information Form for St Mary's R.C. High School, either the non catholic or catholic form, which can be obtained from the school directly. This form **MUST** be returned to the school, once completed.

3.8 If my preferred school is an independent should I include it on the application form?

No, you should make direct application to the headteacher of the Independent school not Herefordshire Council. However, we would recommend that you still indicate three preferences for maintained schools on the application form just in case you decide not to go forward with your application or do not accept an offer of a place at an independent school. If you gain a place at an Independent school, you will be responsible for your own transport costs together with any fees associated with your child's attendance at that school. If you are offered, but turn down, a place at an independent school, the LA accepts no responsibility for any financial loss incurred.

3.9 If my preferred school is in another LA should I include it on the application form?

Yes, a parent/carer living in Herefordshire, but wanting a place in another Council area, should nevertheless state their preferred out-county school(s) on their application. 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 and Worcestershire please include the name of the school and its ranked position on the application. This also applies if you are applying for a school in any another Local Authority.

3.10 Applying for a Grammar school

Parents/carers who wish to enter their child for a Grammar School must also complete a separate Grammar Test Registration Form. You should contact the school directly as there are deadlines for when your child is required to sit the entrance test. You still need to state this school as one of your child's preferences on the application form, should your child not pass the entrance test you can request to add an alternative preference on your application no later than 12 January 2024.

3.11 Can applications be considered for pupils who do not live in Herefordshire?

Any applications for the admission of pupils who live outside the county are always considered on an equal basis. In the case of secondary transfer for children at age 11, parent's 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. In the case of Shropshire, Gloucestershire and Worcestershire residents, those Councils will make offers for a Herefordshire Secondary school to their residents on 1 March 2024.

3.12 What address do I state on the application form and evidence do I need to supply if moving house within Herefordshire at the time of applying for a transfer to Secondary School?

You should state the address that your child is resident at, at the time of submitting the application. See page 9 of this booklet – Ordinary place of residence and section 3.13 on page 18. Should you move after submitting the application, you will need to send in evidence no later than the 12 January 2024. If you are unable to send by this date, please send when you are able to do so.

Acceptable evidence is a copy of either of the below

- A utility bill (with your name and address on)
- If buying a property - written confirmation from your solicitor, detailing that you have exchanged contracts and the actual or expected due date
- If renting a property - a copy of the signed tenancy agreement by all parties with a start and end date.

Please note that short term tenancy agreements (short term is less than 6 months) will not be accepted to create a higher status

Temporary moves to live with relatives or non relatives to create a higher status criteria will not be accepted unless you have proof that you are resident at that property by supplying a utility bill i.e. copy of drivers licence, mobile phone bill, child benefit letter with the address stated on.

OR

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.

3.12 a For Children of UK service personnel (UK Armed Forces) moving to Herefordshire

If moving to Herefordshire from another local county or overseas, an official letter that declares a relocation date and a Unit postal address or quartering area address is sufficient. We will then use this as your primary address in Herefordshire for allocation purposes. Should you have an alternative address in Herefordshire after you submitted the above then you need to keep the admissions officer updated.

Please refer to the requirements set out in the [School Admissions Code Admission](#) section 2 school admissions code for information on the co-ordinated admissions in England for normal admissions round (transition from yr6 primary to yr7 secondary) and for further information on [Herefordshire service premium](#)

3.13 What happens if parents 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. Written agreement will be requested by both parents.

b) Address of child to be used if resides at two addresses equally.

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. Written agreement will be requested by both parents

Please note - It is in your child's best interest to come to an agreement within the deadline date of submitting an application, as your child could miss out on a school place at the preferred school.

3.14 What is the co-ordinated admissions scheme?

The 1998 Schools Standards and Framework Act, as amended by the Education Act 2002, requires every LA to draw up a scheme (or schemes) covering every maintained school (but not special schools) in its area. Regulations also require Local Authorities to exchange specified information on applications with their neighbours. The Herefordshire Coordinated Scheme is set out at Appendix 2.

Parents/carers must be invited to express at least 3 preferences, which may be for schools within or beyond their home LA's area, online or on a 'common application form' which the LA should provide and make available to all parents/carers resident in its area. The online and common application form can be supplemented (but not replaced) by additional forms where particular schools in the area might need extra information, e.g. to assess denominational commitment. The LA must ensure that the form enables parents/carers to:

- express their preferences, i.e. name the schools they are applying to;
- give the reasons for applying for their preferred schools; and
- rank those preferences – parents/carers must be allowed the opportunity to rank their preferences, even if other admission authorities in the area do not use a ranking system as part of their individual admission arrangements.

3.15 Who will make and announce the decision, in response to preference request?

Herefordshire Council will make the decision on school places for the community Secondary schools and some Academies based on the criteria defined on pages 16 and 17. In the case of Voluntary Aided, all other Academies and Foundation schools, the Governing Body will make the decision based on the application form and additional supporting information that the Council received by 31 October 2023. Once the Governing Body have made their decision the Council will be given the school allocation list and it will be the Council that will announce the offer to parents/carers on 1 March 2024 on behalf of the Governing Body.

The Herefordshire Pupil Admissions Office will notify the other Council(s) of the preference after the 31 October 2023, even if the closing dates are different. Although Herefordshire implemented the co-ordinated scheme from September 2004, this is not the case with all Local Authorities. Monmouthshire and Powys have decided to delay the co-ordinated scheme, which means that parents/carers could receive an offer or refusal of a place before 1 March 2024. However, this will not be the position in Shropshire, Gloucestershire and Worcestershire, where a parent seeking a school place in that Council area would receive an offer or refusal from Herefordshire Council on 1 March 2024.

3.16 Do you need further advice and help?

Please contact the admissions officer in the first instance if you require further advice regarding any issues you may have on 01432 260925.

4: Allocations of places in secondary schools

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 3 reasons why one or more of their 3 preferences might have to be refused:

- i) the school(s) might be oversubscribed;
- ii) the child does not meet the requirements of the admissions policy or subsequently fails to do so;
- iii) 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?

Each school has an over subscription criteria that is used if there are more applications than places.

The oversubscription criteria lists below applies to schools where Herefordshire Council is the admissions authority; Earl Mortimer College, Aylestone High School and Weobley High School

List A applies to Earl Mortimer College

List B applies to Aylestone and Weobley Secondary Schools

For all other schools parents are strongly advised to visit the schools website for details of their admissions policy

(A) Applies to Earl Mortimer College only

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 (1) and previously looked after children (2) who have since been adopted, or became subject to a child arrangements order or special guardianship order, 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

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.

General Notes

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).

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 2024, 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 www.herefordshire.gov.uk/schools-education/find-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 a 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](#)

Please see Information for parents' booklet for the relevant age group for details of requesting admission out of the normal age group and for information on waiting lists

(B) Applies to Aylestone and Weobley Secondary Schools only

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 (5) and previously looked after children (6) who have since been adopted, or became subject to a child arrangements order or special guardianship order, 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 who are on roll at a primary school that is hard federated (has a single governing body) **with the preferred secondary school.**

Priority 3: Children living within the **defined catchment area*** of the school;

Priority 4: 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;

Priority 5: 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 6: Distance*** - Children who live nearest to the school by the shortest available walking route.

General Notes for Aylestone and Weobley Secondary Schools Only

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 children attending a hard federated primary school, then catchment area children, siblings, exceptional circumstances, then according to distance, each assessed as indicated above.

If the admission of the top four 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

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

5 - 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.

6 - 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).

7a - 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.

7 - 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.

8 - 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).

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 should be living in the same family unit at the same address.

***Distance is measured by the shortest available walking route using a 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](#)

Admission policies and over subscription criteria for the Voluntary Aided, Academy and Foundation Schools please refer to own admission authority schools

Applying for a place under Priority 5 Medical or 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.

- 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 by the application deadline**, 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
- Send your evidence to Mrs Dawn Skyrme Secondary Transfers Admissions Officer, Plough Lane Offices, Plough Lane, Hereford, HR4 0LE. All information submitted will be regarded as confidential
- Providing evidence does not guarantee priority at the preferred school. Decisions will be made based on the merits of each case and whether the evidence demonstrates that a placement should be made at a particular school above any other.
- Please note that any exceptional circumstances presented after deadline date of applications and offers made on 1 March will need to go to appeal for the requested school place if not allocated on offer day, should you wish to appeal for that school.

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, Aided and Trust Schools

- If you are applying under this criteria and the school that you are applying for is either, Voluntary Aided, Foundation or Academy Schools you will need to see if this priority is in their admissions criteria. (Please refer to own admission authority schools you will need to send the 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 them 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. Refer to the individual school's admission policy to see how places are allocate

Secondary school allocations

4.2 How will the decisions be made about parents/carers' 3 preferences for Secondary schools?

STAGE 1 All the applications received by the closing date of 31 October 2023 from parents/carers will be analysed together, along with any late applications for which there are genuine reasons. The Governors of the 2 voluntary aided schools and the Governors of John Masefield and The Hereford Academy will make their decisions based on their published admission criteria. The applications for Whitecross will be ranked according to their oversubscription criteria listed in appendix 4. The applications for the other 9 Secondary schools will be considered against the 5 priorities explained in paragraph 4.1. At this stage, all 3 preferences are 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 children whose parents/carers have applied (whether as first, second or third preference) for each school. List will be drawn up as according to criteria in 4.1

STAGE 3 Each parent will then be offered a place at the highest of their 3 preferences (if any) that is available after all higher priority applicants have been allocated places. At this stage, applications for Community, Voluntary Aided schools academy, foundation trust and schools in other Local Authority areas 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. That could happen only in the case of parents/carers who have applied for 3 oversubscribed schools and have not included their catchment area school as one of the 3 preferences, or parents/carers who have submitted a late application without good reason. 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 already have provided.

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

Offers will be made on the same day for all parents/carers who have applied in time. The day will be –

1 March 2024

All offers will be announced by Herefordshire Council, including Herefordshire voluntary aided, academy, foundation trust schools. Only one school will be offered on the 1 March 2024, which will be the highest ranked with spaces available that you have defined on your application form.

Please note- If your offer of school is in another authority you will need to contact that authority to accept this offer.

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

The position of waiting lists for Secondary school is complex because of the co-ordinating scheme, which will allow parents/carers to express 3 preferences by 31 October 2023.

If parents/carers are not able to receive their first, second or third preference, the child will be placed on the waiting list after the **1 March 2024**. 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 voluntary aided schools, foundation trust 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 180 plus three successful appeals means no further places offered until total reduces to 179 by four sets of parents/carers no longer requiring a place for their child).

The waiting list will be kept open until 31 December 2024. 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?

Community Secondary Schools

If parents/carers submit 3 preferences by 31 October 2023 and include their local catchment school, it is highly likely that an offer for one of the preferences will be made on 1 March 2024. However, if the higher parental preference(s) cannot be met, you may, if you wish, appeal against the decision. Appeals by parents/carers, setting out the grounds upon which the appeal is made for a named school, should be submitted to the Children & Families Directorate by using the online appeals form at the below email address **within 20 school days from the date of notification of the refusal of a place**. All appeals are heard by an independent appeals panel which holds most of its meetings between June and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school. Further information about the appeals procedure is available from the Pupil Admissions Office. Or you can view this at www.herefordshire.gov.uk/schools-education/secondary-school-admissions/5

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

Voluntary Aided Secondary Schools

As previously stated, offers of all places for Secondary schools, including voluntary aided schools will be made by the Council on 1 March 2024. However, separate appeals procedures and arrangements exist to consider decisions by voluntary aided schools. The arrangements are published by the governors of the relevant schools and should be obtained from them direct.

As previously stated, offers of all places for Secondary schools, including academy schools will be made by the Council on 1 March 2024. However, separate appeals procedures and arrangements exist to consider decisions by academy and foundation trust schools. The arrangements are published by the governors of the relevant schools and should be obtained from them direct.

5: School Transport

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

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 normally exceed 1.5 miles for a secondary-aged pupil.

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
- They have free school meals and live over two miles from school and attend any one of three nearest schools, where these are between 2 and 6 miles from home
- Their route to school is less than three miles, 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.

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

If your child attends a faith school and you are in receipt of the highest level of working tax credit or eligible for free school meals and your child lives over three miles from school (over two miles

if they're under eight), we will provide free transport for your child from home to the nearest faith school. We will ask you for a contribution to transport costs if you don't meet the low income criteria.

If you are entitled to transport, the Council's Education Transport Team will write to you before the end of May 2024. If you have not heard by this date and believe you are entitled please email schooltransport@herefordshire.gov.uk.

For further details on entitlement or school transport in general please visit www.herefordshire.gov.uk/schooltransport.

Appendix 1

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

LA Responsibilities

1. The Council will publish on their website the Information for Parents/Carers Secondary Transfers book and that document will form the basis of the information given to parents/carers.
2. The Council will not comment on the performance of one school compared to another, nor advise parents/cares on particular actions to obtain a place at their preferred school. Parents/carers 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/cares 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/carers 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. Following the announcement of decisions, the Council will advise parents/carers of their right to use the appeals procedure, giving a date (normally three weeks) by which the decision to appeal must be made and notified to the Pupil Admissions Office.
7. Appeals for late applications will be heard within 30 schools day of being lodged. (see 6 above)
8. Parents/carers can be informed of their place on any waiting list.

School Responsibilities

1. All parents/carers 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/carers 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/cares 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/carers 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/carer on their chances of being successful – parents/carers should simply be referred to the Pupil Admissions Office for the latest information.**
6. Parents/carers must not be told anything about the position relating to other applicants or children who might be leaving.
7. Parents/carers must not be given the names or other personal details of other applicants.
8. Individual parents/carers should not be supported by the school at appeal, or briefed to help them with their appeals.
9. **Primary School staff should not support transfer applications to particular Secondary Schools.**

Appendix 2

SECONDARY TRANSFER – SEPTEMBER 2024

Co-ordinated admission arrangements for Herefordshire

Introduction

Herefordshire will operate an inter-Local authority scheme for September 2024 with Gloucestershire, Worcestershire and Shropshire. However, in respect of Monmouthshire and Powys 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.

Application Form and Closing Date

Parents are invited to indicate 3 preferences by using the online application process or on a common application form, which will also enable parents to give reasons for their preference. All preferences are treated as equal initially, and sent out as equal to other admission authorities. However, if more than one school place can potentially be offered to an individual applicant, the single offer is for the school the parent ranked highest.

The Herefordshire application form invites all parents resident in the County to name 3 preferred schools, in order of preference, by 31 October 2023 the National Closing date for secondary school applications. It is made clear that parents should name all schools for which they wish their child to be considered for a place, including any voluntary aided and foundation schools and Academies and/or any maintained schools outside the County. There is agreement with Powys and Monmouthshire that the closing date of 31 October 2023 will be respected even if this date is different to their closing date. This will be important if a parent expresses a preference for a school outside Herefordshire.

Initial Allocation Process

By w/c 13 November 2023, the Admission Office sends other admission authorities/Local Authorities details of applicants for their schools.

Admission authorities then apply their admission criteria, including any selection tests, and will send the Herefordshire Admission Office by 5 January 2024 a list indicating the order in which all children for whom applications to the school have been made have priority by reference to the over-subscription criteria.

Although all applications need to be assessed and grouped against the criteria, admission authorities of significantly oversubscribed schools need not give individual rankings to applicants in the lowest priority groups for admission, if there is no likelihood of being able to offer them a place after elimination of multiple offers. The Herefordshire Admission Office will draw up a similar list for any school for which it is the admission authority. After other admission authorities have sent their ranked lists to the Local authority in whose area they are located, each local authority should have a list for each of its maintained schools.

Finalising the Allocation Arrangements

Herefordshire will then compare the lists for all schools in its area. When a child qualifies for one of the available number of places at more than one school, the Herefordshire Admission

Office provisionally allocates a place at the school indicated by the terms of its co-ordinated scheme. It also adjusts the list for any other school for which a preference was expressed by that parent, moving another child who was previously not allocated a potential place up the list to the provisional place, which has been vacated.

By 12 January 2024, the Herefordshire Admission Office (whose own decisions on which school to offer, in the event of multiple potential offers, will have been made in accordance with its model scheme, i.e. the school ranked highest by the parent) will also have received similar notifications from other local authorities of any places which those local authorities or schools in their areas can offer in response to any preference expressed by one of their residents. Monmouthshire and Powys will not have a co-ordinated scheme in place by September 2024. But they will supply information to Herefordshire on applicants applying for schools in the county.

Herefordshire has agreed that the appropriate authority will make where the highest ranked school is situated in Monmouthshire or Powys the offer of the place, which is likely to be before the official date of 1 March 2024. When this situation arises the Herefordshire Admission Office will only confirm that an offer has been made by another local authority. That confirmation will be sent on 1 March 2024.

Clearly, if no preferred school in the home local authority can be offered, the Herefordshire Admission Office need not look for an alternative place if it knows that another Local authority will be making an offer.

Late Applications

Between 1 November 2023 and 12 January 2024 (final allocation list) it is likely that the Herefordshire Admission Office will receive late applications. The council has agreed within its co-ordinated scheme to accept these applications, on the understanding that the delay was reasonable, 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 her nominee will decide what is reasonable.

In the case of another admission authority the determination will be made by the Governing Body. Applications received after 12 January 2024 will be placed on a waiting list based on the oversubscription policy. Allocations will be made against the preference order as vacancies occur although the Herefordshire Admission Office will endeavour to offer a suitable school at a reasonable distance to the child's home where vacancies exist. However, parents will be able to appeal against the decision that an offer to their preferred school has not been made.

Offer of a Place

If any child looks like remaining unplaced, the Herefordshire Admission Office will consider how to place them in schools within its area, having regard to any reasons expressed by the parent for their (unsuccessful) preferences.

Each local authority then sends the schools the final lists of pupils to be allocated places.

On 1 March 2024 – the 'National Offer day' for secondary schools – it informs every resident parent who filled in its secondary application form, to tell them of their allocated school place.

Where the school in question is its own admission authority, the local authority must state that the offer is being communicated on behalf of that school's governing body.

Appendix 3

School	PAN	No. of preference requests for transfer 2023			Offers made as at 06/06/2023	No. of appeals held	No. of appeals upheld
Queen Elizabeth Humanities College (A)	80	1st	2nd	3rd			
(DfE 4004)		73	14	9	80	0	0
Bromyard, Panniers Lane, Herefordshire							
HR7 4QS							
Tel: 01885 482230							
How places were allocated							
CLA/PLA	1						
Catchment	60						
Sibling	4						
Out of area	13						
System allocated	2						
Aylestone High (C)	90	1st	2nd	3rd	93	1	0
(DfE 4015)		79	94	82			
Broadlands House, Broadlands Lane,							
Hereford HR1 1HY							
Tel: 01432 357371							
How places were allocated							
EHCP	4						
CLA/PLA	1						
On Roll at Primary	22						
Catchment	47						
Sibling	2						
Out of area	8						
System Allocated	9						
Exceeded PAN **							
Bishop of Hereford's Bluecoat(VA)	220	1st	2nd	3rd			
(DfE 4600)		167	188	60	220	0	0
Hampton Dene Road, Hereford							
HR1 1UU							
Tel: 01432 347500							
How places were allocated							
ECHP	1						
CLA/PLA	2						
Catchment	54						
Feeder School	25						

School	PAN	No. of preference requests for transfer 2023			Offers made as at 06/06/2023	No. of appeals held	No. of appeals upheld
Sibling	54						
Out of area	77						
System Allocated	7						
St. Mary's R.C. High (VA) (DfE 4601)	150	1st	2nd	3rd			
Lugwardine, Hereford		216	96	52	150	10	1
HR1 4DR							
Tel: 01432 850416							
How places were allocated							
EHCP	8						
CLA/PLA	3						
Catholic	80						
Siblings Present/ Past	43						
Non Catholic feeder	10						
Pupils Staff	1						
Christian Parent / Church Regular/ Ethos	4						
Other	1						
Whitecross High & Specialist Sports College	189	1st	2nd	3rd			
(A) (DfE 4014)		215	119	55	189	12	0
Three Elms Road, Hereford HR4 ORN							
Tel: 01432 376080							
How places were allocated							
EHCP	2						
CLA/PLA	2						
WX Nearest school Sibling	60						
WX Nearest school	117						
WX Not Nearest Sibling	7						
WX Not Nearest	1						

School	PAN	No. of preference requests for transfer 2023			Offers made as at 06/06/2023	No. of appeals held	No. of appeals upheld
		1st	2nd	3rd			
The Hereford Academy (A) (DfE 4011)	150	1st	2nd	3rd			
Stanberrow Road, Hereford HR2 7NG		146	24	17	150	0	0
Tel: 01432 373570							
How places were allocated							
EHCP	3						
Catchment	128						
Out of area	9						
Sibling	7						
System allocated	3						
Kingstone High (A) (DfE 4021)	90	1st	2nd	3rd			
Kingstone, Hereford		96	98	25	**99	0	0
HR2 9HJ							
Tel: 01981 250224							
How places were allocated							
CLA/PLA	4						
Feeder Link School	9						
Catchment	12						
Sibling	46						
Out of area	25						
System allocated	3						
**Exceeded PAN							
Lady Hawkins (A) (DfE 4022)	80	1st	2nd	3rd			
Church Road, Kington, Herefordshire HR5 3AG		57	10	2	56	0	0
Tel: 01544 230441							
How places were allocated							
EHCP	4						
Catchment	45						
Sibling	5						
Out of area	2						
John Masefield High (A) (DfE 4058)	150	1st	2nd	3rd			
Mabel's Furlong, Ledbury, Herefordshire HR8 2HF		145	50	17	**159	0	0
Tel: 01531 631012							
How places were allocated							

School	PAN	No. of preference requests for transfer 2023			Offers made as at 06/06/2023	No. of appeals held	No. of appeals upheld
EHCP	3						
Feeder	5						
Catchment	119						
Sibling	6						
SP or PP Forces Family	1						
Out of area	25						
**Exceeded PAN							
Earl Mortimer College (C) (DfE 4027)	140	1st	2nd	3rd			
South Street, Leominster, Herefordshire HR6 8JJ Tel: 01568 613221		118	15	12	125	0	0
How places were allocated							
EHCP	4						
CLA/PLA	2						
Catchment	110						
Out of area	2						
System Allocated	7						
Fairfield (A) (DfE 4032)	120	1st	2nd	3rd			
Peterchurch, Hereford2 HR2 OSG Tel: 01981 550231		121	46	29	116	0	0
How places were allocated							
EHCP	4						
CLA/PLA	3						
Catchment	41						
Sibling	20						
Children of staff	3						
Social Med Comp	1						
Out of area	44						
John Kyrle High (A) (DfE 4428)	240	1st	2nd	3rd			
Ledbury Road, Ross-on-Wye, Herefordshire HR9 7ET Tel: 01989 764358		201	76	33	217	0	0

School	PAN	No. of preference requests for transfer 2023			Offers made as at 06/06/2023	No. of appeals held	No. of appeals upheld
How places were allocated							
EHCP	1						
CLA/PLA	5						
Catchment	161						
Sibling	17						
Out of area	31						
System allocated	2						
Weobley High (C) (DfE 4045)	100	1st	2nd	3rd			
Weobley, Hereford HR4 8ST		133	73	27	**108	10	0
Tel: 01544 318159							
How places were allocated							
EHCP	3						
CLA/PLA	4						
On roll at Primary	27						
Catchment	52						
Sibling	5						
Out of area	17						
** Exceeded PAN							
Wigmore High (A) (DfE 4046)	90	1st	2nd	3rd			
Ford Street, Wigmore, Leominster, Herefordshire HR6 9UW		87	50	23	86	0	0
Tel: 01568 770323							
How places were allocated							
EHCP	1						
Catchment	25						
Sibling	21						
Wigmore Feeder	17						
Wigmore other Feeder	11						
Out of area	11						

School	PAN	No. of preference requests for transfer 2023	Offers made as at 06/06/2023	No. of appeals held	No. of appeals upheld
The Steiner Academy	28	through school	applications go directly to school by parent if requesting a place		
Key:					
System allocated meaning - offered an alternative school as we could not offer requested school. Or no application was received					
F Foundation					
ACAD Academy					
C Community					
VA Voluntary Aided					
VC Voluntary Controlled					
NOR Number On Roll					
PAN Published Admissions Number					

Appendix 4

PRIVACY NOTICE – SECONDARY SCHOOLS

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 secondary 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/the School Admissions 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

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 Information Governance Team at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: 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/>

Glossary

Catchment area

The LA defined geographical area served by a school. A child whose ordinary place of residence is located in a catchment area is normally able to get a place at that school, but a place cannot be guaranteed.

Community school

Any school that is owned, funded and maintained by the LA and which is non-denominational.

Academies

Independently managed, all-ability schools set up by sponsors from business, faith or voluntary groups in partnership with the Department for Children, Schools & Families and local authority. Together they fund the land and buildings, with government covering the running costs.

Local Authority (LA)

Herefordshire Council is the Local Authority (LA) responsible for the provision of education in maintained primary schools, secondary schools and special schools in Herefordshire.

Maintained school

A primary school, secondary school or special school funded and maintained by the LA. It includes voluntary aided and voluntary controlled schools (see below)

Comprehensive school

A school catering for pupils of all aptitudes and abilities.

Curriculum

The curriculum consists of all the learning opportunities provided by a school. Many curriculum activities take place in classrooms under the direction of teachers, supplemented by a range of activities outside the classroom, including educational visits and field studies.

Trust School

Each trust school is a foundation school supported by a charitable foundation or trust, which appoints governors to the school's governing body. They are funded in exactly the same way as other local authority maintained schools.

Voluntary Controlled school

Any denominational school owned by trustees but largely maintained by the LA. The school governing body employs the staff, owns and maintains most of the premises, and determines admissions and religious education.

Comprehensive school

A school where the governing body employs school staff and has the responsibility for the admissions arrangements which appoints governors to the school's governing body. They are funded in exactly the same way as other local authority maintained schools.

Parents

References to parents in this booklet should be taken, where relevant, to include guardian(s) and others who have parental responsibility for a child.

Preference

Parents have a right to express 3 preferences for secondary schools. Preferences must be granted if places are available when higher priority applicants have been given their places.

Provided school

The primary school or secondary school provided for the child's home address.

Published Admission Number (PAN)

The number of pupils to be admitted into the first year group of a school i.e. Year 7 for a secondary school.

Maintained Special school

Such schools are often referred to as Special Schools. Special Schools are provided by the LA for those pupils with an educational health care plan (EHCP) whose needs cannot be met by primary schools or Secondary schools. The Council maintains and controls such schools.

Non-maintained school

A school not funded and maintained by the Council, i.e. an "independent" or "private" school.

Pupil Admissions Office

The staff who deals with parental applications for admission to schools in Herefordshire (see contact details on inside of front cover).

Voluntary Aided school

Any denominational school owned by trustees but largely maintained by the LA. The school governing body employs the staff, owns and maintains most of the premises, and determines admissions and religious education.