

Important notes

Information for parents and carers for Transfer to Secondary
School Year 7 September 2024



What you as a parent/carer should consider before completing your child's online application

In addition to reading the important points below and before deciding on your child's preference(s) of school(s) you are strongly advised to read the Secondary school transfer guide which you can view from the **Secondary admission guidance web page**. It gives information on the following

- Contacts
- Contacts in Neighbouring Authorities
- Secondary schools in Herefordshire
- General Admission Arrangements for Secondary Schools
- Herefordshire's Co-ordinated Admissions scheme
- Policies on Voluntary Aided / Academies / Foundation schools & additional forms required
- How allocation of places are made
- School Transport

Alternatively you can request a copy by either of the below

Email: **schooladmissions@herefordshire.gov.uk**

Telephone: Mrs Dawn Skyrme Secondary Admissions Officer
01432 260925

Write: School Admissions, Plough Lane Offices, Plough Lane,
Hereford, HR4 0LE

Important dates to remember

Online application opens 4 September 2023

Closing date for applications 31 October 2023

Offer Day 1 March 2024

How many preference schools can you have a parent/carer express and why?

- You are advised to express three preferences in rank order. If you only express one preference and are not successful then we will system allocate a place at the next nearest school with spaces. This may not be your nearest or catchment school.
- 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
- 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 [How home to school distances are calculated - Herefordshire Council](#)
- Please note – 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 [find a school](#). The [school transport policy](#) and admissions criteria are different.
- You should read the oversubscription criteria policy for each of the preference schools that you are applying for. Depending on the school(s) that you are applying for, as not all of the schools have the same oversubscription criteria policy and may have changed from previous years. You can view these in the [Secondary school transfer guide](#) linked from the Secondary admissions guidance page

*** 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.

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

- If we are unable to offer any of your preferences you will automatically be allocated/offered a place at the next nearest school with availability. Please note Transport policies still apply if you are allocated/offered the next nearest school.
- 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, and given the right of appeal. If a place becomes available we will write or email you. The waiting list is in operation until the 31 December 2024.
- You will be able to request an alternative school in the next allocation / reconsideration stage in March, pending any offer from the waiting list or appeal outcome
- Please note that information will be given out on the offer day 1 March informing what parents/carers need to do next with regards to accepting, declining, requesting alternative schools and appealing and when they need to do this by.

What if I am in the process of moving house, what address do I put on the application?

You should state the address that your child is resident at, at the time of submitting the application. Should you move after submitting the application too, 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 one of the following:

- 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 copy of either utility bill, copy of drivers licence, mobile phone bill, child benefit letter, and with your name and the address stated on.

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 and can be used for address for residency in Herefordshire. Please refer to the Secondary school transfer guide linked from the Secondary admissions guidance webpage.

Applying for a place at a Voluntary Aided School

- If you are applying for a place at St Mary's RC High School you are required to fill in an additional application form. Please contact the school on 01432 850416 asking for either a non- catholic form or a catholic form depending on your child's status. **Please return the completed relevant form to St Mary's RC High 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, it does not give an automatic offer of place at the school.

'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 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 31 October 2023.

- Send your evidence to Mrs Dawn Skyrme Secondary Transfers Admissions Officer, either by post to Plough Lane Offices, Plough Lane, Hereford, HR4 0LE or email schooladmissions@herefordshire.gov.uk . All information submitted will be regarded as confidential. Please note if you do post you are advised to send recorded delivery.
- 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.

- The 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 a Voluntary Aided, Foundation, or Academy School, you will need to see if this priority is in their admissions criteria. Please refer to the school's policy. For own admission authority school 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 allocated

Applying for a place for a Child who is looked after or a Previously looked after child

If your child is currently looked after you do not need to send any proof we will check this with the social worker/local authority that you have stated on your child's application.

For children looked after 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 and you wish for your application to be classed as criteria PLAC you will need to supply evidence a letter from the Local Authority that last looked after your child, or adoption letter confirming will suffice.

Please note you only need to supply this evidence if you want to apply under the criteria "CLA/PLAC After", if no supporting evidence is supplied this criteria will not be applied.

Please send evidence to support your application if you are applying under this criteria to Mrs Dawn Skyrme Secondary Transfers - Admissions Officer, Plough Lane Offices, Plough Lane, Hereford, HR4 0LE or email schooladmissions@herefordshire.gov.uk for the attention of Dawn Skyrme.

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 a place, bringing a secondary school to its published admissions number, the multiple birth sibling will also be offered a place 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.

Applying for a School in another Local Authority

If you are applying for a school in another Local Authority you still need to state this on your application. We will then exchange this data with them.

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.

Young people with an EHCP moving to secondary school

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:

Local Authority (LA) reviews the plan >LA sends proposed amendments and a copy of the plan (with section I left blank) to the parent or young person>Parent or young person has at least 15 days to make representations about the proposed amendments/content of

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the plan> LA issues a final amended plan, with notice of appeal rights, by the statutory deadlines. Please view [Young people with an EHCP moving to secondary school web page](#)

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>

What if my child has a disability but does not have an EHCP

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.

View the [Accessibility in Schools](#) webpage.

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 by parent(s) and the courts determine which parent can make the final decision on schooling. Written agreement will be requested by both parents.

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Address of child to be used if child resides at multiple 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.

Why apply online?

- Easy to use
- Secure
- No paper application getting lost in post
- Email confirmation of submitting your completed application
- Email confirmation of school offer on offer day 1 March 2024

Please note - You are strongly advised to read the admissions Secondary School Transfers Book and all the supporting documents on all pages with regards to the admissions process for secondary transfer before completing the online application.

How to apply online

Please go to [Apply for a secondary school place](#)

You will need to create account if this is your first time applying online or login if you have an account already from a previous year.

Please keep a record of your user name which is your email address

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and password, this will be required if you wish to go back into your account at any stage. Please note- you can not change any details on your account once the application has been downloaded by the admissions team. If you need to change any details please email schooladmissions@herefordshire.gov.uk

Please note – a paper application **will only** be sent in exceptional circumstances. Please contact Mrs Dawn Skyrme on 01432 260925. It is your responsibility to ensure your paper application form reaches the council. We recommend you return your completed application via recorded delivery or hand deliver it to

- Herefordshire Council, Plough Lane, Hereford, Herefordshire HR4 0LE

We also advise contacting the school admissions officer directly on 01432 260925 to ensure your paper application form has been received.

Applying after the closing date 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 admissions manager 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 12 January 2024 will not be considered until after the 1 March in the next allocation / reconsideration stage which takes place end of March, any received after this will be dealt with on a daily basis.

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