

## Important notes

Applying for a reception class place  
Commencing September 2018



# Please read before completing your application

All parents are advised to read the 'information for parents: admission to primary school' booklet (available at [www.herefordshire.gov.uk/primaryschooladmissions](http://www.herefordshire.gov.uk/primaryschooladmissions)) before deciding on their preferred school, which provides information on:

- Primary schools in Herefordshire
- General admission arrangements for primary schools
- Admission into a reception class: Questions and answers
- Allocation of places in primary schools
- Co-ordinated admissions
- School contact details, numbers on roll, previous admission round application numbers and appeals received

Alternatively, a copy can be requested from the council's school admissions team:

E-mail: [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk)

Telephone: 01432 260926 / 261574

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

## How to apply

When you have decided which school(s) you would like to apply to, please apply online at [www.herefordshire.gov.uk/primaryschooladmissions](http://www.herefordshire.gov.uk/primaryschooladmissions).

**You are advised to state more than one preference and to include your catchment school.**

Once you have applied, you will automatically receive an e-mail receipt. If you do not receive your receipt, you have not submitted your application correctly.

If you do not have the facility to apply online, please contact the school admissions team on the above contact details to request a paper application. Please note it is your responsibility to ensure your paper application form reaches the council, therefore 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 team directly on 01432 260926 / 261574 to ensure your application form has been received.

## Applying for a church place at a voluntary aided school

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

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

If your child has ceased to be looked after due to becoming adopted or subject to a residence order or special guardianship and you wish to apply under the priority 1 criteria 'looked after', you'll need to supply a letter from the council which last looked after your child.

This needs to confirm that your child was looked after immediately prior to an order being made and a copy of the adoption, residence or special guardianship order needs to be supplied.

This evidence should be sent to Herefordshire Council, school admissions team, Plough Lane, Hereford, Herefordshire, HR4 0LE.

## Applying for a place under priority 4

### Exceptional medical, social or compassionate grounds

A request for a place on these grounds must be supported by documentation from a professionally qualified independent source. This should name the preferred school and set out the reasons why this school is the only one suitable and the difficulties likely to occur if your child has to attend another school. If you do not submit documentation from a professionally qualified independent source, your application will not be considered under the priority 4 criteria.

If you wish to apply under priority 4 and the school you're applying to is a voluntary aided, foundation or academy school or in another area, you'll need to check if this criteria is included in the admissions criteria for that particular school.

## Applying to a school in another area

If you are applying for a place in a school in another area (under the control of a different local council), you need to state this on your application form. We will forward your application to the relevant council on your behalf.

## Applying to an independent school

You should contact the headteacher of the independent school directly and they'll be able to advise you of their specific admissions process. Please do not enter an independent school as a preference on your application form, as the council does not make offers on behalf of these schools.

## Moving home

If you are moving home either within Herefordshire or into the county at the time of applying for a reception class place, you will need to send supporting evidence by **18 March 2018**.

The acceptable forms of evidence are:

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

Please note that short term tenancy agreements of less than six months or temporary moves to live with relatives to create catchment area status will not be accepted.

## If parents / carers disagree on a school preference

If the council receives application forms from more than one parent or carer which list different school preferences, we will write to both parents / carers and inform them that unless written confirmation is received from both parties agreeing to a particular school(s), then we will take the preference from the parent / carer with whom the child lives.

Where a child has more than one residence, we will take the preference from the person in receipt of child benefit.

## School transport

To qualify for free school transport, your child must attend their nearest school and live over two miles from the school (for those under eight years old) or more than three miles (for those over eight years old). If you require further advice or help on school transport, please contact the council's school transport team on [schooltransport@herefordshire.gov.uk](mailto:schooltransport@herefordshire.gov.uk) or 01432 260937.

Alternatively, please visit: [www.herefordshire.gov.uk/educationtransport](http://www.herefordshire.gov.uk/educationtransport).

## Additional advice

If you require further advice or help with your application process, please contact the council's school admissions team on [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk) or 01432 260926 / 261574.

**The closing date for all applications is 15 January 2018**

**The national offer day is 16 April 2018**