

Under 11s 2015

A guide for parents and carers of children applying to **primary, junior and middle schools for 2015-16**

This leaflet explains how to apply for a reception place for children born between 1 September 2010 and 31 August 2011.

If your child is in year 2 at an infant school you must apply for a place at a junior school.

If your child is in year 4 at a first school you must apply for a place at a middle school

All of the information you need is available on our website www.hertsdirect.org/admissions

The website includes an interactive copy of the Under 11s booklet and a directory for all schools with reception classes, junior schools and middle schools in Hertfordshire.

You should visit the website to read the admissions booklet and apply online because:

- It is quick, easy to use and secure
- You will receive immediate confirmation that your application has been received and you can view it at any time.
- You can change your application at any time up to the closing date.
- You can accept the school place offered online.

If you do not have internet access at home you can use the internet at your local library free of charge.

The closing date for applications is 15 January 2015.

Apply online at www.hertsdirect.org/admissions

What happens when?

10 November 2014	Online application system opens
November and December	Parents/carers visit Hertfordshire schools (this should be arranged by contacting schools direct)
15 January 2015	Deadline for applications
6 February 2015	Last date to: <ul style="list-style-type: none">• Submit reasons for making a late application and for that application to be considered 'on time'.• Notify us of a change of address and for that address to be taken into account for allocation day. <p>Please refer to the online admission pages or the Under 11s booklet for more details about these processes.</p>
9 March 2015	Last date to make a late application to be considered for allocation day.
16 April 2015	Allocation Day. School places are offered.

Apply online at:

www.hertsdirect.org/admissions

Application deadline 15 January 2015



How are places offered?

Hertfordshire County Council coordinates admissions to all maintained schools and academies in Hertfordshire. If you live in Hertfordshire your application for a reception (primary, infant or first), junior or middle school place must be made to Hertfordshire County Council and should be made online.

Many schools have more applications than there are places available. When schools are oversubscribed a set of admission criteria (rules) are used by the school's admitting authority to decide which children should be offered places.

Different schools have different admission rules so it is important that you check the admission arrangements for all the schools you are interested in.

The admission authority for foundation, voluntary aided schools and academies is the school's governing body or academy trust.

The admission authority for community and voluntary controlled schools is the local authority in which the school is located. The admission authority for Hertfordshire community schools is Hertfordshire County Council.

A summary of admission rules for all schools in Hertfordshire can be found in the online school directory. You need to read the full arrangements for the schools you are interested in to get the complete picture. Full details can be obtained at

www.hertsdirect.org/admissions or from the schools direct.

Information about schools outside Hertfordshire can be found in the Neighbouring Local Authorities pages of the Under 11s booklet.

Nursery admissions

The nursery admissions process for September 2015 is for children born between 1 September 2011 and 31 August 2012. The online application process for nursery schools and classes will open in February 2015.

More information is available at www.hertsdirect.org/nurseryadmissions

What do I have to do?

1. You should choose up to four schools, inside and outside Hertfordshire, and rank them in order of preference

To help you make this decision you can:

- Find schools in your area by looking at the school directory online
- You can also find schools which are close to your home address using the 'Find Your Nearest School' facility at www.hertsdirect.org/admissions
- Read the admission rules for schools you are interested in and consider whether your child would be offered a place.

- Consider the home to school transport policy and whether your child will qualify for free transport to any of the schools you list on your application form.
- Remember that a place in a nursery class does not guarantee your child a place in the reception class at the same school. You must make an application now for a reception place.
- Arrange to visit schools and consider other sources of information, e.g. the school prospectus or Ofsted reports.

2. You must make an application by 15 January 2015

- You should apply online at www.hertsdirect.org/admissions
- If you are applying to a foundation, voluntary aided school or academy, check the online directory or contact the school to see if you need to complete a supplementary information form (SIF). SIFs are used by some schools to obtain the additional information needed to apply their own admission rules correctly, for example faith schools may ask for evidence of religious attendance or faith membership.

Apply online at www.hertsdirect.org/admissions

What happens next?

3. We will offer your child a school place on 16 April 2015

- Online applicants will receive an allocation email on 16 April 2015. This is the easiest way to obtain your school allocation. Individual allocation emails will be sent before parents can access the online allocation system on Hertsdirect.
- Online applicants will be able to view their school offer online at www.hertsdirect.org/admissions after allocation emails have been sent, on the evening of 16 April 2015.
- Parents/carers will **only** be sent an allocation letter by first-class post on 16 April if they applied on a paper form.

If your child qualified for a place at more than one school, you will be offered the highest ranked school possible.

If your child is not allocated a place at any of your preferred schools we will usually offer a place at the nearest school to your home address with places still remaining (this only applies to Hertfordshire residents). This could be a school outside Hertfordshire

4. What can you do if you are not happy with the school you have been offered?

Full details and guidance will be available on allocation day at www.hertsdirect.org/admissions and in the 'What Can You Do Now?' leaflet.

Home to School Transport

Very few children are entitled to home to school transport and you should ensure your child has a reliable method of travelling to the schools you list on your application form.

The county council's full home to school transport policy and other

guidance on home school transport is available at www.hertsdirect.org/schooltransport

School travel website

A Hertfordshire school travel website providing information on home to school journeys is available for parents. Using the Journey Planner you can plan a journey from your home to/from a selected Hertfordshire school, or schools in neighbouring authorities. You are offered four travel options – public transport; walking; cycling; driving. Visit the travel website at www.hertsdirect.org/schooltravel

Information about public bus routes which may run to schools is available at www.intalink.org.uk

Please contact individual schools about any local arrangements they may have in place with bus and coach operators.

Where can I get more help and information?

Customer Service Centre

- @ hertsdirect@hertfordshire.gov.uk
- 🌐 www.hertsdirect.org/admissions
- ☎ 0300 123 4043

If you do not have internet access you can request a booklet, a local school directory and a paper application form by calling the Customer Service Centre. The advisers have information on many subjects. They can also refer you to the Admissions and Transport officers who have detailed local knowledge.

Opening hours:

8am to 8pm Monday to Friday
9am to 4pm on Saturdays

Admissions and Transport Team

- @ hertsdirect@hertfordshire.gov.uk
- 🌐 www.hertsdirect.org/admissions

CHR 102, County Hall,
Pegs Lane, Hertford
Hertfordshire, SG13 8DF

Detailed information on all primary, junior and middle schools in Hertfordshire is available in the school directory at www.hertsdirect.org/admissions

Apply online at www.hertsdirect.org/admissions

If you need help to understand this information, please call 0300 123 4043.

An interpreting service is available for those who need it.

Arabic

تخبرك هذه النشرة كيفية التقدم للمرحلة التمهيديّة للمدارس أو للمدارس الابتدائية والاعدادية في هيرتفوردشاير لشهر سبتمبر 2015. الموعد النهائي للتقدم هو 15 يناير 2015.

إن كنت في حاجة للمساعدة كي تفهم هذه المعلومات، برجاء الاتصال بمركز خدمة العملاء على رقم 0300 123 4043. تتوافر خدمة الترجمة الفورية لمن يحتاجونها.

Bengali

হাটফোর্ডশায়ারের কোন রিসিপশন, জুনিয়র বা মিডল স্কুল সেপ্টেম্বর 2015 এর জন্য কিভাবে আবেদন করতে হবে এই লিফলেট থেকে আপনি তা জানতে পারেন 31 জানুয়ারি 2015 আবেদন করার শেষ তারিখ

এই তথ্য বুঝতে আপনার সাহায্য প্রয়োজন হলে অনুগ্রহ করে 0300 123 4043 নম্বরে গ্রাহক সেবা কেন্দ্রে যোগাযোগ করুন। যাদের প্রয়োজন তাদের জন্য অনুবাদ সেবার ব্যবস্থা রয়েছে।

Cantonese

此宣傳單告訴您如何在赫特福德郡為2015年9月的 reception, junior or middle school (接待處、小學或中學) 申請建造地方。該申請截止時間為2015年1月15日。

如果您需要幫助理解這個資訊，請聯繫客戶服務中心，電話：0300 123 4043。可為需要的人提供口譯服務。

Italian

Questo dépliant vi indica come presentare la domanda d'iscrizione in una reception school (primo e secondo anno della scuola elementare), junior school (3- 6 anni) o middle school (scuola media) a Hertfordshire a settembre per l'anno scolastico che comincerà a settembre del 2015. La domanda deve essere presentata entro il 15 gennaio 2015.

Se avete bisogno di assistenza per comprendere quanto indicato, vi preghiamo di contattare il servizio di attenzione al cliente al 0300 123 4043. È disponibile un servizio di interpretariato su richiesta.

Polish

Niniejsza ulotka zawiera Informację na temat zasad składania wniosków o przyjęcie do 'zerówki', szkoły podstawowej lub szkoły średniej w Hertfordshire od września 2015 r. Termin składania wniosków mija 15 stycznia 2015 r.

Jeżeli potrzebują Państwo dalszych informacji, prosimy o kontakt z biurem obsługi petentów pod numerem 0300 123 4043. Pomoc tłumacza ustnego dostępna jest dla osób wymagających takiej usługi.

Portuguese

Este folheto explica como candidatar-se a uma vaga no jardim de infância, ensino básico ou intermediário em Hertfordshire com início em setembro de 2015. O prazo de inscrição é 15 de janeiro de 2015.

Se precisar de ajuda para entender essa informação, por favor contacte o centro de atendimento ao cliente no telefone 0300 123 4043. Um serviço de interpretação encontra-se disponível para aqueles que dele necessitem.

Punjabi

ਇਸ ਪੁਸਤਿਕਾ ਵਿੱਚ ਸਤੰਬਰ 2015 ਲਈ ਹਰਟਫੋਰਡਸ਼ਾਇਰ ਦੇ ਸੈਂਡਰੀ, ਅੱਪਰ, ਸਟੂਡੀਓ ਸਕੂਲ ਜਾਂ ਯੂਟੀਸੀ ਵਿੱਚ ਦਾਖਿਲਾ ਲੈਣ ਲਈ ਅਰਜੀ ਦੇਣ ਬਾਰੇ ਦੱਸਿਆ ਗਿਆ ਹੈ। ਅਰਜੀ ਭੇਜਣ ਦੀ ਅੰਤਿਮ ਤਾਰੀਖ 31 ਅਕਤੂਬਰ 2014 ਹੈ।

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਸਮਝਣ ਲਈ ਦੁਬਾਸ਼ੀਏ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 0300 123 4043 ਤੇ ਗੁਰਮ ਸੇਵਾ ਕੇਂਦਰ ਤੇ ਸੰਪਰਕ ਕਰੋ। ਜਰੂਰਤਮੰਦਾਂ ਲਈ ਦੁਬਾਸ਼ੀਆ ਸੇਵਾ ਵੀ ਉਪਲਬਧ ਹੈ।

Tamil

செப்டம்பர் 2015-க்கு Hertfordshire-ல் ரிசப்ஷன், ஜூனியர் அல்லது மிடிடல் ஸ்கூல் இடத்திற்கு எப்படி விண்ணப்பிப்பது என்பதை இந்த கையேடு உங்களுக்குச் சொல்கிறது. விண்ணப்பத்திற்கான காலக்கெடு 15 ஜனவரி 2015.

இத்தகவலை புரிந்துகொள்வதில் உங்களுக்கு உதவி தேவைப்பட்டால், தயவுசெய்து வாடிக்கையாளர் சேவை மையத்தை 0300 123 4043 -ல் தொடர்புகொள்ளுங்கள். தேவைப்படுபவர்களுக்கு மொழிபெயர்ப்புச் சேவை கிடைக்கின்றது.

Turkish

Bu kitapçık, size Eylül 2015 için Hertfordshire'da nasıl ilkököl hazırlık sınıfı (reception), ilkököl (junior) veya ortaokul öncesi (middle school) başvurusu yapacağınızı anlatmaktadır. Başvuru için son tarih 15 Ocak 2015'tir.

Bu bilgileri anlamak konusunda yardıma ihtiyacınız varsa, lütfen 0300 123 4043 numaralı telefondan müşteri hizmetleri merkezi ile bağlantıya geçiniz. İhtiyaç duyular için tercümanlık hizmeti mevcuttur.

Urdu

یہ پرچہ آپکو بتاتا ہے کہ ہارٹفورڈ شائر میں ستمبر 2015 کے لئے ریسپیشن، جونیئر یا مڈل اسکول میں داخلہ لینے کی درخواست کیسے دائر کریں۔ درخواست دینے کی آخری تاریخ 15 جنوری 2015 ہے۔

اگر آپکو یہ معلومات سمجھنے میں مدد کی ضرورت ہو تو برائے مہربانی ستمبر سروس سینٹر کے اس نمبر پر رابطہ کریں 0300 123 4043۔ جن افراد کو ضرورت ہو انکے لئے مترجم کی سہولت بھی دستیاب ہے۔