

Worcestershire School Admissions 2027-2028

Information for parents / carers

School Admissions 2027/2028

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Letter from the Director for Education, Early Years, Inclusion and Place Planning

Dear Parent/Carer

Information for Parents and Carers

Worcestershire County Council's Children's Services have "good education for all" as one of its priority values and the information in this booklet is intended to help you to access the full range of educational provision available for your child.

Deciding which school, you would like to name as your preferred school for your son or daughter is an exciting opportunity, but it can also be somewhat daunting. There is a great range and diversity of schools often within the same immediate locality.

The simplest and most direct way to form a view on what best suits your child is usually to contact the Headteacher of your local school. Your local Headteacher will be delighted to provide you with details about the school to help you make an informed choice. Many schools also have open days to showcase the school's facilities, so I encourage you to attend these or to arrange a visit

We support and encourage all schools to have good safeguarding arrangements, to have an Early Help Offer to support their students and families and to be inclusive of children with additional needs, so look out for these in schools that you are considering, they may well be of help to you now or in the future.

Many thousands of pupils and students each year enjoy and achieve in their education in Worcestershire and have successfully moved on to further education and or to have employment and fulfilling careers.

We hope you and your child will be equally delighted with the educational opportunities available to your child.

Worcestershire School Admissions contact details

Address: Worcestershire School Admissions, Worcestershire County Council, Wildwood, Wildwood Drive, Worcester, WR5 2QT

Website: www.worcestershire.gov.uk/schooladmissions

Email: schooladmissions@worcestershire.gov.uk

Telephone: 01905 822700

Contact details for Neighbouring Authorities

Parents who wish to consider schools maintained by other authorities are strongly advised to contact the local authority concerned to obtain information about those schools. Please note there may be different admission policies in operation.

Under the national, Co-ordinated Admission Arrangements, parents have to apply for School places to their home LA. If you have any queries with regards to your home LA, details can be found at

Birmingham LA (DfE No. 330)

Schools Admissions and Fair Access Service Children and Families Directorate, Birmingham City Council, PO Box 16513, Birmingham B2 2FF

- Tel: 0121 303 1888
- Email: admissions@birmingham.gov.uk

Dudley LA (DfE No. 332)

School Admissions Service, Children's Services, Cable Plaza, Waterfront West, Brierley Hill DY5 1LW

- Tel: 0300 555 2345
- Email: admissions.cs@adudley.gov.uk

Gloucestershire LA (DfE No. 916)

Co-ordinated Admissions, Education Planning & Infrastructure, Gloucestershire County Council Shire Hall, Westgate Street, Gloucester, GL1 2TP

- Tel: 01452 425407
- Email: school.admissions@gloucestershire.gov.uk

Herefordshire LA (DfE No. 884)

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

- Reception admissions: 01432 260926 / 261574
- Phase Transfer: 01432 260925
- In Year Transfer: 01432 260927
- Email: schooladmissions@herefordshire.gov.uk
- Website: www.herefordshire.gov.uk

Shropshire LA (DfE No. 893)

Shropshire Admissions, C/O The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ

- Tel: 03456 789008
- Email: school-admissions@shropshire.gov.uk

Solihull LA (DfE No. 334)

School Admissions, Solihull Council, Manor Square, Solihull, B91 3QB

- Tel: 0121 704 6693
- Email: admissions@solihull.gov.uk

Staffordshire LA (DfE No. 860)

School Admissions and Transport Service 2, Staffordshire Place, Stafford, ST16 2DH

- Tel: 0300 111 8007
- Email: admissions@staffordshire.gov.uk

Warwickshire LA (DfE No. 937)

School Admissions Service, Children, Young People and Families Directorate, Shire Hall, Warwick, CV34 4RL

- Tel: 01926 414143
- Email: admissions@warwickshire.gov.uk

Nursery Provision

Local Authority Maintained Nursery Places

PLEASE BE AWARE that attendance at a particular nursery/nursery class or foundation class gives no guarantee that your child will gain a place at the school where the nursery/nursery class/foundation class is located.

Parents/carers must apply separately for their child to go to any first/primary school. Attendance at a LA maintained nursery does not give entitlement or greater priority for a reception place in the school providing the nursery provision, for the period of statutory education. Places in reception classes are allocated as per the admissions policy for the school. It is a parent's responsibility to ensure they apply for a school place at the relevant time.

The area served by any nursery is wider than the catchment area of the providing school and may vary according to local circumstances.

Even if your child is successful in obtaining a place in a nursery you will still need to apply separately for a place in Reception.

Funded Childcare Entitlement

Children aged 9 months – 5 years of age may be able to access 15 or 30 hours per week of funded early education, dependent upon eligibility criteria:

Funding Type	Age	Maximum Funded Hours
Working Family hours (valid Eligibility Code is required)	Term after a child turns 9 months	30 hours per week, 1140 per year*
Families in receipt of additional support (FRAS) (application is required)	Term after a child's 2 nd birthday	15 hours per week, 570 per year
Universal hours	Term after a child's 3 rd birthday	15 hours per week, 570 per year

*For children entitled to both Working Family entitlement and Universal or FRAS funding, the maximum funded entitlement is 30 hours per week.

Please note:

- Parents/carers are responsible for ensuring that the relevant application processes have been completed; where a Working Family Eligibility Code has been issued, it is the parent/carers responsibility to renew the Code every three months.
- A Parent Declaration Form must be completed by the parent/carer to enable the school to claim funding for their child/ren.
- The parent/carer is responsible for paying for any additional hours and/or services they have opted to access for their child.

The funded entitlement can be accessed flexibly across a range of providers with LA maintained nurseries offering all or some it.

Maintained nurseries in Worcestershire offer places for children at different ages and at different times in the year. Please see the appropriate school website for information about their individual offer and how to apply for a nursery place; each school manages their own nursery application process. Where more applications than places available are received, the school will apply Over Subscription Criterion to allocate the places.

LA Maintained Nursery over subscription criteria

If the demand for places exceeds those available, the following criterion will be used to allocate places:

1. Children Looked After and Children Previously Looked After including those who appear to have been in state care outside of England and have ceased to be in state care as a result of being adopted;
2. Children of Staff;
3. Siblings if the older sibling will still be on the roll of the school or nursery at the time of the younger sibling being admitted to the nursery;
4. Children accessing their full early years entitlement (15 or 30 hours) at the school (this criterion is optional for each setting to decide if they use or not);
5. Children living nearest to the nursery measured by the shortest straight-line distance.

In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the provision named in the Plan.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, step- siblings or a child of the parent/carer's partner. They must also be living at the same home address. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.

Worcestershire Schools

How does the school system vary within the county?

All schools in the County are co-educational, and all schools are comprehensive. However, there are different types of school and there are also differences across the County in the age groups that the schools provide for, as explained below.

Types of School

Academies (A)

Academies are publicly funded independent schools. The governing body/academy trust have responsibility for managing the academy and have responsibility for deciding the arrangements for admitting pupils including their own admissions criteria. Academies don't have to follow the national curriculum and can set their own term times. They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools. Academies get money directly from the government, not the local council. They're run by an academy trust which employs the staff. Some academies have sponsors such as businesses, universities, other schools, faith groups or voluntary groups. Sponsors are responsible for improving the performance of their schools.

Free Schools (FR)

Free schools are funded by the government but aren't run by the local council. Free Schools are non- profit making, independent, state-funded schools. They're 'all-ability' schools, so can't use academic selection processes like grammar schools. Free schools can set their own pay and conditions for staff, change the length of school terms and the school day and don't have to follow the national curriculum. Free schools can be set up by charities, universities, independent schools, community and faith groups, teachers, parents and businesses. The governing body has responsibility for managing the Free School and have responsibility for deciding the arrangements for admitting pupils including their own admissions criteria.

Community (C) and Voluntary Controlled (VC) Schools

Worcestershire Local Authority (LA) is the admission authority i. e. It has responsibility for deciding the arrangements for admitting pupils to Community (C) and Voluntary Controlled (VC) schools including the admissions criteria.

Community schools are controlled by the local council and not influenced by business or religious groups.

Foundation (FD) and Voluntary Aided (VA) Schools

The governing body is the admissions authority i. e. It has responsibility for deciding the arrangements for admitting pupils including their own admissions criteria. Voluntary Aided schools have to follow the national curriculum, but they can choose what they teach in religious studies. Foundation schools and Voluntary Aided schools may have different admissions criteria and staffing policies, although anyone can apply for a place.

The individual school governing body is responsible for determining admission and appeal arrangements for Academies (A), Foundation (FD), Free (FR) and Voluntary Aided (VA) Schools.

Studio Schools (SS)

Studio schools are small schools (usually with around 300 pupils) teaching mainstream qualifications through project-based learning. This means working in realistic situations as well as learning academic subjects.

Students work with local employers and a personal coach, and follow a curriculum designed to give them the skills and qualifications they need in work, or to take up further education.

University Technical Colleges (UTC)

University technical colleges specialise in subjects like engineering and construction - and teach these subjects along with business skills and using IT.

Pupils study academic subjects as well as practical subjects, leading to technical qualifications. The curriculum is designed by the university and employers, who also provide work experience for students.

University technical colleges are sponsored by:

- universities
- employers
- further education colleges

For more detailed information on types of school visit: [Types of school: Overview - GOV.UK](https://www.gov.uk/types-of-school/overview)

Worcestershire School Organisation

In the County there are two systems: **Please refer to area information for details.**

Three-Tier System

The three-tier system consists of first schools for pupils from 4 to 8, 9 or 10 years, middle schools for pupils from 8, 9 or 10 years to 12 or 13 years, and high schools which provide for pupils of 12 or 13 years to 18 years.

Two-Tier System

In some other areas of Worcestershire, there is a two-tier system of primary schools for pupils up to the age of 11, with high schools for pupils over the age of 11.

There are also some differences in the way high schools are organised. Some schools have Sixth Forms, and some do not.

How to find out about schools?

If you have access to the internet you can find further information about schools, including each schools latest OFSTED report, at: [Get Information about Schools - GOV.UK](https://www.gov.uk/get-information-about-schools) .

Each school publishes its own prospectus and will have a website you can visit to find out more information.

To view information on all Worcestershire Schools, including the admission arrangements, Published Admission Numbers, address, contact information, previous allocation data, this can all be found on our website at [Allocation day statistics, adjudicator reports and resources | Worcestershire County Council](#)

Keeping Key Stage 1 Class Sizes to 30 or fewer

LA's must ensure that infant class sizes are limited to a maximum number of 30. The government has identified certain specific exceptions to that class size limit. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a. children admitted outside the normal admissions round with an Education Health Care Plan, specifying a school;
- b. Children Looked After and Children Previously Looked After including those who appear to have been Looked After outside of England and cease to be Looked After following being adopted after admitted outside the normal admissions round;
- c. children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d. children admitted after an independent appeals panel upholds an appeal;
- e. children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance. The LA follows the DfE guidance on best practice which states "the maximum each way length of journey for a child of primary school age might be considered to be 45 minutes: whilst a child of secondary school age might be expected to travel up to 75 minutes each way." Similarly, a child's special educational needs and/or disability might be such that it implies a shorter maximum journey time.
- f. children of UK service personnel admitted outside the normal admissions round;
- g. children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h. children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Elective Home Education (EHE)

Under Section 7 of the Education Act 1996 parents have a legal responsibility to provide their child with an education either by regular school attendance or otherwise. Under this

duty parents can decide to take personal, including financial, responsibility for their child's education and this is known as Elective Home Education (EHE). Deciding to educate your child at home is a major step that not only involves commitment but also a tremendous investment in time and energy so it is well worth talking to someone who has experience of home education before finally making a decision. Information on Elective Home Education is available at [Home education and flexi-schooling | Worcestershire County Council](#) . and can also be found at [SEND Information, Advice and Support Service](#) or by telephoning: 01905 768153.

Applications on behalf of children arriving from overseas

In most cases, foreign national children in the UK have the right to attend schools in England. School admission authorities must not refuse to admit a child on the basis of their nationality or immigration status nor remove them from roll on this basis. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

Children aged under 18 can enter the UK, as a dependent of a foreign national who has settled status in the UK, as a dependent of their parent(s) who are in the UK on a work visa or Student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependents .

These dependent children are entitled to enter the country and can study at a state-funded or independent school once in the UK. Dependent children of a person on the BN(O) route must make an application, under the BN(O) immigration route, at the same time as their parent(s). Dependent children who do not arrive in the UK at the same time as their parents, would need to apply for a visa separately as a dependent child.

Processing applications from parents moving to England

Parents who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinated local authority to check.

A school admission authority cannot refuse to admit a child until the school to which the parents have applied is full (it has reached its published admission number). Parents who are moving or returning to the UK and who apply for a place in England must therefore have their applications for state- funded schools considered. Where a place is refused, admission authorities must offer an appeal to an independent appeals panel.

If an application is made from another country, local authorities should consider the application as adequate proof of an intention to move or return to the area and include it within the local authority co-ordinated process. Admission authorities must consider all applications and should not refuse an application simply because a parent or child currently lives in another country.

A local authority should not refuse an application made from overseas (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands), on the grounds that the applicant does not currently live in its area.

Withdrawing offers of places

When an application is made from an address in another country, the local authority and/or school may ask for evidence before the school year to confirm that the child now lives in the area. If the child does not attend school on the first day of term, the admission authority could remove the offer and allocate the place to a child on the waiting list.

Before taking this action, the admission authority will contact the parent(s) to give them an opportunity to explain why there has been a delay in taking up the place and find out when the child might begin attending.

Paragraph 2.12 of the School Admissions Code states that: 'An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not.'

If the school does not receive a response even then, the Pupil Registration Regulations 2006 (as amended) allow it to remove the child from the roll after 20 school days. The local authority or admission authority can then allocate the vacant place to a child on the waiting list.

Children Looked After and Previously Looked After Children – Information for Parents/Carers and Social Workers

Definition

'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under Section 22(1) of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption - This includes

- a) children who were adopted under the Adoption Act 1976 (Sec 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (Sec 46 adoption orders).
- b) a child arrangements order - Child arrangements orders are defined in Sec 8 of the Children Act 1989, as amended by Sec 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.
- c) or special guardianship order - 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).
- d) those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in care homes or other settings.

Independent supporting evidence will be required to be provided with the application.

When choosing schools parents/carers/Social Workers should consider the following:

- Schools should have an overall 'Good' or 'Outstanding' Ofsted Report Card profile.
- Schools with an overall 'Requires Improvement' Report Card profile should only be applied for in exceptional circumstances - speak to the linked Virtual School Learning Advocate for advice.
- Schools with any 'Inadequate' ratings in their Ofsted Report Card should not be applied for.
- Ensure the travel time to the school is acceptable given the needs of the child.
- Standard practice should be to apply for the nearest school with an overall 'Good' or 'Outstanding' Report Card profile which can meet the needs of the child.

Social Workers should ensure the following:

- Read the current Personal Education Plan (PEP) to gather information about the specific needs of the child.
- Ensure the Care Order Status is up to date and ready for inclusion in the application.
- Know the educational needs of the child including SEN status (EHCP, SEN Support).
- Know details about child/young person's medical needs.
- Understand the ways in which each school can support the educational needs of the young person.

Prior to applying for a school place, Parents/Carers/Social Workers must have an Initial conversation to discuss the child/young person with the school's Designated Teacher.

Consideration must be given to what the school/s can offer and how they can meet the child's/young person's needs. The decision regarding the most appropriate school/s for the child/young person must be based on all gathered evidence and discussions with the Virtual School and WCC school admissions team, in conjunction with determining if this is the nearest Good or Outstanding School that can meet those needs.

Social Care MUST include the Virtual School case worker and the WCC Admissions Team (if in Worcestershire) at this stage of the admissions process in order to support the best outcome.

Key Information when applying for a school place

Home Local Authority

Local Authorities (LA's) are required to work with each other in relation to admissions for the normal intake points, whether the schools are in Worcestershire or anywhere else in England. This is to ensure that wherever possible, each child receives the offer of only one school place.

Your Home Local Authority is the LA that you pay council tax to. You should only apply for a school place to Worcestershire County Council if you pay council tax to Worcestershire County Council. If you pay your council tax to another local authority, you will need to apply directly to that authority.

If parents are separated, the application should be made by the parent the child normally lives with for the majority of the school week as set out in the Glossary of this book. Where a child spends equal time during the school week with each parent, the exact arrangements must be made clear by email with a copy of any child arrangements order/court order (where applicable), this must be submitted by email to schooladmissions@worcestershire.gov.uk

If the evidence you provide does satisfy us that arrangements are 50/50 shared care, then we will determine which LA we consider to be your Home LA, using random allocation, Legal and Democratic Services who are independent of School Admissions will supervise this process. **Please note that the final decision about which address is to be considered for the purpose of applying the admissions criteria, rests with each admission authority.**

If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult them before applying and expressing a preference for a school.

NB Home LA is not considered for in-year applications, if you wish to move schools in-year to a school in Worcestershire, then you can apply from wherever you are living. If you wish to apply in-year for a school in another LA, please find out the arrangements in place in that area for in- year applications.

Parental Responsibility

The law allows any parent/carer that has Parental Responsibility for a child, (which in most cases will mean more than one parent/carer), to express preferences on an application, for the school/s they would like their child to attend. Each person with Parental Responsibility for a child may act independently. Both parents have a statutory right to express preferences for themselves.

To avoid multiple applications, and delays in processing, parents/carers should agree on the preferences expressed and submit only one application. If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult them before expressing a preference for a school.

The law means that we will have to process both applications if they are submitted separately and/or are for different schools. The application process is administrative in nature, and results in an offer of a placement. The parents do not have to accept the offer where they do not wish to or when they cannot agree. Any disagreement would be a matter for the parents.

It can be distressing for a child/young person to not be secure in knowing which school they will attend, whilst others may already be attending induction events. Any delay in resolving multiple applications/ preferences, creates uncertainty for all parties.

In line with GDPR legislation, we are only able to deal with the applicant. Any request for information about your child that is **not** linked to another applicant's application would need to be made using the Subject Access Request Form: [Make a Data Protection \(Subject Access Request\) Request | Worcestershire County Council](#) .

Where more than one parent applies for a child, or where there is a parent not in agreement with the preferences, the Local Authority and any admission authority applied for, legally has to comply with the preferences expressed. If this is not the same, then parents will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. **The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.**

What is considered to be the Home Address for your child?

Every admission authority must set out what they mean by Home Address. It is vital that you therefore read the full admission policy of any schools you intend to apply for.

The final decision about which address is to be considered for the purpose of home address, rests with the admission authority. **Please note the admission authority for each of your preferred schools may be different.**

If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult them before applying and expressing a preference for a school.

Establishing 'home' address for a Community or Voluntary Controlled School

In the case of Community and Voluntary Controlled schools, home is defined as the only or main 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.

In order to qualify as living within the catchment area of a given school, School Admissions will need to be satisfied that you actually do live within that area or property **at the relevant closing date and at the time of admission.**

If parents are separated, the home address will be the address where the child normally lives for the majority of the school week as set out in the Glossary of this book. Where a child spends equal time during the school week with each parent, the exact arrangements must be made clear by email with a copy of any child arrangements order/court order

(where applicable), this must be submitted by email to schooladmissions@worcestershire.gov.uk

If the evidence you provide does satisfy us that arrangements are 50/50 shared care, then we will determine the home address using **random allocation**, Legal and Governance Services who are independent of School Admissions will supervise this process.

If you are in the process of moving to live in the relevant catchment area at the time of your application, you need to provide School Admissions with some firm **independent evidence** of when you will actually begin to live there. This evidence must be provided before the relevant closing date for applications. This is also applicable if you are moving property and wish to have your application considered from your new property.

- If your move involves **the purchase of a property** you will need to provide appropriate written **independent evidence** (in the form of a letter from your solicitors) that contracts for the purchase have been exchanged and of the actual or expected completion date.
- If your move involves the **renting of a property** you will need to provide appropriate written **independent evidence** (e.g. from an estate agent or solicitor) of the tenancy agreement or lease including the start date.
- If your move into the catchment area or moving property involves your **returning to live in a property you already own**, you will need to provide appropriate written **independent evidence** by the closing date for applications, that you own the property. In addition, you will need to provide independent supporting evidence of the date that you will return to live at the property. You must have returned to live at the property by the late date specified for application changes, in order for the address to be considered. If you cannot prove you will be resident at the address by the late closing date, your current address will be considered the home address.
- If your move involves any **other circumstances** you will need to provide appropriate written **independent evidence** of the date when you begin to live there, the arrangements you will have for living there and the length of time for which you envisage staying there.
- Please note that unless the written evidence which you provide proves, to the satisfaction of School Admissions, that you will actually have commenced living in the catchment area or the new property by the relevant late closing date, your application cannot be considered as a catchment priority within the criteria of the admissions policy or considered based on the new property .

Please also note confirmation of living within the catchment area or new property does not guarantee a place for your child at the relevant school.

It is vital that you inform School Admissions of any change of your address throughout the admission process.

Independent evidence will always be required.

Where information provided by the parents in support of their preference is found to be fraudulent or intentionally misleading this could lead to the withdrawal of any place that has been allocated. If you knowingly give false information in order to obtain a particular

school place you could be guilty of an offence under the Perjury Act 1911. **Due to problems in previous years, it may be necessary for School Admissions to carry out checks to confirm that information given in relation to children's home addresses is genuine. Parents may be asked to produce documentary evidence of the address.**

What happens if you are moving into a new area?

Where families with children of school age are moving into a new area, parents should at the earliest opportunity either enquire at schools in the area or contact the Local Authority School Admissions Section in the area. **You will be required to provide independent documentary evidence as proof of move to support any application you may make.**

Important dates in the admissions process

If you live in Worcestershire and your child is due to start school in Reception 2027, or is due to transfer from an Infant to a Junior School or move on to Middle School or High School, or wishes to apply for a Year 10 place in an out of county 14-19 School, then you must apply for his/her school place – the opening and closing dates for applications are as below.

Date	Description
01 September 2026	All Applications Open
31 October 2026	High School and 14-19 Schools outside of county Closing Date
15 January 2027	Primary, Junior and Middle School Closing date
Spring Term 2027	Applications processed and information shared between schools and neighbouring Local Authorities
01 March 2027	High School and 14-19 Schools outside of county Offer Notification Date
16 April 2027	Primary, Junior and Middle School Offer Notification Date
Summer Term 2027	Admission appeals held by independent appeal panel

Parents who do not wish their children to start until they have reached compulsory school age must discuss their intentions with the school and must also apply for a school place by 15th January 2027, so that their application can be considered.

From 1st September 2026 until the relevant closing dates applications can be made at [School Admissions](#). If you do not have access to the internet, please contact School Admissions on 01905 822700.

Details/preferences on an online application can be amended and re-submitted right up until the closing date. (Remember to resubmit any changes you make and keep a copy of the notification you receive to confirm the submission).

If you are not resident in Worcestershire, then you must apply through your 'home' Local Authority, even if your preferences include schools within Worcestershire.

How do I apply?

- Apply online at [Apply for a school place | Worcestershire County Council](#)

- If you do not have access to the internet, you can get online at any Worcestershire library. To find your nearest library, visit [Find my library](#).
- Library staff can support Worcestershire Library members who need assistance using computers. For further information on becoming a member at [Worcestershire Libraries](#)
- Or telephone School Admissions on 01905 822700 if you need assistance.
- Make informed choices by viewing the information on all Worcestershire Schools at [Allocation day statistics, adjudicator reports and resources | Worcestershire County Council](#)

After the closing date, you will need to complete a late application form using our online system. If you require any support, you can contact School Admissions using email schooladmissions@worcestershire.gov.uk or phone 01905 822700.

Parents of children resident outside of Worcestershire

If you wish to apply for a place at any Worcestershire school, you must complete an application provided by your “home” LA. (The “home LA” is defined as the Local Authority relevant to the child’s home address). The “home” LA will ensure that application details are passed to Worcestershire LA for consideration in the allocation of school places.

If you are not resident in Worcestershire, you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire (the contact details for all the neighbouring LA’s can be found on page 6).

How many children may be admitted to each school?

The County Council has a duty to ensure the provision of efficient education and the efficient use of resources. Schools cannot be permitted to become over-crowded. The number of pupils that may be admitted to a school in the relevant year group (Reception intake in the case of First/Primary Schools) is known as the **Published Admission Number (PAN)**. **NB Please be aware that this number is not necessarily for other year groups in the school.**

Important things to remember

- You must apply before 31 October 2026 for High Schools and 15 January 2027 for Primary, Junior and Middle Schools.
- Applications for existing year groups in schools, so not the normal entry year group, can be made at any point in the academic year.
- You must make an application, even if you have an older child already attending your preferred school.
- You must make an application, even if your child is attending the nursery class attached to the school. Attendance in the nursery class does not give any priority for admission into reception class.
- You can name up to three schools on your application (six preferences for an existing year group application). You are strongly advised to use all of your preferences to increase your chance of getting a preferred school.

- Understand the admission arrangements for each of your preferences. This will enable you to assess what order of priority will be given for each preference.
- Be realistic about the schools you apply for. It is recommended that you include your catchment school as one of your three preferences. **If you do not apply for your catchment school on time, you may not be eligible for school transport.** However please note that you are not guaranteed a place at your catchment school. Check out which is your catchment school using this link. [Worcestershire County Council School Catchment search](#)
- Do not put schools as a preference if you would be unhappy with the offer of a place at that school. It would be a waste of a preference if you were offered a place at a school that you would not be happy with your child attending.
- All on-time applications to a school are considered at the same time. Priority is not given to those who nominated the school as a first preference.
- The order in which you list the schools is only used if you could be offered a place at more than one school. In this case, you would be offered whichever of those schools was highest on your application form.
- Having gained admission for one child at a school does not guarantee a younger child will be admitted. Should the school be oversubscribed at the time of application of a younger sibling, catchment area may have a higher priority on the oversubscription criteria.
- Having gained admission to a school of your preference does not mean your child will have highest priority for transfer to the related middle or high school. If the related middle or high school is oversubscribed at the time of transfer, your child might then have to move in a different direction from other children currently attending the same school.

Admissions to all Schools

Admission authorities can review their arrangements annually. The information given in this section of the book applies only to admissions into Reception, Year 3, Year 5, Year 6, Year 7, Year 8 or Year 9 in September of the school year 2027-2028 and may change in future years.

Please be aware:

- It is a parent/carers responsibility to ensure that their application is submitted on time.
- Living in catchment, having a sibling already at a school, attending a feeder school or attendance at a particular nursery/nursery class or foundation class gives no guarantee that your child will gain a place at the catchment school or school where the sibling or nursery/nursery class/foundation class is located. Parents/carers must apply separately for their child to go to any school even if they already attend the school, or a school nursery.
- If you are in the process of moving at the time of your application, you **must** provide School Admissions with some firm **independent** evidence of when you will actually begin to live there. This evidence must be provided before the relevant closing date for applications. This is also applicable if you are moving property and wish to have your application considered from your new property or wish to make changes to on

time preferences after the closing date. See Page 26 regarding late applications and Page 16 for further details on home address and moving property.

At what age can your child start school?

The law requires all children to start full-time education by the beginning of the term following their fifth birthday. Children who have reached their fourth birthday are entitled to attend full-time in a reception class from the September after their fourth birthday.

The Reception academic year group from 1st September 2027 - 31st August 2028 is for children who were born between 01/09/2022 - 31/08/2023.

Parents must apply for a school place as explained below by the closing date 15th January 2027 for admissions in the school year 1st September 2027 - 31 August 2028.

Parents are legally entitled to send their child to school part-time, if they wish, until the child reaches compulsory school age. You will need to check with the school you would like your child to attend, to see what their induction arrangements are and discuss this with the Headteacher.

Can I keep my child out of school until s/he is 5?

At the point that a parent has been offered a school place, they may request that their child's entry to a reception class be deferred until later in the same reception academic year group, when they reach statutory school age.

Parents cannot defer entry until the following academic year. Parents wishing to consider a deferment should discuss the situation with the Headteacher at the school. Parents must apply for a school place in the normal way at the usual time. By law children must start school at the beginning of the term following their fifth birthday, statutory school age.

Summer Born Children Starting School for the first time

Children with a date of birth in the summer term (1 April to 31 August) wishing to start school in the September after their fifth birthday would start in Year 1 and consequently miss the entire reception year. To apply for a place in Year 1 and not Reception please refer to the **In-Year Admissions** section of this book. Please be aware that there may not be a vacancy in Year 1 at that time.

Parents can also request that their child enter the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group, this is known as **delayed entry**. The admissions authority of the school must make the decision based on the circumstances of each case and in the best interests of the child concerned.

In the case of a Community or Voluntary Controlled School the Local Authority will request the head teacher of the school to reach a decision as to whether or not it is appropriate for the individual child **to delay their entry** into school and be taught permanently behind their chronological age group. In order to reach this decision, the following information is taken into account and the reasons for the decision clearly set out:

Parent's views.

- Information about the child's academic, social and emotional development.
- The child's medical history and the views of a medical professional where relevant.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

For Community and Voluntary Controlled schools, the Local Authority is the Admission Authority and any decision made for this type of school will apply to all Community and Voluntary Controlled schools within the same educational setting.

Academy, Voluntary Aided, Foundation and Free schools are own Admission Authority schools and can, if required make their own decision. Please note, there is no guarantee that the decision will be honoured by all other admission authorities.

The process for delayed entry **must** be completed in advance of the closing date of 15th January 2027, and in the event that it is not approved, parents will need to make an application in time for the 2027 reception intake. If the delayed entry is approved, your application for 2027 will be withdrawn and you will receive details of how to proceed with an application for the following year.

It's important to remember that even if it is agreed that your summer born child can start school in the reception class in the September following their fifth birthday, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed entry.

If this is something you wish to discuss further, then please contact 01905 822700. You can also find out more information at [Apply for a school place | Worcestershire County Council](#).

Can my child start school earlier?

The Council is not legally responsible for providing a school place for a child until the September following their fourth birthday. If your child is 5 between 1st September 2027 and 31st December 2027 s/he cannot therefore start school until September 2027.

Admission of Children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The Local Authority is the admission authority for all community and voluntary controlled schools and must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Local Authority will request the head teacher of the school for their views, take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it

were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group .

For Community and Voluntary Controlled schools, the Local Authority is the Admission Authority and any decision made for this type of school will apply to all Community and Voluntary Controlled schools within the same educational setting.

Academy, Voluntary Aided, Foundation and Free schools are own Admission Authority schools and can, if required make their own decision. Please note, there is no guarantee that the decision will be honoured by all other admission authorities.

The process for delayed entry must be completed in advance of the closing date of 15th January 2027, and in the event that it is not approved, parents will need to make an application in time for the 2027 reception intake. If the delayed entry is approved, your application for 2027 will be withdrawn and you will receive details of how to proceed with an application for the following year.

It's important to remember that even if delayed entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed entry.

If this is something you wish to discuss further, then please contact 01905 822700. Further information can be found in our [Policy on Delayed and Accelerated Transfer](#)

Children of UK service personnel (UK Armed Forces)

The School Admissions Code specifies that, for families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- a. allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b. use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
- c. not reserve blocks of places for these children.
- d. ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

In the case of Community and Voluntary Controlled Schools, the admission arrangements ensure that the application is accepted in advance, and the address is accepted as if the child were resident at that address immediately. Should any vacancy exist then that place can be allocated in advance. This is in line with the mandatory requirements of the Code.

However, where no vacancy exists the approved admissions policy does not admit these children above the PAN. The arrangements in place are considered appropriate for Community and Voluntary Controlled Schools in Worcestershire, where very few applications under these circumstances are received. In the case of an Academy, Foundation,

Free and Voluntary Aided Schools you will need to contact the schools directly to find out how they deal with this type of application.

How do you apply for a place?

For children with an Education, Health Care Plan (EHCP), a school move can only take place following a review of the Plan at the current school or setting and consultation(s) with the school(s) or setting(s) that are being considered. This will be led by the local authority SEND team where the child/young person resides, not School Admissions, you cannot apply to School Admissions. Please contact your school or setting SENDco to discuss. If you require further information please contact [SENDIASS](#).

The parents of ALL pupils **without an EHCP** resident in Worcestershire, **including parents whose preference is for the** catchment area school for the child's home address, **seeking a place** at any School, **including any Academy, Foundation, Free or Voluntary Aided School**, and any School outside Worcestershire, **must complete a Worcestershire online application by the closing date. If you are unable to apply online contact School Admissions on 01905 822700 for assistance.**

Worcestershire parents are invited to state three preferences. **All preferences** are treated as equal initially, and the oversubscription criteria applied to each preference. If it is possible to make a potential offer at more than one school, then the final offer will be the school ranked highest on the application.

Please be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that you ensure that you have understood the information that is available from each LA/School, before stating a preference on an application. The Admissions Criteria for Worcestershire Academy, Foundation, Free and Voluntary Aided Schools can be found on school websites and at [Allocation day statistics, adjudicator reports and resources | Worcestershire County Council](#)

Please make contact with the School Admissions Teams of any of the relevant LAs, if further information is required. (The contact details for all the neighbouring LAs can be found on page 6).

Parents seeking a place at an Academy, Foundation, Free or Voluntary Aided School or schools outside Worcestershire must:

- obtain from the school a prospectus which will explain if you need to provide/complete supplementary information/forms;
- complete a Worcestershire online application naming your school preferences.

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application provided by the “home” LA. (The “home” LA is defined as the Local Authority relevant to the child’s home address). The “home” LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places. If you are not resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire. You can find the contact details for other Local Authorities on page 6.

It is very important that applications are received no later than the closing date.

Late applications are always considered, though it may not be possible to allocate a place in the school you prefer, if it is oversubscribed, even if the school is the catchment area school for your child’s home address – (See page 26 regarding late applications)

You should inform the Headteacher of the allocated school, and School Admissions if you are withdrawing your application for any reason. School Admissions and the Headteacher must be notified immediately of any change in the child’s home address. Independent documentary evidence will be required. Please note the deadlines for receiving this information are in line with the policy on late applications, including late changes to on time applications – (see page 26).

Useful information when applying

- Proof Of Application – it is the parent/carer’s responsibility to ensure a receipt is obtained when making an application.
- Please retain any receipt as proof of application
- Applications made online will receive a return receipt via the method you have chosen when you apply, once the application has been submitted. (please retain as proof of submission)
- Paper Application forms have a detachable receipt – see form for details. (please retain as proof of submission)
- The Local Authority will not accept that an application form has been submitted unless you can provide either of the above as proof. this will mean that your application will be classed as late.

How are places allocated?

School Admissions will send details to its Academy, Foundation, Free and Voluntary Aided Schools, of all applications received for that school, irrespective of ranking, for initial consideration, **and also to neighbouring LAs**, who will then apply their own oversubscription criteria.

School Admissions will then receive the outcome of these initial considerations and will compare against lists of potential offers at other schools nominated on the application, to identify any pupils, who may potentially be offered more than one place. If this is the case, then the single offer will be the higher ranked school on the application.

If no place is available at your other preference school either, or if you have not expressed a second/third preference, the Home Local Authority will name an

alternative school with places available. This will normally be the nearest school to where you live that still has available places. It is therefore very important to use all of your preferences to try and ensure you do not receive an offer at a school you do not wish your child to attend.

Applying Late or requesting a change your application after the closing date – Late Applications

To make an application after the closing dates, you will need to make a late application online or you can contact us via email at schooladmissions@worcestershires.gov.uk or by contacting 01905 822700 if you need assistance.

First, Primary, Junior and Middle Schools

Between 16th January 2027 and 28th February 2027, it is likely that a number of late applications (**this includes all requests to amend applications previously submitted**) will be received. The Council has agreed in its co-ordinated scheme to accept late applications, **or changes to on time applications**, for Community and Voluntary Controlled Schools within Worcestershire, within this timeframe, and treat them as being on time, only in the following circumstances;

- a. where a family have just moved address.
- b. where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after **28th February 2027, late applications (including late changes to on time applications), will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

NB. If the late application is for an Academy, Foundation, Free or Voluntary Aided School, or a school outside Worcestershire, it will be necessary to refer to the late application policy of the school or the LA, in whose area the school is located.

All applications received after 28th February 2027, **including any requests to change on time preferences** for the intake year must be submitted to School Admissions and will be processed as soon as possible. An offer, or refusal of a school place, will be given by School Admissions, on behalf of the relevant admission authority.

High and Secondary Schools

Between 1st November 2026 and 31st January 2027, it is likely that a number of late applications (this includes all requests to amend applications previously submitted) will be received. The Council has agreed in its' co-ordinated scheme to accept late applications, or changes to on time applications, for Community and Voluntary Controlled Schools within Worcestershire, within this timeframe, and treat them as being on time, only in the following circumstances;

- a. where a family have just moved address;

- b. where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 31st January 2027, late applications (including late changes to on time applications), will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

NB. If the late application is for an Academy, Foundation, Free or Voluntary Aided School, or a school outside Worcestershire, it will be necessary to refer to the late application policy of the school or the LA, in whose area the school is located.

If making an application after the start of the Autumn Term (1st September 2027) please refer to [In-Year Transfers](#) in this document.

When are decisions made?

Offers for High or Secondary Schools will be issued on 1 March 2027. Offers for First, Primary, Junior and Middle Schools will be issued on 16th April 2027. They will be issued direct to parents, by School Admissions, even if it is on behalf of the governing body of an Academy, Foundation, Free or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application, a place will normally be offered at the nearest school with places still available.

We assume that you accept the offer of a school place unless you provide us with the alternative arrangements you have put in place for your child's education. You do not need to respond to us to advise us you wish to accept the offer. If you have secured other arrangements, such as an independent school, or are leaving Worcestershire and no longer require the place, you can notify us of the rejection of the offer.

For pupils not resident in Worcestershire, the offer or refusal will be sent directly to parents by the home LA, even if it is for a school in Worcestershire.

Waiting Lists

Community and Voluntary Controlled Schools

Waiting lists are maintained by School Admissions, and parents applying for the September normal point of entry to the school, that are refused a place, will be automatically added to the waiting list. The waiting list for the normal point of entry will be maintained until 31 December 2027 at which point they will close. If parents wish their child to be added to any new waiting list maintained after that date, parents will need to apply, in order to be included. You can do this by emailing your request and child's details to schooladmissions@worcestershire.gov.uk

For any in year applications parents refused a place, will need to advise if they wish their child to be added to the waiting list. Those waiting lists will be maintained until the end of the academic year. Parents will need to submit a new application if they wish to be included

on the list for the following academic year. Priority on the waiting list is determined according to the school's oversubscription criteria.

Voluntary Aided, Foundation, Academy and Free schools

Waiting lists are maintained by the schools themselves, and parents applying for the September normal point of entry to the school, that are refused a place, will be automatically added to the waiting list. The waiting list for the normal point of entry will be maintained until 31 December 2027 at which point they will close. If parents wish their child to be added to any new waiting list maintained after that date, parents will need to apply, directly to the schools in order to be included.

These schools may choose to maintain waiting lists for in year admissions. Where Voluntary Aided, Foundation, Academy and Free schools do maintain a waiting list, it is the responsibility of the school to notify the School Admissions Team of any offer of a place from their waiting lists, so that the Local Authority is able to offer a place on their behalf and provide up to date figures on the availability of places in the area for parents, to DfE and to accurately report information to the Office of the School Adjudicator. Priority on the waiting list is determined according to the school's oversubscription criteria. Parents already on the waiting list and wishing to place their child's name on the list for the next academic year should contact the schools directly to find out the individual school procedures for doing so.

Please note that any children allocated to a school in accordance with the Fair Access Protocol in line with the Code on School Admissions, must take precedence over any other children on the waiting list.

Appeals

You may lodge an appeal for any school that you have been refused a place. An appeal must be lodged in writing and must include the grounds upon which the appeal is made. Please note, your appeal cannot be acknowledged unless the grounds for your appeal are provided.

Community and Voluntary Controlled Schools (including Sixth Forms)

If the parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made, should be submitted in writing to School Admissions, by the deadline published on the Worcestershire County Council website at [Appealing a school place offer | Worcestershire County Council](#). Appeals are heard by an independent appeal panel and whether your appeal is successful is likely to depend on the merits of your case.

Academy, Foundation, Free and Voluntary Aided Schools

Separate appeals procedures and arrangements exist to consider decisions by Academy, Foundation, Free and Voluntary Aided Schools. The arrangements are published by the Governors/Trust of the schools and should be obtained from the school directly. All admission appeals must be heard by an independent panel, with no connection to the school.

In the case of parents who are separated, only one appeal may be submitted for a school in any one academic year.

Second Appeal

The Code of Practice on School Admission Appeals covers the issue of second appeals for the same school in the same school year. “Appellants do not have the right to a second appeal for the same school for the same academic year unless, in exceptional circumstances, the admission authority accepts a second application because of a significant and material change in circumstances.”

Key Stage One Appeals for Reception

Department for Education (DfE) has suggested that admission authorities should make sure parents understand the nature and severity of the restrictions placed on Appeal Panels, when considering appeals for Key Stage One class size prejudice i. e. would mean the school would have to take qualifying measures (additional accommodation, reorganisation or staffing) to comply with the legal duty to limit infant classes to 30 pupils for children in **Reception, Year 1 and Year 2.**

An appeal **WILL BE TURNED DOWN** unless 1 of the 3 clearly defined grounds set out below can be proven:

- a. the child would have been offered a place if the admission arrangements (which are published in the “Information for Parents” book) had been properly implemented; or
- b. The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998; and/or
- c. The decision to refuse admission was not one which a *reasonable admission authority would have made in the circumstances of the case. *i. e . it was ‘beyond the range of responses open to a reasonable decision maker’ or ‘a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it’

To reiterate the Appeal Panel can only consider these three aspects of any Appeal relating to Key Stage One class size prejudice admission. In other words, your appeal will be lost unless you can prove one of the VERY limited grounds above.

For the full information in relation to Appeals, including Key Stage 1 Appeals, you can find further information on our website: [Appealing a school place offer | Worcestershire County Council](#)

In-Year Transfers

In-Year Transfers to all Schools

Admission authorities can review their arrangements annually. The information given in this book applies to In-Year admissions in the school year 2027-2028 and may change in future years. Please be aware that we are unable to reserve places in the event that further applications may be received, this means we will not be able to process your application more than 6 weeks in advance of the date you require the place.

What important things do I need to consider before moving my child In-Year?

Moving a child to another school is a very serious step to take. It can affect a child in many ways. It is important to consider whether a transfer is really the best option. If you are requesting a change of school that is not as a result of a house move, before making a definite decision to transfer to another school, you should think very carefully and talk through the issue with your child's present school. Before deciding to move a child to another school, please consider the following information carefully.

- Pastoral Care – the child will need to build new friendships and get used to a new teacher.
- Curriculum – although there is a National Curriculum, each school will deliver a part of this curriculum at different stages and times during the school year.
- Years 10 & 11 – you should be aware that moving a child in these particular year groups may not always be in the best interest of the child. Not all schools offer the same subjects at examination level and may use different exam boards and offer different syllabuses.
- Transport – How will your child get to the new school; you may not necessarily be entitled to transport assistance.
- Costs – All Worcestershire schools have a school uniform which all pupils will be expected to wear.

Many things that worry parents and pupils can be sorted out without the need to move schools. Talking to your child and staff at your child's present school should avoid a transfer between schools in almost all circumstances. If a child is unhappy at school, speak to their class teacher or make an appointment to see the Head Teacher. If you have a complaint about a school, the teachers or the work your child is doing, if it cannot be resolved by the teaching staff or Head Teacher, put your complaint in writing to the school's Governors/Academy Trust.

If a child is not attending school, talk to the child about why they do not want to attend and speak to their teachers. If a child has special educational needs, speak to the teacher in charge of special needs (SENCO). If a child is about to be excluded, speak to your child's class teacher or make an appointment to see the Head Teacher for advice. Every school is responsible for meeting the needs of pupils by demonstrating the Graduated Response and the maximum use of [Ordinarily Available: The Local Offer](#) . .

There are strict regulations about the transfer of children between schools and the circumstances under which they can be taken off the school's register. In the majority of cases children may not be taken off the schools register until they have been taken on to the roll of another school.

If you suspect that a child may be being bullied, talk to the child – ask them how they are – if there is anything worrying them. If they report an incident – write it down. Has this happened before? It is important that they know that it is not their fault. If it happened at school – tell the child's teacher. Keep a record. Encourage your child to tell someone

straight away. If you believe a child is being bullied at school, it is very important to keep school informed of any incidents so that they can deal with the situation effectively.

If, after speaking to a child's teacher and allowing time for actions to be taken, you are not satisfied with the way the matter was dealt with, contact the Head Teacher and arrange a meeting. The Head Teacher should investigate the matter and action should be taken. However, if after speaking with the Head Teacher you are still not satisfied with the outcome and you still feel your child is being bullied; your next action should be to contact the Chair of Governors and ask them to investigate.

You are encouraged to consider all of the above points, decide whether a transfer is really the best option and discuss your concerns with staff at the child's current school. A change in school does not always lead to improvements in a pupil's behaviour. Moving your child to another school is a very serious step; it will not always solve the problem and can sometimes be more detrimental than helpful.

If you feel that a change of school is unavoidable you can make an application to transfer school.

How do I apply for an In-Year Transfer to schools?

For children with an Education, Health & Care Plan (EHCP), a school move can only take place following a review of the Plan at the current school or setting and consultation(s) with the school(s) or setting(s) that are being considered. This will be led by the local authority SEND team where the child/young person resides, not School Admissions, you cannot apply to School Admissions. Please contact your school or setting SENDco to discuss. If you require further information please contact [SENDIASS](#).

Generally, pupils only transfer from one school to another when there has been a change of home address. Parents/Carers with an application for an 'In-Year' transfer to Worcestershire schools must complete a [Worcestershire online application](#) . If you are unable to apply online contact School Admissions on 01905 822700 for assistance.

Parents/Carers with a preference for 'In Year' transfers into a school in another Local Authority must follow the process in place in that area. **Do not apply to Worcestershire for an in-year transfer to an out of county school.**

What is the procedure for in-year admissions for Worcestershire residents?

1. Parents must apply for a place at any mainstream school in Worcestershire by using the [Online system](#).
2. In addition to the online application, you must also ensure an Education History Form is completed by your child's current or most recent school. Once completed, the form can either be uploaded to your online application or sent to School Admissions at: schooladmissions@worcestershire.gov.uk .
3. Some Voluntary Aided, Academy, Foundation or Free schools may require parents to fill in a supplementary form which may request information that allows them to

apply their oversubscription criteria. If schools use a supplementary form these must be consulted on and published and are also available from the Local Authority.

4. A supplementary form, where required, must be submitted with the application. It will not be regarded as a valid application unless the parent has also completed this form.
5. Applications from parents for schools that are outside Worcestershire should be made directly to the school or the local authority in whose area the school is located to find out how they process in- year applications.
6. Parents will be invited to state up to six preferences on the application in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying the admission criteria as the law requires all preferences to be treated equally.
7. Where a parent approaches a school directly the parent should be advised to apply online using the [Online system](#)

Please be aware that in the case of In-Year Admissions, we are unable to reserve places in the event that further applications may be received, this means we will not be able to process your application more than 6 weeks in advance of the date you require the place.

Please be aware that some schools may well already be full at the time of your application.

How will places be allocated?

Following completion of the application, School Admissions will make the full details of the application available to all schools listed on the application. All applications will be subject to scrutiny to determine whether or not they meet the criteria for consideration under the Fair Access Protocol.

Schools must consider requests with regard to their published admission number, the current number on roll, class and school organisation, teaching, curriculum and, in respect of infant and primary schools, key stage 1 class size limits. The school must inform the Authority of the availability of places and whether or not a place is available. This will normally be within 10 school days of the application being received. An admission authority must determine at what point prejudice to the provision of efficient education and the efficient use of resources occurs, and admit children to that point, any admission beyond that point will then be refused.

The School Admissions Team will consult the preferred schools on receipt of the application and will let parents know if an offer can be made at any of the preferred schools, normally within ten school days of receiving the application. If it is not possible to offer a place at one of the preferred schools then an alternative will be offered at the nearest available school, following consultation with the school. The allocated school will then make arrangements for the child to start. This is to ensure that children are not out of school for unnecessarily long periods of time.

If a child can be offered a place at more than one school, then a place will be offered at the highest ranked school possible, we will also notify the schools which place is being offered to the parent. Parents will receive a single offer of a school place.

School Admissions will communicate the decision to parents. If you are offered a place at a school the offer will instruct you to make direct contact with the school to arrange a mutually convenient start date. Please note, school places cannot be reserved and must be taken up within 6 school weeks of the offer notification. Failure to enrol your child within this timescale may result in the offer being withdrawn and a further application required. The name of a pupil must be included in the schools admission register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.

Where an admission authority is unable to meet a preference, the law requires the refusal to include the reasons why admission was refused; information about the right to appeal; any response date for lodging an appeal and the contact details for making an appeal as well as any waiting list procedures. The school will provide this information to School Admissions who will include the details in your letter. School Admissions will, where applicable and, if possible, provide details of schools with places available in the appropriate year group.

Where no place can be offered to a Worcestershire child and the child has no current school place, the School Admissions Team will look at the following alternatives, an alternative school place to offer, request further preferences from the parent and or referral through the Fair Access Protocol where appropriate.

What is the Fair Access Protocol?

Although we hope that all children can start at school and continue until they transfer to the next phase of education, there are some circumstances when this progression through school is interrupted. This could be because of a change of address to another area, where children have especially challenging behaviour or who have been permanently excluded and cannot find another school place.

All LA's are required to have a "Fair Access" Protocol in place. This ensures that education placements can be made for vulnerable, excluded or "Hard to Place" pupils as quickly as possible. It also ensures that pupils are placed fairly and equitably across the education establishments in the LA.

In Worcestershire these arrangements are overseen through "Fair Access Panels" that have been set up especially for this purpose. These meet throughout the academic year. Children subject to the Fair Access Protocol take precedence over children who may already be included in the waiting list for a particular school.

All Schools in Worcestershire take part in Fair Access to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who

have challenging behaviour. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The operation of Fair Access Protocols is outside the arrangements of co-ordination and is normally triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

All admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision will depend on local circumstances and must be described in the Fair Access Protocol. This provision will not apply to a looked after child, a previously looked after child or a child with an Education, Health Care Plan naming the school in question, as these children must be admitted.

A copy of the Fair Access Protocol in place within Worcestershire can be found at the following link: [Worcestershire Fair Access Protocol](#)

Admissions to Schools outside of Worcestershire that are 14 to 19 schools

The information given in this book applies only to admissions in the school year 2027-2028 and may change in future years.

Please be aware:

- Before submitting your application, it is very important that you contact the school directly and attend information events to understand the courses they offer and their admission criteria. You can also discuss the implications of a move for your child with the Headteacher and staff.
- It is a parent/carers responsibility to ensure that their application is submitted on time.
- If your child leaves their current school that place may be offered to another child from the school's waiting list and they may not be able to return.

Which 14 to 19 school can your child attend?

A number of other Local Authorities have Academies, Studio Schools or University Technical Colleges who admit pupils from 14 to 19 years.

All Studio Schools and Academies will recruit students at age 14 for admission into Year 10 and again at age 16 into Year 12. Admissions will be based on their interest and aptitude in specialist curriculum areas.

Important Considerations for you to note:

- **Having gained admission to a school of your preference does not mean that younger siblings will automatically gain admission to the same school.**
- **Applications where a preference is expressed on time will take precedence in relation to the school over where a preference is expressed after the closing date.**
- **You should give careful consideration to the means by which your child will travel to school.**

How do you apply for a place at a 14 to 19 School?

For children with an Education, Health & Care Plan (EHCP), a school move can only take place following a review of the Plan at the current school or setting and consultation(s) with the school(s) or setting(s) that are being considered. This will be led by the local authority SEND team where the child/young person resides, not School Admissions, you cannot apply to School Admissions. Please contact your school or setting SENDco to discuss. If you require further information please contact [SENDIASS](#).

The parents of ALL pupils resident in Worcestershire without an EHCP, seeking a place at any 14 to 19 School, including any Academy, Studio School or University Technical College outside Worcestershire, can complete a Local Authority Preference Form (14-19) by the closing date specified by the individual school or Local Authority in which it is located.

Please be aware that different LAs and Academies, Studio School and University Technical Colleges may have different admissions criteria, definitions and Supplementary Application Forms, therefore it is strongly advised that you ensure that you have understood the information that is available from each LA/School, before stating a preference on an application.

If the school requires you to complete an application via your own Local Authority you can complete a Worcestershire online application by the closing date. If you are unable to apply online, contact School Admissions on 01905 822700 for assistance.

Please make contact with the School Admissions Teams of any of the relevant LAs, if further information is required. (The contact details for all the neighbouring LAs can be found on page 6.

It is very important that applications are received no later than the date specified by the individual school or Local Authority in which it is located.

Late applications are always considered, though it may not be possible to allocate a place in the school you prefer, if it is oversubscribed, (See page 26 about late applications)

When should you apply for a 14 to 19 school?

Places in 14 to 19 Schools are allocated on the basis of applications received on or before the closing date specified by the individual school or Local Authority in which it is located.

Please complete a Worcestershire online application form. If you do not have access to the internet, please contact School Admissions on 01905 822700.

For applications after the closing date please refer below.

Having read all the information available from the County Council and individual schools as well as attending any open events held at schools, you must then complete an application and any necessary supplementary forms required by the school.

What if you are applying after the closing date for a 14 to 19 school – Late Applications?

To make an application after the closing date, a Worcestershire online application can still be made. If you are unable to apply online, please contact School Admissions on 01905 822700 for assistance.

When are decisions made for 14 to 19 schools?

Offers will be issued on the date specified by the School or Local Authority in which it is located. They will be issued direct to parents. You will need to contact the school to find out when this will be.

The acceptance or decline of the offer must be made by the date specified.

Waiting Lists for 14 to 19 schools

Waiting lists for Academy, Studio School and University Technical Colleges, are maintained by the individual schools and parents will need to contact the school directly, to establish the waiting list procedure in place at those schools.

Can I appeal against the refusal of a place at my preferred 14 to 19 school?

Separate appeals procedures and arrangements exist to consider decisions by Academy, Studio School, and University Technical Colleges. The arrangements are published by the Governors/Trust of the schools and should be obtained from the school directly.

Glossary

Catchment Area School

It is the school allocated to take children for the geographical area within which your address falls. It is likely to be the school nearest to your home address, but this will not always be the case.

Community School (C)

Schools which are wholly owned and maintained by the Local Authority. The Local Authority is the admission authority; it has responsibility for deciding arrangements for admitting pupils. Community schools are controlled by the local council and not influenced by business or religious groups.

Comprehensive School

A school catering for pupils of all aptitudes and abilities.

Compulsory School Age

A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/ her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Curriculum

The curriculum consists of all of the learning opportunities provided by the school, many of which take place in the classroom under the direct control of the teacher, supplemented by a range of activities outside the classroom including educational visits and field studies.

Deferred Entry

There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year.

Delayed Entry

Children born in the summer term, are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year one, they may request that they are admitted out of their normal age group. In any circumstance where a parent requests their child is admitted out of their normal age group, the admission authority must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

Designated school

Every address in Worcestershire is within a school catchment area and that school is then normally the designated school for that area, for school transport purposes. Please note that even though school catchment areas may change, the designated school is determined by the Local Authority for transport purposes, and this remains unchanged. To find your designated school for transport purposes please click on the [Find a School section of our website](#).

Distance Measurement

Each admission authority will have their own way of determining distance to school. You must check with the relevant school to find out how this will be done. In the case of Community and Voluntary Controlled schools this is a straight-line measurement using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system.

Feeder Schools

Within each area a pyramid of schools exists. Feeder schools are schools which share the catchment area to the next phase of school within the same pyramid and may be named feeder schools in some admission arrangements. Details of each pyramid showing all the appropriate feeder schools are displayed on the website [Area Pyramids including School Accessibility and Resourced SEN Provision](#) . Please note not all schools use the Feeder School connection in their admission arrangements. **Please ensure that you check the admission policy for any Academy, Foundation, Free or Voluntary Aided School to ensure you are aware of any feeder school links named in the policies.**

Home Address

Each admission authority will have a way of determining home address. You must check with the relevant school to find out how this is defined. In the case of Community and Voluntary Controlled schools, home is defined as the only or main 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.

Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time).

Independent School

Independent schools charge fees to attend instead of being funded by the government. Pupils don't have to follow the national curriculum. All private schools must be registered with the government and are inspected regularly.

Local Authority (LA)

The local government body responsible for the organisation and maintenance of the education service in its area. In Worcestershire this responsibility is either undertaken by or commissioned by the County Council.

Maintained Special School

A school often referred to as a Special School. Special Schools are provided by the Local Authority for those pupils with Special Educational Needs (SEN), whose needs cannot be met by mainstream schools.

Majority of the School Week

For your address to be used for determining Home LA and also for admissions purposes for Community and Voluntary Controlled Schools only, we consider the school day to be during term time only. We consider a child to be resident overnight on the following days to constitute a school day: Monday, Tuesday, Wednesday, Thursday, Friday.

You will need to satisfy us that your child is resident with you overnight for the majority of these days during term time, in order to accept your address. If the evidence you provide does prove 50/50 shared care across the above days, over a period of a month, we will use

random allocation to determine which address to use. Legal and Democratic Services, who are independent of School Admissions will supervise this process.

Oversubscribed

When parental requests for places in a year group in a school exceeds the number of places available.

Parental Responsibility

All mothers and most fathers have legal rights and responsibilities as a parent - known as 'parental responsibility'. A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he is married to the child's mother or listed on the birth certificate. There may be other parties that have parental responsibility conferred on them by a special guardianship order or a child arrangement order.

Published Admission Number (PAN)

The number of pupils to be admitted to the first-year group of a school or the sixth form of a school.

Reasonable Distance

The LA follows the DfE guidance on best practice which states "the maximum each way length of journey for a child of primary school age might be considered to be 45 minutes: whilst a child of secondary school age might be expected to travel up to 75 minutes each way. Similarly, a child's special educational needs and/or disability might be such that it implies a shorter maximum journey time.

Sibling

Each admission authority will have their own definition of sibling. You must check with the relevant school what this is. In the case of Community and Voluntary Controlled schools the definition of a sibling, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings. In order to qualify for the sibling, the older sibling must already be in attendance at the time of application and still on roll at the time of admission of the younger sibling.

Useful Links:

- [Virtual Family Hub | Worcestershire County Council](#)
- [Mainstream school and college travel assistance | Worcestershire County Council](#)
- [School term dates | Worcestershire County Council](#)
- [Find a school | Worcestershire County Council](#)
- [Free school meals | Worcestershire County Council](#)
- [School admissions policies | Worcestershire County Council](#)
- [SEND Local Offer | Worcestershire County Council](#)
- [Allocation day statistics, adjudicator reports and resources | Worcestershire County Council](#)

- [Online Application System](#)
- [Mainstream Feeder School Pyramids, SEN Resource Provision and Disability Access Information](#)