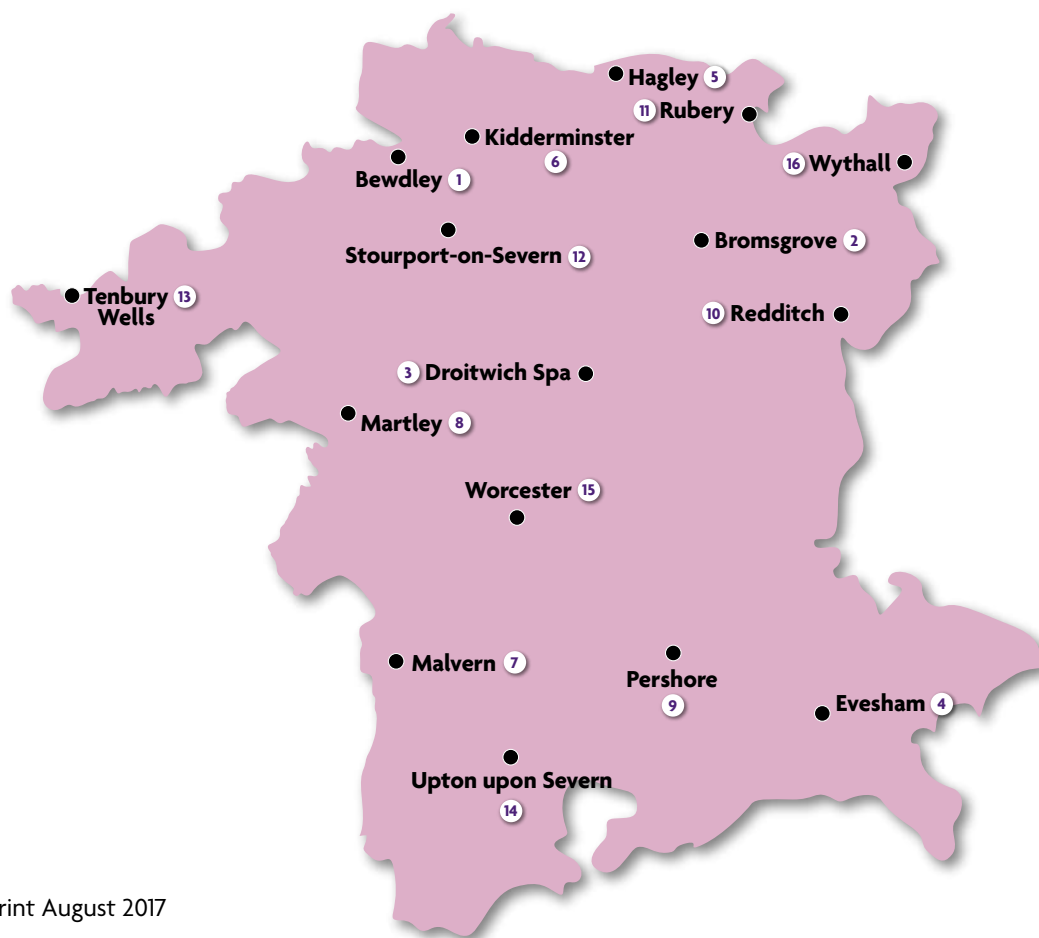


Information for Parents **Admissions & Transfers** **to Schools** 2020/2021

Location of High Schools in Worcestershire



As at time of print August 2017

1 BEWDLEY

The Bewdley School and Sixth Form Centre

2 BROMSGROVE

North Bromsgrove High School
South Bromsgrove High School

3 DROITWICH

Droitwich Spa High School

4 EVESHAM

The De Montfort School
Prince Henry's High School

5 HAGLEY

Hagley Catholic High School
Haybridge High School & Sixth Form

6 KIDDERMINSTER

Baxter College
Holy Trinity School
King Charles I School
Wolverley CE Secondary

7 MALVERN

The Chase
Dyson Perrins Church of England Academy

8 MARTLEY

The Chantry School

9 PERSHORE

Pershore High School

10 REDDITCH

Ridgeway Academy
RSA Academy Arrow Vale
St Augustine's Catholic High School
Trinity High & Sixth Form Centre
Tudor Grange Academy Redditch

11 RUBERY

Waseley Hills High School & Sixth Form Centre

12 STOURPORT-ON-SEVERN

The Stourport High School & Sixth Form Centre

13 TENBURY

Tenbury High Ormiston Academy

14 UPTON UPON SEVERN

Hanley Castle High School

15 WORCESTER

Bishop Perowne Church of England College
Blessed Edward Oldcorne Catholic College
Christopher Whitehead Language College
Nunnery Wood High School
Tudor Grange Academy Worcester

16 WYTHALL

Woodrush High

Apply online at: www.worcestershire.gov.uk/schooladmissions

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PART A

Timetable for admissions and transfers

Timetable for Admissions and Transfers Intakes for September 2020			
	First/Primary Schools (Section 3)	Middle Schools (Section 5)	High Schools (Section 6)
Applications Open on	1st September 2019	1st September 2019	1st September 2019
Closing Dates	15th January 2020	15th January 2020	31st October 2019
School Offer Notification Dates	16th April 2020	16th April 2020	1st March 2020

If you live in Worcestershire and your child is due to start school in Reception or to transfer from First to Middle school or Primary/Middle to High school during the school year 2020/2021, then you must apply for his or her school place – the opening and closing dates for applications are as above.

How do I apply?

- **Apply online** at www.worcestershire.gov.uk/schooladmissions
- You will need an email address
- We will send you an email to acknowledge receipt of your application
- If you do not have access to the internet, you can get online at any Worcestershire library.
- Join the Library and use your Library card to get one hour internet access free each day.
- Training on “How to get online” is available free to all Worcestershire Library members.

Or telephone School Admissions on **01905 822700** if you need assistance.

After the closing date, you will need to visit www.worcestershire.gov.uk/schooladmissions **or telephone: 01905 822700 to request a Late application form to apply.**

Parents of children resident outside 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 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.

Dear Parent/Carer

Information for Parents and Carers

This information book 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 to arrange a visit. Your local Headteacher will be delighted to welcome you to the school, to show you the school's facilities and to discuss the school's achievements and strengths in relation to your child's needs.

Worcestershire has a range of maintained, academy and free schools with particular specialisms where pupils can have both a broad and general curriculum and develop significant expertise in Technology, Languages, the Arts, Sports, Science, Maths & Computing, Business & Enterprise. Many Worcestershire schools have achieved nationally recognised awards and standards including Eco School Status, Basic Skills Quality Mark and International School Award.

Many tens of thousands of pupils and students have enjoyed their education in Worcestershire and have moved on to fulfilling careers. We want you to be equally delighted with the educational opportunities available to your child.

Yours sincerely



Catherine Driscoll,
Director of Children's Services



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 www.gov.uk/find-local-council

The addresses and contact numbers for neighbouring LAs are as follows:

Birmingham LA (DfE No. 330)

Schools Admissions and Pupil Placements Service
Directorate for People
PO Box 16513
Birmingham
B2 2FF
Tel: 0121 303 1888
Email: admissions@birmingham.gov.uk

Dudley LA (DfE No. 332)

People Services Directorate
School Admissions Service
The Council House
Priory Road
Dudley
DY1 1HF
Tel: 0300 555 2345
Email: admissions.cs@dudley.gov.uk

Gloucestershire LA (DfE No. 916)

Access to Learning
Gloucestershire County Council
Shire Hall
Westgate Street
Gloucester
GL1 2TP
Tel: 01452 425407
Fax: 01452 425713
Email: school.admissions@gloucestershire.gov.uk

Herefordshire LA (DfE No. 884)

School Admissions
Plough Lane Offices, Plough Lane
Hereford
HR4 0LE
Tel: 01432 260925/6
Email: schooladmissions@herefordshire.gov.uk
Web: www.herefordshire.gov.uk

Shropshire LA (DfE No. 893)

School Admissions Team
Shropshire Council
Shire Hall
Abbey Foregate
Shrewsbury
SY3 6ND
Tel: 03456 789008
Email: school-admissions@shropshire.gov.uk

Solihull LA (DfE No. 334)

School Admissions Team
Council House
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
Fax: 01785 278656
Email: admissions@staffordshire.gov.uk

Warwickshire LA (DfE No. 937)

School Admissions Service
Children, Young People and Families Directorate
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL
Tel: 01926 414143
Email: admissions@warwickshire.gov.uk



**Information, Advice
and Support Service**

Worcestershire

(formerly the Parent Partnership Service)

**The SEND Information, Advice and Support Service
Worcestershire provides Free, Confidential and Impartial
support to Children, Young People and their Parents with
Special Educational Needs and or Disabilities on matters
concerning Education, Health and Social Care.**

**We also provide guidance on Non-Curriculum Issues
such as Admissions, Exclusions, Attendance as well as
information on Elective Home Education.**

Contact our Advisers on:

Telephone Helpline: 01905 768153

E-mail: SENDIASS@worcestershire.gov.uk

Website: www.SENDworcestershire.co.uk

Facebook: SENDIASS Worcestershire

Local Authority Maintained Nursery Places

PLEASE BE AWARE 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. 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.

To search for a full list of early years provision for 3 and 4 year olds visit: [Early Year Providers](#).

Local Authority Nursery Admission Policy

Attendance at an 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. All 3 & 4 year old children are entitled to 570 hours per year of early education, based on a maximum of 15 hours per week over 38 weeks of the year.

Some children will be entitled to up to 1140 hours per year, based on a maximum of 30 hours per week over 38 weeks of the year. Further information about the additional entitlement is available at

www.childcarechoices.gov.uk

LA Maintained Nursery over subscription criteria

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

- Children Looked After* and Children Previously Looked After*;
- **Children who have previously been in state care outside of England**, and have ceased to be in state care as a result of being adopted;
- Children with additional needs**, with priority given to those who meet the County Council's criteria for statutory assessment;
- Siblings if the older sibling will still be on the roll of the nursery class when the younger sibling starts in the nursery class;
- Children living nearest to the school measured by the shortest straight line distance.

Priority will be given to those wishing to access their full 15 or 30 hour entitlement, over those wishing to access less than 15 or 30 hours.

***'Looked after'** means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

****Additional needs** includes those children whose needs are monitored by LA or external support agencies. Needs may be physical / emotional / social or intellectual. The decision will be taken by the LA in consultation with the Headteacher, SENCo and early years teacher / co-ordinator.

The **sibling connection**, 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 same sex civil partnership and who are living at the same address, are also considered to be siblings.

School Transport up to the age of 16

Legal Requirements

The law states that it is a parent's responsibility to ensure their child receives suitable education in relation to the child's age, ability and aptitude, including any special educational needs they may have. To that extent, if parents decide to send their children to maintained schools, they have a duty to ensure their children get to these schools in the first place. However, there are specific provisions within the 1996 Education Act relating to the provision of home to school transport. The effect of these is that there are circumstances where the County Council, as the Local Authority responsible for education, has a duty to provide home to school transport.

Who is entitled to free transport?

Statutory and pre-statutory age children (4-16) admitted to a mainstream school (not including nursery) in accordance with the County Council's current Admission's Policy will be entitled to free transport if they live in Worcestershire and:-

- are attending either the designated or nearest suitable school for their home address and live beyond the statutory walking distance from the school they attend; or
- there is no available walking route, or the route is considered unavailable* for a child, accompanied as necessary, to walk, or
- they meet the extended low-income criteria

Statutory Walking Distance

Statutory walking distance is defined as 3.218688 kilometres (2 miles) for pupils under 8 years of age. In Worcestershire, children will qualify up to the end of Year 3, irrespective of the month they turn 8 years of age. For pupils between 8-16 years, Statutory Walking Distance is defined as 4.828032 kilometres (3 miles). In Worcestershire, this is from the start of Year 4 to the end of Year 11. It is always assumed that a child will be accompanied as necessary. The distance is measured by the shortest available walking route along a road or made up footpath, as measured from the nearest pedestrian access to the school site to the nearest entrance to the external boundary of the child's home address. **NB This is a different method of determining distance than that included in many admission policies.**

- (i) In general, children eligible for free transport may be required to walk or be taken by the parents up to one mile to or from a designated boarding or alighting point.
- (ii) For the purpose of school transport, a **designated** school refers to the school which the Local Authority has allocated as being the appropriate school for a particular child's home address. It is usually the "catchment area" school for the child's home address. However, there are occasionally exceptions when the **designated** school is a school other than the "catchment area" school, e.g. when the catchment area school is full. Any changes to catchment area does not necessarily mean a change in the entitlement to school transport.

Available Route

A route is considered available to walk, if the pupil **accompanied as necessary by an adult**, taking into account highway conditions, can walk or be walked with reasonable safety to school. This process is based on the statutory 'Home to School Travel and Transport Guidance' produced by the department for Education and Skills (DfES) in 2007 and the Assessment of Walked Routes to School guidelines produced by Road Safety GB in 2011 which provides guidance on interpretation of both case law and what is generally accepted as good practice in assessing various elements of the walking route between home and school.

Extended Eligibility Policy - Low Income

The Authority extends the eligibility criteria for pupils from low income families.

- Pupils of Primary School age, (end of year 6) who live over 2 miles from the designated or nearest suitable school are entitled to free transport.
- Pupils of High School age, (years 7 to 11) are also entitled to free transport assistance for a choice of the 3 nearest schools between 2 & 6 Miles.
- Pupils who live between 2-15 miles from the nearest or nominated denominational school are entitled to free transport. Proof of faith, for example a baptism certificate, letter from your priest or other evidence, must be provided.
- Low Income is defined as in receipt of Free School Meals, Income Support, Income Based Job Seekers Allowance, Universal Credit (annual earned income of less than £7400) or Maximum Working Tax Credit (no reduction due to income). Evidence of receipt must be provided and this entitlement will be reviewed each year.

Joint Catchment Areas

Pupils residing in a joint catchment area will only be entitled to transport entitlement for the nearer school if the pupil meets the eligibility criteria described above.

Will travel assistance be given to a school other than the nearest or designated one for the home address?

Not normally. When parents choose to send their children to a school other than the nearest or designated one, by parental preference, they are responsible for providing the transport.

However, some exceptions may be considered for example:-

- (a) pupil for whom no place can be made available at the nearest or designated school for the home address and the school nominated by the Local Authority as an alternative school, is situated beyond the defined walking distance (see *Statutory Walking distance definition above), or is on an unavailable route. The Director of Children, Families and Communities may designate an alternative school for an individual pupil in exceptional circumstances, thus enabling the provision of transport to be considered under the general school transport and travel policy. Such cases will involve pupils for whom no place can be made available at the nearest or designated school. Parents must have applied to the catchment area school at the normal point of transfer, to be considered for transport assistance to any re-designated school. All preferences expressed and the order they are prioritised by parents by the closing date will be taken into account when assessing transport assistance.
- (b) Pupil that has moved schools as part of a successful managed move.

The Local Authority will take into consideration any cost effective transport options when considering which school to nominate as an alternative.

Please be aware that any transport arrangements approved for an application will not set a precedent for siblings. Each application for transport will be dealt with on an individual basis.

Apply online at: www.worcestershire.gov.uk/schooladmissions

Pick up and drop off points are made as near to pupils/students home as possible. However, the Authority considers it reasonable for pupils/students to walk up to one mile to and from a designated boarding/drop off point.

Children with Physical Disabilities

Where a child with physical disabilities needs a Reception place, or a place for a Phase Transfer to Middle or High School, and the Accommodation Team, having made a feasibility study, determines that modifications to a school site to meet a child's needs would either be too extensive or impracticable, the next nearest accessible school with places (or the next nearest school where modification to meet needs is practicable) will be allocated by the LA. In these cases, transport will need to be assessed under the Home to School Transport Policy.

How do I apply for transport assistance?

Details of how to apply for transport assistance will be issued with your offer where you will be asked to apply online by completing our quick and easy application. For more information and to apply online please visit

www.worcestershire.gov.uk/schooltransport.

Applying online will provide the benefit of being able to track the progress of your application via the School and College Transport Application Tracker. From the tracker you will be able to see the latest information on your account, find out if your application is eligible for transport assistance, see your confirmed route once allocated and see when your pass has been issued, all at a time convenient for you with no need for a phone call. For more information please visit www.worcestershire.gov.uk/applicationtracker.

N.B. Full policy details and charging schedules are available on the website

Any application for the new academic year must be received by 31st July, in order to guarantee transport is in place for the start of the Autumn Term. Any late applications will be dealt with in order of receipt.

Parents are advised that transport assistance is only an offer of support and the Authority would recommend checking with local operators especially for shorter journeys as cheaper local rates may be available

Post 16 Education and Transport

What education opportunities are there after the age of 16?

There are many high schools with Sixth Forms offering Post-16 study including, in some cases, vocational qualifications. Alternatively, there are Sixth Form Colleges and Colleges of Further Education offering a wide range of Post-16 and vocational study. All enquiries for admission to school Sixth Forms or Colleges should be made direct to the school or college.

Eligibility for Assistance

The Authority will offer assistance towards costs of transport assistance provided they:

- Are between the age of 16-19 on the 1st September for the academic year of study
- Are resident in Worcestershire and live in excess of 3 miles, measured by nearest suitable walking route from the establishment.
- Are not applying for assistance to a course at the same or lower level, with the exception of retakes.
- When determining entitlement, the Authority considers that if the level of qualification (not the individual course itself) can be offered at a nearer establishment then no assistance will be provided to a preferred establishment that is further away.
- Assistance will only be provided to a student undertaking at least 15 hours of study per week

How do I apply for transport assistance?

To apply for transport assistance please complete our quick and easy application. For more information and to apply online please visit www.worcestershire.gov.uk/schooltransport.

Applying online will provide the benefit of being able to track the progress of your application via the School and College Transport Application Tracker. From the tracker you will be able to see the latest information on your account, find out if your application is eligible for transport assistance, see your confirmed route once allocated and see when your pass has been issued, all at a time convenient for you with no need for a phone call. For more information please visit www.worcestershire.gov.uk/applicationtracker.

N.B. Full policy details and charging schedules are available on the website

Any application for the new academic year must be received by 31st July, in order to guarantee transport is in place for the start of the Autumn Term. Any late applications will be dealt with in order of receipt.

Parents are advised that transport assistance is only an offer of support and the Authority would recommend checking with local operators especially for shorter journeys as cheaper local rates may be available.

COLLEGES OF FURTHER EDUCATION AND WORCESTER SIXTH FORM COLLEGE

College	Address	Telephone Number
Kidderminster College of Further Education	Market Street, Kidderminster, Worcs. DY11 1LX	01562 512003/4
Ludlow College	Castle Square, Ludlow, Shropshire SY8 1GD	01584 872846
Heart of Worcestershire College	Bromsgrove Campus Blackwood Road, Bromsgrove, Worcs B60 1PQ	01527 570020
	Redditch Campus Peakman Street, Redditch, Worcs. B98 8DW	01527 572894
	Worcester Campus Deansway, Worcester Worcs WR1 2JF	01905 725555
Pershore College part of Warwickshire Colleges	Avonbank, Pershore, Worcs. WR10 3JP	0300 4560047
South Worcestershire College (Evesham College)	Davies Road, Evesham, Worcs. WR11 6LP	01386 712600
BMET The Academy at Kidderminster	The Piano Building Weavers Wharf Kidderminster DY10 1AA	0121 355 5671 ext 5802 (9am-5pm)
The Continuum Plus Academy	Finepoint Kidderminster DY11 7FB	01562 822463
Worcester Sixth Form College	Spetchley Road, Worcester WR5 2LU	01905 362600

Transport for pupils and students with special educational needs

What transport assistance is available for pupils with an Education Health Care Plan?

Where a child is attending their designated school which the Authority considers to be suitable to meet his/her special educational needs and where transport assistance is not usually provided because that school is within the statutory walking distance, transport assistance may be made available because a child's special educational needs make the distance criterion irrelevant.

Decisions as to eligibility will be made on an individual basis as part of the Statutory Assessment process. **Being the subject of an Education Health Care Plan or attending a Special School does not automatically entitle a pupil to transport assistance.** Factors to be taken into consideration will include:

Mobility:

Does the child have a physical or medical difficulty that rules out either walking to school, use of public transport or suitable public transport is not available - for example, a wheelchair user or a child who requires specialist-seating arrangements.

Behaviour:

This will involve asking whether or not the child's behaviour is so disruptive that he/she would be deemed highly vulnerable or at serious risk of danger to themselves or others if they were to walk or use public transport to school, even if accompanied. In general this category will only apply to those pupils with severe learning difficulties or severe autism.

Parents/carers of children who are in receipt of Disability Living Allowance could provide this evidence in support of their case for transport on grounds of the child's special educational needs. Being in receipt of Disability Living Allowance does not automatically entitle a child to transport assistance.

Pupils attending in county and out of county residential establishments:

Transport assistance to and from home will be provided for pupils attending residential establishments as part of their Education Health Care Plan at the beginning and end of each term and half term.

Pupils under compulsory school age

The Authority does not have a statutory duty to provide transport for pupils who are below compulsory school age. However, the Authority may provide free transport for those children of nursery age who have an Education Health Care Plan and are attending the nearest appropriate Special School or Unit.

Each application will be considered on its merits. Decision as to entitlement of transport assistance will be made based upon distance and the child's need.

Frequently Asked Questions?

Is transport provided for nursery education?

Although each application will be considered on its own merits, as a general rule, free transport will only be provided for children of nursery age who have an Education Health Care Plan and who are attending the nearest appropriate Special School or Unit, (as part of the statement or plan procedure), or a Special School Nursery Assessment Centre, where it is in excess of 2 miles from the home address, and they meet the extended low-income criteria.

What happens if there is disagreement about walking routes?

In case of disagreement about walking routes, you should write to the Education Transport Officer, who if necessary will arrange for an assessment to be carried out.

What types of transport assistance are available?

The Passenger Transport Group decides on the most suitable transport arrangements, bearing in mind all relevant factors, including cost.

Depending on individual circumstances, transport is arranged usually by contract bus, service bus or rail, though sometimes other individual arrangements have to be made. Transport is provided at the beginning and end of the normal school day and is not provided for out of hour's activities.

Will transport be provided for medical reasons?

The County Council may provide free transport for medical reasons, if necessary, on the recommendation of the Senior Clinical Medical Officer.

Will travel assistance be given to a school other than the nearest or designated one for the home address?

Not normally. When parents choose to send their children to a school other than the nearest or designated one, by parental preference, they are responsible for providing the transport, even when the preferred school has "specialist" status.

However, some exceptions may be considered for example:-

- Pupil for whom no place can be made available at the nearest or designated school for the home address and the nominated alternative school is situated beyond the defined walking distance (see *Statutory Walking distance definition above).

Can children who do not qualify for transport take up spare seats on school buses?

Each term the Sustainable Transport Unit identifies any spare seats on school buses. Spare seats are offered at a termly cost and such arrangements are however, available on a very limited basis and there is no guarantee that a seat will be available at the start of the following term if one has already been offered. Furthermore any spare seats, which are offered, may need to be withdrawn at only one week's notice, should they be required for students entitled to free transport.

What happens if I am not happy with the assessment of my application?

You may apply for your case to be considered under the appeals policy.

What is the School / College Application Tracker?

If you apply for transport assistance online you will automatically be signed up for the School / College Application Tracker. The tracker will enable you to see the latest information on your account, find out if your application is eligible for transport assistance, see your confirmed route once allocated and see when your pass has been issued, all at a time convenient for you with no need for a phone call. For more information please visit

www.worcestershire.gov.uk/applicationtracker.

How do I access the School / College Transport Application Tracker?

Once you have applied online you will receive an email to let you know when your Tracker account is up and running. The email will provide you with a link to the tracker and you will need your application reference number (which you will receive in all email correspondence), pupil's surname and date of birth. You can also log in by visiting the following page www.worcestershire.gov.uk/applicationtracker.

What if I do not have access the internet?

If you do not have internet access and require further information then please call the Worcestershire Hub on 01905 765765.

Appeals Policy

1. All appeals are individually assessed by a Senior Officer in the Children's Services Directorate against the Authority's approved Home to School Transport & Travel Policy taking into account special circumstances.
2. Appellants are advised in writing, within 20 working days of receipt of the appeal outcome, with detailed reasoning, including what factors were considered, details of who was consulted and information of how to escalate to stage 2.
3. Parent/Carers then have 20 working days to consider escalating the appeal to stage 2.
4. If appropriate, the decision for the non-provision of transport is then investigated by the Consumer Relations Officer who will acknowledge the complaint within 7 working days and issue a full written reply within 25 working days.
5. If the appellant is still not happy they can request that the complaint goes before a Corporate Relations Officer and should clearly state the reasons why they wish this to be considered further. If agreed, the Panel will be convened within 28 working days of the request.
6. The Panel sends a decision letter within 5 working days, including detail of how to escalate to (Local Government Ombudsman) LGO.

Sustainable Modes of Travel

It is very important to consider how your child will get to and from schools when deciding which schools to apply for. Worcestershire County Council is fully committed to promoting walking, cycling and for longer distances, greater use of buses for the school journey.

This improves their physical wellbeing and the quality of the local environment and provides a cost effective alternative to using the car.

When deciding which schools you would like your child to attend please consider the following:

- Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn.
- Walking, cycling or using public transport offers children greater independence and flexibility - which is especially important at a time of change in the nature of the school day, with greater numbers of pupils staying for extra study, extracurricular activities and sport.
- Walking, cycling or using the bus reduces congestion on the roads.
- Where walking, cycling or public transport are not feasible, car sharing may be an option. This can save time and money and helps cut traffic congestion and air pollution as well as being sociable for children.



Special Educational Needs

School Preference Guidelines for Children with an Education Health Care Plan

Please apply online through School Admissions at www.worcestershire.gov.uk/schooladmissions and tick the box which indicates whether your child has an Education Health Care Plan. If your child attends a mainstream setting and you are requesting a place in a special school or specialist provision, then you must also indicate a mainstream choice as well.

If your child/young person has an Education Health Care Plan, and they are moving from Middle to High/Secondary School, or Primary to High/Secondary School in September 2020, your application will need to be made by the national closing date 31st October 2019.

If your child currently attends Fort Royal Special School, you will need to apply online through School Admissions and they will pass your application on to SEND Services who will process your request.

NB If your child has an Education Health Care Plan and is due to move from First to Middle School, you will also need to apply by 31st October 2019 for your request to be dealt with (even though the closing date for Middle School applications is different).

School Admissions will pass your application over to SEND Services who will then process your request. An amended Education, Health and Care Plan will be sent to you in January 2020 followed by the final Plan in February 2020 which will name your child's school for September 2020.

Special School Reception Places.

Children identified as possibly requiring a special school placement will undergo an Assessment for an Education, Health and Care Plan in their preschool year, following referral by Pre-School Forum (PSF). The Assessment may not be completed by the admissions cut-off date for Reception places which is 15th January 2020, therefore you will also need to apply for a mainstream place. This may result in you being offered a mainstream place before the special school places have been considered. SEND provisionally allocate these places according to the individual needs of the child in May of each year.

If at any time you have any queries about this please contact the SEN Helpline on 01905 845579.

Factors you should take account of when you tell us your preferred school

- Most children/young people with special needs go to their local mainstream setting, school or college.
- Special schools are for the children/young people with the most severe and complex special educational needs. There are very few unoccupied places in special schools, and it is important that these are available for the children/young people with the greatest needs.
- Our home to school transport policy recognises that not all children/young people are able to walk to their educational establishment. Children between 5 and 8 are expected to walk up to 2 miles, and children over 8 are expected to walk up to 3 miles. These are called the "statutory walking distances". Parents are expected to accompany their children within the statutory walking distance.

- If you select a school/setting for your child/young person that is not the nearest school/setting of its' kind to where you live, then your child/young person would not receive home to school transport, even if they qualify on the basis of their special needs. This is because there is a closer school/setting to where you live. It will be a parental responsibility to provide appropriate transport to convey their child/young person to and from this setting. The Local Authority will not, at any time, be financially or otherwise responsible for providing transport provision.
- Some children/young people are eligible for free home to school transport if they are unable to walk for reasons of severe mobility difficulties or other severe needs that mean a child/young person could not walk the distance, even with parental supervision.

Factors the Local Authority takes account of when considering your preference

The law gives high priority to the school/institution preferred by a parent. If you would like your child/young person, however severe his or her special educational needs, to go to a mainstream setting, school or college we will almost always comply with the EHCP.

The main factors we consider in making the decision, about which setting your child/young person can attend, are:-

- Whether the school/institution you have named is able to make the provision
- Whether the needs of your child/young person are compatible with the provision of efficient education for other children/young people.
- Whether there is an available place – in specialist provision, we plan ahead by funding places for the year in advance. Special school places and specialist bases in mainstream schools are funded for the pupils with higher level needs who need focused and specialist provision.
- Costs – if you have asked us to name a school or institution where the costs of that place are greater than another provision that is also suitable, then we may not be able to comply with your preference.

The Law says if you suggest the name of a maintained school or other institution, we must name that school or institution in part I of the EHCP unless:

- a) the school is unsuitable for a child's/young person's age, ability or aptitude or for his/her special educational needs
- or
- b) the attendance of a child/young person at the school would be incompatible with the provision of efficient education for the children/young people with whom he/she would be educated, or the efficient use of resources..

If we do not name your preferred school in the EHCP, we will explain why.

If we name an Educational Establishment and you decide to make your own arrangements to place your child/young person in an independent school, or to home educate him/her, we will need to be sure that the arrangements you have made are suitable. If you do this, we will write to you to explain what this means in more detail.

If you choose an Educational Establishment that is not the nearest suitable Educational Establishment your child/young person will probably not be entitled to free home to school transport, so we will want to be sure that you can arrange for your child/young person to attend your preferred Educational Establishment. It will be a parental responsibility to provide appropriate transport to convey their child/young person to and from school. The Local Authority will not, at any time, be financially or otherwise responsible for providing transport provision.

Specialist Placements.

Most children/young people with special needs go to their local mainstream setting, school or college. Special schools are for the children/young people with the most severe and complex special educational needs. There are very few unoccupied places in special schools, and it is important that these are available for the children/young people with the greatest needs.

If your preference is for your child/young person to be considered for a Special School, then you will need to also apply online through School Admissions and they will pass your application on to SEND Services who will then process your request.

List of Special Schools

Chadsgrove School - 2 to 19 years old

Meadow Road, Bromsgrove, B61 0JL

Fort Royal School - 3 to 11 years

Wylds Lane, Worcester, WR5 1DR

Pitcheroak School - 4 to 19 years

Willow Way, Redditch, B97 6PQ

Regency High School - 11 to 19 years

Windermere Road, Worcester, WR4 9JL

Rigby Hall School - 3 to 18 years

Rigby Lane, Bromsgrove, B60 2EP

Riversides School – 7 to 16 years with Social, Emotional and Mental Health Difficulties

Thorneloe Road, Barbourne, Worcester, WR1 3HZ

The Kingfisher School - 7 to 16 years with Social, Emotional and Mental Health Difficulties

Clifton Close, Matchborough, Redditch, B98 0HF

The Vale of Evesham School – 2 to 19 years

Four Pools Lane, Evesham, WR11 1BN

Wyre Forest School - 3 to 19 years

Habberley Road, Kidderminster, DY11 6FA

School terms and holidays

Approved Term Dates for Community and Voluntary Controlled Schools for the academic year 2019/2020.

AUTUMN TERM 2019

TERM STARTS	Monday 2nd September 2019	
HALF TERM	Monday 28th October 2019 - Friday 1st November 2019	
TERM ENDS	Friday 20th December 2019	75 days

SPRING TERM 2020

TERM STARTS	Monday 6th January 2020	
HALF TERM	Monday 17th February 2020 - Friday 21 February 2020	
TERM ENDS	Friday 3rd April 2020	60 days

SUMMER TERM 2020

TERM STARTS	Monday 20th April 2020	
HALF TERM	Monday 25th May 2020 - Friday 29th May 2020	
TERM ENDS	Monday 20th July 2020	60 days

TOTAL 195 DAYS

Other Dates:	Good Friday	Friday 10th April 2020
	Easter Monday	Monday 13th April 2020
	May Day	Friday 8th May 2020 * Due to the 75th Anniversary of VE Day
	Whitsun Bank Holiday	Monday 25th May 2020

School terms and holidays

Approved Term Dates for Community and Voluntary Controlled Schools for the academic year 2020/2021.

AUTUMN TERM 2020

TERM STARTS	Tuesday 1st September 2020	
HALF TERM	Monday 26th October 2020 - Friday 30th October 2020	
TERM ENDS	Friday 18th December 2020	74 days

SPRING TERM 2021

TERM STARTS	Monday 4th January 2021	
HALF TERM	Monday 15th February 2021 - Friday 19th February 2021	
TERM ENDS	Thursday 1st April 2021	59 days

SUMMER TERM 2021

TERM STARTS	Monday 19th April 2021	
HALF TERM	Monday 31st May 2021 - Friday 4th June 2021	
TERM ENDS	Wednesday 21st July 2021	62 days

TOTAL 195 DAYS

Other Dates:	Good Friday	Friday 2nd April 2021
	Easter Monday	Monday 5th April 2021
	May Day	Monday 3rd May 2021
	Whitsun Bank Holiday	Monday 31st May 2021

PART B

SECTION 1

Worcestershire schools

1.1 How does the school system vary within the county?

All schools in the County are co-educational, and all high 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 direct 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 a grammar school. 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 have 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. You will find details of the various admissions policies using this link [School Admission Policies 2020-21](#). For more detailed information on types of school visit www.gov.uk.

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). Information on Elective Home Education is made available through the SEND Information, Advice and Support Service by telephoning: **01905 768153**.

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.

1.2 How to find out about schools?

We have included key information about all Worcestershire schools (except independent schools) in this book.

If you have access to the internet you can find further information about schools, including each schools latest OFSTED report, by visiting <https://www.get-information-schools.service.gov.uk/>.

Each school publishes its own prospectus and will have a website you can visit to give you an indication of what the school has to offer your child. Details of any Open Evening/Day events are normally posted on the schools website or can be obtained by contacting the school. The Open Evening Dates for Middle Schools and High Schools can also be found in this book, section 5 for middle schools and section 6 for high schools.

N.B. Categorisation for the type of each school as printed in this booklet is correct as at time of printing July 2019.

By far the best way to find out about a school is to arrange a visit to the school. Whilst this may be an exciting prospect for a child, please help your child to understand that there is no guarantee of them attending that particular school.

1.3 Raising the Participation Age to 18

The Education & Skills Act 2008 mandates that from September 2015 all young people are to remain in education or training at least until their 18th birthday. They will have choices about where they learn; in school, at college, in a working environment, through voluntary work, and what they learn; to achieve GCSEs, AS or A Levels, Apprenticeship, Traineeship, Programme of Study. They can also learn alongside part-time employment or voluntary work, but they cannot stop learning and take their chances with limited qualifications and skills in an ever increasing competitive job market.

PART B

SECTION 2

Charges and allowances

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities. The Board of Governors/Academy Trust of each school are required to publish their determined Charging and Remissions policy within the school prospectus. Parents and carers are advised to contact the preferred school for a copy.

Guidance on charging for school activities from the Department for Education is as below:

Education

School governing bodies and local authorities, cannot charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport, admission costs for swimming lessons or visits to museums, etc. during school hours.

The Local Authority or Board of Governors/Academy Trust may not charge for anything unless they have drawn up a statement of general policy on charging. The Board of Governors/Academy Trust policy may be more or less generous than the LA's, as long as it meets the requirements of the law.

Voluntary Contributions

Headteachers or Board of Governors/Academy Trust may ask parents for a voluntary contribution towards the cost of:

- any activity that takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Free School Meals

To qualify for Free School Meals, you must be in receipt of one or more of the following benefits:

- Universal Credit provided they have an annual net earned income not exceeding £7,400 (£616.17 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals. Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the **compulsory age for starting school**¹
- in full-time education

¹ Children must get an education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16.

(Information above correct at time of going to print but eligibility for Child Tax Credit thresholds are reviewed regularly by central government). Schools receive additional funding (Pupil Premium) for every child who claims free school meals under the benefit criteria. To ensure that the school and your child get the funding to which they are entitled all parents are encouraged to register with their school by completing an application form for Free School Meals even if the child does not wish to receive a meal as they may be eligible for additional help (for example school uniform, school trips and music tuition).

Universal Infant Free School Meals (Key Stage 1 pupils only)

In September 2014 the government introduced Universal Infant Free School Meals for all pupils in Reception, Year 1 and Year 2. Please note Universal Infant Free School Meals does not attract Pupil Premium.

Please contact your child's school to register for Universal or Free School Meals.

Please visit the link below for more information:

<http://www.worcestershire.gov.uk/cms/school-information-for-parents/school-free-meals.aspx>

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. Parents must be informed about a forthcoming visit, it must be made clear that parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

(The criteria that entitle families to an exemption from paying for the cost of board & lodging has been aligned with free school meals criteria.)

Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of a free school meal entitlement will also be entitled to the remission of these charges.

A similar entitlement applies where the trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

For a full copy of the DfE guidance <https://www.gov.uk/government/publications/charging-for-school-activities>.

(Information above correct at time of going to print but eligibility thresholds are reviewed regularly by central government)

PART C

SECTION 3

Admissions to First/Primary Schools

Admission authorities can review their arrangements annually.

The information given in this section of the book applies only to admissions into Reception in the school year 2020 - 2021 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 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 first/primary school even if they already attend the 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 Section 3.11 regarding late applications and further details on moving property.

3.1 Parental Responsibility

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted.

Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed, **this will also apply if you wish to transfer in year**. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.

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

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 permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. 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 (eg three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed.

Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission. An offer of a place may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

3.3 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 2020 - 31st August 2021** is for children who were born between **01/09/2015 - 31/08/2016**.

Parents must apply for a school place as explained in 3.9 below by the closing date **15th January 2020 for admissions in the school year 1st September 2020 - 31 August 2021**.

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.

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). Information on Elective Home Education is made available through the SEND Information, Advice and Support Service by telephoning: 01905 768153.

3.4 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

Children with a date of birth in the summer term 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 **Section 9 In-Year Admissions**. 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, **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 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 their entry** into school and be taught permanently behind their chronological age group. The reasons for the decision must be clearly set out.

This process must be completed in advance of the closing date of 15th January 2020, in the event that the delayed entry is **not approved**, parents will need to make an application in time for the 2020 reception intake. Should the delayed entry be **approved** you will receive details of how to proceed with an application for the following year.

Even if it is agreed that your summer born child can start school in the September following their fifth birthday in the reception class, 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

3.5 Can my child start school earlier if they turn 5 between 1st September 2020 and 31st December 2020?

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 2020 and 31st December 2020 s/he cannot therefore start school until September 2020.

3.6 Which school can your child attend?

The law says that the Local Authority (LA) must give parents the chance to state their preference for the school they wish their child to attend. The law does not give parents/carers an absolute right to “choose” the school for their child. It is important to find out the name of the **catchment area school** for the home address of your child and you can do this by either telephoning: 01905 822700 or by visiting www.worcestershire.gov.uk/schooladmissions and following the link to school catchment areas.

You may apply for other schools (other than the catchment area school), including Academy, Foundation, Free or Voluntary Aided Schools, please refer to paragraph 3.7 – 3.13 for details of the co-ordinated admissions arrangements.

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). Information on Elective Home Education is made available through the SEND Information, Advice and Support Service by telephoning: 01905 768153.

Important Considerations for you to note:

If your child is admitted to a first or primary school of your preference, your child may not have the highest priority for transfer to the related middle school or high school.

If the related middle school or high school is oversubscribed at the time of transfer, your child might then have to move in a different direction from other children attending the same first or primary school.

Having gained admission to a first or primary school of your preference does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, catchment area children may have a higher priority on the oversubscription criteria.

- **Applications where a preference is expressed for a particular school, on time, will take precedence in relation to the school over where, a preference is expressed for a particular school, after the closing date. In both of these instances, they will have precedence over those where no preference, for a particular school, is expressed, even if that is your catchment school.**
- You should give careful consideration to the means by which your child will travel to school (see information about School Transport in Part A of this booklet).

3.7 The Co-ordinated Admissions Scheme Timetable for First/Primary Schools

15th January 2020	All applications must be received, either on-line or at the HOME LA.
3rd February 2020	Information forwarded to Academies, Foundation, Free and Voluntary Aided Schools for allocations to be considered. Further applications to be forwarded ASAP.
3rd February 2020	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
3rd February 2020	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
28th February 2020	Last date at which Late Applications (including late changes to on time preferences) can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).
2nd March 2020	Academy, Foundation, Free and Voluntary Aided Schools to return preferences, ranked by those schools in accordance with their admission criteria.
9th March 2020	Worcestershire and neighbouring LAs to exchange information of results (1st cycle).
16th March 2020	Worcestershire and neighbouring LA's to exchange further information (2nd cycle).
31st March 2020	Worcestershire and neighbouring LAs to exchange final information.
16th April 2020	Offers of school places made to parents.

3.8 How do you apply for a place at a First/Primary School

The parents of ALL pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, **seeking a place at any first/primary School, including any Academy, Foundation, Free or Voluntary Aided School**, and any School outside Worcestershire, must **complete a Worcestershire on-line application by the closing date – 15th January 2020. If you are unable to apply on-line 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. (See paragraph 3.10 below).

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 here: https://www.worcestershire.gov.uk/info/20632/school_admissions_policies_and_appeals/1874/determined_admissions_policy_2020_to_2021_academic_year

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 in Part A)

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 on-line application naming your school preferences

(See 3.9 below for when to apply)

Apply online at: www.worcestershire.gov.uk/schooladmissions

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.

It is very important that applications are received no later than the date indicated in paragraph 3.9.

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 paragraph 3.11 about 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 paragraph 3.11).

3.9 When should you apply?

Places in reception classes are allocated on the basis of applications received on or before the closing date of:

15th January 2020 for admissions in the school year September 2020 to August 2021.

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 2020**, so that their application can be considered. (See also paragraph 3.3 to 3.5 above).

From 1st September 2019 until the closing date 15th January 2020 applications can be made by visiting www.worcestershire.gov.uk/schooladmissions. If you do not have access to the internet please contact School Admissions on 01905 822700.

Details/preferences on an on-line application can be amended and re-submitted right up until the closing date, 15th January 2020. (Remember to resubmit any changes you make and keep a copy of the email you receive to confirm the submission)

Any requests to amend details/preferences after the closing date, must be made in writing or sent via email to School Admissions. **Any such requests will only be accepted where:**

- a) where a family have just moved address, (Section 8B living in a catchment area);
- b) where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

For applications after the closing date, including late changes to on time preferences, please refer to paragraph 3.11 below.

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

PROOF OF APPLICATION – It is the parent/carers responsibility to ensure a receipt is obtained when making an application. **Please retain any receipt as proof of application.**

- Applications made on-line will receive a return receipt via email 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.

3.10 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 second or third preference schools as well, 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 your three preferences to try and ensure you do not receive an offer at a school you do not wish your child to attend.

3.11 What if you are applying or want to change your application after the closing date – Late Applications?

To make an application after the closing date of 15th January 2020, a PA1 Application Form must be completed and submitted to School Admissions. PA1 forms will be available online, after the closing date, to download by visiting www.worcestershire.gov.uk/schooladmissions or by request on: 01905 822700

Between 16th January 2020 and 28th February 2020, 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 time-frame, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (Section 8B living in a catchment area);
- 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 2020, 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 2020 for the intake year, must be sent 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.

If making an application after the start of the Autumn Term (1st September 2020) please refer to Section 9 In-Year Transfers.

3.12 Who has responsibility for the allocation of places?

For Community and Voluntary Controlled Schools, decisions are made by School Admissions. The Headteacher of the school involved is **not** in a position to offer your child a place. For Academy, Foundation, Free and Voluntary Aided Schools decisions are made by the **governing body/trust** of the individual schools. For explanation of school types – see Section 8A Glossary.

3.13 When are decisions made?

Offers will be issued on **16th April 2020**. 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.

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

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

3.14 Waiting Lists

If your application for your preferred school is unsuccessful, you will have the opportunity to go onto a waiting list.

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list, priority is based on the oversubscription policy of the school.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, 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.

Waiting lists for Community and Voluntary Controlled Schools, are maintained by School Admissions, and parents need to apply, in order to be included. These waiting lists will be maintained until the 31st December 2020. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term. **Only on receipt of an acknowledgement letter from School Admissions will that child be on the list.**

Important Information:-

- All parents will be given a date by which they must respond to their offer of a school place, this gives every parent the opportunity to request to go onto waiting lists. Once that specified date has gone past, the waiting lists will be collated and prioritised in line with the published admission arrangements. This is likely to take a number of weeks, depending on the number of requests.
- Once the waiting lists are collated and prioritised, School Admissions will begin the process of reallocating any vacancies for Community and Voluntary Controlled Schools. School Admissions will also be notified by any Academy, Foundation, Free and Voluntary Aided Schools of any vacancies and new allocations from waiting lists, to be made on behalf of their Governors/Trusts.
- School Admissions will contact you directly if they are able to offer a place to your child from any waiting list.
- You will only be contacted with regards to an offer and would ask that you allow School Admissions sufficient time to deal with all requests and new offers. This is likely to be 4 weeks after the deadline date for responses.
- After that stage you will be able to find out your child's position on any waiting list, **but not before.**

3.15 Can I appeal against the refusal of a place at my preferred school?

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 an Admissions Decision](#). Appeals are heard by an independent appeal panel and whether your appeal is successful is likely to depend on the merits of your case.

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, re-organisation 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. This advice has been given by the DfE to provide you with a more realistic view of the limits imposed on the Appeal Panel, and to avoid any misconceptions you may have concerning the appeal process. In other words your appeal will be lost unless you can prove one of the **VERY** limited grounds above.

Second Appeal

The Code of Practice on School Admission Appeals, Section 5 (page 23) 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.”

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.

3.16 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. **If your move falls outside of the normal admissions round then please refer to Section 9, In-Year Admissions. 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.

3.17 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 overcrowded. 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.** Details are given in Section 3a of the book for the Reception intake in 2020. (As at time of print July 2019)

3.18 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 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;
 - 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.
- *see Section 8A - Glossary for definition.

3.19 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 provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) 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.

3.20 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.

In the case of a Community or Voluntary Controlled School the Local Authority 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 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 permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

This process must be completed in advance of the closing date of 15th January 2020, in the event that the delayed or accelerated entry is not approved, parents will need to make an application in time for the 2020 intake. Should the delayed or accelerated entry be approved you will receive details of how to proceed with an application.

Please be aware that even if delayed or accelerated 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 or accelerated entry.

If this is something you wish to discuss further then please contact **01905 822700**.

Further information can be found at:

http://www.worcestershire.gov.uk/downloads/file/5465/policy_on_delayed_and_accelerated_transfer

PART C

SECTION 3A:

Worcestershire First and Primary Schools

Key to Columns

Type: Categorisation of school - see Part B, Section 1.1 for further description.

A = Academy

C = Community

FR = Free

FD = Foundation

VA = Voluntary Aided

VC = Voluntary Controlled

N.B. *At time of publication a number of schools are applying to become Academies and the school status maybe subject to change - see Part B Section 1.2 for where you can find the latest status of a school.

DfE No: Department for Education (DfE) school number. All school numbers in Worcestershire have the prefix of 885, which is the Authority number allocated by the DfE.

PAN: Published Admission Number
The number of children which can be admitted to a school in each year group. The PAN is agreed by the governing body of the school. The figures set for the admissions year 2020/2021 are shown.

NOR: Total number of pupils on roll at the school in January 2019.

BEWDLEY AREA - PRIMARY SCHOOLS Years Reception to Year 6 (Ages 5 - 11)			
Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
VC 3001	Bayton C.E. Primary School Bayton, Kidderminster, Worcs. DY14 9LG Tel: 01299 832393 office@baytonpri.worcs.sch.uk	15	94
C 3397	Bewdley Primary School Stourport Rd, Bewdley, Worcs. DY12 1BL Tel: 01299 403796 office@bewdleyprimary.worcs.sch.uk	60	323
VC 3010	Far Forest Lea Memorial C.E. Primary School New Road, Far Forest, Rock, Kidderminster, Worcs. DY14 9TQ Tel: 01299 266316 office@farforestlea.worcs.sch.uk	20	107

VC 3011	St. Anne's C.E. Primary School Wyre Hill, Bewdley, Worcs. DY12 2UQ Tel: 01299 402013 office@stannesprimary.worcs.sch.uk	45	277
VC 3109	Upper Arley C.E. Primary School Arley, Bewdley, Worcs. DY12 1XA Tel: 01299 861260 office@upperarley.worcs.sch.uk	15	72

BROMSGROVE AREA - FIRST SCHOOLS

Years Reception to Year 4 (Ages 5 - 9)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
C 2008	Beoley First School Beoley Lane, Beoley, Redditch, Worcs. B98 9AN Tel: 01527 62295 info@beoley.worcs.sch.uk	20	92
C 2022	Blackwell First School St. Catherine's Road, Blackwell, Bromsgrove, Worcs. B60 1BN Tel: 0121 445 1622 office@blackwell.worcs.sch.uk	30	152
C 2015	Catshill First School and Nursery Gibb Lane, Catshill, Bromsgrove, Worcs. B61 OJP Tel: 01527 872913 office@catshillfirst.worcs.sch.uk	60	277
C 2016	Charford First School Charford Road, Bromsgrove, Worcs. B60 3NH Tel: 01527 873778 office@charford.worcs.sch.uk	90	424
C 2002	Crown Meadow First School Birmingham Road, Alvechurch, Birmingham, B48 7TA Tel: 0121 4454540 office@crownmeadow.worcs.sch.uk	60	299
C 2034	Dodford First School Fockbury Road, Dodford, Bromsgrove, Worcs. B61 9AW Tel: 01527 831569 office@dodford.worcs.sch.uk	15	71
C 2047	Fairfield First School Stourbridge Road, Fairfield, Bromsgrove, Worcs. B61 9LZ Tel: 01527 873081 office@fairfield.worcs.sch.uk	30	119
C 2017	Finstall First School Carnforth Road, Bromsgrove, Worcs. B60 2HS Tel: 01527 872938 office@finstall.worcs.sch.uk	60	301
VC 3049	Hanbury C.E. First School School Road, Hanbury, Bromsgrove, Worcs. B60 4BS Tel: 01527 821298 office@hanbury.worcs.sch.uk	30	115

C 2018	Lickey End First School School Lane, Lickey End, Bromsgrove, Worcs. B60 1JG Tel: 01527 872360 office@lickeyendfirstschool.co.uk	30	148
C 2019	Meadows First School Stourbridge Road, Bromsgrove, Worcs. B61 OAH Tel: 01527 872508 office@meadows.worcs.sch.uk	60	301
C 2020	Millfields First School Swift Close, Bromsgrove, Worcs. B61 7BS Tel: 01527 831885 office@millfields.worcs.sch.uk	60	288
C 2021	Sidemoor First School and Nursery Perryfields Road, Bromsgrove, Worcs. B61 8QN Tel: 01527 872271 office@sidemoor.worcs.sch.uk	60	285
VA 3302	St. Andrew's C.E First School Hewell Road, Barnt Green, Birmingham, B45 8NG Tel: 0121 445 1410 office@st-andrewscofe.worcs.sch.uk	45	225
A 3310	St. Peter's Catholic First School Rock Hill, Bromsgrove, Worcs. B61 7LH Tel: 01527 831872 office@st-petersrc.worcs.sch.uk	60	275
C 2147	Stoke Prior First School Ryefields Road, Stoke Prior, Bromsgrove, Worcs. B60 4ND Tel: 01527 832520 office@stokeprior.worcs.sch.uk	30	147

DROITWICH AREA - FIRST SCHOOLS - Years Reception to Year 4 (Ages 5 - 9) Primary Schools - Years Reception to Year 6 (Ages 5-11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
C 2036	Chawson Community First School Wyche Road, Droitwich, Worcs. WR9 8BW Tel: 01905 773264 office@chawson.worcs.sch.uk	60	356
A 3316	Cutnall Green CofE Primary School School Road, Cutnall Green, Droitwich, Worcs. WR9 OPH Tel: 01299 851256 office-cgr@riverscofe.co.uk	26	103
VC 3057	Hindlip C.E. First School Droitwich Road, Fernhill Heath, Worcester, WR3 8RJ Tel: 01905 453455 office@hindlipfirst.worcs.sch.uk	20	91

VA 3365	Ombersley Endowed First School Droitwich Road, Ombersley, Worcs. WR9 0DR Tel: 01905 620384 office@ombersley.worcs.sch.uk	28	111
VA 3317	St. Joseph's Catholic Primary School St Joseph's Close, Droitwich, Worcs. WR9 0RY Tel: 01905 773572 office@st-josephs-droitwich.worcs.sch.uk	30	192
A 3318	St Peter's Droitwich CofE Academy Church Lane, Droitwich, Worcs. WR9 7AN Tel: 01905 772138 office@st-peterscofe.worcs.sch.uk	90	439
VA 3381	* Sytchampton Endowed Primary School Sytchampton, Stourport-on-Severn, Worcs. DY13 9SX Tel: 01905 620418 office@sytchampton.worcs.sch.uk	15	91
VC 3105	Tibberton C.E. First School Plough Road, Tibberton, Droitwich, Worcs. WR9 7NL Tel: 01905 345284 office@tibberton.worcs.sch.uk	15	76
C 2035	Westlands First School Farmers Way, Droitwich, Worcs. WR9 9EQ Tel: 01905 772740 office@westlands.worcs.sch.uk	60	221
A 2187	Wychbold First and Nursery School School Road, Wychbold, Droitwich, Worcs. WR9 7PU Tel: 01527 861421 office@wychbold.worcs.sch.uk	30	128

EVESHAM AREA - FIRST SCHOOLS - Years Reception to Year 5 (Ages 5 - 10) Primary Schools - Years Reception to Year 6 (Ages 5-11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
C 2006	Ashton under Hill First School Elmley Road, Ashton under Hill, Evesham, Worcs. WR11 7SW Tel: 01386 881333 office@ashton.worcs.sch.uk	18	104
A 2025	Badsey First School School Lane, Badsey, Evesham, Worcs. WR11 7ES Tel: 01386 830325 office@badseyfirst.worcs.sch.uk	30	182
A 3041	Bengeworth C.E. Academy Burford Road, Evesham, Worcs. WR11 3HB Tel: 01386 442047 office@bengeworth.worcs.sch.uk	90	530

VA 3306	Bredon Hancock's Endowed C.E. First School Church Street, Bredon, Tewkesbury, Glos. GL20 7LA Tel: 01684 772254 office@bredonhancocks.worcs.sch.uk	30	175
A 2026	Bretforton Village School New Street, Bretforton, Evesham, Worcs. WR11 7JS Tel: 01386 830418 office@bretforton.worcs.sch.uk	15	44
C 2013	Broadway First School Lime Tree Avenue, Broadway, Worcs. WR12 7BD Tel: 01386 852485 office@broadway.worcs.sch.uk	20	88
VC 3018	Church Lench C.E. First School Main Street, Church Lench, Evesham, Worcs. WR11 4UE Tel: 01386 870297 office@churchlench.worcs.sch.uk	15	78
VC 3020	Cleeve Prior C.E. Primary School Main Street, Cleeve Prior, Evesham, Worcs. WR11 8LG Tel: 01789 772276 office@cleeveprior.worcs.sch.uk	15	40
VC 3027	Cropthorne-with-Charlton C.E. First School Main Street, Cropthorne, Pershore, Worcs. WR10 3NB Tel: 01386 860246 office@cropthorne.worcs.sch.uk	18	98
VC 3038	Eckington C.E. First School School Lane, Eckington, Worcs. WR10 3AU Tel: 01386 750666 office@eckingtonfirst.worcs.sch.uk	20	83
VC 3040	Elmley Castle C.E First School Main Street, Elmley Castle, Pershore, Worcs. WR10 3HS Tel: 01386 710279 office@elmleycastle.worcs.sch.uk	15	47
VC 3053	Harvington CE First and Nursery School Village Street, Harvington, Evesham, Worcs. WR11 8NQ Tel: 01386 870412 office@harvington.worcs.sch.uk	30	169
A 2078	Honeybourne Primary Academy School Street, Honeybourne, Evesham, Worcs. WR11 7PJ Tel: 01386 830462 office@honeybourne.worcs.sch.uk	20	148
A 3082	Offenham C.E. First School Myatt Road, Offenham, Evesham, Worcs. WR11 8SD Tel: 01386 442038 office@offenham.dowmat.education	18	110
VC 3084	Overbury C.E. First School Overbury, Tewkesbury, Glos. GL20 7NT Tel: 01386 725235 office@overbury.worcs.sch.uk	15	66
C 2118	Pebworth First School Back Lane, Pebworth, Worcs. CV37 8XA Tel: 01789 720726 office@pebworthfirst.worcs.sch.uk	12	42

VC 3099	Sedgeberrow C.E. First School Main Street, Sedgeberrow, Evesham, Worcs. WR11 7UF Tel: 01386 881391 office@sedgeberrow.worcs.sch.uk	30	181
VC 3043	St. Andrew's C.E. First School Maryman's Road, Evesham, Worcs. WR11 2QN Tel: 01386 41351 office@st-andrews.worcs.sch.uk	60	281
A 3309	St. Mary's Catholic Primary School, (Broadway) Leamington Road, Broadway, Worcs. WR12 7DZ Tel: 01386 853337 office@st-marysrc.worcs.sch.uk	15	93
A 3322	St. Mary's Catholic Primary School, (Evesham) High Street, Evesham, Worcs. WR11 4EJ Tel: 01386 446748 office@stmarysrc.worcs.sch.uk	30	191
VC 3042	St. Richard's C.E. First School Four Pools Lane, Evesham, Worcs. WR11 1DU Tel: 01386 446416 office@st-richards.worcs.sch.uk	60	344
C 2041	Swan Lane First School Rynal Street, Swan Lane, Evesham, Worcs. WR11 4QA Tel: 01386 446540 office@swanlanefirstschool.worcs.sch.uk	60	350
A 3072	The Littletons CE First School Academy Farm Lane, South Littleton, Evesham, Worcs. WR11 8TL Tel: 01386 830695 office@thelittletons.worcs.sch.uk	30	120

HAGLEY AREA - PRIMARY SCHOOLS

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
VC 3002	Belbroughton C.E. Primary & Nursery School Bradford Lane, Belbroughton, Stourbridge, West Midlands, DY9 9TF Tel: 01562 730208 office@belbroughton.worcs.sch.uk	25	174
VC 3005	Blakedown C.E Primary School Birmingham Road, Blakedown, Kidderminster, Worcs. DY10 3JN Tel: 01562 700243 office@blakedownprimary.worcs.sch.uk	30	163
VC 3022	Clent Parochial Primary School Bromsgrove Road, Clent, Worcs, DY9 9QP Tel: 01562 730668 office@clent.worcs.sch.uk	15	107

C 2055	Hagley Primary School Park Road, Hagley, Worcs, DY9 0NS Tel: 01562 883280 office@hagleyprimary.worcs.sch.uk	90	632
VC 3097	St. Kenelm's C.E. Primary School Romsley, Bromsgrove Road, Romsley, Nr. Halesowen, West Midlands, B62 0LF Tel: 01562 710214 office@stkenelms.worcs.sch.uk	28	202

KIDDERMINSTER AREA - PRIMARY SCHOOLS

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
A 2014	Birchen Coppice Academy Woodbury Road, Kidderminster, Worcs. DY11 7JJ Tel: 01562 823582 office@birchencoppiceacademy.org.uk	60	249
VA 3330	Chaddesley Corbett Endowed Primary School Nethercroft Meadow, Lower Chaddesley, Kidderminster, Worcs. DY10 4QN Tel: 01562 777312 office@chaddesleycorbett.worcs.sch.uk	30	192
C 2907	Comberton Primary School Borrington Road, Kidderminster, Worcs. DY10 3ED Tel: 01562 754704 office@comberton.worcs.sch.uk	60	410
VC 3016	Cookley Sebright Primary School Lea Lane, Cookley, Kidderminster, Worcs. DY10 3TA Tel: 01562 850397 office@cookleyprimary.worcs.sch.uk	30	202
A 2908	Foley Park Community Primary School Northumberland Avenue, Kidderminster, Worcs. DY11 7AW Tel: 01562 823857 office@foleypark.worcs.sch.uk	30	195
C 2910	Franche Community Primary School Chestnut Grove, Kidderminster, Worcs. DY11 5QB Tel: 01562 751788 office@francheprimary.worcs.sch.uk	120	804
A 2010	Heronswood Primary School Heronswood Road, Kidderminster, Worcs. DY10 4EX Tel: 01562 69750 hwoffice@riverscofe.co.uk	60	336
FR 6009	*Holy Trinity School Birmingham Road, Kidderminster, Worcs, DY10 2BY Tel: 01562 822929 contact@holytrinity.co.uk	50	651

C 2911	Offmore Primary School Wordsworth Crescent, Kidderminster, Worcs. DY10 3HA Tel: 01562 753934 office@offmore.worcs.sch.uk	45	281
A 3393	St. Ambrose Catholic Primary School, Leswell Street, Kidderminster, Worcs. DY10 1RP Tel: 01562 823568 office@st-ambrose.worcs.sch.uk	30	201
VC 3021	St. Catherine's C.E. Primary School, Marlpool Lane, Kidderminster, Worcs. DY11 5HP Tel: 01562 823614 office@stcatherines.worcs.sch.uk	60	412
A 2023	St. George's C.E. Primary School, Birmingham Road, Kidderminster, Worcs. DY10 2BX Tel: 01562 824206 office@st-georges-kidd.worcs.sch.uk	30	178
A 2024	St. John's C.E. Primary School Blakebrook, Kidderminster, Worcs. DY11 6AP Tel: 01562 745558 office@stjohns.worcs.sch.uk	60	363
VA 3331	St. Mary's C.E. Primary School Stoney Lane, Kidderminster, Worcs. DY10 2LX Tel: 01562 824327 office@stmarys.worcs.sch.uk	30	181
A 3026	St. Oswald's C.E. Primary School Sion Avenue, Kidderminster, Worcs. DY10 2YL Tel: 01562 751056 office@stoswalds.worcs.sch.uk	30	184
A 3369	Sutton Park Primary School Greatfield Road, Kidderminster, Worcs. DY11 6PH Tel: 01562 67742 office@suttonpark.worcs.sch.uk	30	208
A 3332	Wolverley Sebright Primary School Franch Road, Wolverley, Kidderminster, Worcs. DY11 5TP Tel: 01562 850268 office@wolverleysebright.worcs.sch.uk	20	152

Notes on Admissions

* Holy Trinity School is an all-through school with children from Reception to Year 13 (Ages 5 – 18)

MALVERN AREA - PRIMARY SCHOOLS

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
A 3014	Callow End C.E. Primary School Upton Road, Callow End, Worcester, WR2 4TE Tel: 01905 830337 office@callowend.worcs.sch.uk	15	90
A 2105	Great Malvern Primary School Lydes Road, Malvern, Worcs. WR14 2BY Tel: 01684 574219 office@greatmalvern.worcs.sch.uk	48	322
C 3400	Grove Primary School Pickersleigh Grove, Malvern, Worcs. WR14 2LU Tel: 01684 572516 office@groveprimary.worcs.sch.uk	45	171
C 2914	Leigh and Bransford Primary School Hoopers Close, Leigh Sinton, Malvern, Worcs. WR13 5DX Tel: 01886 832342 office@leighbransford.worcs.sch.uk	30	160
A 3353	Madresfield C.E. Primary School 40 Madresfield Village, Madresfield, Malvern, Worcs. WR13 5AA Tel: 01684 573620 office@madresfield.worcs.sch.uk	15	101
A 3357	Malvern Parish C.E. Primary School Manby Road, Malvern, Worcs. WR14 3BB Tel: 01684 574084 office@malvernpark.worcs.sch.uk	30	209
A 9909	Malvern Vale Primary School 112 Swinyard Road, Malvern, Worcs, WR11 1GU Tel: 01684 572949 mvpoffice@metacademies.org.uk	30	NA
VA 3359	Malvern Wells C.E. Primary School 263 Wells Road, Malvern, Worcs. WR14 4HF Tel: 01684 561179 office@malvern-wells.worcs.sch.uk	15	100
A 3210	Northleigh C.E. Primary School St. Peter's Road, Malvern, Worcs. WR14 1QS Tel: 01684 574889 office@northleigh.worcs.sch.uk	45	283
A 3089	Powick C.E. Primary School 42 Malvern Road, Powick, Worcs. WR2 4RT Tel: 01905 830336 office@powick.worcs.sch.uk	28	191
VC 3098	Rushwick C.E. Primary School Upper Wick Lane, Rushwick, Worcs. WR2 5SU Tel: 01905 422502 office@rushwick.worcs.sch.uk	30	158

A 2204	Somers Park Primary School Somers Park Avenue, Malvern, Worcs. WR14 1SE Tel: 01684 572949 spoffice@metacademies.org.uk	58	420
VA 3360	St. James' C.E. Primary School West Malvern Road, Malvern, Worcs. WR14 4BB Tel: 01684 561207 office@stjames.worcs.sch.uk	15	100
VA 3358	St. Joseph's Catholic Primary School Newtown Road, Malvern, Worcs. WR14 1PF Tel: 01684 573016 office@stjoesmalvern.worcs.sch.uk	30	128
A 3354	St. Matthias C.E. Primary School Cromwell Road, Malvern Link, Worcs. WR14 1NA Tel: 01684 574984 admin@stmatthias.worcs.sch.uk	30	192
A 2153	Suckley Primary School Church Lane, Suckley, Worcs. WR6 5DE Tel: 01886 884283 office@suckley.worcs.sch.uk	12	86
VC 3074	Wyche C.E. Primary School Lower Wyche Road, Malvern, Worcs. WR14 4ET Tel: 01684 573205 office@wyche.worcs.sch.uk	20	140

MARTLEY AREA - PRIMARY SCHOOLS

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
VC 3000	Abberley Parochial Primary School Apostles Oak, Abberley, Worcs. WR6 6AA Tel: 01299 896332 office@abberley.worcs.sch.uk	15	100
VA 3300	Astley C.E. Primary School School Lane, Astley, Stourport on Severn, Worcs, DY13 0RH Tel: 01299 822002 office@astley.worcs.sch.uk	13	96
A 3008	Broadheath C.E. Primary School Sailor's Bank, Lower Broadheath, Worcs. WR2 6QT Tel: 01905 640285 office@broadheath.worcs.sch.uk	20	152
VA 3308	Broadwas C.E. Primary School Broadwas-on-Teme, Worcester, WR6 5NE Tel: 01886 821347 office@broadwas.worcs.sch.uk	15	94
C 2032	Clifton-upon-Teme Primary School Pound Lane, Clifton-upon-Teme, Worcester, WR6 6DE Tel: 01886 812258 office@clifton-upon-teme.worcs.sch.uk	15	74

A 3328	Great Witley C.E. Primary School Worcester Road, Great Witley, Worcs. WR6 6HR Tel: 01299 896246 gwoffice@riverscofe.co.uk	20	171
VC 3048	Grimley and Holt C.E. Primary School Grimley, Worcester, WR2 6LU Tel: 01905 640325 office@grimleyholt.worcs.sch.uk	12	100
VA 3329	Hallow C.E. Primary School Main Road, Hallow, Worcester, WR2 6LD Tel: 01905 640354 office@hallow.worcs.sch.uk	29	195
A 3077	Martley C.E. Primary School Martley, Worcester, WR6 6QA Tel: 01886 888201 office@martley-pri.worcs.sch.uk	20	139

PERSHORE AREA - FIRST SCHOOLS - Years Reception to Year 4 (Ages 5 - 9) **Catholic Primary Schools – Years Reception to Year 6 (Ages 5-11)**

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
C 2119	Abbey Park First and Nursery School Abbey Road, Pershore, Worcs. WR10 1DF Tel: 01386 552722 office@abbeyparkfirst.worcs.sch.uk	30	150
A 2121	Orchard Primary School Cherry Orchard, Pershore, Worcs. WR10 1ET Tel: 01386 552515 office@orchardprimary.org.uk	30	153
A 3028	Crowle C.E. First School School Lane, Crowle, Worcs. WR7 4AT Tel: 01905 381206 office@crowle.dowmat.education	15	67
VC 3029	Defford-cum-Besford C.E. First School Hill View, Defford, Worcs. WR8 9BH Tel: 01386 750321 office@defford-cum-besford.worcs.sch.uk	12	46
VA 3324	Fladbury C.E. First School Church Street, Fladbury, Pershore, Worcs. WR10 2QB Tel: 01386 860301 office@fladbury.worcs.sch.uk	20	81
C 5201	Flyford Flavell First School Radford Road, Flyford Flavell, Worcs. WR7 4BS Tel: 01386 462228 office@flyfordflavell.worcs.sch.uk	22	63
VC 3056	Himbleton C.E. First School Neight Hill, Himbleton, Droitwich, Worcs. WR9 7LE Tel: 01905 391231 office@himbleton.worcs.sch.uk	14	53

VA 3368	Holy Redeemer Catholic Primary School Priest Lane, Pershore, Worcs. WR10 1EB Tel: 01386 552518 office@holyredeemer.worcs.sch.uk	30	177
A 2079	Inkberrow Primary School Main Road, Inkberrow, Worcs. WR7 4HH Tel: 01386 792284 office@inkberrowfirst.worcs.sch.uk	30	130
A 3081	Norton Juxta Kempsey C.E. Primary School Wadborough Road, Littleworth, Worcester, WR5 2QJ Tel: 01905 820420 office@nortonfirst.worcs.sch.uk	30	133
A 3088	Pinvin C.E. First School Main Street, Pinvin, Pershore, Worcs. WR10 2ER Tel: 01386 554196 office@pinvinfirst.worcs.sch.uk	25	119
A 3208	St. Barnabas C.E. First & Middle School Stonebow Road, Drakes Broughton, Pershore, Worcs. WR10 2AW Tel: 01905 840366 office@st-barnabasfirstmiddle.worcs.sch.uk	30	293
VC 3108	Upton Snodsbury C.E. First School Upton Snodsbury, Worcs. WR7 4NH Tel: 01905 381288 office@upsnodsfirsr.worcs.sch.uk	14	66

REDDITCH AREA - FIRST SCHOOLS - Years Reception to Year 4 (Ages 5 - 9) Primary Schools - Years Reception to Year 6 (Ages 5-11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
A 3398	Abbeywood First School Wood Piece Lane, Church Hill, Redditch, Worcs. B98 9LR Tel: 01527 63007 office@abbeywood.worcs.sch.uk	60	216
A 2127	Astwood Bank Primary School Church Road, Astwood Bank, Redditch, Worcs. B96 6EH Tel: 01527 892681 office@astwoodbank.worcs.sch.uk	60	385
C 2128	Batchley First School Cherry Tree Walk, Redditch, Worcs. B97 6PD Tel: 01527 62926 office@batchley.worcs.sch.uk	60	272
A 2001	Crabbs Cross Academy Evesham Road, Crabbs Cross, Redditch, Worcs. B97 5JH Tel: 01527 543624 office@crabbcross.worcs.sch.uk	60	249
VC 3091	Feckenham C.E. First School School Lane, Feckenham, Redditch, Worcs. B96 6QD Tel: 01527 892756 office@feckenhamfirst.worcs.sch.uk	25	111

A 2131	Holyoakes Field First School Bridge Street, Redditch, Worcs. B97 6HH Tel: 01527 62928 office@holyoakes.worcs.sch.uk	48	237
A 2919	Matchborough First School Academy Matchborough Way, Matchborough, Redditch, Worcs. B98 OGD Tel: 01527 883880 office@matchborough.worcs.sch.uk	90	379
C 2192	Moon's Moat First School Cleeve Close, Church Hill South, Redditch, Worcs. B98 9HR Tel: 01527 61498 office@moonsmoat.worcs.sch.uk	60	212
C 2920	Oak Hill First School Wirehill Drive, Lodge Park, Redditch, Worcs. B98 7JU Tel: 01527 528523 office@oakhill.worcs.sch.uk	90	436
A 5200	Our Lady of Mount Carmel Catholic First School Downsell Road, Webheath, Redditch, Worcs. B97 5RR Tel: 01527 546398 office@mountcarmel.worcs.sch.uk	60	297
C 2141	Roman Way First School Colts Lane, Winyates West, Redditch, Worcs. B98 0LH Tel: 01527 528111 office@romanway.worcs.sch.uk	45	196
A 2029	St. George's C.E. First School Stevenson Avenue, Redditch, Worcs. B98 8LU Tel: 01527 62263 office@stgeorges.worcs.sch.uk	45	192
VC 3093	St. Luke's C.E. First School Plymouth Road, Southcrest, Redditch, Worcs. B97 4NU Tel: 01527 541219 admin@stlukesfirst.worcs.sch.uk	30	145
A 3094	St. Stephen's C.E. First School Mabey Avenue, Redditch, Worcs. B98 8HW Tel: 01527 63911 office@ststephensfirst.worcs.sch.uk	30	146
A 5202	St. Thomas More Catholic First School Woodrow Centre, Studley Road, Redditch, Worcs. B98 7RY Tel: 01527 525821 office@st-thomasmore.worcs.sch.uk	45	212
VA 3382	Tardebigge C.E. First School Church Lane, Tardebigge, Bromsgrove, Worcs. B60 3AH Tel: 01527 872886 office@tardebigge.worcs.sch.uk	30	150
C 2136	Tenacres First School Quibery Close, Winyates East, Redditch, Worcs. B98 0PB Tel: 01527 528872 office@tenacres.worcs.sch.uk	60	295
A 2134	The Vaynor First School Tennyson Road, Redditch, Worcs. B97 5BL Tel: 01527 543187 office@thevaynor.worcs.sch.uk	90	443

A 2135	Webheath Academy Primary School Downsell Road, Webheath, Redditch, Worcs. B97 5RJ Tel: 01527 544820 office@webheath.worcs.sch.uk	60	369
C 2137	Woodrow First School Longdon Close, Redditch, Worcs. B98 7UZ Tel: 01527 527619 office@woodrow.worcs.sch.uk	60	283

RUBERY AREA - PRIMARY SCHOOLS

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
C 2197	Beaconside Primary and Nursery School Hazel Road, Rubery, Birmingham, B45 9DX Tel: 0121 453 3801 office@beaconside.worcs.sch.uk	30	211
C 2921	Holywell Primary and Nursery School School Road, Rubery, Birmingham, B45 9EY Tel: 0121 453 7829 secretary@holywell.worcs.sch.uk	60	411
C 2901	Lickey Hills Primary School Old Birmingham Road, Rednal, Birmingham, B45 8EU Tel: 0121 445 1992 office@lickeyhills.worcs.sch.uk	60	406

STOURPORT AREA - PRIMARY SCHOOLS

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
A 2027	Burlish Park Primary School Windermere Way, Stourport on Severn, Worcs. DY13 8LA Tel: 01299 823771 office@burlishparkprimary.worcs.sch.uk	60	403
A 3013	Hartlebury C.E. Primary School Rectory Lane, Hartlebury, Kidderminster, Worcs. DY11 7TD Tel: 01299 250312 office@hartlebury.worcs.sch.uk	30	181
A 2904	Lickhill Primary School Almond Way, Stourport on Severn, Worcs. DY13 8UA Tel: 01299 871803 office@lickhill.worcs.sch.uk	30	206

A 3012	St. Bartholomew's C.E. Primary School Princess Way, Stourport on Severn, Worcs. DY13 0EL Tel: 01299 823454 office@st-bartholomews.worcs.sch.uk	50	239
A 3380	St. Wulstan's Catholic Primary School Elmfield Walk, Stourport-on-Severn, Worcs. DY13 8UB Tel: 01299 877808 office@stwulstansprimary.co.uk	30	181
A 2902	Stourport Primary School Park Avenue, Stourport on Severn, Worcs, DY13 8SH Tel: 01299 822120 office@stourportprimary.worcs.sch.uk	45	302
VA 3381	Sytchampton Endowed Primary School Sytchampton, Stourport-on-Severn, Worcs. DY13 9SX Tel: 01905 620418 office@sytychampton.worcs.sch.uk	15	98
A 3015	Wilden All Saints C.E. Primary School Wilden Lane, Stourport on Severn, Worcs. DY13 9LP Tel: 01299 822638 office@wilden.worcs.sch.uk	30	193

TENBURY AREA – PRIMARY SCHOOLS

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
VA 3350	Lindridge St. Lawrence's C.E. Primary School, Lindridge, Tenbury Wells, Worcs. WR15 8JQ Tel: 01584 881466 office@lindridge.worcs.sch.uk	15	90
A 3104	Tenbury C.E. Primary Academy, Bromyard Road, Tenbury Wells, Worcs. WR15 8BS Tel: 01584 810234 office@tenbury-pri.worcs.sch.uk	30	192

UPTON UPON SEVERN AREA - PRIMARY SCHOOLS

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
A 3017	Castlemorton C.E. Primary School , Church Road, Castlemorton, Malvern, Worcs. WR13 6BG Tel: 01684 833282 office@castlemorton.worcs.sch.uk	15	80
VC 3039	Eldersfield Lawn C.E. Primary School , Corse Lawn, Gloucester, GL19 4LZ Tel: 01452 780309 admin@eldersfieldlawn.worcs.sch.uk	15	106
A 3051	Hanley Swan, St. Gabriel's with St. Mary's C.E. Primary School , Hanley Swan, Worcs. WR8 0EQ Tel: 01684 310364 office@hanleyswanps.org.uk	15	113
A 2080	Kempsey Primary School , Ellsdon, Kempsey, Worcester, WR5 3NT Tel: 01905 820262 office@kempseyps.org.uk	60	301
VC 3085	Pendock C.E. Primary School , School Lane, Pendock, Nr. Staunton, Glos. GL19 3PW Tel: 01531 650298 office@pendockpri.worcs.sch.uk	8	43
VC 3107	Upton-upon-Severn C.E. Primary School , School Lane, Upton-upon-Severn, Worcs. WR8 0LD Tel: 01684 592259 office@uptonuponsevern.worcs.sch.uk	30	191
A 2156	Welland Primary School , Marlbank Road, Welland, Malvern, Worcs. WR13 6NE Tel: 01684 310246 office@wellandprimary.worcs.sch.uk	20	142

WORCESTER CITY AREA - PRIMARY SCHOOLS

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
A 2011	Carnforth School Carnforth Drive, Worcester, WR4 9HG Tel: 01905 758425 office@carnforth.org	30	180
C 2161	Cherry Orchard Primary School Timberdine Close, Worcester, WR5 2DD Tel: 01905 352787 office@cherryorchard-pri.worcs.sch.uk	90	620

VC 3019	Claines C.E. Primary School School Bank, Claines, Worcester, WR3 7RW Tel: 01905 451235 office@claines.worcs.sch.uk	30	208
A 2162	Cranham Primary School Tetbury Drive, Warndon, Worcester, WR4 9LS Tel: 01905 452437 cranhamoffice@riverscofe.co.uk	60	389
A 2028	Dines Green Primary School Tudor Way, Worcester, WR2 5QH Tel: 01905 423228 office@dinesgreen.worcs.sch.uk	30	221
A 2167	Hollymount School Hollymount Road, Tolladine, Worcester, WR4 9SG Tel: 01905 23159 office@hollymountschool.org	45	356
A 3401	Northwick Manor Primary School Northwick Road, Worcester, WR3 7EA Tel: 01905 454430 nwoffice@riverscofe.co.uk	90	647
FR 2031	North Worcester Primary Academy John Comyn Drive, Worcester, WR3 7NS Tel: 01905 953850 northworcesterprimary@riverscofe.co.uk	60	NA
A 2172	Nunnery Wood Primary School Prestwich Avenue, Worcester, WR5 1QE Tel: 01905 354154 office@nunnerywoodprimary.worcs.sch.uk	60	417
A 2005	Oasis Academy Warndon Edgeworth Close, Worcester, WR4 9PE Tel: 01905 453530 admin@oasiswarndon.org	90	490
C 2202	Oldbury Park Primary School Oldbury Road, Worcester, WR2 6AA Tel: 01905 424878 office@oldburypark.worcs.sch.uk	60	371
VA 3387	Our Lady Queen of Peace Catholic Primary School Bransford Road, Worcester, WR2 4EN Tel: 01905 421409 admin@ourlady.worcs.sch.uk	30	184
C 2173	Perdiswell Primary School Bilford Road, Worcester, WR3 8QA Tel: 01905 453348 office@perdiswellpri.worcs.sch.uk	60	410
A 2000	Perry Wood Primary & Nursery School St. Alban's Close, Worcester, WR5 1PP Tel: 01905 354800 office@perrywood.worcs.sch.uk	60	345
C 2200	Pitmaston Primary School , Malvern Road, Worcester, WR2 4ZF Tel: 01905 423710 office@pitmaston.worcs.sch.uk	90	604

VC 3116	Red Hill C.E. Primary School , Midhurst Close, Worcester, WR5 2HX Tel: 01905 352524 office@redhill.worcs.sch.uk	60	258
VC 3114	St. Barnabas C.E. Primary School , Green Lane, Worcester, WR3 8NZ Tel: 01905 22766 office@st-barnabas-primary.worcs.sch.uk	60	416
A 3388	St. Clement's C.E. Primary School , Henwick Road, Worcester, WR2 5NS Tel: 01905 423861 office-stc@riverscofe.co.uk	30	204
VA 3390	St. George's Catholic Primary School , Thorneloe Walk, Worcester, WR1 3JY Tel: 01905 25841 admin@st-georgescatholic.worcs.sch.uk	30	207
VA 3389	St. George's CE Primary School , St George's Lane North, Worcester, WR1 1RD Tel: 01905 619454 admin@stgeorgesce.worcs.sch.uk	30	200
VA 3391	St. Joseph's Catholic Primary School , Chedworth Drive, Worcester, WR4 9PG Tel: 01905 452772 office@st-josephs-pri.worcs.sch.uk	60	374
A 2179	Stanley Road Primary School , Stanley Road, Worcester, WR5 1BD Tel: 01905 355043 stanleyroad.office@perryhallmat.co.uk	60	361
A 2918	The Lyppard Grange Primary School , Ankerage Green, Worcester, WR4 0DZ Tel: 01905 729383 office@lyppardgrange.worcs.sch.uk	60	404
VC 3110	Whittington C.E. Primary School , Whittington, Worcester, WR5 2QZ Tel: 01905 354844 office@whittington.worcs.sch.uk	30	204

WYTHALL AREA - PRIMARY SCHOOLS

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
C 2188	Meadow Green Primary School , Meadow Road, Wythall, Birmingham, B47 6EQ Tel: 01564 823495 enquiries@meadowgreen.worcs.sch.uk	45	289
A 2915	The Coppice Primary School , Shawhurst Lane, Hollywood, Birmingham, B47 5JN Tel: 01564 826709 office@coppice.worcs.sch.uk	90	610

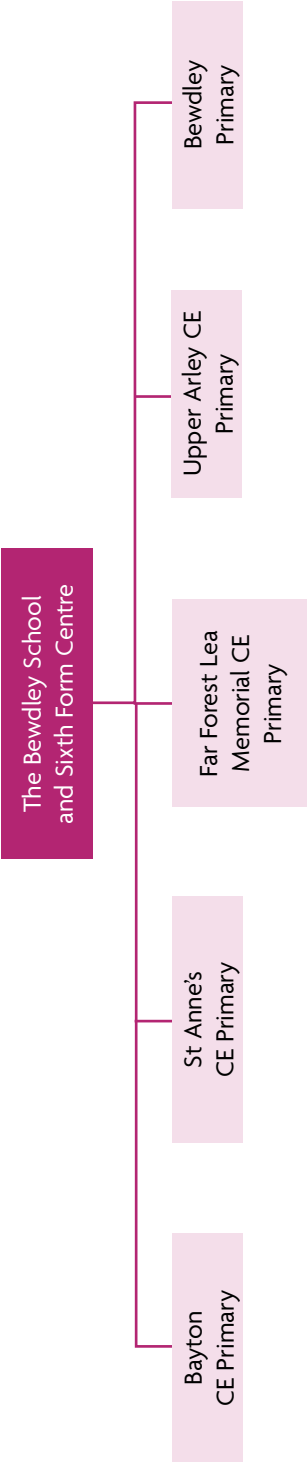
Part D

Section 4

Bewdley Pyramid

The Bewdley Area comprises the Town of Bewdley together with the civil parishes of:

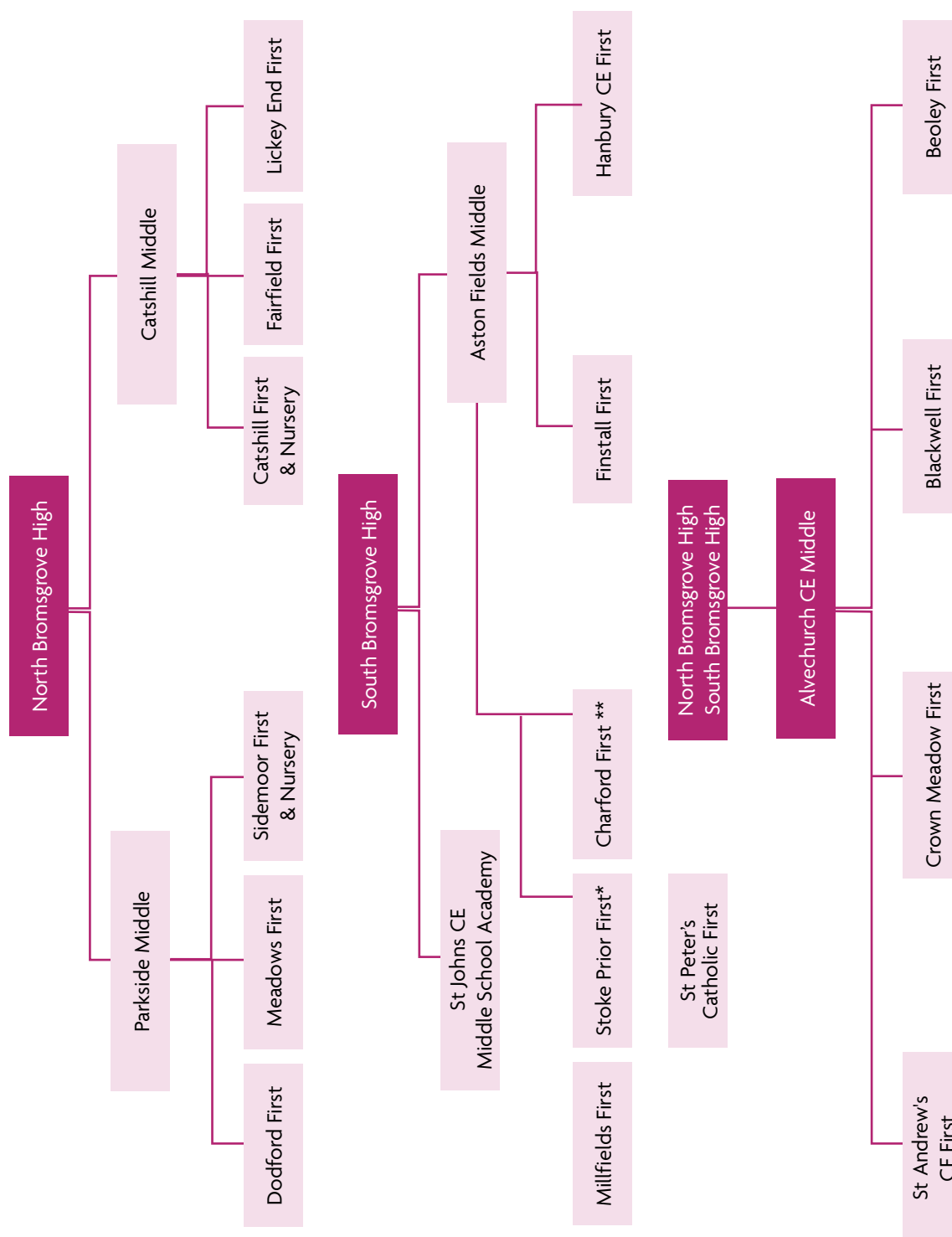
- Bayton
- Bewdley
- Kidderminster Foreign
- Mamble
- Ribbesford
- Rock
- Upper Arley



Notes on Admissions

- i) There are two catchment area High schools for children living within the Bayton and Mamble civil parishes. The Bewdley School and Sixth Form Centre and Lacon Childe High School which is in Shropshire.

Bromsgrove Pyramid

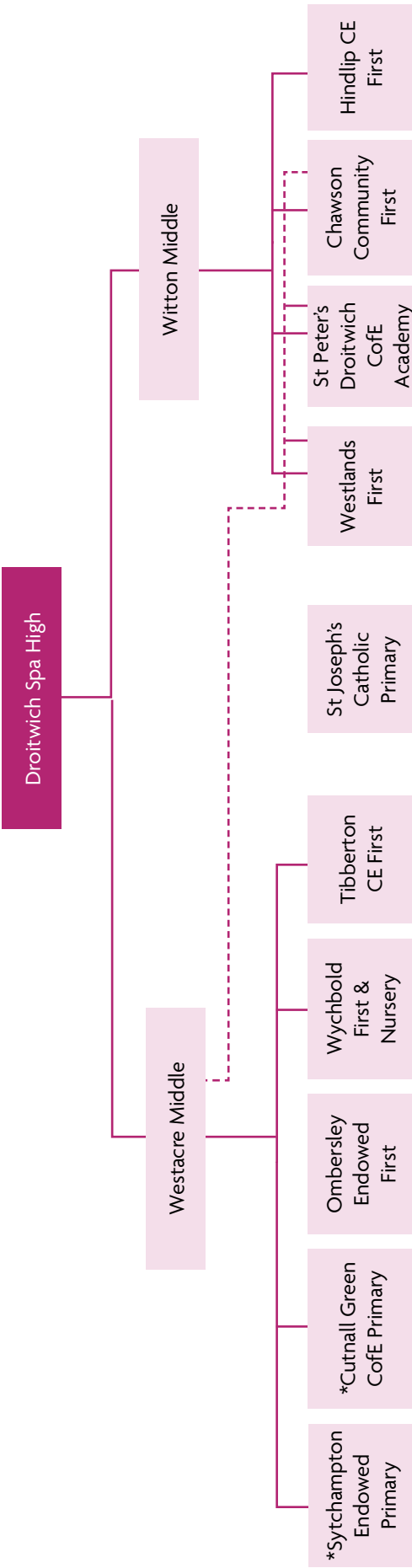


*Stoke Prior First- the whole of the school catchment area is a shared area for St Johns CE Middle School Academy and Aston Fields Middle
 **Charford First has part of its catchment area which feeds St Johns CE Middle School Academy and part feeds Aston Fields Middle
 Please refer to end of Section for pyramid arrangements relating to Catholic Schools.

The Bromsgrove Area comprises the Town of Bromsgrove together with the civil parishes of:

Alvechurch
 Barnt Green
 Belbroughton (Part) -
 Dordale and Fairfield
 Beoley
 Bourneheath
 Catshill
 Cofton Hackett (Part) -
 Kendall End Road to
 Cofton Church Lane
 Dodderhill (Part)
 Dodford and Grafton
 Finstall
 Hanbury
 Lickey (Part)
 Stoke Prior
 Wythall (Part)

Droitwich Pyramid



The Droitwich Area comprises

Droitwich Spa together with the civil parishes of:

Dodderhill (Part)

Doverdale

Elmbridge

Elmley Lovett

Hadzor (Part)

Hampton Lovett

Hindlip

Huddington (Part)

Martin Hussingtree

North Claines (Part)

Oddingley (Part)

Ombersley

Rushock

Salwarpe

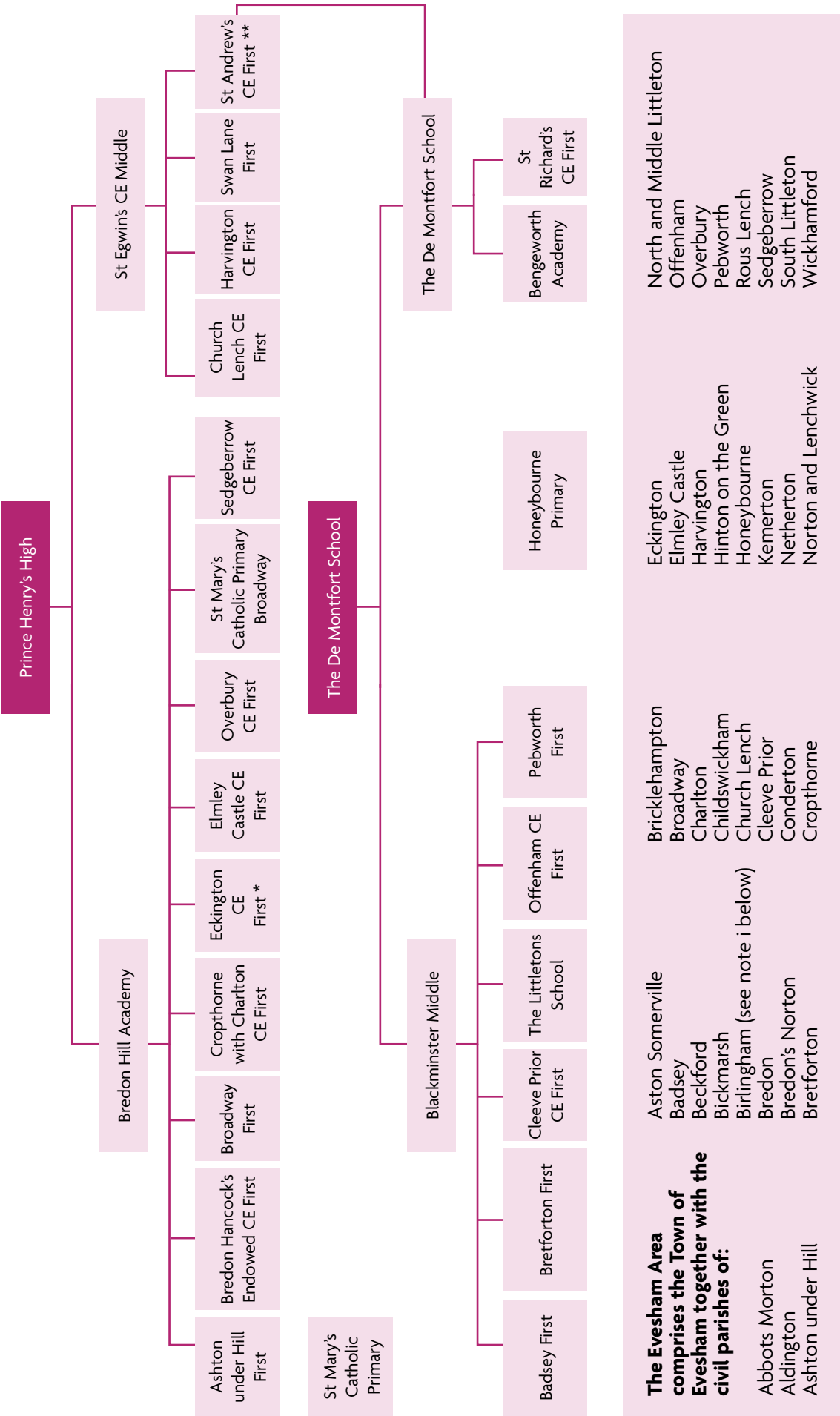
Tibberton

Upton Warren

Westwood

NB: - - - - - Shows schools which feed into more than one school.
Please refer to end of Section for pyramid arrangements relating to Catholic Schools

Evesham Pyramid



*Eckington CE First has part of its catchment area feeding into Drakes Broughton St. Barnabas in the Pershore pyramid

**St. Andrew's CE First has part of its catchment area feeding into St Egwin's Middle and part feeding into The De Montfort School

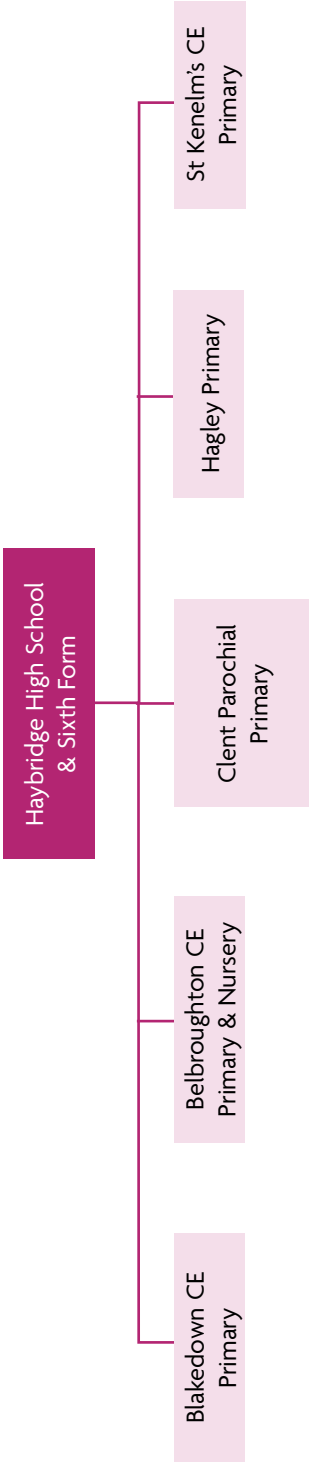
Please refer to end of Section for pyramid arrangements relating to Catholic Schools

i) Children resident in Birlingham are part of a shared catchment area with Eckington C.E. First in the Evesham area and Defford-cum-Besford C.E. First in the Pershore area. This shared catchment area also applies to the Middle and High schools of Bredon Hill Academy and Prince Henry's High in the Evesham area and St Barnabas C.E. First and Middle, Drakes Broughton and Pershore High School.

Hagley Pyramid

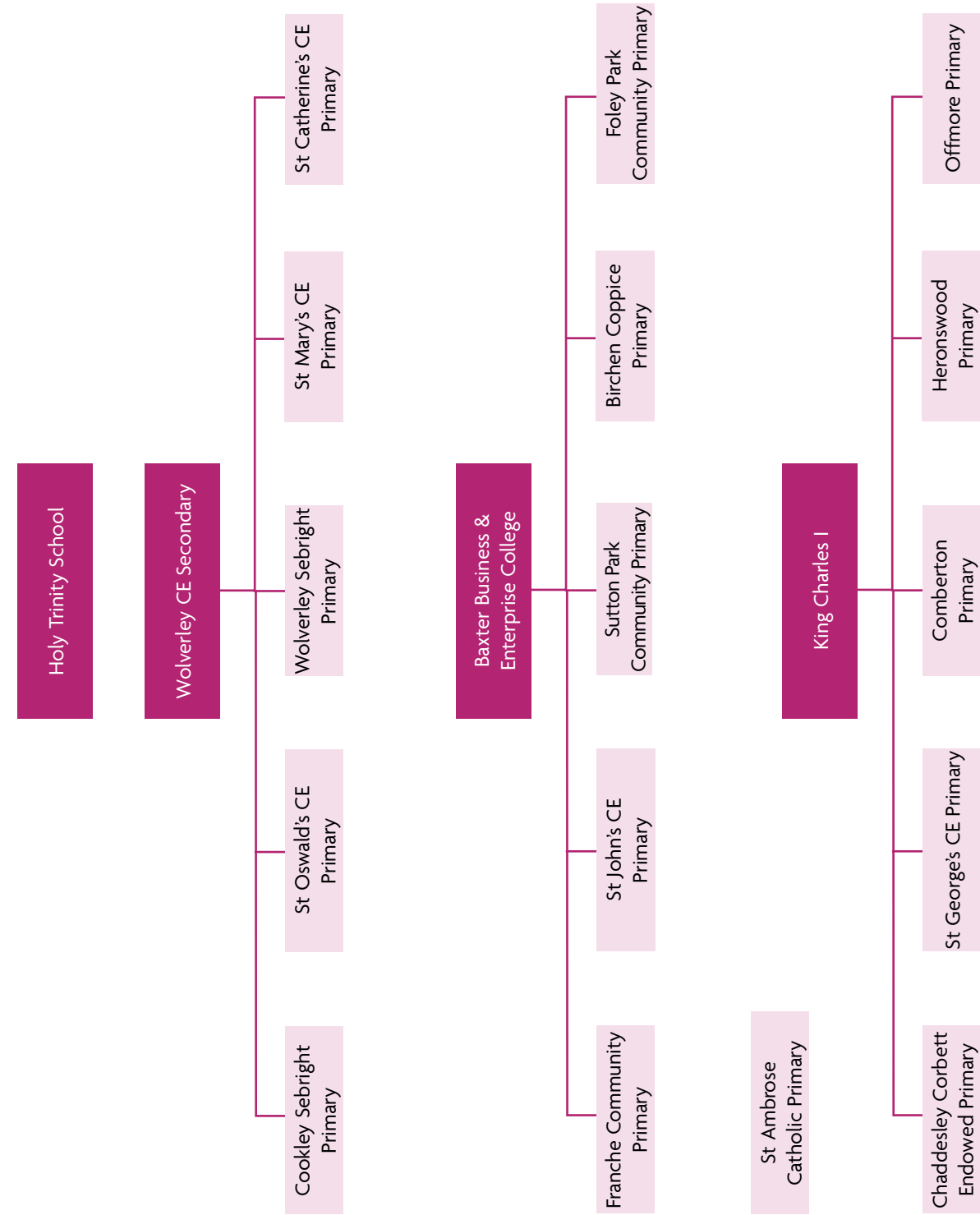
The Hagley Area comprises the civil parishes of:

- Belbroughton (Part) - (excluding Dordale and Fairfield)
- Broome
- Churchill and Blakedown
- Clent
- Hagley
- Romsley



Please refer to end of Section for pyramid arrangements relating to Catholic Schools

Kidderminster Pyramid

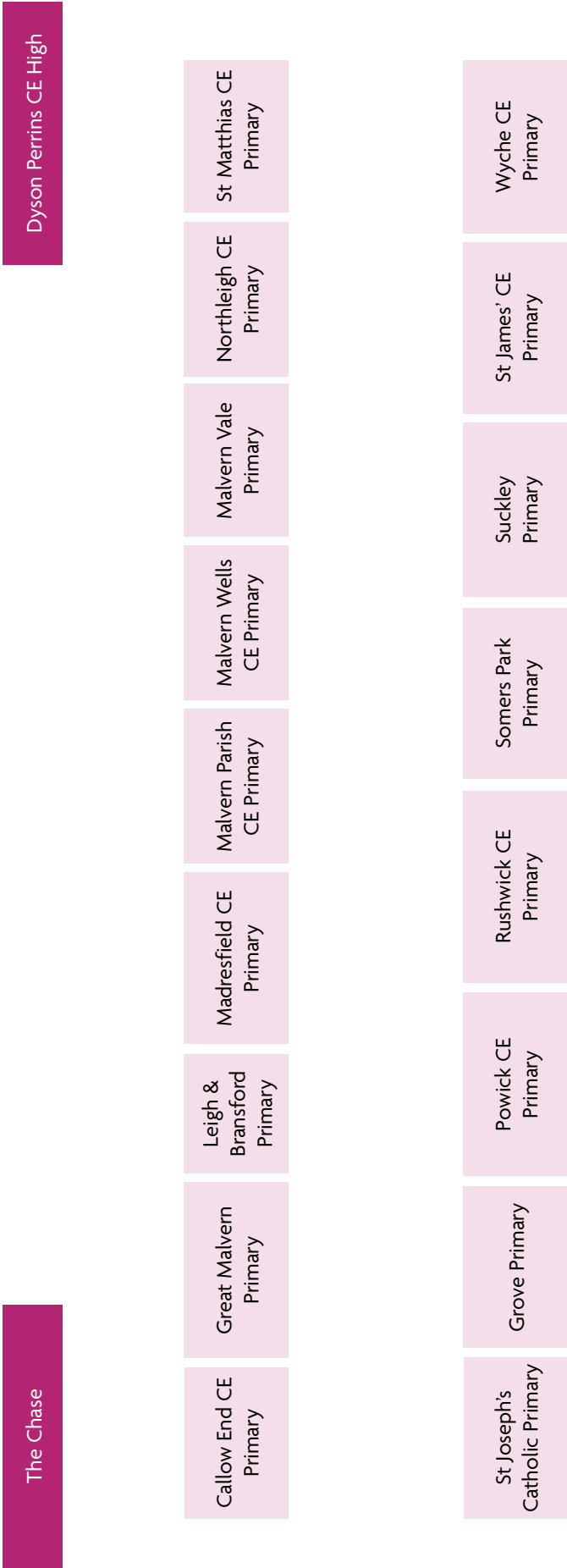


The Kidderminster Area comprises the Town of Kidderminster together with the civil parishes of:

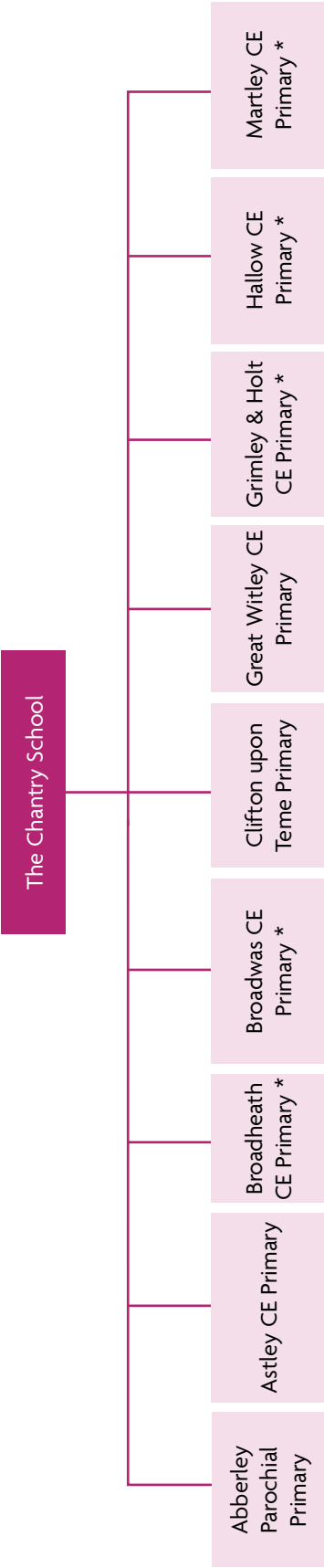
- Chaddesley Corbett
- Stone
- Wolverley
- Cookley

Please refer to end of Section for pyramid arrangements relating to Catholic Schools
NB Holy Trinity School is a Free School in Kidderminster that does not have any feeder school links.

Malvern Pyramid



Martley Pyramid

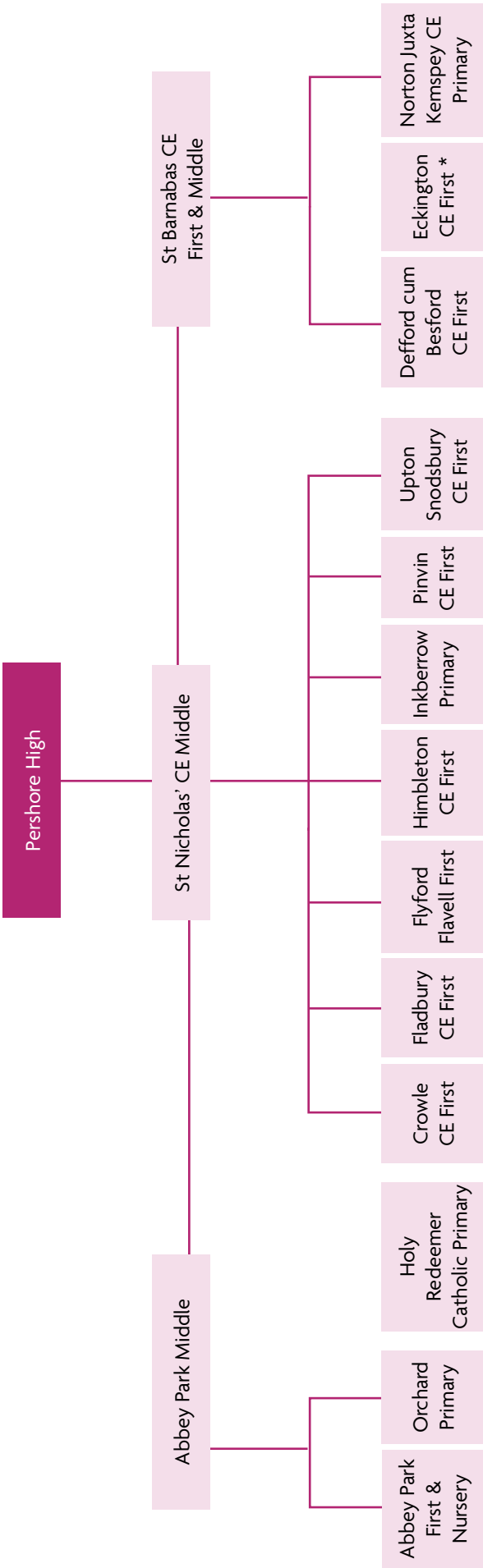


* These schools are also feeder schools for Bishop Perowne CE College

The Martley area comprises of the following civil parishes:- Droitwich Abberley Astley and Dunley Broadheath Broadwas	Clifton on Teme Cotheridge Doddenham Great Witley Grimley Hallow Hillhampton Holt	Kenswick Knightwick Little Witley Lower Sapey Lulsley Martley Pensax Shelsley Beauchamp	Shelsley Kings Shelsley Walsh Shrawley Stanford with Orleton Stockton on Teme Wichenford	plus the Menith Wood locality in the civil parish of Lindridge, plus the Crown East locality in the civil parish of Rushwick.

Please refer to end of Section for pyramid arrangements relating to Catholic Schools

Pershore Pyramid



The Pershore Area comprises the Town of Pershore together with the civil parishes of:

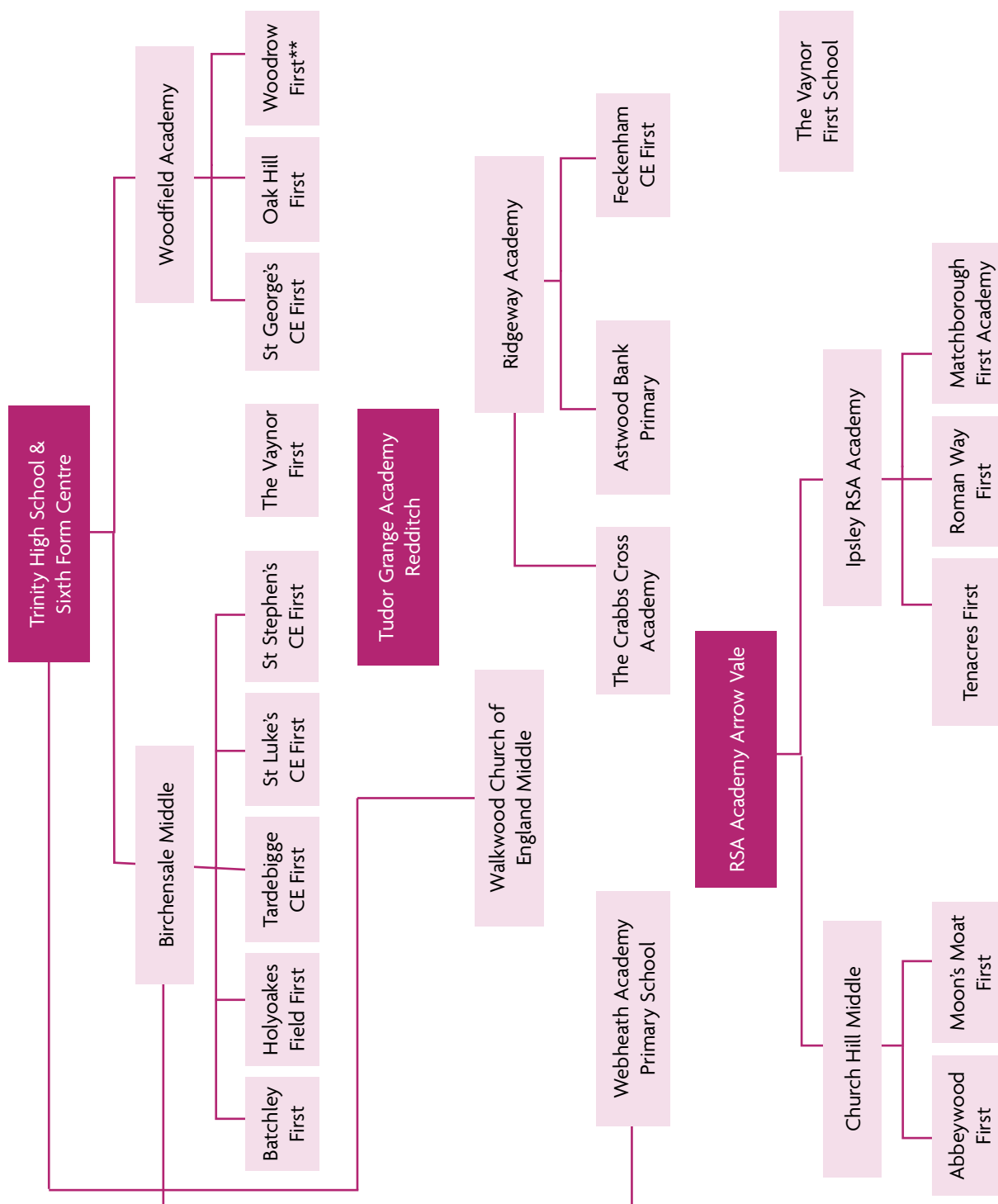
Abberton
 Besford
 Birlingham (see note i below)
 Bishampton
 Breddicot
 Broughton Hackett
 Churchill
 Cookhill (Part)
 Crowle
 Defford
 Dormston
 Drakes Broughton and Wadborough
 Fladbury
 Flyford Flavell
 Grafton Flyford
 Great Comberton
 Hadzor (Part)
 Hill and Moor
 Himbleton
 Huddington (Part)
 Inkberrow
 Kington
 Little Comberton
 Naunton Beauchamp
 North Piddle
 Norton Juxta Kempsey
 Oddington (Part)
 Peopleton
 Pivin
 Pirton
 Spetchley
 Stock and Bradley (Part)
 Stoulton
 Strensham
 Throckmorton
 Upton Snodsbury
 White Ladies Aston
 Wick
 Wyre Piddle

Notes on Admissions

Children resident in Birlingham attending Eckington C.E. First School as the catchment area school should consider transfer, on attaining nine years of age, to Drakes Broughton, St Barnabas C.E. First and Middle School (Persnore Area) as this is the catchment area school at that age. Parents should also be aware there is no catchment area priority to Middle Schools in the Evesham area.

Please refer to end of Section for pyramid arrangements relating to Catholic Schools

Redditch Pyramid



Walkwood Church of England Middle School does not have feeder school as part of its admission arrangements. Please refer to end of Section for pyramid arrangements relating to Catholic Schools

The Redditch Area comprises the Town of Redditch together with the civil parishes of:

Bentley Pauncefoot
Cookhill (Part)
Feckenham
Stock and Bradley
Tutnall and Cobley

**Woodrow First - the catchment area for Woodrow First school is within the designated catchment area for Tudor Grange Academy Redditch at high school age. Parents should be aware there is no catchment area priority to Trinity High School from within the Woodrow First catchment area.

*** Webheath Academy Primary - the catchment area for Webheath Academy Primary School is within the designated shared catchment area for Trinity High and Tudor Grange Academy Redditch.

Rubery Pyramid



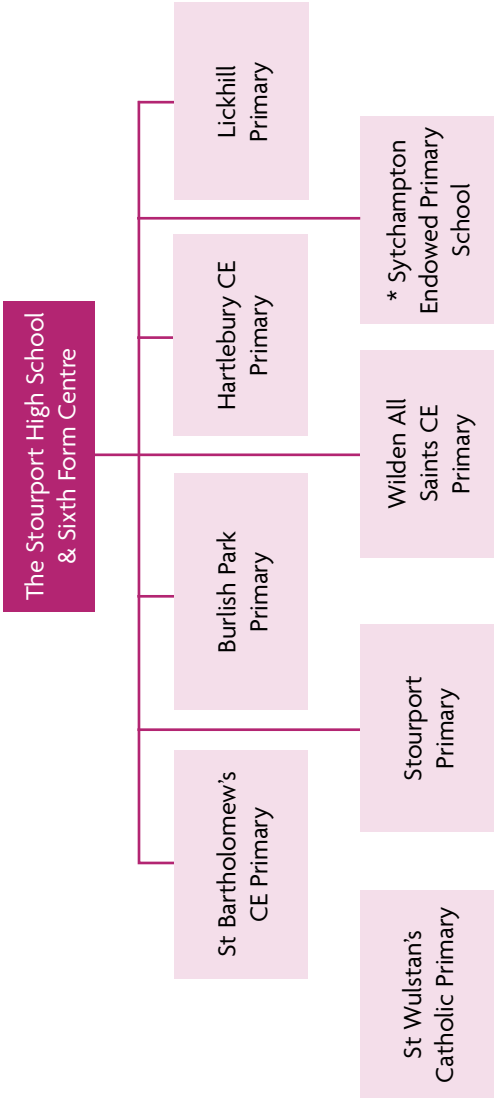
The Rubery Area comprises Rubery (that part falling within the administrative county of Worcester) together with the civil parishes of:

- Cofton Hackett (Part)
- Frankley (Part)
- Lickey (Part)

Stourport Pyramid

**The Stourport Area
comprises the Town of
Stourport together with
the civil parish of:**

Hartlebury



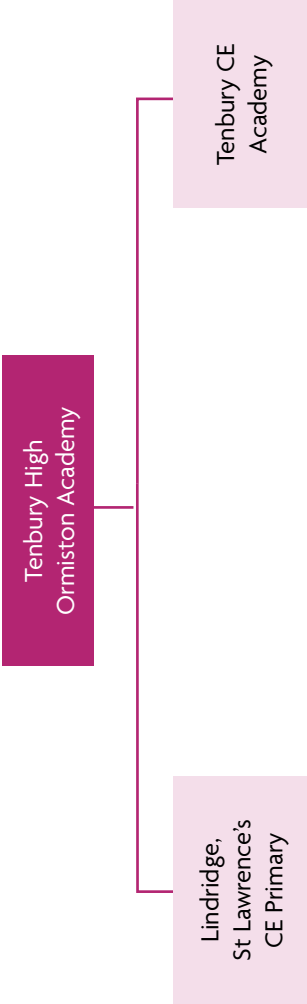
Please refer to end of Section for pyramid arrangements relating to Catholic Schools
* Pupils at Sytchampton Endowed Primary School can choose to transfer to a Middle school for year 5 in Droitwich or remain at the school, transferring to a High school for year 7 in Stourport or elsewhere.

Tenbury Pyramid

**The Tenbury Area
comprises of the Parish
of Tenbury together with
the civil parishes of:**

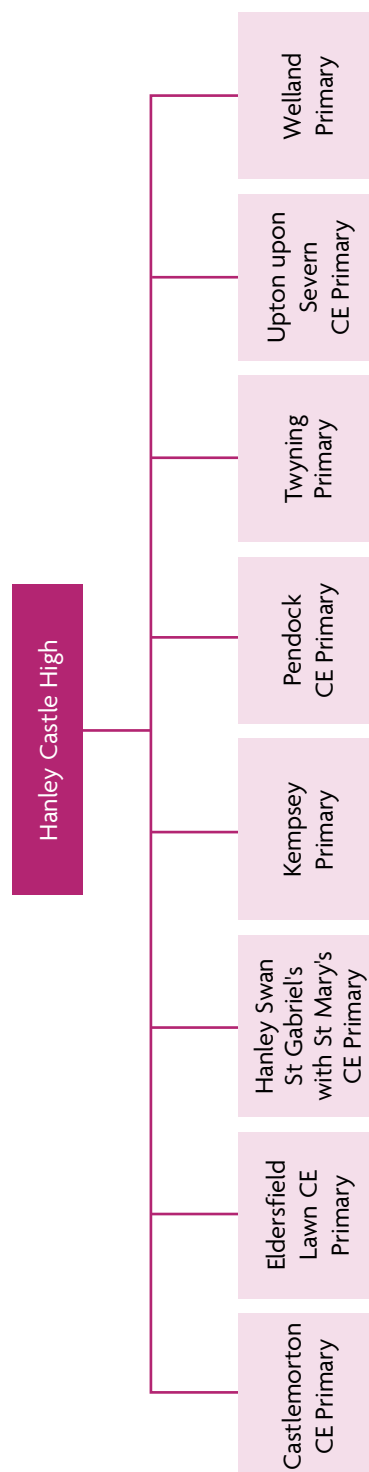
Bockleton
Eastham
Hanley
Knighton on Teme
Kyre
Lindridge.*
Rochford
Stoke Bliss

*Pupils in the Menith Wood
locality in the civil parish of
Lindridge attend schools in the
Martley area



Sixth Form Education for Tenbury pupils is provided in Ludlow, Shropshire

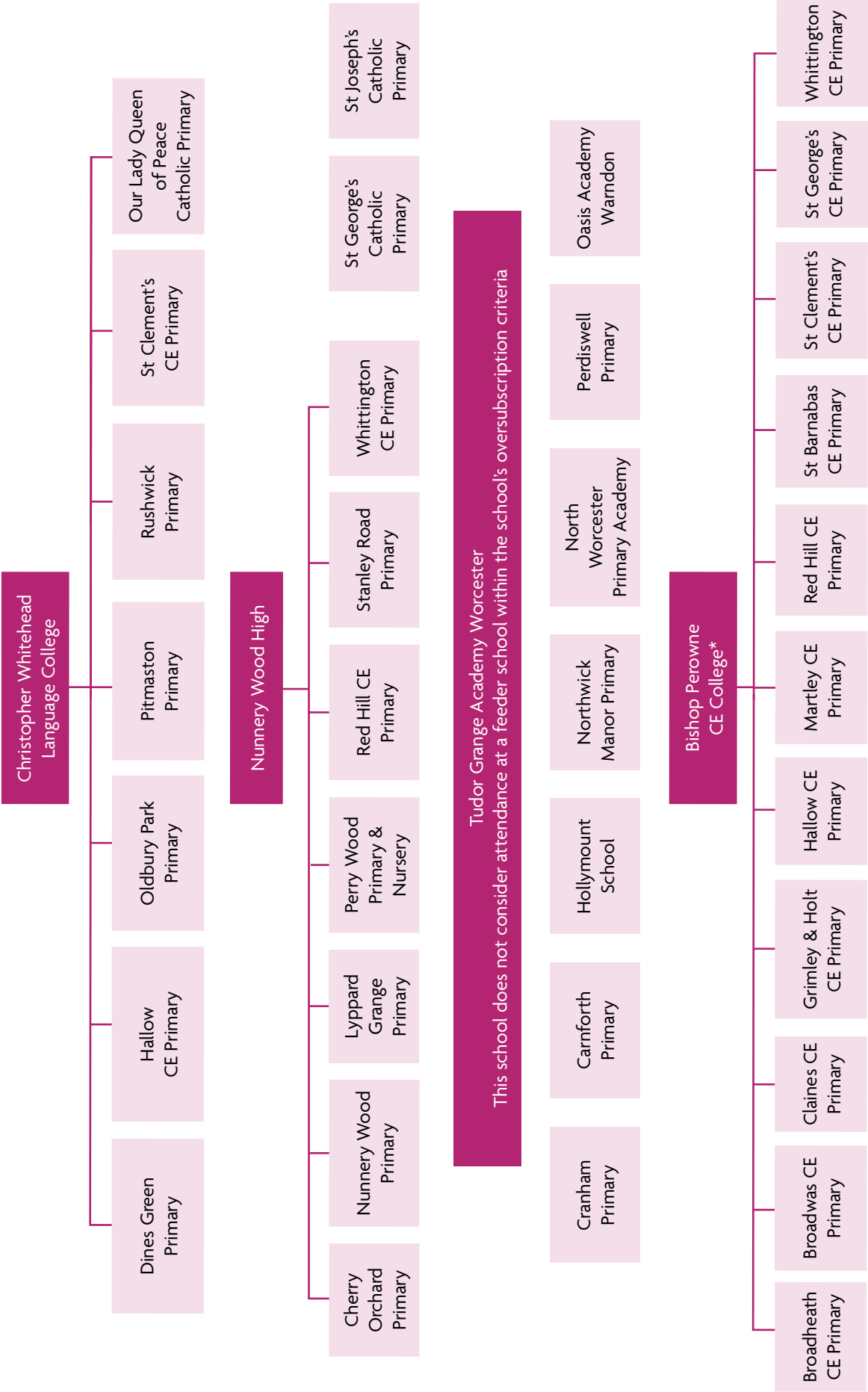
Upton Pyramid



The Upton upon Severn area comprises of the Town of Upton upon Severn together with the civil parishes of:-

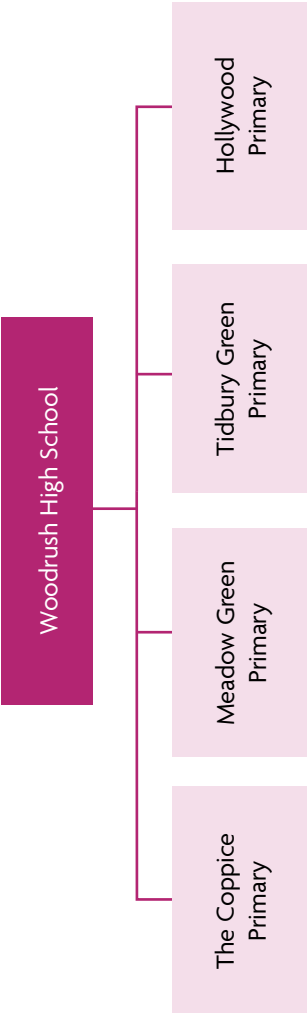
Berrow
Birtsmorton
Bushey
Castlemorton
Croome D'Abitot
Earl's Croome
Eldersfield
Hanley Castle
Hill Croome
Holdfast
Kempsey
Longdon
Pendock
Pendock (Det.)
Queenhill
Ripple
Savern Stoke
Welland

Worcester Pyramid



The Worcester City Area comprises the City of Worcester together with the civil parishes of: North Claines as it extends beyond the city boundary, except that in part of the parish to the east of the railway line and north of the A449 road; the excepted part is contributory to the Droitwich area. Whittington is also included within the Worcester City area. Please refer to end of Section for pyramid arrangements relating to Catholic Schools.

Wythall Pyramid



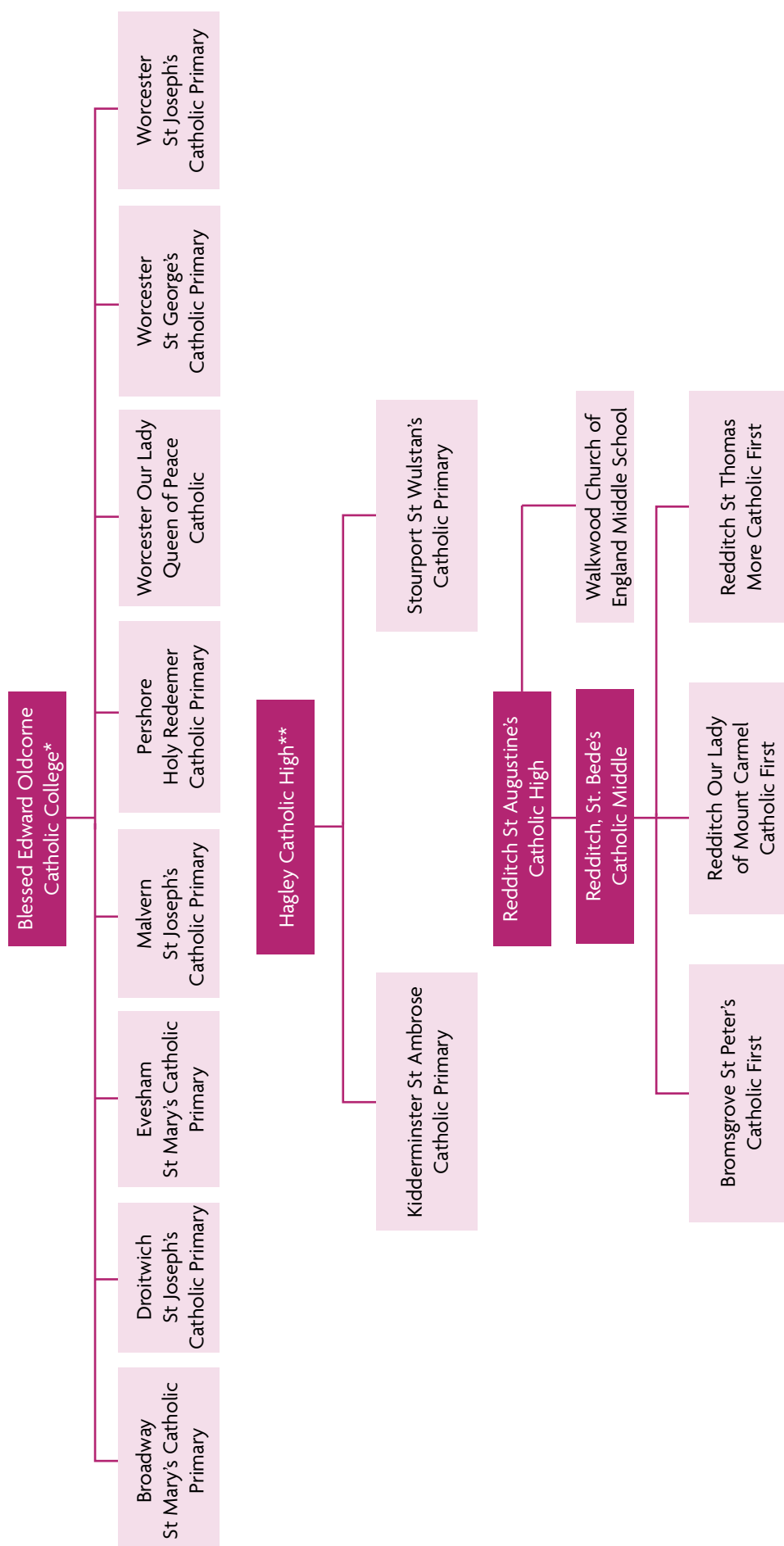
The Wythall Area comprises the civil parish of Wythall.

Notes on Admissions

- i) Tidbury Green Primary and Hollywood Primary, although feeder schools for Woodrush Community High, are located in the Birmingham LA area.

Please refer to end of Section for pyramid arrangements relating to Catholic Schools

Catholic Arrangements



NB

The admission criteria of feeder school arrangements does not apply to the schools covered by catholic arrangements as these schools determine their own admissions policy.

determining their own admissions policy.

* Blessed Edward Oldcorne Catholic College also name a number of Church of England Schools as feeder schools. Please see the full admission arrangements for further details.

** Hagley Catholic High also has feeder schools which are outside of the county of Worcestershire.

Please see the full admission arrangements for further details.

PART E

SECTION 5

Admissions to Middle Schools

Admission authorities can review their arrangements annually.

The information given in this section of the book applies only to admissions in Year 5 intake or Year 6 intake in the school year 2020 - 2021 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 or attendance at a feeder school gives **no guarantee** that your child will gain a place. Parents/carers must apply separately for their child to go to any middle school.
- 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. See Section 5.8 regarding late applications and further details on moving property.

5.1 Parental Responsibility

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted.

Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed, **this will also apply if you wish to transfer in year**. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.

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

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 permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. 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 (eg three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission. An offer of a place may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

5.3 Which school can your child attend?

The law says that the Local Authority (LA) must give parents the chance to state their preference for the school they wish their child to attend. The law does not give parents/carers an absolute right to “choose” the school for their child. It is important to find out the name of the **catchment area school** for the home address of your child and you can do this by either telephoning: 01905 822700 or by visiting www.worcestershire.gov.uk/schooladmissions and following the link to school catchment areas.

You may apply for other schools (other than the catchment area school), including Academy, Foundation, Free or Voluntary Aided Schools, please refer to paragraph 5.4 – 5.10 for details of the co-ordinated admissions arrangements.

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). Information on Elective Home Education is made available through the SEND Information, Advice and Support Service by telephoning: 01905 768153.

Important Considerations for you to note:

If your child is admitted to a middle school of your preference, your child may not have the highest priority for transfer to the related high school. If the related high school is oversubscribed at the time of transfer, your child might then have to move in a different direction from other children attending the same middle school.

Having gained admission to a middle school of your preference does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, catchment area children may have a higher priority on the oversubscription criteria.

- **Applications where a preference is expressed for a particular school, on time, will take precedence in relation to the school over where, a preference is expressed for a particular school, after the closing date. In both of these instances, they will have precedence over those where no preference, for a particular school, is expressed, even if that is your catchment school.**
- You should give careful consideration to the means by which your child will travel to school (see information about School Transport in Part A of this booklet).

5.4 The Co-ordinated Admissions Scheme Timetable for Middle Schools

15th January 2020	All applications must be received, either on-line or at the HOME LA .
3rd February 2020	Information forwarded to Academies, Foundation, Free and Voluntary Aided Schools for allocations to be considered. Further applications to be forwarded ASAP.
3rd February 2020	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
3rd February 2020	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
28th February 2020	Last date at which Late Applications (including late changes to on time preferences) can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).
2nd March 2020	Academy, Foundation, Free and Voluntary Aided Schools to return preferences, ranked by those schools in accordance with their admission criteria.
9th March 2020	Worcestershire and neighbouring LAs to exchange information of results (1st cycle).
16th March 2020	Worcestershire and neighbouring LA's to exchange further information (2nd cycle).
31st March 2020	Worcestershire and neighbouring LAs to exchange final information.
16th April 2020	Offers of school places made to parents.

5.5 How do you apply for a place at a Middle School

The parents of ALL pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, **seeking a place at** any Middle School, **including any Academy, Foundation, Free or Voluntary Aided School**, and any School outside Worcestershire, **must complete a Worcestershire on-line application by the closing date – 15th January 2020.**

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. (See paragraph 5.7 below).

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 here: [Academy, Foundation, Free and Voluntary Aided Admissions Criteria 2020](#). 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 in Part A) 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 on-line application naming your school preferences (See 5.6 below for when to apply)****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.
It is very important that applications are received no later than the date indicated in paragraph 5.6.

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 paragraph 5.8 about 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 paragraph 5.8).

5.6 When should you apply?

Places in Year 5 intake or Year 6 intake, in Middle Schools are allocated on the basis of applications received on or before the closing date of:

15th January 2020 for admissions in the school year September 2020 to August 2021.

From 1st September 2019 until the closing date 15th January 2020 applications can be made by visiting www.worcestershire.gov.uk/schooladmissions. If you do not have access to the internet please contact School Admissions on 01905 822700.

Details/preferences on an on-line application can be amended and re-submitted right up until the closing date, 15th January 2020. (Remember to resubmit any changes you make and keep a copy of the email you receive to confirm the submission)

Any requests to amend details/preferences after the closing date, must be made in writing or sent via email to School Admissions. **Any such requests will only be accepted where:**

- a) where a family have just moved address, (Section 8B living in a catchment area);
- b) where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

For applications after the closing date please refer to paragraph 5.8 below.

If your child currently attends a First School in Worcestershire, you will receive in September 2019:

- **Information about the transfer process**

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

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 and submit an on-line application.

If your child is not attending a Worcestershire school but you reside in Worcestershire, you must still apply through Worcestershire for admissions to Middle Schools, even if your preferences are for schools within another Local Authority.

PROOF OF APPLICATION - It is the parent/carers responsibility to ensure a receipt is obtained when making an application. **Please retain any receipt as proof of application.**

- Applications made on-line will receive a return receipt via email 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.

5.7 How are places allocated?

School Admissions will send details to 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 second or third preference schools as well, 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.

5.8 What if you are applying late or want to change your application after the closing date – Late Applications?

To make an application after the closing date of 15th January 2020, a PA1 Late Application Form must be completed and submitted to School Admissions. PA1 forms will be available online to download by visiting www.worcestershire.gov.uk/schooladmissions or by request on: 01905 822700

Between 16th January 2020 and 28th February 2020, 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 and changes, for Community and Voluntary Controlled Schools within Worcestershire, within this time-frame, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (**Section 8B living in a catchment area**);
- b) where it is agreed by the 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 2020, 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 2020 for the intake year, must be sent 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.

If making an application after the start of the Autumn Term (1st September 2020) please refer to Section 9 In-Year Transfers.

5.9 Who has responsibility for the allocation of places?

For Community and Voluntary Controlled Schools, decisions are made by School Admissions. The Headteacher of the school involved is **not** in a position to offer your child a place. For Academy, Foundation, Free and Voluntary Aided Schools decisions are made by the **governing bodies/trusts** of the individual schools. For explanation of school types – see **Section 8 Glossary**.

5.10 When are decisions made?

Offers will be issued on **16th April 2020**. 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.

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

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

5.11 Waiting Lists

If your application for your preferred school is unsuccessful, you will have the opportunity to go onto a waiting list.

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list, priority is based on the oversubscription policy of the school.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, 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

Waiting lists for Community and Voluntary Controlled Schools, are maintained by School Admissions and parents need to apply, in order to be included. These waiting lists will be maintained until the 31st December 2020. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term. **Only on receipt of an acknowledgement letter from School Admissions will that child be on the list.**

Important Information:-

- All parents will be given a date by which they must respond to their offer of a school place, this gives every parent the opportunity to request to go onto waiting lists. Once that specified date has gone past, the waiting lists will be collated and prioritised in line with the published admission arrangements. This is likely to take a number of weeks, depending on the number of requests.
- Once the waiting lists are collated and prioritised, School Admissions will begin the process of reallocating any vacancies for Community and Voluntary Controlled Schools. School Admissions will also be notified by any Academy, Foundation, Free and Voluntary Aided Schools of any vacancies and new allocations from waiting lists, to be made on behalf of their Governors/Trusts.
- School Admissions will contact you directly if they are able to offer a place to your child from any waiting list.
- You will only be contacted with regards to an offer and would ask that you allow School Admissions sufficient time to deal with all requests and new offers. This is likely to be 4 weeks after the deadline date for responses.
- After that stage you will be able to find out your child's position on any waiting list, **but not before.**

5.12 Can I appeal against the refusal of a place at my preferred school?

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 an Admissions Decision](#). Appeals are heard by an independent appeal panel and whether your appeal is successful is likely to depend on the merits of your case.

Second Appeal

The Code of Practice on School Admission Appeals, Section 5 (page 23) 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.”

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.

5.13 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.

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.

If your move falls outside of the normal admissions round then please refer to Section 9, In-Year Admissions.

5.14 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 overcrowded. The number of pupils that may be admitted to a school in the relevant year group (Year 5 intake or Year 6 intake in the case of Middle 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.** Details are given in **Section 5a** of the book for Year 5 intake or Year 6 intake in 2020. (As at time of print July 2019). 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.

5.15 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 provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;

- b) 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 Worcestershire where very few applications under these circumstances are received.

5.16 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 the case of a Community or Voluntary Controlled School the Local Authority 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 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 permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

This process must be completed in advance of the closing date of 15th January 2020, in the event that the delayed or accelerated entry is **not approved**, parents will need to make an application in time for the 2020 intake. Should the delayed or accelerated entry be **approved** you will receive details of how to proceed with an application.

Please be aware that even if delayed or accelerated 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 or accelerated entry.

If this is something you wish to discuss further then please contact 01905 822700.

Further information can be found at http://www.worcestershire.gov.uk/downloads/file/5465/policy_on_delayed_and_accelerated_transfer

PART E

SECTION 5A:

Information about Worcestershire Middle Schools

Key to Columns

Type: Categorisation of school - see Part B, Section 1.1 for further description.

A = Academy

C = Community

FR = Free

FD = Foundation

VA = Voluntary Aided

VC = Voluntary Controlled

N.B. *At time of publication a number of schools are applying to become Academies and the school status maybe subject to change.

DfE No: Department for Education (DfE) school number. All school numbers have the prefix of 885, which is the Authority number allocated to Worcestershire by the DfE.

PAN: Published Admission Number
The number of children which can be admitted to a school in the relevant year group (Year 5 intake or Year 6 intake in the case of Middle Schools). The PAN is agreed by the governing body of the school. The figures set for the admissions year 2020/2021 are shown.

NOR: Total number of pupils on roll at the school in January 2019.

BROMSGROVE AREA - SECONDARY MIDDLE SCHOOLS Age Range 9-13 (Years 5-8)			
Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
A 4575	Alvechurch C.E. Middle School Birmingham Road, Alvechurch, Birmingham, B48 7TA Tel: 0121 445 1033 office@alvechurch.worcs.sch.uk	110	431
C 4401	Aston Fields Middle School Drummond Road, Bromsgrove, Worcs. B60 2ET Tel: 01527 876026 office@astonfields.worcs.sch.uk	150	585
C 4402	Catshill Middle School Meadow Road, Catshill, Bromsgrove, Worcs. B61 OJW Tel: 01527 872431 office@catshill-middle.worcs.sch.uk	120	307

C 4403	Parkside Middle School Stourbridge Road, Bromsgrove, Worcs. B61 OAH Tel: 01527 873660 office@parkside.worcs.sch.uk	150	558
A 5404	St John's C.E. Middle School Academy Watt Close, Bromsgrove, Worcs. B61 7DH Tel: 01527 832376 school@st-johns-bromsgrove.worcs.sch.uk	150	640

DROITWICH AREA - SECONDARY MIDDLE SCHOOLS

Age Range 9-12 (Years 5-7)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
C 2916	Westacre Middle School Ombersley Way, Droitwich, Worcs. WR9 0AA Tel: 01905 772795 office@westacre.worcs.sch.uk	150	409
C 2917	Witton Middle School 29-31 Old Coach Road, Droitwich, Worcs. WR9 8BD Tel: 01905 773362 office@witton.worcs.sch.uk	180	422

EVESHAM AREA - SECONDARY MIDDLE SCHOOLS

Age Range 10-13 (Years 6-8)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
C 4408	Blackminster Middle School Station Road, South Littleton, Evesham, Worcs. WR11 8TG Tel: 01386 830311 office@blackminster.worcs.sch.uk	130	164
A 4400	Bredon Hill Academy Elmley Road, Ashton under Hill, Evesham, Worcs. WR11 7SW Tel: 01386 881426 enquiries@bredon.worcs.sch.uk	162	486
VC 4576	St. Egwin's C.E. Middle School Worcester Road, Evesham, Worcs. WR11 4JU Tel: 01386 446924 office@st-egwins.worcs.sch.uk	150	433
C 4006	The De Monfort School Four Pools Road, Evesham, Worcs. WR11 1DQ Tel: 01386 442060 office@tdms.worcs.sch.uk	150	893

PERSHORE AREA - SECONDARY MIDDLE SCHOOLS

Age Range 9-12 (Years 5-7)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
C 2906	Abbey Park Middle School Abbey Road, Pershore, Worcs. WR10 1DF Tel: 01386 552667 office@abbeyparkmiddle.worcs.sch.uk	84	204
A 3208	St. Barnabas C.E. First & Middle School Stonebow Road, Drakes Broughton, Pershore, Worcs. WR10 2AW Tel: 01905 840366 office@st-barnabasfirstmiddle.worcs.sch.uk	81	293
A 3205	St. Nicholas C.E. Middle School Main Street, Pinvin, Pershore, Worcs. WR10 2ER Tel: 01386 554196 office@st-nicholas.worcs.sch.uk	112	299

REDDITCH AREA - SECONDARY & MIDDLE SCHOOLS

Age Range 9-13 (Years 5-8)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
A 4418	Birchensale Middle School Bridley Moor Road, Batchley, Redditch, Worcs. B97 6HT Tel: 01527 68430 enquiries@birchensale.worcs.sch.uk	150	553
A 4427	Church Hill Middle School Wood Piece Lane, Church Hill, Redditch, Worcs. B98 9LR Tel: 01527 585580 office@churchill.worcs.sch.uk	90	312
A 4009	Ipsley CE RSA Academy Winyates Way, Winyates, Redditch, Worcs. B98 0UB Tel: 01527 525725 office@ipsleyacademy.co.uk	150	608
A 4422	*Ridgeway Academy Evesham Road, Astwood Bank, Redditch, Worcs. B96 6BD Tel: 01527 892867 office@ridgeway.academy	90	408
A 5401	St. Bede's Catholic Middle School (Academy) Holloway Lane, Redditch, Worcs. B98 7HA Tel: 01527 525916 office@st-bedes.worcs.sch.uk	160	644
A 4579	Walkwood Church of England Middle School Feckenham Road, Headless Cross, Redditch, Worcs. B97 5AQ Tel: 01527 543361 office@walkwoodms.worcs.sch.uk	168	677
A 4436	Woodfield Academy Studley Road, Redditch, Worcs. B98 7HH Tel: 01527 527081 admin@woodfield.worcs.sch.uk	150	516

Notes on Admissions

* Ridgeway Academy are in the process of converting to a high school but will continue to admit a Year 5 intake for 2020.

Apply online at: www.worcestershire.gov.uk/schooladmissions

Dates of Open Events at Worcestershire Middle Schools

The table below tells you what date each school will hold its open event. It is in alphabetical order within district. Full details of each open event including dates of any visits during the day can be found on the individual schools website.

Town	School Name and Website Address	Date and Time of Open Event
Bromsgrove	Alvechurch CE Middle School www.alvechurchmiddle.co.uk	Monday 7th October 2019 Open Evening
	Aston Fields Middle School www.astonfields.worcs.sch.uk	Monday 23rd September 2019 Open Evening
	Catshill Middle School www.catshill-middle.worcs.sch.uk	Tuesday 1st October 2019 5:30 - 8:00pm
	Parkside Middle School www.parkside.worcs.sch.uk	Monday 30th September 2019 5:30 to 8:00pm
	St John's CE Academy Middle School www.st-johns-bromsgrove.worcs.sch.uk	Thursday 26th September 2019 6:00 to 8:00pm
Droitwich	Westacre Middle School www.westacre-middle-school.co.uk	Thursday 19th September 2019 Open Evening
	Witton Middle School www.witton.worcs.sch.uk	Thursday 26th September 2019 Open Evening
Evesham	Blackminster Middle School www.blackminster.worcs.sch.uk	Tuesday 3rd October 2019 6:00 - 8:00pm
	Bredon Hill Academy www.bredon.worcs.sch.uk	Tuesday 22nd October 2019 Open Evening
	The De Montfort School www.tdms.worcs.sch.uk	Thursday 17th October 2019 Open Evening
	St Egwin's CE Middle School www.st-egwins.worcs.sch.uk	Wednesday 23rd October 2019 Open Evening

Town	School Name and Website Address	Date and Time of Open Event
Persnore	Abbey Park Middle School www.abbeyparkmiddle.worcs.sch.uk	Wednesday 2nd October 2019 from 7:30pm Friday 4th October 2019 from 11:30am
	St. Barnabas CE First & Middle School www.st-barnabasfirstmiddle.worcs.sch.uk	Wednesday 9th October 2019 6:00 to 7:30pm
	St. Nicholas' CE Middle School www.st-nicholas.worcs.sch.uk	Tuesday 15th October 2019
Redditch	Birchensale Middle School www.birchensale.worcs.sch.uk	Thursday 3rd October 2019 Open Evening
	Church Hill Middle School www.churchill.worcs.sch.uk	Thursday 17th October 6:00 to 8:00pm
	Ipsley CE RSA Academy www.ipsleyacademy.co.uk	Thursday 24th October 2019 Open Evening
	Ridgeway Academy www.ridgeway.academy	Tuesday 1st October 2019 Open Evening
	St. Bede's Catholic Middle School (Academy) www.st-bedes.worcs.sch.uk	Tuesday 22nd October 2019 5:30 to 7:00pm
	Walkwood Church of England Middle School www.walkwoodms.worcs.sch.uk	Thursday 10th October 2019 6:30 to 8:30pm
	Woodfield Academy www.woodfield.worcs.sch.uk	Monday 7th October 2019 Open Evening

PART F

SECTION 6

Admissions to High Schools

Admission authorities can review their arrangements annually.

The information given in this section of the book applies only to admissions in Year 7 intake, Year 8 intake or Year 9 intake in the school year 2020 - 2021 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 or attendance at a feeder school gives **no guarantee** that your child will gain a place. **Parents/carers must apply separately for their child to go to any high school.**
- 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. See Section 6.8 regarding late applications, including late changes to on time applications and further details on moving property.

6.1 Parental Responsibility

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents **should** be in agreement over the preferences expressed prior to the application being submitted.

Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we will not proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed, this will also apply if you wish to transfer in year. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.

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

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 permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. 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 (eg three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission. An offer of a place may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

6.3 Which school can your child attend?

The law says that the Local Authority (LA) must give parents the chance to state their preference for the school they wish their child to attend. The law does not give parents/carers an absolute right to “choose” the school for their child. It is important to find out the name of the catchment area school for the home address of your child and you can do this by either telephoning: 01905 822700 or by visiting www.worcestershire.gov.uk/schooladmissions and following the link to school catchment areas.

You may apply for other schools (other than the catchment area school), including Academy, Foundation, Free or Voluntary Aided Schools, please refer to paragraph 6.4 – 6.10 for details of the co-ordinated admissions arrangements.

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). Information on Elective Home Education is made available through the SEND Information, Advice and Support Service by telephoning: 01905 768153.

Important Considerations for you to note:

Having gained admission to a high school of your preference does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, catchment area children may have a higher priority on the oversubscription criteria.

- **Applications where a preference is expressed for a particular school, on time, will take precedence in relation to the school over where, a preference is expressed for a particular school, after the closing date. In both of these instances, they will have precedence over those where no preference, for a particular school, is expressed, even if that is your catchment school.**
- You should give careful consideration to the means by which your child will travel to school (see information about School Transport in Part A of this booklet).

6.4 The Co-ordinated Admissions Scheme Timetable for High Schools

31st October 2019	All applications must be received, either at current School, on-line or the HOME LA.
18th November 2019	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
18th November 2019	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
25th November 2019	Information forwarded to Academies, Foundation, Free and Voluntary Aided Schools for allocations to be considered.
18th December 2019	Academies, Foundation, Free and Voluntary Aided Schools to return preferences ranked by those schools in accordance with their admission criteria.
18th December 2019	Further co-ordination required, to compare lists against parents' rankings (ongoing).
10th January 2020	Worcestershire and neighbouring LAs to exchange information of results (1st cycle).
10th January 2020	Worcestershire to check nominations against parents' rankings and adjust where necessary.
24th January 2020	Further exchange of data between neighbouring LA's detailing potential offers.
31st January 2020	Last date at which Late Applications (including late changes to on time preferences) can be considered in initial allocation (see section 6.8)

3rd February 2020	Worcestershire and neighbouring LAs to exchange further information (2nd cycle).
7th February 2020	Worcestershire and neighbouring LAs to exchange final information.
1st March 2020	Offers of school places made to parents by Home LA.

6.5 How do you apply for a place at a High School

The parents of ALL pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, **seeking a place at any High School, including any Academy, Foundation, Free or Voluntary Aided School**, and any School outside Worcestershire, must **complete a Worcestershire on-line application by the closing date – 31st October 2019**.

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. (See paragraph 6.7 below).

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 here: [Academy, Foundation, Free and Voluntary Aided Admissions Criteria 2020](#).

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 in Part A)

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 on-line application naming your school preferences
(See 6.6 below for when to apply)

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.

It is very important that applications are received no later than the date indicated in paragraph 6.6.

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 paragraph 6.8 about late applications, including late changes to on time 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 paragraph 6.8).

6.6 When should you apply?

Places in Year 7 intake, Year 8 intake or Year 9 intake, in High Schools are allocated on the basis of applications received on or before the closing date of: **31st October 2019 for admissions in the school year September 2020 to August 2021.**

From 1st September 2019 until the closing date 31st October 2019 applications can be made by visiting www.worcestershire.gov.uk/schooladmissions If you do not have access to the internet please contact School Admissions on 01905 822700.

Details/preferences on an on-line application can be amended and re-submitted right up until the closing date, **31st October 2019. (Remember to resubmit any changes you make and keep a copy of the email you receive to confirm the submission)**

Any requests to amend details/preferences after the closing date, must be made in writing or sent via email to School Admissions. **Any such requests will only be accepted where:**

- a) where a family have just moved address, (Section 8B living in a catchment area);
- b) where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

For applications after the closing date please refer to paragraph 6.8 below.

If your child currently attends a Primary or Middle School in Worcestershire, you will receive in September 2019:

- **Information about the transfer process**

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

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 and submit an on-line application.

If your child is not attending a Worcestershire school but you reside in Worcestershire, you must still apply through Worcestershire for admissions to High Schools, even if your preferences are for schools within another Local Authority.

PROOF OF APPLICATION - It is the parent/carers responsibility to ensure a receipt is obtained when making an application. **Please retain any receipt as proof of application.**

- Applications made on-line will receive a return receipt via email 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.

6.7 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.

Apply online at: www.worcestershire.gov.uk/schooladmissions

If no place is available at your second or third preference schools as well, 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.

6.8 What if you are applying or want to change your application after the closing date – Late Applications?

To make an application after the closing date of **31st October 2019**, an SA1 Late Application Form must be completed and submitted to the School Admissions Section. SA1 forms will be available online to download by visiting www.worcestershire.gov.uk/schooladmissions or by request on: **01905 822700**.

Between 1st November 2019 and 31st January 2020, 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, for Community and Voluntary Controlled Schools within Worcestershire, within this time-frame, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (Section 8B living in a catchment area);
- b) where it is agreed by the 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 2020, 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 31st January 2020 for the intake year, must be sent 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.

If making an application after the start of the Autumn Term (1st September 2020) please refer to Section 9 In-Year Transfers.

6.9 Who has responsibility for the allocation of places?

For Community and Voluntary Controlled Schools, decisions are made by School Admissions. The Headteacher of the school involved is **not** in a position to offer your child a place. For Academy, Foundation, Free and Voluntary Aided Schools decisions are made by the governing bodies/trusts of the individual schools. For explanation of school types – see Section 8 Glossary.

6.10 When are decisions made?

Offers will be issued on **1st March 2020**. They will be issued direct to parents, by the 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.

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

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

6.11 Waiting Lists

If your application for your preferred school is unsuccessful, you will have the opportunity to go onto a waiting list.

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list, priority is based on the oversubscription policy of the school.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, 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.

Waiting lists for Community and Voluntary Controlled Schools, are maintained by School Admissions, and parents need to apply, in order to be included. These waiting lists will be maintained until the 31st December 2020. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term. **Only on receipt of an acknowledgement letter from School Admissions will that child be on the list.**

Important Information:-

- All parents will be given a date by which they must respond to their offer of a school place, this gives every parent the opportunity to request to go onto waiting lists. Once that specified date has gone past, the waiting lists will be collated and prioritised in line with the published admission arrangements. This is likely to take a number of weeks, depending on the number of requests.
- Once the waiting lists are collated and prioritised, School Admissions will begin the process of reallocating any vacancies for Community and Voluntary Controlled Schools. School Admissions will also be notified by any Academy, Foundation, Free and Voluntary Aided Schools of any vacancies and new allocations from waiting lists, to be made on behalf of their Governors/Trusts.
- School Admissions will contact you directly if they are able to offer a place to your child from any waiting list.
- You will only be contacted with regards to an offer and would ask that you allow School Admissions sufficient time to deal with all requests and new offers. This is likely to be 4 weeks after the deadline date for responses.
- After that stage you will be able to find out your child's position on any waiting list, **but not before.**

6.12 Can I appeal against the refusal of a place at my preferred school?

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 an Admissions Decision](#). Appeals are heard by an independent appeal panel and whether your appeal is successful is likely to depend on the merits of your case.

Second Appeal

The Code of Practice on School Admission Appeals, Section 5 (page 23) 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."

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.

Apply online at: www.worcestershire.gov.uk/schooladmissions

6.13 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. If your move falls outside of the normal admissions round then please refer to Section 9, In-Year Admissions.

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.

If your move falls outside of the normal admissions round then please refer to Section 9, In-Year Admissions.

6.14 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 overcrowded. The number of pupils that may be admitted to a school in the relevant year group (Year 7 intake, Year 8 intake or Year 9 intake in the case of High 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.** Details are given in Section 6a of the book for Year 7 intake, Year 8 intake or Year 9 intake in 2020. (As at time of print July 2019)

6.15 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 provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) 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 Worcestershire where very few applications under these circumstances are received.

6.16 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 the case of a Community or Voluntary Controlled School the Local Authority 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 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 permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

This process must be completed in advance of the closing date of 31st October 2019, in the event that the delayed or accelerated entry is **not approved**, parents will need to make an application in time for the 2020 intake. Should the delayed or accelerated entry be **approved** you will receive details of how to proceed with an application.

Please be aware that even if delayed or accelerated 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 or accelerated entry.

Further information can be found at http://www.worcestershire.gov.uk/downloads/file/5465/policy_on_delayed_and_accelerated_transfer

PART F

SECTION 6A:

Information about Worcestershire High Schools

Key to Columns

Type: Categorisation of school - see Part B, Section 1.1 for further description.

- A = Academy
- C = Community
- FR = Free
- FD = Foundation
- VA = Voluntary Aided
- VC = Voluntary Controlled

N.B. *At time of publication a number of schools are applying to become Academies and the school status maybe subject to change.

DfE No: Department for Education (DfE) school number. All school numbers have the prefix of 885, which is the Authority number allocated to Worcestershire by the DfE.

PAN: Published Admission Number
The number of children which can be admitted to a school in the relevant year group (Year 7 intake, Year 8 intake or Year 9 intake in the case of High Schools). The PAN is agreed by the governing body of the school. The figures set for the admissions year 2020/2021 are shown.

PAN 6th: There are no admission limits for those pupils who are progressing from Year 11 to Year 12 at the same school. However, there are admission limits on external pupils entering the school for the first time as a sixth form pupil. In most cases applicants must have reached certain academic standards. Details of each school's requirements on academic attainment to gain entry can be found by contacting the school and/or in the school's 6th Form prospectus.

NOR: Total number of pupils on roll at the school in January 2019.

BEWDLEY AREA - HIGH SCHOOLS Age Range 11-18 (Years 7-13)				
Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
FD 4001	The Bewdley School Stourport Road, Bewdley, Worcs. DY12 1BL Email: office@bewdley.worcs.sch.uk Tel: 01299 403277 Web: www.bewdley.worcs.sch.uk	168	942	8

Notes on Admissions: The denominational high school for Catholic children that serves this area is:- Hagley Catholic High School
– See Hagley Area within this section.

BROMSGROVE AREA - HIGH SCHOOLS

Age Range 13-18 (Years 9-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
C 4002	North Bromsgrove High School School Drive, Stratford Road, Bromsgrove, Worcs. B60 1BA Email: nbhs@northbromsgrove.worcs.sch.uk Tel: 01527 872375 Web: www.northbromsgrove.worcs.sch.uk	300	816	10
A 4003	South Bromsgrove High School Charford Road, Bromsgrove, Worcs. B60 3NL Email: sbhs@southbromsgrove.worcs.sch.uk Tel: 01527 831783 Web: www.southbromsgrove.org.uk	335	1331	20

Notes on Admissions: The denominational high school for Catholic children that serve this area is: St. Augustine's Catholic High School – See Redditch Area within this section.

DROITWICH AREA - HIGH SCHOOLS

Age Range 12-18 (Years 8-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4005	Droitwich Spa High School Briar Mill, Droitwich, Worcs. WR9 0AA Email: info@droitwichspahigh.worcs.sch.uk Tel: 01905 774421 Web: www.droitwichspahigh.worcs.sch.uk	305	1248	15

Notes on Admission: The denominational high school for Catholic children that serves this area is: Blessed Edward Oldcorne Catholic College – See Worcester Area within this section.

EVESHAM AREA - HIGH SCHOOLS

Age Range 13-18 (Years 9-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
C 4006	The De Montfort School Four Pools Road, Evesham, Worcs. WR11 1DQ Email: office@tdms.worcs.sch.uk Tel: 01386 442060 Web: www.tdms.worcs.sch.uk	100	893	10
A 5403	Prince Henry's High School Victoria Avenue, Evesham, Worcs. WR11 4QH Email: enquiries@princehenrys.worcs.sch.uk Tel: 01386 765588 Web: www.princehenrys.worcs.sch.uk	315	1293	30

Notes on Admissions: The denominational high schools for Catholic children that serve this area are: Blessed Edward Oldcorne Catholic College - See Worcester Area within this section and St. Benedict's Catholic High School, Alcester, Warwickshire Tel: 01789 762888.

Apply online at: www.worcestershire.gov.uk/schooladmissions

HAGLEY AREA - HIGH SCHOOLS

Age Range 11-18 (Years 7-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4800	Hagley Catholic High School Brake Lane, Hagley, West Midlands. DY8 2XL Email: office@hagleyrc.worcs.sch.uk Tel: 01562 883193 Web: www.hagleyrc.com	190	1108	30
A 4010	Haybridge High School and Sixth Form Brake Lane, Hagley, West Midlands. DY8 2XS Email: office@haybridge.worcs.sch.uk Tel: 01562 886213 Web: www.haybridge.worcs.sch.uk	190	1218	52

KIDDERMINSTER AREA - HIGH SCHOOLS

Age Range 11-18 (Years 7-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4014	Baxter College Habberley Road, Kidderminster, Worcs. DY11 5PQ Email: info@baxtercollege.co.uk Tel: 01562 741524 Web: www.baxtercollege.worcs.sch.uk	180	847	10
FR 6009	*Holy Trinity School Birmingham Road, Kidderminster, Worcs, DY10 2BY Tel: 01562 822929 contact@holytrinity.co.uk	25	651	30
A 4501	King Charles 1 School Hill Grove House, Comberton Road, Kidderminster, Worcs. DY10 1XA Email: office@kingcharles1.worcs.sch.uk Tel: 01562 512880 Web: www.kingcharlesschool.co.uk	224	1053	10
VC 4503	Wolverley CE Secondary School Blakeshall Lane, Wolverley, Kidderminster, Worcs. DY11 5XQ Email: office@wolverley.worcs.sch.uk Tel: 01562 859800 Web: www.wolverley.worcs.sch.uk	150	675	8

Notes on Admissions: The denominational high school for Catholic children that serves this area is:- Hagley Catholic High School – See Hagley Area within this section.

* Holy Trinity School is an all-through school with children from Reception to Year 13 (Ages 5 – 18)

MALVERN AREA - HIGH SCHOOLS

Age Range 11-18 (Years 7-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4801	Dyson Perrins Church of England Academy Yates Hay Road, Malvern, Worcs. WR14 1WD Email: office@dysonperrins.worcs.sch.uk Tel: 01684 564751 Web: www.dysonperrins.worcs.sch.uk	168	711	10
A 4028	The Chase School Geraldine Road, Malvern, Worcs. WR14 3NZ Email: office@chase.worcs.sch.uk Tel: 01684 891961 Web: www.chase.worcs.sch.uk	240	1247	40

Notes on Admissions: The denominational high school for Catholic children that serves this area is:-Blessed Edward Oldcorne Catholic College - See Worcester Area within this section.

MARTLEY AREA - HIGH SCHOOLS

Age Range 11-16 (Years 7-11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
A 4435	The Chantry School Martley, Worcs. WR6 6QA Email: office@chantry.worcs.sch.uk Tel: 01886 887100 Web: www.chantryschool.com	175	744

Notes on Admissions: The denominational high schools that serve this area are:

Church of England	Bishop Perowne Church of England College Merriman's Hill Road, Worcester WR3 8LF (See Worcester Area within this section)
Catholic	Blessed Edward Oldcorne Catholic College Timberdine Avenue, Worcester WR5 2BE (See Worcester Area within this section)

PERSHORE AREA - HIGH SCHOOLS

Age Range 12-18 (Years 8-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4030	Pershore High School Station Road, Pershore, Worcs. WR10 2BX Email: office@pershore.worcs.sch.uk Tel: 01386 552471 Web: www.pershore.worcs.sch.uk	282	1079	8

Notes on Admissions: The denominational high school for Catholic children that serves this area is: Blessed Edward Oldcorne Catholic College – See Worcester Area within this section.

REDDITCH AREA - HIGH SCHOOLS

Age Range 13-18 & 11-18 (Years 9-13 & Years 7-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4422	*Ridgeway Academy Evesham Road, Astwood Bank, Redditch, Worcs. B96 6BD Email: office@ridgeway.academy Tel: 01527 892867 Web: www.ridgeway.academy	30 (Year 7) 10 (Year 9)	408	NA
A 4008	RSA Academy Arrow Vale Matchborough Way, Redditch, B98 0GF Email: office@arrowvaleacademy.co.uk Tel: 01527 526800 Web: www.arrowvaleacademy.co.uk	224	735	15
A 5400	St. Augustine's Catholic High School Stonepits Lane, Hunt End, Redditch, Worcs. B97 5LX Email: saints@saintsa.co.uk Tel: 01527 550400 Web: www.st-augustines.worcs.sch.uk	235	925	50
A 4437	Trinity High and Sixth Form Centre Easmore Road, Redditch, Worcs. B98 8HB Email: office@trinityhigh.net Tel: 01527 585859 Web: www.trinityhigh.worcs.sch.uk	252	904	20
A 4438	**Tudor Grange Academy Redditch Woodrow Drive, Redditch, Worcs. B98 7UH Email: office@redditch.tgacademy.org.uk Tel: 01527 523088 Web: www.redditch.tgacademy.org.uk	*180 (Year 7) *180 (Year 9)	259	20

RUBERY AREA - HIGH SCHOOLS

Age Range 11-18 (Years 7-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4044	Waseley Hills High and Sixth Form Centre School Road, Rubery, Rednal, Birmingham B45 9EL Email: office@waseleyhills.worcs.sch.uk Tel: 0121 453 5211 Web: www.waseleyhills.worcs.sch.uk	178	719	50

Notes on Admissions: Catholic Education Provision - Parents wishing a Catholic Education for their children should make an initial approach to the School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2PT (Tel: 01905 822700).

STOURPORT ON SEVERN AREA - HIGH SCHOOLS

Age Range 11-18 (Years 7-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4004	The Stourport High School & Sixth Form Centre Minster Road, Stourport on Severn, Worcs. DY13 8AX Email: office@shs.saet.co.uk Tel: 01299 872950 Web: www.shs.worcs.sch.uk	254	1111	15

Notes on Admissions: The denominational high school for Catholic children that serves this area is:- Hagley Catholic High School – See Hagley Area within this section.

TENBURY - HIGH SCHOOLS

Age Range 11-16 (Years 7-11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019
A 4013	Tenbury High Ormiston Academy Oldwood Road, Tenbury Wells, Worcs. WR15 8XA Email: office@tenburyhigh.co.uk Tel: 01584 810304 Web: www.tenburyhighormistonacademy.co.uk	95	386

Notes on Admissions: Catholic Education Provision Parents wishing a Catholic Education for their children should make an initial approach to the School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2PT (Tel: 01905 822700).

6th Form Education for Tenbury Pupils is provided in Ludlow, Shropshire.

UPTON UPON SEVERN AREA - HIGH SCHOOLS

Age Range 11-18 (Years 7-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4500	Hanley Castle High School Church End, Hanley Castle, Worcs. WR8 0BL Email: office@hanleycastlehs.org.uk Tel: 01684 593241 Web: www.hanleycastle.worcs.sch.uk	180	1068	20

Notes on Admissions: Catholic Education Provision Parents wishing a Catholic Education for their children should make an initial approach to the School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2PT (Tel: 01905 822700).

WORCESTER CITY AREA - HIGH SCHOOLS - Years 7-11 (Ages 11-16)

With the exception of Christopher Whitehead Language College and Tudor Grange Academy - Years 7-13 (Ages 11-18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4754	Bishop Perowne Church of England College Merriman's Hill Road, Worcester WR3 8LE Email: info@bishopperowne.co.uk Tel: 01905 746800 Web: www.bishopperowne.co.uk	210	823	N/A
VA 5402	Blessed Edward Oldcorne Catholic College Timberdine Avenue, Worcester WR5 2XD Email: office@blessededwardoldcorne.worcs.sch.uk Tel: 01905 352615 Web: www.blessededward.co.uk	210	1050	N/A
A 4432	Christopher Whitehead Language College Bromwich Road, Worcester WR2 4AF Email: office@cwlc.email Tel: 01905 423906 Web: www.christopherwhitehead.worcs.sch.uk	284	1382	12
A 4434	Nunnery Wood High School Spetchley Road, Worcester WR5 2LT Email: office@nunnerywood.worcs.sch.uk Tel: 01905 363636 Web: www.nunnerywood.worcs.sch.uk	300	1349	N/A
A 6905	Tudor Grange Academy Bilford Road, Worcester WR3 3HN Email: office@worcs.tgacademy.org.uk Tel: 01905 454627 Web: www.tgacademy.org.uk	210	1058	3

WYTHALL AREA - HIGH SCHOOLS

Age Range 11-18 (Years 7-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2019	PAN 6th Form
A 4017	Woodrush High School Shawhurst Lane, Hollywood, Birmingham B47 5JW Email: office@woodrushhigh.worcs.sch.uk Tel: 01564 823777 Web: www.woodrushhigh.worcs.sch.uk	180	999	10

Notes on Admissions: Catholic Education Provision Parents wishing a Catholic Education for their children should make an initial approach to the School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2PT (Tel: 01905 822700).

Dates of Open Events at Worcestershire Schools

The table below tells you what date each school will hold its open event. It is in alphabetical order within district. Full details of each open event including dates of any visits during the day can be found on the individual schools website.

Town	School Name and Website Address	Date and Time of Open Event
Bewdley	The Bewdley School www.bewdley.worcs.sch.uk	Wednesday 18th September 2019 Open Evening Thursday 3rd October 2019 (6th Form Open Evening)
Bromsgrove	North Bromsgrove High School www.northbromsgrove.worcs.sch.uk	Thursday 19th September 2019 Thursday 24th October 2019 (6th Form Open Evening)
	South Bromsgrove High School www.southbromsgrove.org.uk	Thursday 3rd October 2019 Open Evening Thursday 7th November 2019 (6th Form Open Evening)
Droitwich	Droitwich Spa High School www.droitwichspahigh.worcs.sch.uk	Thursday 12th September 2019 Open Evening
Evesham	The De Montfort School www.tdms.worcs.sch.uk	Thursday 17th October 2019 6:00pm to 8:30pm
	Prince Henry's High School www.princehenrys.worcs.sch.uk	Thursday 24th October 2019
Hagley	Hagley Catholic High School www.hagleyrc.com	Saturday 12th October 2019 9:00 to 12:00 midday Thursday 17th October 2019 7:00pm onwards 6th Form Open Evening
	Haybridge High School www.haybridge.worcs.sch.uk	Thursday 10th October 2019 Open Evening Wednesday 16th October 2019 (6th Form Open Evening)

Town	School Name and Website Address	Date and Time of Open Event
Kidderminster	Baxter College www.baxtercollege.worcs.sch.uk	Thursday 19th September 2019 Open Evening Friday 20th September 2019 Open Morning Wednesday 23rd October 2019 (6th Form Open Evening)
	King Charles I Secondary www.kingcharlesschool.co.uk	Thursday 3rd October 2019 Open Evening Thursday 7th November 2019 (6th Form Open Evening)
	Holy Trinity School www.htsfreeschool.co.uk	Tuesday 8th October 2019 5:00 to 7:00pm
	Wolverley CE Secondary www.wolverley.worcs.sch.uk	Tuesday 24th September 2019 Open Evening Wednesday 25th September 2019 9:00 to 12:00 midday Tuesday 1st October 2019 Sixth Form Open Evening
Malvern	The Chase School www.chase.worcs.sch.uk	Thursday 26th September 2019 Open Evening
	Dyson Perrins CE High School www.dysonperrins.worcs.sch.uk	Thursday 10th October 2019 Open Evening
Martley	The Chantry High School www.chantry.worcs.sch.uk	Thursday 3rd October 2019 6:00 to 8:00pm Friday 4th October 2019 9:00 to 10:30 am
Pershore	Pershore High School www.pershore.worcs.sch.uk	Thursday 26th September 2019 6:00pm to 9:00pm

Town	School Name and Website Address	Date and Time of Open Event
Redditch	RSA Academy Arrow Vale www.arrowvale.worcs.sch.uk	Tuesday 17th September 2019 Open Evening
	Ridgeway Academy www.ridgeway.academy	Tuesday 1st October 2019 Open Evening
	Tudor Grange Academy Redditch www.redditch.tgacademy.org.uk	Thursday 26th September 2019 5:00pm onwards
	St Augustine's Catholic High School www.st-augustines.worcs.sch.uk	Thursday 3rd October 2019 Open Evening
	Trinity High & Sixth Form Centre www.trinityhigh.worcs.sch.uk	Thursday 19th September 2019 Open Evening Monday 30th September 2019 Open Morning Tuesday 5th November 2019 (6th Form Open Evening)
Rubery	Waseley Hills High School & Sixth Form Centre: www.waseleyhills.worcs.sch.uk	Thursday 26th September 2019 6:30 to 8:00pm Monday 30th September 2019 Open Morning Tuesday 1st October 2019 Open Morning
Stourport	The Stourport High School & Sixth Form Centre: www.shs.worcs.sch.uk	Thursday 26th September 2019 Open Evening Thursday 24th October 2019 Sixth Form Open Evening
Tenbury	Tenbury High Ormiston Academy www.tenburyhighormistonacademy.co.uk	Thursday 26th September 2019 6:30pm onwards
Upton upon Severn	Hanley Castle High School www.hanleycastle.worcs.sch.uk	Thursday 3rd October 2019 Open Evening

Town	School Name and Website Address	Date and Time of Open Event
Worcester City	Bishop Perowne Church of England College www.bishopperowne.co.uk	Thursday 3rd October 2019 9:00 to 12:00pm & 6:30 to 8:30pm
	Blessed Edward Oldcorne Catholic College www.blessededward.co.uk	Thursday 26th September 2019 Open Evening
	Christopher Whitehead Language College www.christopherwhitehead.worcs.sch.uk	Thursday 19th September 2019 Open Evening Thursday 24th October 2019 Sixth Form Open Evening
	Nunnery Wood High School www.nunnerywood.worcs.sch.uk	Wednesday 2nd October 2019 Open Evening
	Tudor Grange Academy www.worcs.tgacademy.org.uk	Thursday 26th September 2019 Open Evening Monday 30th September 2019 Open Morning Tuesday 1st October 2019 Open Morning
Wythall	Woodrush High School – An Academy for Students Aged 11 – 18. www.woodrushhigh.worcs.sch.uk	Thursday 19th September 2019 Open Evening

PART G

SECTION 7:

Admission criteria for Community & Voluntary controlled schools

- 7.1 All admission authorities are required to review their arrangements every year. Therefore, the information given in this booklet applies only to admissions in the school year 2020 - 2021 and may change in future years.**
- 7.2** The School Standards and Framework Act 1998 gives parents the right to express a preference for their children to be admitted to any school maintained from public funds and generally the admission authority has to comply with that preference. However, there are exceptions to this the main ones being:
- i) where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources – the most important example of this would be if the school is oversubscribed based on the Published Admission Number;
 - ii) where agreeing to the preference in the case of infant classes which have a limit of 30 pupils to each qualified teacher, would cause class size prejudice;
 - iii) where the preference conflicts with admission arrangements for schools based on selection by reference to ability or aptitude;
 - iv) where information provided by the parents in support of their preference is found to be fraudulent or intentionally misleading.

7.3 What happens if the school is oversubscribed (except in the sixth form)?

Community or Voluntary Controlled First and Primary Schools

When there are more applications than places, in a Community or Voluntary Controlled First/Primary Schools, children are admitted in the following order of priority:

- i) ***‘Children Looked after’** and previously ***‘Children Looked after’**;
- ii) *****‘Children who have previously been in state care outside of England’**, and have ceased to be in state care as a result of being adopted;
- iii) **Siblings** (see below for definition) of pupils attending the school **and** living within the **catchment area** of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit School Catchment Search In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.
- iv) Pupils living within the **catchment area** of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit School Catchment Search;
- v) Pupils living outside of the catchment area but who would still have a sibling connection (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;

- vi) **Children of staff** at the mainstream school, in either of the following circumstances: A) Where that member of staff has been employed for two or more years at the time at which the application for admission is made, or B) the member of staff is recruited to fill a post for which there is a demonstrable skill shortage;
- vii) Pupils who live **nearest** to the school by the shortest **straight line distance**. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of School Admissions will supervise this process).

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

*‘Looked after’ means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms 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, a child arrangements order or special guardianship order.

**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 orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

The sibling connection, 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 same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, looked after children, children with special educational needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

Late Applications

The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the time-frame set out in the scheme, and treat them as being on time, only in the following circumstances;

- i) where a family have just moved address, (refer to Information for Parents booklet);
- ii) 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 supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications (including late changes to on time preferences) will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools, are maintained by School Admissions, and parents need to apply, in order to be included. These waiting lists will be maintained until the 31st December 2020. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term.

Only on receipt of an acknowledgement letter from School Admissions will that child be on the list. Sections 3, 5, 6 and 9 for full details on how Waiting Lists are operated.

Admission of children into Reception

Admission authorities must provide for the admission of children in the September following their fourth birthday. Where a place has been offered for a child at a school that child is entitled to a full-time place in the September following their fourth birthday. The child's parents can defer the date their child is admitted but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which it was made. Where the parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Shared Catchment Areas

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

- i) pupils who would still have a **sibling connection** at the school at the time of admission;
- ii) Children of staff at the mainstream school, in either of the following circumstances: A) Where that member of staff has been employed for two or more years at the time at which the application for admission is made, or B) the member of staff is recruited to fill a post for which there is a demonstrable skill shortage;
- iii) pupils living **nearer** to the oversubscribed school than to the alternative school.

If places still exist after consideration of i) and ii) above, they will then be allocated to other pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of School Admissions will supervise this process).**

Fair Access Protocol

As part of the **Worcestershire Fair Access Protocol**, all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

'In Year' transfer arrangements

The law does not allow places to be reserved, therefore we can not accept applications for In-Year Transfers, more than half a term in advance. Parents/Carers completing an application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to School Admissions.

The procedure for in-year admissions for Worcestershire residents is as follows;

- i. The Authority provides a **common application form (CA1)** for parents to apply for a place at any mainstream school in **Worcestershire**. Once completed, this must be returned to the School Admissions Team.
- ii. In addition to the **CA1** Form, 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 also made available from the Local Authority.

- iii. A supplementary form, where required, must be submitted with the **CA1** form. It will not be regarded as a valid application unless the parent has also completed the **CA1**.
- iv. Applications from parents for schools outside Worcestershire should make direct contact with the school or the local authority in whose area the school is located to find out how they process in-year applications.
- v. Parents will be invited to state up to three preferences on the **CA1** for schools in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.
- vi. Where a parent approaches a school directly the parent should be advised to complete a **CA1** and return it to School Admissions.

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, **delayed entry**. In the case of a Community or Voluntary Controlled School the Local Authority 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 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 permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

This process must be completed in advance of the closing date, in the event that the delayed or accelerated entry is **not approved**, parents will need to make an application in time for the 2020 intake. Should the delayed or accelerated entry be **approved** you will receive details of how to proceed with an application.

Please be aware that even if delayed or accelerated 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 or accelerated entry.

Full details can be found at: http://www.worcestershire.gov.uk/downloads/file/5465/policy_on_delayed_and_accelerated_transfer. If this is something you wish to discuss further then please contact 01905 822700.

Community or Voluntary Controlled Middle and High Schools

When there are more applications than places, in a Community or Voluntary Controlled Middle or High school, children are admitted in the following order of priority:

- i) ***‘Children Looked after’** and previously ***‘Children Looked after’**.
- ii) *****‘Children who have previously been in state care outside of England’**, and have ceased to be in state care as a result of being adopted;
- iii) **Siblings** (see below for definition) of pupils attending the school **and** living within the **catchment area** of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit School Catchment Search.

In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.

- iv) Pupils living within the **catchment area** of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit School Catchment Search;
- v) Pupils living **outside of the catchment area** but who would still have a **sibling** connection (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- vi) Pupils who were attending a feeder school at the time of application;
- vii) **Children of staff** at the mainstream school, in either of the following circumstances: A) Where that member of staff has been employed for two or more years at the time at which the application for admission is made, or B) the member of staff is recruited to fill a post for which there is a demonstrable skill shortage;
- viii) Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of School Admissions will supervise this process).**

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

*‘Looked after’ means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms 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, a child arrangements order or special guardianship order.

**‘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 orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection, attendance at feeder school, children of staff, then according to distance, each assessed as indicated above. Where there are too many applications from within the out of area sibling criteria, priority will be decided in the following order, i.e. attendance at feeder school, children of staff, then according to distance, each assessed as indicated above and so on with all other criterion.

The sibling connection, 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 same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated place(s), all of the children from that multiple birth will be admitted, even if this takes the school over PAN.

Late Applications and Moving House after the closing date

The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the time-frame set out in the scheme, and treat them as being on time, only in the following circumstances;

- i) where a family have just moved address, (refer to Section 8B);
- ii) 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 supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools, are maintained by School Admissions, and parents need to apply, in order to be included. These waiting lists will be maintained until the 31st December 2020. At that stage parents will need to reapply at the start of the following term if they wish to be included. Please see further details in 7.5

Wolverley CE Secondary School, Kidderminster

In the event of oversubscription at Wolverley CE Secondary School up to a maximum of 10% of places will be awarded to children living in the Wyre Forest area whose parents have specifically asked for a place for reasons of religious affiliation.

The definition of religious affiliation would be in line with the criteria for other CE Voluntary Aided schools in the County:

- Active members of a Church of England church:

(Active members are those that have attended church at least once a month for a period of at least 12 months prior to the application. Confirmation of attendance is required to be submitted with your application and must be in writing from the minister)

Shared Catchment Areas

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

- i) pupils who would still have a **sibling connection** at the school at the time of admission;
- ii) pupils who were attending a **feeder** school at the time of application;
- vii) **Children of staff** at the mainstream school, in either of the following circumstances: A) Where that member of staff has been employed for two or more years at the time at which the application for admission is made, or B) the member of staff is recruited to fill a post for which there is a demonstrable skill shortage;
- iv) pupils living **nearer** to the oversubscribed school than to the alternative school.

If places still exist after consideration of i) to iii) above, they will then be allocated to other pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of School Admissions will supervise this process).**

Fair Access Protocol

As part of the **Worcestershire Fair Access Protocol**, all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

'In Year' transfer arrangements

Parents/Carers completing an application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to School Admissions. 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.

The procedure for in-year admissions for Worcestershire residents is as follows;

- i) The Authority provides a **common application form (CA1)** for parents to apply for a place at any mainstream school in **Worcestershire**. Once completed, this must be returned to the School Admissions Team.
- ii) In addition to the **CA1** Form, 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 also made available from the Local Authority.
- iii) A supplementary form, where required, must be submitted with the **CA1** form. It will not be regarded as a valid application unless the parent has also completed the **CA1**.
- iv) Applications from parents for schools outside Worcestershire should make direct contact with the school or the local authority in whose area the school is located to find out how they process in-year applications.
- v) Parents will be invited to state up to three preferences on the **CA1** for schools in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.
- vi) Where a parent approaches a school directly the parent should be advised to complete a **CA1** and return it to School Admissions.

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 the case of a Community or Voluntary Controlled School the Local Authority 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 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 permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

This process must be completed in advance of the closing dates, in the event that the delayed or accelerated entry is **not approved**, parents will need to make an application in time for the 2020 intake. Should the delayed or accelerated entry be **approved** you will receive details of how to proceed with an application.

Please be aware that even if delayed or accelerated 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 or accelerated entry.

Further information can be found at: http://www.worcestershire.gov.uk/downloads/file/5465/policy_on_delayed_and_accelerated_transfer. If this is something you wish to discuss further then please contact 01905 822700.

Apply online at: www.worcestershire.gov.uk/schooladmissions

7.4 What happens if schools are oversubscribed for places in the Sixth Form?

Over-subscription for places in the Sixth Form

The County Council has agreed the following criteria:

- i) General Entry Requirements
 - for courses at NQF level 3 e.g. GCE AS/A2 level, Advanced or Advanced progression Diploma, BTEC National Diploma, 5A*-C grades at GCSE (or equivalent NQF 2 qualifications);
 - for courses at NQF level 2 e.g. Higher Diploma, BTEC First Diploma - a pass at NQF level 1 (5 GCSE D-G or equivalent);
 - for courses at NQF level 1 - 2 A-G grades at GCSE (or equivalent).

The above are general entry requirements for a Sixth Form course. Some subjects/courses will require more specific qualifications to have been achieved in order to study that subject/course;

- ii) in the event of there being more applications from qualifying students than places available, the normal admissions criteria priorities as set out above will apply.

7.5 Is there a Waiting list for schools that have too many applicants?

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, are maintained by the individual schools and parents will need to contact the school directly, in order to be included.

Waiting Lists for Community and Voluntary Controlled schools are operated in line with the admissions criteria as published in 7.3 above. Parents must apply in writing direct to School Admissions if they wish to put their son/daughter on a waiting list. Only on receipt of an acknowledgement slip from School Admissions will that child be on the list. The LA **will not** accept application requests by telephone.

To apply to go onto a waiting list you would need to supply School Admissions with the following information:

- Child's full name
- Child's Date of Birth
- Permanent home address

Details if the child is "looked after by a Local Authority" *'Looked after' means all those currently in care or accommodated by a Local Authority and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

- Name, D.O.B. and Year Group of any brother or sister on roll as a pupil at the preferred School (sibling connection)
- Name of the present school the child is attending

School Admissions will acknowledge your letter. This will be your confirmation that your child is included on the waiting list. School Admissions will contact parents if a place becomes available and it can be offered to them. All available places will be allocated in line with the criteria published referred to above.

If you wish your child to be on the waiting list for the next term you will need to confirm this in writing to School Admissions including the details listed above **at the beginning of each term**. Application letters will be destroyed at the end of the preceding term so the waiting list is accurate and active.

Waiting list letters should be sent to:
School Admissions
Babcock Prime
Prime House
Woodbury Lane
Norton Worcester
WR5 2PT

The system for operating the waiting lists as described above is in line with the guidance published in the “School Admissions Code of Practice”.

7.6 Can you appeal if your request is unsuccessful?

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 an Admissions Decision](#). Appeals are heard by an independent appeal panel and whether your appeal is successful is likely to depend on the merits of your case.

Second Appeal

The Code of Practice on School Admission Appeals, Section 5 (page 23) 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.”

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 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.

7.7 Can a child transfer at any age other than the normal transfer age?

Please see section 9 for full details.

If parents wish to transfer their child to the same age group in another school, parents must discuss the transfer with the Headteacher of the pupil’s present school in the first instance. If it is then decided to make a formal request for transfer, parents should complete an application form available from School Admissions. The County Council’s policy and procedures in these circumstances are essentially the same as for admissions to the same school at the normal age and time of transfer, (i.e. as in paragraphs 7.3 or 7.4). However, when determining if a vacancy exists, the admission authority may refer to the published admission number that was in operation when that year group was at the normal transfer age, and will have to judge whether admission would prejudice the provision of efficient education or the efficient use of resources.

PART G

SECTION 7A

Admission criteria for Academy, Foundation, Free & Voluntary Aided Schools

7.1 All admission authorities are required to review their arrangements every year. Therefore, the information given in this booklet applies only to admissions in the school year 2020 - 2021 and may change in future years.

7.2 The School Standards and Framework Act 1998 gives parents the right to express a preference for their children to be admitted to any school maintained from public funds and generally the admission authority has to comply with that preference. However, there are exceptions to this the main ones being:

- i) where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources – the most important example of this would be if the school is oversubscribed based on the Published Admission Number;
- ii) where agreeing to the preference in the case of infant classes which have a limit of 30 pupils to each qualified teacher, would cause class size prejudice;
- iii) where the preference conflicts with admission arrangements for schools based on selection by reference to ability or aptitude;
- iv) where information provided by the parents in support of their preference is found to be fraudulent or intentionally misleading.

7.3 What happens if the school is oversubscribed (except in the sixth form)?

Academy, Foundation, Free and Voluntary Aided Schools

It is very important that you read carefully the admission arrangements for these schools. You will need to ensure that you pay particular attention to the admission criteria, as well as definitions. Please ensure you complete any necessary supplementary information forms that these schools may require you to submit. If you are unsure of or require further clarification regarding the admission arrangements for Academy, Foundation, Free and Voluntary Aided Schools then please contact the schools directly. Any supplementary forms must be sent directly to the school themselves for consideration, you must however, in addition, complete an on-line application by the closing date.

7.4 Is there a Waiting list for schools that have too many applicants?

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, are maintained by the individual schools and parents will need to contact the school directly, in order to be included.

7.5 Can you appeal if your request is unsuccessful?

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/Academy 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.

Click this link to view all of the [Admission Policies](#) for Worcestershire Academy, Foundation, Free and Voluntary Aided Schools.

PART H

SECTION 8

Frequently asked questions

1) Who is entitled to make an application?

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents are entitled to make an application for the child. This is why it is very important that agreement over the preferences is reached before the application is submitted. If more than one application is submitted then the Local Authority may not be able to process **either** application until agreement is reached. In some instances, where agreement cannot be reached a legal decision needs to be made and the courts will have to determine which parent can make the final decision on schooling.

Please make sure that agreement is reached before the application is made because when you submit an application you will be required to confirm that both parents are in agreement with the preferences expressed, this will also apply if you wish to transfer in year. If it is later found out that agreement was not made before the application was submitted, it could result in the withdrawal of the offer of a place as the application may have been made fraudulently.

2) What is Parental Responsibility?

All mothers and most fathers have legal rights and responsibilities as a parent - known as 'parental responsibility'. If you have parental responsibility for a child you don't live with, you don't necessarily have a right to contact with them - but the other parent still needs to keep you updated about their well-being and progress. You're also responsible for, amongst other things, choosing and providing for the child's education.

3) Who has 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.

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility. They both keep parental responsibility if they later divorce.

An unmarried father can have parental responsibility for his child if he jointly registered the birth of the child with the mother, has a parental responsibility agreement with the mother or obtains a parental responsibility order from a court.

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

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 permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child.

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 (eg three or more days out of five Monday to Friday during term-time).

Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission. An offer of a place may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

5) How are places allocated?

All schools have a Published Admission Number (PAN) which applies to the **first year of admission** within a school. The figures set for the admissions intake year 2020/2021 are shown within this booklet next to the individual school details.

If there are more requests for places than the PAN, the school is said to be oversubscribed and places will be allocated according to the oversubscription criteria which are shown in Section 7 for Community and Voluntary Controlled schools and Section 7a for Academy, Foundation, Free and Voluntary Aided schools.

6) My child is already in the school nursery does this mean I do not need to apply for a school place?

No, being in a school nursery does not mean you will automatically have a place in the Reception Intake. You will still need to apply for a school place. 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 even if they already attend the school nursery.

7) I already have an older child at the school does this mean my younger child will be guaranteed a place?

No, having a sibling already at a school gives **no guarantee** that your child will gain a place at the school where the sibling attends. Having gained admission to a first or primary school of your preference does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, catchment area children may have a higher priority on the oversubscription criteria.

8) What is my catchment area school?

The majority of schools within Worcestershire use a catchment area as part of their admission criteria, so most addresses within Worcestershire have been **designated** a school for admissions or transport purposes. In many cases, it may be the nearest school, but this is not always the case. If a school uses a catchment area, they will have a map showing that catchment area, which you may view. In order to find out the catchment area schools for a particular property you can also go to [Catchment Area Search](#)

9) Does my child have to attend my catchment area school?

No, parents are free to express a preference for whichever school they wish their children to attend. However, where there are more applications than places available at that school, oversubscription criteria have to be applied. **In Worcestershire, for Community and Voluntary controlled schools catchment area has a high priority.** So, if you apply for a school other than the catchment area school, your child may have a lower priority, but may be able to obtain a place, if there are still places available.

10) Does this mean that I can choose the school my child attends?

No, this is an issue, which can cause misunderstandings from parents. The right to “express a preference” is entirely different from “choosing” a school. It is a legal requirement that school places are allocated in strict accordance with the oversubscription criteria. This may mean that some parents, who have expressed a preference for a particular school, may need to be turned down, if there are too many applications.

11) Will I be guaranteed a place in my catchment area school then?

No. Although catchment areas are generally drawn up to take account of local need and the size of the school and other schools in the area, the number of children eligible to apply for school places each year, can vary widely, and there may be occasions where some schools may not be able to take all of its catchment area, in a particular year.

In such situations, other parts of the oversubscription criteria also need to be taken into account (e.g. siblings, feeder school, staff children or straight line distance from the school – in descending order of priority).

Even if you move address into a school's catchment area, no guarantee of a place can be given because the school may already be full in that particular year group.

12) Who decides upon the oversubscription criteria?

It depends upon the type of school. For Community and Voluntary Controlled Schools, the admissions criteria is determined by the LA and approved by the County Council. For Academy, Foundation, Free and Voluntary Aided schools, the criteria is decided by the school's own governing body/trust.

13) What will happen if my child is refused a place at the school of my preference?

If your child is refused a school place, you will also receive information about your right of appeal and waiting lists. We can also advise you on the current position regarding the availability of places at other schools. **The LA may offer an alternative school which is normally the next nearest with places available.**

14) Are there any issues I should consider when deciding which school I should apply for?

The issue of deciding which school is the best for your child is a personal one. The final decision is yours. As a general rule, it is suggested that you visit a number of schools in your locality, think about its size, its location, how classes are organised, take account of how your child will get there, and consider issues for the future, such as what will happen when the children transfer to a Middle/High School, (particularly important if you live outside the catchment area), or if you have younger children, what is the likelihood of them being admitted or refused?

- **If your child is admitted to a school of your preference, your child may not have the highest priority for transfer to the related middle school or high school.**
- **If the related middle school or high school** is oversubscribed at the time of transfer, your child might then have to move in a different direction from other children attending the same first or primary school.
- Having gained admission to a school of your preference does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, catchment area children may have a higher priority on the oversubscription criteria.
- **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. In both of these instances they will have precedence over those where no preference is expressed.**

15) Is there transport assistance available from the LA?

Further information is available on the County Council website [School Transport](#) or contact **01905 765765**.

Please be aware that applications for Transport Assistance are assessed using a different criteria to the Admission Policy.

Any transport arrangements approved for one child will not set a precedent for siblings. Each application for transport will be dealt with on an individual basis.

16) I am thinking of moving address, when should I contact the LA?

If your move will require a change of school/s for your child/ren, you are advised to contact the LA as soon as possible for advice. You will be required to provide independent documentary evidence as proof of move to support any application you may make.

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

17) How do I apply for a school place in a Worcestershire School?

It depends which school or year group you are applying for, if your child is due to start or transfer school see the timetable for admission in Part A of this book and how to apply, this **can** be done electronically.

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

- Obtain from the school a copy of their admission arrangements and school prospectus. This will explain if you need to provide/complete supplementary information/forms.

To apply for places in existing year groups at a school, this cannot be done electronically. CA1 (Common Application Form) application forms are available from School Admissions, by request on Tel no: 01905 822700 and to download from www.worcestershire.gov.uk/schooladmissions 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.

18) When will I know the outcome of my application?

Offer dates are set nationally. For applications made by Worcestershire residents during the normal round of admissions, an offer will be sent direct to parents, by School Admissions, even if it is on behalf of the governing body/trust of an Academy, Foundation, Free or Voluntary Aided School.

For First and Primary Schools - an offer will be issued 16th April 2020.

For Middle Schools – an offer will be issued 16th April 2020.

For High Schools – an offer will be issued 1st March 2020.

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 available places.

19) What is the policy on the admission of twins (and multiple births) should there be only one place available to be offered?

For Community and Voluntary Controlled schools, if one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN.

For Academy, Foundation, Free and Voluntary Aided schools you are advised to refer to the individual policy for the school. (See Section 7a)

20) Where can I get further information?

SEND Information, Advice and Support Service Worcestershire

The SEND Information, Advice and Support Service Worcestershire is a Statutory Service at arms' length from Worcestershire Children's Services and is able to provide independent and neutral information, advice and guidance on Special Educational Needs, Non Curriculum issues and Elective Home Education.

To access this service please telephone: **01905 768153**.

PART H

SECTION 8A

Glossary

Academy (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 direct 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.

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 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.

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. Details of each pyramid showing all the appropriate feeder schools are displayed in **Section 4** of this book. 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.**

Foundation School (FD)

Schools which are maintained by the Local Authority. The Governing Body is the employer and the admissions authority. The schools land and buildings are either owned by the Governing Body or by a charitable foundation.

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 a grammar school. 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 have responsibility for managing the Free School and have responsibility for deciding the arrangements for admitting pupils including their own admissions criteria.

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 (eg three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission. An offer of a place may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

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.

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.

Published Admission Number (PAN)

The number of pupils to be admitted to the **first** year group 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 same sex 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.

Studio School (SS)

Studio Schools are small schools - usually with around 300 pupils - delivering 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 College

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 and further education colleges.

Voluntary Aided School (VA)

Schools which are maintained by the Local Authority, with a foundation (generally religious) which appoints most of the Governing Body. The Governing body is the admissions authority. These schools have to follow the national curriculum, but they can choose what they teach in religious studies. They may have different admissions criteria and staffing policies, although anyone can apply for a place.

Voluntary Controlled School (VC)

Schools which are maintained by the Local Authority, with a foundation (generally religious) which appoints some – but not most – of the Governing Body. The Local Authority is the admissions authority.

PART H

SECTION 8B

Living in a school catchment area or moving property

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 (eg three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission. An offer of a place may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

- 1) 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.
- 2) 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. See Section/s 3.11, 5.8 and 6.8 regarding late applications and late changes to on time applications.
 - If your move into the catchment area or moving property 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 into the catchment area or moving property involves the **renting of a property** you will need to provide appropriate written **independent evidence** (eg 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** of the date when you will resume living in the property and that you intend to remain living there for the present.
 - If your move into the catchment area or moving property 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.
- 3) 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 admission date for your child at the school to which you have applied, your application cannot be considered as a catchment priority within the criteria of the admissions policy or considered based on the new property.
- 4) 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.

- 5) It is vital that you inform School Admissions of any change of your address throughout the admission process. **Independent evidence** will always be required.
- 6) 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 given.**

PART I

SECTION 9

In-Year Transfers to all Schools

Admission authorities can review their arrangements annually.

The information given in this book applies to admissions in the school year 2020 - 2021, as well as In-Year Transfers for 2020 - 2021 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.

9.1 Parental Responsibility

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted.

Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed, **this will also apply if you wish to transfer in year**. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.

9.2 Elective Home Education

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). Information on Elective Home Education is made available through the SEND Information, Advice and Support Service by telephoning: 01905 768153.

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

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 permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. 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 (eg three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission. An offer of a place may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

9.4 Which school can your child attend?

The law says that the Local Authority (LA) must give parents the chance to state their preference for the school they wish their child to attend. The law does not give parents/carers an absolute right to “choose” the school for their child. It is important to find out the name of the **catchment area school** for the home address of your child and you can do this by either telephoning: 01905 822700 or by visiting www.worcestershire.gov.uk/schooladmissions and following the link to school catchment areas.

Important Considerations for you to note:

If your child is admitted to a first school or primary school of your preference, your child may not have the highest priority for transfer to the related middle school or high school.

If the related middle school or high school is oversubscribed at the time of transfer, your child might then have to move in a different direction from other children attending the same first or primary school.

Having gained admission to a school of your preference does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, catchment area children may have a higher priority on the oversubscription criteria.

• Applications where a preference is expressed for a particular school, will have precedence over those where no preference, for a particular school, is expressed.

• You should give careful consideration to the means by which your child will travel to school (see information about School Transport in Part A of this booklet).

9.5 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. 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.

Independent supporting documentary evidence will need to be submitted with the application.

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

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

9.6 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.

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

Generally, pupils only transfer from one school to another when there has been a change of home address. Parents/Carers completing a CA1 application form for 'In Year' transfers must forward the application to School Admissions. Parents/Carers with a first preference application for 'In Year' transfers into a school in another Local Authority must forward the application to the individual schools.

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

- 1) The Authority provides a **common application form (CA1)** for parents to apply for a place at any mainstream school in **Worcestershire**. Once completed, this must be returned to the School Admissions Team.
- 2) In addition to the **CA1** Form, 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 also available from the Local Authority.
- 3) A supplementary form, where required, must be submitted with the **CA1** form. It will not be regarded as a valid application unless the parent has also completed the **CA1**.
- 4) Applications from parents for schools outside Worcestershire should be made direct to the school or the local authority in whose area the school is located to find out how they process in-year applications.
- 5) Parents will be invited to state up to three preferences on the **CA1** for schools in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.
- 6) Where a parent approaches a school directly the parent should be advised to complete a **CA1** and return it to School Admissions.

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

9.9 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 Statements of Special Educational Needs or an Education and Health Care Plan, specifying a school;
- b. children looked after and previously children looked 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;
- 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.

*see Section 8A – Glossary for definition.

9.10 How will places be allocated?

Following completion of the CA1 and returning it to School Admissions, they will make available to all schools listed on the form full details of 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. Where a school has advised that a place is available they will be informed if the place is then the one to be offered or not to the parent. Parents will receive a single offer of a school place.

School Admissions will communicate the decision in writing to parents. If you are offered a place at a school the offer letter will instruct you to make direct contact with the school to arrange a mutually convenient start date. 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 (regulation 5(3)).

Where an admission authority is unable to meet a preference, the law requires a refusal letter 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.

9.11 Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools are maintained by School Admissions, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of each term. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term

Voluntary Aided, Foundation, Academy and Free schools may choose to maintain waiting lists for in-year admissions. Priority on the waiting list is determined according to the school's oversubscription criteria. Where Voluntary Aided, Foundation, Academy and Free schools do maintain a waiting list, it is the responsibility of the school to communicate with parents when places become available. The school must also however, also notify the School Admissions Team of any offer of a place from their waiting lists, so that the Local Authority is able to 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 Schools Adjudicator.

Parents already on the waiting list and wishing to place their child's name on the list for the next term or academic year should keep in direct contact with Voluntary Aided, Foundation, Academy and Free schools to find out the individual school procedures for the waiting lists. Children allocated to a school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list.

9.12 Can I appeal against the refusal of a place at my preferred school?

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. Appeals are heard by an independent appeal panel and whether your appeal is successful is likely to depend on the merits of your case.

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, re-organisation 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.

To reiterate the Appeal Panel can only consider these three aspects of any Appeal relating to Key Stage One class size prejudice admission. This advice has been given by the DfE to provide you with a more realistic view of the limits imposed on the Appeal Panel, and to avoid any misconceptions you may have concerning the appeal process. In other words your appeal will be lost unless you can prove one of the **VERY** limited grounds above.

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."

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 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.

9.13 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 provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) 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 Worcestershire where very few applications under these circumstances are received.

9.14 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 the case of a Community or Voluntary Controlled School the Local Authority 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 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 permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

Please be aware that even if delayed or accelerated 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 or accelerated entry.

Further information can be found at http://www.worcestershire.gov.uk/downloads/file/5465/policy_on_delayed_and_accelerated_transfer. If this is something you wish to discuss further then please contact **01905 822700**.

9.15 What is the Fair Access Protocol?

Although we hope that all children can start at school and continue until they transfer 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 a statement of special educational needs or Education, Health and 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](#)

PART J

SECTION 10

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

Admission authorities can review their arrangements annually.

The information given in this book applies only to admissions in the school year 2020 - 2021 and may change in future years.

Please be aware:

- Before completing the Local Authority Preference Form (14-19) 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 Head and staff.
- 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 or attendance at a feeder school gives **no guarantee** that your child will gain a place. **Parents/carers must apply separately for their child to go to any 14 to 19 school.**
- 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.

10.1 Parental Responsibility

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted.

Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we will not proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

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

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.

10.3 Which 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

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

The parents of ALL pupils resident in Worcestershire, 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 find a Local Authority Preference Form (14-19) on our website at [**Applications to 14 to 19 Schools Outside Worcestershire**](#)

Worcestershire parents are invited to state three preferences. All preferences are treated as equal initially, and the oversubscription criteria applied to each preference.

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 in Part A)

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 paragraph 10.7 about late applications)

You should inform the Headteacher of the allocated school 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.

10.5 When should you apply?

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.

Application forms can be found by visiting

[**Applications to 14 to 19 Schools Outside Worcestershire**](#) If you do not have access to the internet please contact School Admissions on 01905 822700.

For applications after the closing date please refer to paragraph 10.7 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.

10.6 How are places allocated?

The School or **neighbouring LAs**, will apply their own oversubscription criteria. You must read these carefully before making an application.

The School or **neighbouring LAs**, will then issue an offer or a refusal letter. **If no place is available at your preferred school, you will be given the right to appeal against this decision.**

Where no place is offered, Worcestershire Local Authority will assume your child will remain at their current school.

10.7 What if you are applying after the closing date – Late Applications?

To make an application after the closing date, an application can still be completed and submitted to the School or Local Authority in which it is located. **Local Authority Preference Forms (14-19)** are available online to download by visiting [Applications to 14 to 19 Schools Outside Worcestershire](#) or by request on: 01905 822700.

10.8 When are decisions made?

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.

10.9 Waiting Lists

If your application for your preferred school is unsuccessful, you will have the opportunity to go onto a waiting list.

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list, priority is based on the oversubscription policy of the school.

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.

10.10 Can I appeal against the refusal of a place at my preferred 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.

10.11 How many children may be admitted to each school?

The number of pupils that may be admitted to a school in the relevant year group is known as the **Published Admission Number (PAN)**. Details are given in Section 10a of the book. (As at time of print July 2019).

PART J

SECTION 10A

Information about Schools outside of Worcestershire that are 14 to 19

Key to Columns

Type: Categorisation of school - see Part B, Section 1.1 for further description.

A = Academy

FR = Free

SS = Studio School

UTC= University Technical College

DfE No: Department for Education (DfE) school number.

PAN: Published Admission Number

The number of children which can be admitted to a school in each year group. The PAN is agreed by the governing body of the school. The figures set for the admissions year 2018/2019 are shown.

BIRMINGHAM LOCAL AUTHORITY AREA Age Range 14-19 (Years 10-13)			
Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 330 4003	Aston University Engineering Academy – A University Technical College Specialising in Engineering College Specialising in Engineering and Science 1 Lister Street, Birmingham. B7 4AG Tel: 0121 380 0570 Web: www.auea.co.uk	156	60
A 330 4000	Birmingham Ormiston Academy 1 Grosvenor Street, Birmingham. B4 7QD Tel: 0121 359 9300 Web: www.boa-academy.co.uk	150	175
	Bournville College 1 Longbridge Lane, Birmingham. B31 2TW Tel: 0800 111 6311 Web: www.sccb.ac.uk	54	N/A
SS 330 4009	Waverley Studio College 470 Belchers Lane, Birmingham. B9 5QA Tel: 0121 566 6600 Web: www.waverleystudiocollege.co.uk	75	75

COVENTRY LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 331 4003	WMG Academy for Young Engineers Mitchell Avenue, Coventry, West Mids. CV4 8DY Tel: 02476 464661 Web: www.wmgacademy.org.uk	160	70

GLOUCESTERSHIRE LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 4010	SGS Berkeley Green UTC Gloucestershire Science and Technology Park, Berkeley, Glos, GL13 9PA Tel: 0800 0567 253 Web: www.berkeleygreenutc.org.uk	90	130

HEREFORDSHIRE LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
FR 884 4000	Robert Owen Academy Blackfriars Street, Hereford, Herefordshire. HR4 9HS Tel: 01432 513120 Web: www.roacademy.org	80	N/A

SANDWELL LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 333 4005	Health Futures UTC 350 High Street, West Bromwich. B70 8DJ Tel: 0121 794 2888 Web: www.healthfuturesutc.co.uk	150	150

SOLIHULL LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 334 4001	WMG Academy for Young Engineers Chelmsley Road, Chelmsley Wood, Birmingham. B37 5FD Tel: 0121 289 3556 Web: www.wmgacademy.org.uk	150	60

STAFFORDSHIRE LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 860 6906	The JCB Academy Mill Street, Rocester, Staffs. ST14 5JX Tel: 01889 506100 Web: www.jcbacademy.com	132	50

WOLVERHAMPTON LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 336 4006	West Midlands Construction UTC Springfield Campus, Cambridge Street, Wolverhampton. WV10 0JR Tel: 01902 872180 Web: www.westmidlandsconstructionutc.co.uk	150	N/A

You can contact us in the following ways:

For all enquiries relating to School Admissions please contact the Worcestershire Hub on:

By phone:

01905 822700

By post:

School Admissions,
Prime House,
Woodbury Lane,
Norton,
Worcester
WR5 2PT

By email:

primeschooladmissions@babcockinternational.com

Online:

www.worcestershire.gov.uk/schooladmissions

This booklet has been prepared by Babcock Prime on behalf of Worcestershire County Council to inform parents about school admissions and other arrangements, in good time for the school year 2020/2021. To the best of our knowledge all information was correct at the time of printing: July 2019.

This document can be made available in other languages and alternative formats (large print audio tape, computer disk and Braille) on request from School Admissions on telephone **01905 822700** or by emailing: primeschooladmissions@babcockinternational.com