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## Admission Criterion for Community and Voluntary Controlled Middle or High schools:

1. **Children Looked after and previously Children Looked after** including those who appear to have been in state care outside of England;
2. **Catchment Area Siblings;**
3. **Catchment Area at a Feeder School;**
4. **Catchment Area Children of Staff;**
5. **Catchment Area;**
6. **Out of Catchment Area Siblings;**
7. **Out of Catchment Area at a Feeder School;**
8. **Out of Catchment Area Children of Staff;**
9. **Out of Catchment Area;**
- 10.

area.

### **Siblings**

A brother or sister of pupils attending 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



The waiting list is ranked in line with the published oversubscription criteria and is maintained for the whole of the academic year, so for applications for intake in September 2023, the waiting list will remain open until the 31st July 2024. Each child added to that list will require the list to be ranked again in line with the published oversubscription criteria. Parents will need to reapply at the start of July 2024 if they wish to be included on the new waiting list for the new academic year, by completing a fresh application form, a CA1 form. Only on receipt of an acknowledgement letter from School Admissions will that child be on the list.

## Appeals

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.”

## Fair Access Protocol

As part of the Worcestershire Fair Access Protocol, which can be viewed at the following link: [Fair Access Protocol \(opens in a new window\)](#), 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 procedure for in-year admissions for Worcestershire residents is as follows;

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 contact with 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



Appendix 1b Community and Controlled Schools Middle/High School Admissions Policy for 2023/24

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 intentionally misleading or fraudulent.