

Appendix 2a

Co-ordinated Admissions Scheme for First, Primary & Middle Schools in Worcestershire for 2019/20 Academic Year

Document Details:

Status: 0.1

Date: March 2017

Document Location:

https://www.worcestershire.gov.uk/info/20099/school_admissions/1057/2018_to_2019_admissions_policies

Contact: School Admissions Team



Contents

Co-ordinated Admissions Scheme for First, Primary & Middle Schools in Worcestershire for 2019/20 Academic Year

Contents	2
Introduction and Closing Date	2
The Application Process	3
The Application and Closing Date	3
Initial Allocation Process	3



Introduction

Local Authorities are required, to operate a co-ordinated admissions scheme for First, Primary & Middle Schools in Worcestershire, who wish to apply to any First, Primary or Middle School, including any school outside the county of Worcestershire, are required to complete an application. The Scheme outlined below applies to the academic year 2019/20, and is similar to the scheme implemented for the last few academic years for Secondary Schools.

The Application Process

ALL pupils, who reside within Worcestershire, who wish to apply to any First, Primary or Middle School, including any school outside the county of Worcestershire, are required to complete an application.

This also means that any pupil, who does not reside within Worcestershire, but wishes to apply for a place at a Worcestershire school must complete an application provided by their



Initial Allocation Process

Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria. This information may need to be updated if information regarding further applications is subsequently received by other Local Authorities. Late applications will be forwarded upon receipt.

By 1st February 2019, Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria.

Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria. These lists will be compared to identify any pupils, who may have been offered more than one place. As only the highest ranking school will be offered, it may be necessary for Worcestershire LA to inform the Academies, Foundation, Free and Voluntary Aided school(s) that the place is not required, this will be notified to the school, as required.

This process will be ongoing (see section about late applications), along with exchange of information to neighbouring LAs ±see timetable for dates.

Finalising the Allocation Process

By 31st March 2019, a final data exchange between Local Authorities neighbouring authorities, will take place, and any amendments to the listings for Academies, Foundation, Free and



Co-

Co-ordinated Admissions Scheme for First, Primary & Middle Schools in Worcestershire for 2019/20 Academic Year

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

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

- 1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;
 - ‡ Download form from website (www.worcestershire.gov.uk)
 - ‡ & K L O G ¶ V F X U U H Q W V F K R R O L I L Q : R U F H V W H U V K L U H
 - ‡ School being applied for (if in Worcestershire)
 - ‡ Worcestershire Hub Centre (Tel 01905 822700)
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current headteacher (if already attending a Worcestershire School).
- 3) In the case of a first preference for a Community or Voluntary Controlled School, the parent should then forward the form onto School Admissions to be processed.
- 4) In the case of a first preference for an Academy, Foundation, Free or Voluntary Aided School, or a school in another Local Authority, the parent should forward the form to the individual school.
- 5) School Admissions or the individual school will write to parents, normally within 10 school days, of the form being received to notify of the decision. In the case of an Academy, Foundation, Free or Voluntary Aided school, the school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.
- 6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

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.



Co

If you need help understanding this document in your own language, please contact Ethnic Access Link, Tel: 01905 251211 (English)

