

COMMUNITY AND CONTROLLED SCHOOLS MIDDLE/HIGH SCHOOLS ADMISSIONS POLICY for 2023/24

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

1. _____ and _____ including those who _____ ;
2. _____
3. _____
4. _____ ;
5. _____ ;
6. _____ ;
7. _____

In each criteria, children will be ranked in accordance with _____ .

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, this will be prior to the allocation of any other places, wherever possible, and could reduce the number of places available.

Definitions

'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 and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

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.

Copies of catchment area maps, if required are available from the LA, or can be viewed in schools.

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

allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

1. ;
- 2.
- 3.
4. .

Definitions of the above criterion are set out on pages 3 and 4.

Over-subscription for places in the Sixth Form

Waiting lists for Community and Voluntary Controlled Schools are maintained by the School Admissions Section, and parents need to apply, in order to be included.

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.

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 [School Admission Application Form](#) 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 [School Admission Application 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 [School Admission Application Form](#). It will not be regarded as a valid application unless the parent has also completed the [School Admission Application Form](#).

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

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have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. Failure to ensure agreement prior to submission, may result in a delay in any application being processed.

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 subsequen

