Document Details: Approved Document

Date: February 2023

Document Location: Co-ordinated Schemes for all Worcestershire Schools | Worcestershire

County Council

Contents

Contents	2
Introduction	3
The Application Process	3
The Application and Closing Date	3
Initial Allocation Process	4
Finalising the Allocation Process	4
Late Applications including late changes to on time applications	4
Waiting Lists	5
Timetable of Admissions Process	6
Fair Access Protocol	6
Admission of children outside their normal age group	6

Co-ordinated Admissions Scheme for Secondary

Co-ordinated Admissions Scheme for

- a) where a family have just moved address, (refer to Section 4 of the Information for Parents book);
- b) where it is agreed by School Admissions, that individual circumstances apply, and the delay wasf9(i)2.6

Timetable of Admissions Process

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.

Admission of children outside 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.

The admission authority for any school must make the decision based on the circumstances

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.

Even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place.