



Appendix 2 a

Co-ordinated Admissions Scheme for
First, Primary & Middle Schools in Worcestershire. (6(h)8.74.9(c)-3.6(h)10.8
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 and wishes to apply for a place at a Worcestershire school must complete an application provided by their “home” LA. (The “home” LA is defined as the Local Authority relevant to the child’s home address). The “home” LA and the application details are passed on to this authority for consideration and allocation of school places. (See timetable for dates).

When all applications have been considered, in conjunction with other LA’s and/or Academies, Foundation, Free and Voluntary Aided Schools, the offer of a single school place will be made by the “home” LA, on behalf of the admission authority. (See timetable for dates).

Parents should be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admission policies and therefore it is strongly advised that they ensure that they have fully understood the information that is available from each LA/School and state their preference on any application.

3) The Application and Closing Date

Parents are invited to state three preferences, and parents are also able to state the reasons, for their preference. All preferences are to be treated as equal.

initially , and sent out to other admission authorities (i.e Academies, Foundation, Free and Voluntary Aided Schools, or neighbouring LAs) if appropriate, for consideration.

The closing date for the receipt of applications will be 15th January 2018 .

4) Initial Allocation Process

By 29th January 2018, Worcestershire LA will send details to all of it's Academies, Foundation, Free and Voluntary Aided Schools, for initial consideration. This information may need to be updated if information regarding further applications

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

SECTION B

In-Year Admissions Policy (Casual Admissions)

Applications with a first preference for 'In Year' transfers into a Community or Voluntary Controlled School in Worcestershire, must be forwarded to School Admissions. All applications with a first preference for 'In Year' transfers into an Academy, Foundation, Free or Voluntary Aided School in Worcestershire or a school in another Local Authority must be forwarded to the individual schools.

In line with the Code of Practice, all own admission authority schools must, on receipt of an in-year application, notify the Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

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;
 - Child's current school (if in Worcestershire).
 - School being applied for (if in Worcestershire)
 - Worcestershire Hub Centre (Tel 01905 822700)
 - Download form from website (www.worcestershire.gov.uk)
- 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) The Local Authority or 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.

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. At that stage they will be discarded and parents will need to reapply at the start of the following term if they wish to be included.

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