

Age of Pupils

Pupils normally enter the School in Year 9 in the September after they reach the age of 13 and leave at the end of Year 11, unless continuing into the 6th Form.

Date of Application

Information on how and when to apply will be provided direct to parents via their Child's first school from their home Local Authority. It is also available on-line at www.worcestershire.gov.uk for residents living in Worcestershire (other Home

N.B.

an adoption, child arrangements order or special guardianship order.

Parent[s]/carer[s] – parent, guardian and others who have actual care of a pupil and whose address appears on the pupil benefit book or other legal agreement confirming the care of the pupil.

Sibling – the sibling connection, as well as a brother and sister will include half- siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.

Home – must be the address where the pupil usually lives. Places cannot be offered on the basis of a possible future address. If you move to a different address but have not sold or given up the tenancy of your previous home, this will not count as a change of address. Also, if you allow your child to live with someone in a different area, the pupil's usual home will be taken as their home address for the measurement of distance. Pupils who have parent[s]/carer[s] with shared responsibility will have the address of the parent/carers which is to be used chosen by random selection. If you are moving, you will need to provide one of the following before your new address can be considered when applying the Oversubscription Criteria for a place at Arrow Vale:

- a letter from a solicitor confirming that you have exchanged contracts to buy a property
- a tenancy agreement confirming that you will be renting a specific property
- a letter from a housing association confirming that you will be living at a specific address-
- for the child of service personnel with a confirmed posting or the child of crown servants returning from overseas, the intended future home address of the child even if the family are not yet physically living there OR the Unit / quartering address where the parent requests this is to be used

Catchment Area School - is the school allocated by the LA 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.

Appeals

The parent[s]/carer[s] of children who are unsuccessful in gaining a place at Arrow Vale High School will be able to appeal to an Independent Appeals Panel. Parent[s]/carer[s] wishing to exercise this right should contact in writing the Clerk to the Governing Body of Arrow Vale High School within twenty days of receipt of notification.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parent[s]/carer[s] may attend the hearing of their appeal and make their case to the panel.

In Year Applications for Admission

The parent[s]/carer[s] of children seeking admission to the school should apply for a place by completing an in year admission form, available from www.worcestershire.gov.uk/inyearapplications Once completed, the form should be sent straight to Worcestershire County Council School Admissions.

If a place is not available in the relevant year group, the application will be placed on the school's waiting list for admission into the relevant year group. These waiting lists will be maintained until the end of each term and those wishing to keep their child's name on the list for the next term or academic year should

keep in direct contact with the school. Waiting lists are organised according to the criteria for over-subscription above.

When a place becomes available, it will be offered to the pupil at the top of the waiting list. However, the School Standards and Framework Act 1998 removes the duty to comply with parental preference where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources.

If no place is immediately available, parent[s]/carer[s] are entitled to appeal following the procedure