



De: ~~Review~~ July 2022

Review date: July 2023

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## 5. Oversubscription Criteria

As described above, all applicants are placed in a Ranking List. There are 305 school places available for those starting in Year 8 in September; and the Ranking List is used to determine which students are given priority. The criteria for ranking students is as follows:

- a. 'Looked after Children' for whom the school is considered appropriate are given top priority. 'A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement 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.
- b. Children within the School's catchment area who have a sibling already at the School. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent; or who have birth or legally adoptive parents living at the same home address as partners. Siblings must be attending the school at the time of entry for the younger child. Former pupils do not count as siblings.
- c. Children who reside within the catchment area of the School. The catchment area is defined on the map which may be viewed at the school on request or from Pupil Admissions and Transfers at Worcestershire County Council or found at <http://www.worcestershire.gov.uk/schoolsearch>.  
If the residency of your child is split between both parents, we consider the home address to be the address where the child lives for the majority of the school week (Monday to Friday). Parents may be required to provide details of the residency split. If the child spends equal amounts of time at both addresses, you must nominate which address you wish to use for the purpose of allocating a school place. If you fail to do so, we have the right to nominate the address that we consider appropriate, which will normally be the address being used for GP registration purposes.  
For children of UK service personnel and crown servants, Admission Authorities must use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address or where a parent requests that a Unit or quartering address is used instead.
- d. Children with a sibling at the school – as defined above – who live outside the catchment area.
- e. Children attending one of our feeder middle schools, Witton or West Acre.
- f. Children who live nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The

## 6. Children of Multiple Births

If a parent is applying for places for children from a multiple birth, and there is only one place available at the school then the school would consider this to be an exceptional circumstance and would admit all children from that multiple birth.

## 7. Appeals

Any parent whose child has been unsuccessful in securing a place can appeal. Appeals are heard by an Independent Appeals Panel, following procedures laid down in the Schools Appeals Code (February 2012). Appeals must be made within twenty school days of receiving notification of an unsuccessful application.

## 8. In-Year Admissions for Existing Year Groups

Should a pupil wish to join Droitwich Spa High School in Years 9-11, or to join Year 8 after the awarding process has been completed, the procedure is detailed via the following links:

<https://www.worcestershire.gov.uk/coordinatedschemes> and the in-year application information at <http://www.worcestershire.gov.uk/inyearapplications>

Please note that DSHS is part of the co-ordinated scheme for in-year admissions for all Worcestershire schools. However, own Admission Authority Schools, such as DSHS, continue to reach their own decisions on whether or not they can offer or refuse a place, School Admissions will be the conduit for applications and responses to parents on their behalf within 15 school days of the school receiving the application.

## 9. Admission to the Sixth Form

Students wishing to pursue a course of study in the Sixth Form need to apply directly to the school by filling in a Sixth Form Application Form. This along with the Sixth Form Prospectus is available both at the school and online via the School's website. On receipt of an application form, the school will invite the applicant to an informal guidance meeting, to discuss the application in more detail. Candidates will then receive an offer of a place – confirmed by letter - conditional on attaining specified grades in particular subjects. There are general entry requirements to the Sixth Form. Students are expected to have achieved at least a grade 4 in English (Language or Literature), at least a grade 4 in Maths and have obtained at least 32 points in total from their six best other Level 2 qualifications. Exceptions may be made for students who have narrowly missed out on these criteria if they select an appropriate curriculum. There are higher requirements for particular courses, and these are made explicit in the Sixth Form Prospectus.

In the event of there being more applications from qualifying students than places available, the normal admissions criteria priorities will apply as set out above.

## 10. Useful contact details

Droitwich Spa High School Tel: 01905 774421 Headteacher: Mrs. N.J. Water



Tel: 01905 822700 Web: <http://www.worcestershire.gov.uk/schooladmissions>

ACE (Advisory Centre for Education)

Tel: 0808 800 5793 Web: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

Droitwich Spa High School and Sixth Form Centre takes its responsibilities as a data controller and data processor seriously and are committed to using any personal data collected and held in accordance with the law. The schools policies, privacy notices and forms in relation to personal data are available for you to view on our web site at [www.droitwichspahigh.worcs.sch.uk](http://www.droitwichspahigh.worcs.sch.uk) or by using the <https://website.droitwichspahigh.worcs.sch.uk/index.php/communications/information-management-and-data-protection/>

The School's Data Protection Officer is the \_\_\_\_\_ who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at [privacy@droitwichspahigh.worcs.sch.uk](mailto:privacy@droitwichspahigh.worcs.sch.uk)