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Introduction

This document is a guide for parents, who have not been allocated a place at their preferred school(s).

As a result of legislation laid down in the Education Act 2002, Local Authorities (LA's) are required to formulate a Co-ordinated Admissions Scheme, to include co-ordination with Academies, Community, Foundation, Free, Voluntary Controlled, Voluntary Aided Schools and Academies within their area and with neighbouring Local Authorities.

Details of the Worcestershire Scheme can be found online <https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place/school-admissions-policies>

School Place Offered to your child

You will have been offered a place at a school in the email/ letter you have received from Worcestershire LA. In most cases, this will be one of your stated preferences (the higher taking precedence). Where it has not been possible to offer a place at one of your preferred schools, **and you reside within Worcestershire**, a place will have been offered at the nearest school to your home address with places available.

Why have I been refused a place at my preferred school?

Your application has been processed in accordance with the policy and oversubscription criteria <https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place/school-admissions-policies> for Community and Voluntary Controlled Schools, or the School Prospectus/website in the case of Academies, Free, Voluntary Aided and Foundation Schools.

If you have **not** been offered one of your preferred schools **outside** Worcestershire, then you should refer to the Information book/website of the relevant LA, or the School Prospectus/website, whichever is relevant for details of the oversubscription criteria.

In general terms, your application is likely to have been refused on one of the following three grounds;

1. the total number of applications for the school exceeded the published maximum number of pupils to be admitted to the school, and the application was not high enough on the oversubscription criteria to be granted one of the available places at the school, and admitting further pupils would prejudice the provision of efficient education or the efficient use of resources. This could be for a number of reasons, for including:-

The physical constraints of the class or school means that additional children cannot be accommodated.

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at a school, parents will need to apply, in order to be included. You can do this by emailing your request and child's details to schooladmissions@worcestershire.gov.uk

Important Information:-

- a) All parents have until **30th April 2025**, by which they must respond to their offer of a school place, this gives every parent the opportunity to go onto waiting lists, or express new preferences on the on-line system. Once that specified date has gone past, those automatically placed onto the waiting lists and any new requests for places, will be collated and prioritised in line with the published admission arrangements. This is likely to take a number of weeks, depending on the number of requests.
- b) Once the waiting lists are collated and prioritised, School Admissions will begin the process of reallocating any vacancies for Community and Voluntary Controlled Schools. School Admissions will also be notified by any Academy, Foundation, Free and Voluntary Aided Schools of any vacancies and new allocations from waiting lists, to be made on behalf of their Governors/Trusts.
- c) School Admissions will contact you directly **IF** they are able to offer a place to your child from any waiting list.
- d) You will only be contacted with regards to an offer and would ask that you allow School Admissions sufficient time to deal with all requests and new offers. This is likely to be 4 weeks after the deadline date for responses.
- e) After that stage you will be able to find out your child's position on any waiting list, but not before.

Appeals General Information

You may lodge an appeal for any school that you have been refused a place. An appeal must be lodged in writing and must include the grounds upon which the appeal is made. Please note, your appeal cannot be acknowledged unless the grounds for your appeal are provided.

In the case of a Community or Voluntary Controlled Schools it should be sent to the School Admissions office. **The deadline by which parents should submit their full reasons for appeal, is 15th May 2024. Any appeals lodged after this deadline will be classed as late appeals and heard after those received on time.**

THE PROCESS FOR LODGING YOUR APPEAL DEPENDS UPON THE TYPE OF SCHOOL YOU ARE APPEALING FOR. PLEASE READ THE DETAILS BELOW VERY CAREFULLY.

If you wish to appeal for an Academy, Free, Voluntary Aided or Foundation School, then the appeal should be lodged and sent directly to the Governing Body of the school, by 15th May 2025.

Please note, appellants do not have the right to a second appeal in respect of the same

Vacancies in other schools

You can contact the School Admissions Team and make enquiries to see if there are any vacancies in any other Worcestershire schools.

If you wish to go onto a waiting list, appeal or check vacancies in any schools outside Worcestershire, you will need to look at the information on the relevant Local Authority website and follow their own procedures. In order to be placed onto a waiting list for a school, you must first make an application. If you are refused a place you will then be placed on a waiting list.

If you have any further enquiries, please contact the named officer in the letter you have received.