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late applications, for Community and Voluntary Controlled Schools within Worcestershire, within this time-frame, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Section 1 of the relevant Information for Parents book).
- b) where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case.

In each case supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after 28th February 2026, late applications (including late changes to on time applications) will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

NB. If the late application is for an Academy, Foundation, Free and Voluntary Aided School, or a school outside Worcestershire, it will be necessary to refer to the late application policy of the school or the LA, in whose area the school is located.

All applications received after 28th February 2026 for the intake year, must be sent to Worcestershire LA, and will be processed as soon as possible. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools are maintained by the School Admissions Section, and parents will automatically be added to the waiting list if they are unsuccessful in obtaining a place.

The waiting list is ranked in line with the published oversubscription criteria and parents will automatically be added to the waiting list, which will be maintained until 31st December 2026. After 31st December 2026, if you still wish to be considered for any vacancies at a school, parents will need to apply, in order to be included. You can do this by emailing your request and emails to schooladmissions@worcestershire.gov.uk

Each child added to that list will require the list to be ranked again in line with the published oversubscription criteria. Parents will need to reapply at the start of July 2027 if they wish to be included on the new waiting list for the new academic year, by completing a fresh application form, a CA1 form. Only on receipt of an acknowledgement letter from School Admissions will that child be on the list.

5. Parents will be invited to state up to six preferences on the **CA1** for schools in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.
6. Where a parent approaches a school directly the parent should be advised to complete a **CA1** and return it to School Admissions.

Parents or carers seeking to transfer to a school need to be aware that they are responsible for ensuring their child continues to receive appropriate education in the interim.

Admission of Children outside of 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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth

