

COMMUNITY AND CONTROLLED SCHOOLS MIDDLE/HIGH SCHOOLS ADMISSIONS POLICY for 2026/27

Document Details: COMMUNITY AND CONTROLLED SCHOOLS MIDDLE/HIGH SCHOOLS ADMISSIONS POLICY for 2026/27

Status: 0.1

Date: October 2024

Document Location: [School Admissions Policies and Appeals | Worcestershire County Council](#)

Contact: School Admissions by email: schooladmissions@worcestershire.gov.uk

Contents

COMMUNITY AND CONTROLLED SCHOOLS MIDDLE/HIGH SCHOOLS ADMISSIONS POLICY for 2026/27	1
Contents	2
Admission Criterion for Community and Voluntary Controlled Middle or High schools.....	3
Definitions	3
Children Looked after and previously Children Looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.	3
Catchment area	3
Siblings	4
Feeder School	

Shared Catchment Areas

If there is more than one catchment area school and the number of applications for places from

2. In addition to the **CA1** Form, some Voluntary Aided, Academy, Foundation or Free schools may require parents to fill in a supplementary form which may request information that allows them to apply their oversubscription criteria. If schools use a supplementary form these must be consulted on and published and also available from the Local Authority.
3. A supplementary form, where required, must be submitted with the **CA1** form. It will not be regarded as a valid application unless the parent has also completed the **CA1**.
4. Applications from parents for schools outside Worcestershire should be made direct contact with the school or the local authority in whose area the school is located to find out how they process in-year applications.
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

Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority and any admission authority applied for, legally has to comply with the preferences expressed. If this is not the same, then parents will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. Failure to ensure agreement prior to submission, may result in a delay in any application being processed.

When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed, this will also apply if you wish to transfer in year. If it is subsequently determined that agreement was not made prior to