



Information for Parents **Admissions & Transfers** **to Schools** 2016/2017

Location of High Schools in Worcestershire



As at time of print July 2015

1 BEWDLEY

The Bewdley School and Sixth Form Centre

2 BROMSGROVE

North Bromsgrove High School
South Bromsgrove High School

3 DROITWICH

Droitwich Spa High School

4 EVESHAM

The De Montfort School
Prince Henry's High School

5 HAGLEY

Hagley Catholic High School
Haybridge High School & Sixth Form

6 KIDDERMINSTER

Baxter Business & Enterprise College
Holy Trinity School
King Charles I School
Wolverley CE Secondary

7 MALVERN

The Chase
Dyson Perrins CE Academy

8 MARTLEY

The Chantry School

9 PERSHORE

Pershore High School

10 REDDITCH

RSA Academy Arrow Vale
St Augustine's Catholic High School
Trinity High & Sixth Form Centre
Tudor Grange Academy Redditch

11 RUBERY

Waseley Hills High School & Sixth Form Centre

12 STOURPORT-ON-SEVERN

The Stourport High School & Sixth Form Centre

13 TENBURY

Tenbury High Ormiston Academy

14 UPTON UPON SEVERN

Hanley Castle High School

15 WORCESTER

Bishop Perowne CE College
Blessed Edward Oldcorne Catholic College
Christopher Whitehead Language College
Nunnery Wood High School
Tudor Grange Academy Worcester

16 WYTHALL

Woodrush High

PART A		Timetable for Admissions and Transfers Intakes for September 2016	
	First/Primary Schools (Section 3)	Middle Schools (Section 5)	High Schools (Section 6)
Applications Open on	1st September 2015	1st September 2015	1st September 2015
Closing Dates	15th January 2016	15th January 2016	31st October 2015
School Offer Notification Dates	16th April 2016	16th April 2016	1st March 2016

If you live in Worcestershire and your child is due to start school in Reception or to transfer from First to Middle school or Primary/Middle to High school during the school year 2016/2017, then you must apply to Worcestershire County Council for his or her school place – the opening and closing dates for applications are as above.

How do I apply?

- **Apply online** at www.worcestershire.gov.uk/schooladmissions
- You will need an email address
- We will send you an email to acknowledge receipt of your application
- If you do not have access to the internet, you can get online at any Worcestershire library
- Join the Library and use your Library card to get one hour internet access free each day
- Training on "How to get online" is available free to all Worcestershire Library members

Or telephone School Admissions on 01905 822700 if you need assistance.

After the closing date, you will need to visit www.worcestershire.gov.uk/schooladmissions **or telephone: 01905 822700 to request a Late application form to apply.**

Parents of children resident outside Worcestershire

If you wish to apply for a place at any Worcestershire school, you must complete an application provided by your “home” LA. (The “home” LA is defined as the Local Authority relevant to the child’s home address). The “home” LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

If you are not resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire.

Dear Parent/Carer

Information for Parents and Carers

This information booklet is intended to help you to access the full range of educational provision available for your child.

Deciding which school you would like to name as your preferred school for your son or daughter is an exciting opportunity, but it can also be somewhat daunting. There is a great range and diversity of schools often within the same immediate locality. The simplest and most direct way to form a view on what best suits your child is usually to contact the Headteacher of your local school to arrange a visit. Your local Headteacher will be delighted to welcome you to the school, to show you the school's facilities and to discuss the school's achievements and strengths in relation to your child's needs.

Worcestershire has a range of maintained, academy and free schools with particular specialisms where pupils can have both a broad and general curriculum and develop significant expertise in Technology, Languages, the Arts, Sports, Science, Maths & Computing, Business & Enterprise. Many Worcestershire schools have achieved nationally recognised awards and standards including Eco School Status, Basic Skills Quality Mark and International School Award.

Many tens of thousands of pupils and students have enjoyed their education in Worcestershire and have moved on to fulfilling careers. We want you to be equally delighted with the educational opportunities available to your child.

Yours sincerely



Gail Quinton,
Director of Children's Services



Admissions to Schools in Worcestershire

Information for Parents

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Contact details for Neighbouring Authorities

Parents who wish to consider schools maintained by other authorities are strongly advised to contact the local authority concerned to obtain information about those schools. Please note there may be different admission policies in operation.

Under the national, Co-ordinated Admission Arrangements, parents have to apply for School places to their home LA. If you have any queries with regards to your home LA, details can be found at

<http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1>

The addresses and contact numbers for neighbouring LAs are as follows:

Birmingham LA (DfE No. 330)

Schools Admissions
Children, Young People & Families
1 Lancaster Circus
PO Box 16513
Birmingham
B2 2FF
Tel: 0121 675 0555
Email: admissions@birmingham.gov.uk

Dudley LA (DfE No. 332)

People Services Directorate
School Admissions Service
Westox House
1 Trinity Road
Dudley DY1 1JQ
Tel: 01384 814223 (Secondary)
Tel: 01384 817816 (Primary)
Email: admissions.cs@dudley.gov.uk

Gloucestershire LA (DfE No. 916)

Access to Education Team (0-16)
Gloucestershire County Council
Shire Hall
Westgate Street
Gloucester
GL1 2TP
Tel: 01452 425407
Fax: 01452 425713
Email: schadmit@gloucestershire.gov.uk

Herefordshire LA (DfE No. 884)

Admissions & Transfers Team
Children's Wellbeing Services
Plough Lane Offices, Plough Lane
Hereford HR40LE
Tel: 01432 260925/6
Fax: 01432 260998
Email: school.admissions@herefordshire.gov.uk
Web: www.herefordshire.gov.uk

Shropshire LA (DfE No. 893)

School Admissions Team
Shropshire Council
Children & Young People's Services
The Guild Hall
Frankwell Quay
Shrewsbury. SY3 8HQ
Tel: 01743 254364
Email: school-admissions@shropshire.gov.uk

Solihull LA (DfE No. 334)

School Admissions Team
Education & Children's Services
P.O. Box 20
Council House
Solihull. B91 9QU
Tel 0121 704 6693
Email: admissions@solihull.gov.uk

Staffordshire LA (DfE No. 860)

School Admissions Team
Children & Lifelong Learning Directorate
Tipping Street
Stafford. ST16 2DH
Tel: 01785 278593
Fax: 01785 278656
Email: admissions@staffordshire.gov.uk

Warwickshire LA (DfE No. 937)

School Admissions Service
Children, Young People and Families Directorate
Saltisford Office Park
Ansell Way
Warwick. CV34 4UL
Tel: 01926 742037/47
Fax: 01926 742084
Email: admissions@warwickshire.gov.uk



**Information, Advice
and Support Service**

Worcestershire

(formerly the Parent Partnership Service)

**The SEND Information, Advice and Support Service
Worcestershire provides Free, Confidential and Impartial
support to Children, Young People and their Parents with
Special Educational Needs and or Disabilities on matters
concerning Education, Health and Social Care.**

**We also provide guidance on Non-Curriculum Issues
such as Admissions, Exclusions, Attendance as well as
information on Elective Home Education.**

Contact our Advisers on:

Telephone Helpline: 01905 768153

E-mail: SENDIASS@worcestershire.gov.uk

Website: www.SENDworcestershire.co.uk

Facebook: SENDIASS Worcestershire

Local Authority Maintained Nursery Places

Please Be Aware attendance at a particular nursery/nursery class or foundation class gives **no guarantee** that your child will gain a place at the school where the nursery/nursery class/foundation class is located. Parents/carers must apply separately for their child to go to any first/primary school. Even if your child is successful in obtaining a place in a LA maintained nursery you will still need to apply separately for a place in Reception.

The following schools have Local Authority maintained nursery provision on site. If a school is not listed but has nursery provision on site it may be a private provider/Academy.

Area	School Name	Number of FTE Places
Bromsgrove	Catshill First & Nursery	26
	Charford First	39
	Crown Meadow First	13
	Meadows First	13
	Sidemoor First & Nursery	26
Droitwich	Westlands First	26
Evesham	Evesham Nursery	35
Kidderminster	Birchen Coppice Primary	26
	Comberton Primary	26
	Cookley Sebright Endowed Primary	13
	Foley Park Community Primary	13
	Franche Community Primary	26
	Offmore Primary	26
	St George's CE Primary	13
	St Mary's CE Primary	13
	Sutton Park Primary	13
Malvern	Grove Primary	26
Pershore	Abbey Park First & Nursery	13
Redditch	Abbeywood First	13
	Batchley First	26
	Holyoakes Field First	26
	Moons Moat First	26
	Oak Hill First	39
	Roman Way First	26
	St George's CE First	26
	St Stephen's CE First	13
	Woodrow First	26
Rubery	Beaconside Primary & Nursery	13
	Holywell Primary & Nursery	26
	Lickey Hills Primary	26
Stourport	Burlish Park Primary	26
	St Bartholomew's CE Primary	26
	Wilden All Saints CE Primary	13
Tenbury	Tenbury CE Primary	13

Worcester	Cranham Primary	26
	Dines Green Primary	13
	Stanley Road Primary	26
	The Fairfield Primary	13
Wythall	Meadow Green Primary	26

Local Authority Nursery Admission Policy

Attendance at an LA maintained nursery does not give entitlement or greater priority for a reception place in the school providing the nursery provision, for the period of statutory education. Places in reception classes are allocated as per the admissions policy for the school. It is a parent's responsibility to ensure they apply for a school place at the relevant time.

All children have an entitlement to a maximum of 15 hours per week free early years education over a minimum of 38 weeks (570 hours per annum maximum). This entitlement can be accessed flexibly across a range of providers with LA maintained nurseries offering all or some of the free entitlement.

- The area served by any nursery is wider than the catchment area of the providing school and may vary according to local circumstances.

LA Maintained Nursery over subscription criteria

If the demand for places exceeds those available, the following criteria will be used to allocate places:

- Looked After* and Previously Looked After* children;
- Children with additional needs**, with priority given to those who meet the County Council's criteria for statutory assessment;
- Siblings if the older sibling will still be on the roll of the nursery class when the younger sibling starts in the nursery class;
- Children living nearest to the school measured by the shortest straight line distance.

Priority will be given to those wishing to access full time provision (15 hours), over those wishing to access less than 15 hours provision.

***'Looked after'** means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

****Additional needs** includes those children whose needs are monitored by LA or external support agencies. Needs may be physical / emotional / social or intellectual. The decision will be taken by the LA in consultation with the Headteacher, SENCo and early years teacher / co-ordinator.

The **sibling connection**, as well as 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 same sex civil partnership and who are living at the same address, are also considered to be siblings.

School Transport up to the age of 16

Legal Requirements

The law states that it is a parent's responsibility to ensure their child receives suitable education in relation to the child's age, ability and aptitude including any special educational needs they may have. To that extent, if parents decide to send their children to maintained schools, they have a duty to ensure their children get to these schools in the first place. However, there are specific provisions within the 1996 Education Act relating to the provision of home to school transport. The effect of these is that there are circumstances where the County Council, as the Local Authority responsible for education, has a duty to provide home to school transport.

Who is entitled to free transport?

Statutory and pre-statutory age children (4-16) admitted to a mainstream school (not including nursery) in accordance with the County Council's current Admission's Policy will be entitled to free transport if they **live in Worcestershire** and:-

- are attending either the designated or nearest suitable school for their home address and live beyond the statutory walking distance from the school they attend; or
- there is no available walking route, or the route is considered unavailable* for a child, accompanied as necessary, to walk, or
- they meet the extended low-income criteria

Statutory Walking Distance

Statutory walking distance is defined as 3.218688 kilometres (2 miles) for pupils under 8 years of age, in Worcestershire children will qualify up to the end of Year 3, irrespective of the month they turn 8 years of age. For pupils between 8-16 years, Statutory walking distance is defined as 4.828032 kilometres (3 miles). In Worcestershire this is from the start of Year 4 to the end of Year 11. It is always assumed that a child will be accompanied as necessary. The distance is measured by the shortest available walking route along a road or made up footpath, as measured from the nearest pedestrian access to the school site to the nearest entrance to the external boundary of the child's home address. **NB This is a different method of determining distance than that included in many admission policies.**

- (i) In general, children eligible for free transport may be required to walk or be taken by the parents up to one mile to or from a designated boarding or alighting point.
- (ii) For the purpose of school transport, a **designated** school refers to the school which the Local Authority has allocated as being the appropriate school for a particular child's home address. It is usually the "catchment area" school for the child's home address. However, there are occasionally exceptions when the **designated** school is a school other than the "catchment area" school, e.g. when the catchment area school is full. Any changes to catchment area does not necessarily mean a change in the entitlement to school transport.

Available Route

A route is considered available to walk, if the pupil **accompanied as necessary by an adult**, taking into account highway conditions, can walk or be walked with reasonable safety to school. This process is based on the statutory 'Home to School Travel and Transport Guidance' produced by the department for Education and Skills (DfES) in 2007 and the Assessment of Walked Routes to School guidelines produced by Road Safety GB in 2011 which provides guidance on interpretation of both case law and what is generally accepted as good practice in assessing various elements of the walking route between home and school.

Extended Eligibility Policy - Low Income

The Authority extends the eligibility criteria for pupils from low income families.

- Pupils of Primary School age, (end of year 6) who live over 2 miles from the nearest suitable school are entitled to free transport.
- Pupils of High School age, (years 7 to 11) are also entitled to free transport assistance for a choice of the 3 nearest schools between 2 & 6 Miles.
- Pupils who live between 2-15 miles from the nearest or nominated denominational school.
- Low Income is defined as in receipt of free school meals, income support benefit or Maximum Working Tax Credit entitlement, (this entitlement will be reviewed each year).

Joint Catchment Areas

Pupils residing in a joint catchment area will only be entitled to transport entitlement for the nearer school if the pupil meets the eligibility criteria described above.

Will travel assistance be given to a school other than the nearest or designated one for the home address?

Not normally. When parents choose to send their children to a school other than the nearest or designated one, by parental preference, they are responsible for providing the transport.

However, some exceptions may be considered for example:-

- (a) pupil for whom no place can be made available at the nearest or designated school for the home address and the school nominated by the Local Authority as an alternative school, is situated beyond the defined walking distance (see *Statutory Walking distance definition above), or is on an unavailable route. The Director of Children's Services may designate an alternative school for an individual pupil in exceptional circumstances, thus enabling the provision of transport to be considered under the general school transport and travel policy. Such cases will involve pupils for whom no place can be made available at the nearest or designated school. Parents must have applied to the catchment area school at the normal point of transfer to be considered for transport assistance to any re-designated school. All preferences expressed and the order they are prioritised by parents by the closing date will be taken into account when assessing transport assistance.
- (b) Pupil that has moved schools as part of a successful managed move.

The Local Authority will take into consideration any cost effective transport options when considering which school to nominate as an alternative.

Please be aware that any transport arrangements approved for an application will not set a precedent for siblings. Each application for transport will be dealt with on an individual basis.

Pick up and drop off points are made as near to pupils/students home as possible.

However, the Authority considers it reasonable for pupils/students to walk up to one mile to and from a designated boarding/drop off point.

Children with Physical Disabilities

Where a child with PD needs a Reception place, or a place for a Phase Transfer to Middle or High School, and the Accommodation Team, having made a feasibility study, determines that modifications to a school site to meet a child's needs would either be too extensive or impracticable, the next nearest accessible school with places (or the next nearest school where modification to meet needs is practicable) will be allocated by the LA. In these cases, transport will need to be assessed under the Home to School Transport Policy.

How do I apply for transport assistance?

Details of how to apply for transport assistance will be issued with your offer where you will be asked to apply online by completing our quick and easy application. For more information and to apply online please visit www.worcestershire.gov.uk/schooltransport.

Applying online will provide the benefit of being able to track the progress of your application via the School and College Transport Application Tracker. From the tracker you will be able to see the latest information on your account, find out if your application is eligible for transport assistance, see your confirmed route once allocated and see when your pass has been issued, all at a time convenient for you with no need for a phone call. For more information please visit www.worcestershire.gov.uk/applicationtracker

N.B. Full policy details and charging schedules are available on the website

Parents are advised that transport assistance is only an offer of support and the Authority would recommend checking with local operators especially for shorter journeys as cheaper local rates may be available.

Post 16 Education and Transport

What education opportunities are there after the age of 16?

There are many high schools with Sixth Forms offering Post-16 study including, in some cases, vocational qualifications. The schools with Sixth Forms are shown in Section 6a of this book.

Alternatively, there are Sixth Form Colleges and Colleges of Further Education offering a wide range of Post-16 and vocational study, as shown on the next page.

All enquiries for admission to school Sixth Forms or Colleges should be made direct to the school or college.

Eligibility for Assistance

The Authority will offer assistance towards costs of transport assistance provided they:

- Are between the age of 16-19 on the 1st September for the academic year of study
- Are resident in Worcestershire and live in excess of 3 miles, measured by nearest suitable walking route from the establishment.
- Are not applying for assistance to a course at the same or lower level, with the exception of retakes.
- When determining entitlement the Authority considers that if the level of qualification can be offered at a nearer establishment then no assistance will be provided to a preferred establishment that is further away.
- Assistance will only be provided to a student undertaking at least 15 hours of study per week

How do I apply for transport assistance?

To apply for transport assistance please complete our quick and easy application. For more information and to apply online please visit www.worcestershire.gov.uk/schooltransport.

Applying online will provide the benefit of being able to track the progress of your application via the School and College Transport Application Tracker. From the tracker you will be able to see the latest information on your account, find out if your application is eligible for transport assistance, see your confirmed route once allocated and see when your pass has been issued, all at a time convenient for you with no need for a phone call. For more information please visit www.worcestershire.gov.uk/applicationtracker

N.B. Full policy details and charging schedules are available on the website}

Parents are advised that transport assistance is only an offer of support and the Authority would recommend checking with local operators especially for shorter journeys as cheaper local rates may be available.

COLLEGES OF FURTHER EDUCATION AND WORCESTER SIXTH FORM COLLEGE

College	Address	Telephone Number
Kidderminster College of Further Education	Market Street, Kidderminster, Worcs. DY11 1LX	01562 512003/4
Ludlow College	Castle Square, Ludlow, Shropshire SY8 1GD	01584 872846
Heart of Worcestershire College	Bromsgrove Campus Blackwood Road, Bromsgrove, Worcs B60 1PQ	01527 570020
	Redditch Campus Peakman Street, Redditch, Worcs. B98 8DW	01527 572894
	Worcester Campus Deansway, Worcester Worcs WR1 2JF	01905 725555
Pershore College part of Warwickshire Colleges	Avonbank, Pershore, Worcs. WR10 3JP	0300 4560047
South Worcestershire College (Evesham College)	Davies Road, Evesham, Worcs. WR11 6LP	01386 712600
BMET The Academy at Kidderminster	The Piano Building Weavers Wharf Kidderminster DY10 1AA	0121 355 5671 ext 5802 (9am-5pm)
The Continuu Plus Academy	Finepoint Kidderminster DY11 7FB	01562 822463
Worcester Sixth Form College	Spetchley Road, Worcester WR5 2LU	01905 362600

CONNECTING SCHOOLS AND BUSINESS PROGRAMME.

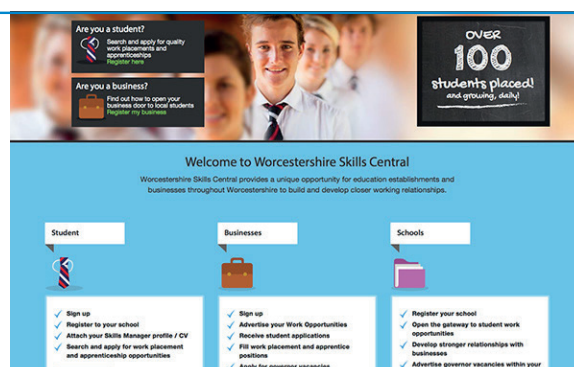
ONLINE CAREER TOOLS FOR YOUNG ADULTS

WORCESTERSHIRE SKILLS CENTRAL

www.worcestershireskillscentral.co.uk

Experience Your Future..

A solution to finding work experience placements! Worcestershire students just need to create a login account to have immediate access to and the ability to apply for, practical work experience opportunities offered by employers within Worcestershire's key growth sectors.



WORCESTERSHIRE CAREERS CENTRAL

www.worcestershirecareerscentral.co.uk

Inspiring Futures...

Innovative online career support for students, parents and careers advisors. The first of its kind in the UK, it provides all the information a young person will need to map out their career pathway. Focused on Worcestershire's key growth sectors, it highlights the qualifications, work experience and the skills required.



WORCESTERSHIRE APPRENTICESHIPS

www.worcsapprenticeships.org.uk

Work, Earn and Learn...

Everything you need to know about apprenticeships and vacancies available in Worcestershire. Supporting 16-24 year-olds, across Worcestershire with accessing Intermediate, Advanced and Higher Level Apprenticeships, providing specific industry sector qualifications.



SUPPORTING THE DEVELOPMENT OF WORCESTERSHIRE'S FUTURE WORKFORCE.



European Union
European Social Fund
Investing in jobs and skills

Funded by



Skills Funding
Agency



Worcestershire
Local Enterprise Partnership



worcestershire
county council

Transport for pupils and students with special education needs

What transport assistance is available for pupils with a Statement of Special Educational Needs or an Education and Health Care Plan?

Where a child is attending their designated school which the Authority considers to be suitable to meet his/her special educational needs and where transport assistance is not usually provided because that school is within the statutory walking distance, transport assistance may be made available because a child's special educational needs make the distance criterion irrelevant.

Decisions as to eligibility will be made on an individual basis as part of the Statutory Assessment process. **Being the subject of a Statement of Special Educational Needs or an Education and Health Care Plan or attending a Special School does not automatically entitle a pupil to transport assistance.** Factors to be taken into consideration will include:

Mobility:

Does the child have a physical or medical difficulty that rules out either walking to school, use of public transport or suitable public transport is not available – for example, a wheelchair user or a child who requires specialist-seating arrangements.

Behaviour:

This will involve asking whether or not the child's behaviour is so disruptive that he/she would be deemed highly vulnerable or at serious risk of danger to themselves or others if they were to walk or use public transport to school, even if accompanied. In general this category will only apply to those pupils with severe learning difficulties or severe autism.

Parents/carers of children who are in receipt of Disability Living Allowance could provide this evidence in support of their case for transport on grounds of the child's special educational needs. Being in receipt of Disability Living Allowance does not automatically entitle a child to transport assistance.

Pupils attending in county and out of county residential establishments:

Transport assistance to and from home will be provided for pupils attending residential establishments as part of their Statement of Special Educational Needs or an Education and Health Care Plan at the beginning and end of each term and half term.

Pupils under compulsory school age

The Authority does not have a statutory duty to provide transport for pupils who are below compulsory school age. However, the Authority may provide free transport for those children of nursery age who have a Statement of Special Educational Needs or an Education and Health Care Plan and are attending the nearest appropriate Special School or Unit.

Each application will be considered on its merits. Decision as to entitlement of transport assistance will be made based upon distance and the child's need.

Frequently Asked Questions?

Is transport provided for nursery education?

Although each application will be considered on its own merits, as a general rule, free transport will only be provided for children of nursery age who have a statement of Special Educational Needs or an Education and Health Care Plan and who are attending the nearest appropriate Special School or Unit, (as part of the statement or plan procedure), or a Special School Nursery Assessment Centre, where it is in excess of 2 miles from the home address, and they meet the extended low-income criteria.

What happens if there is disagreement about walking routes?

In case of disagreement about walking routes, you should write to the Education Transport Officer, who if necessary will arrange for an assessment to be carried out.

What types of transport assistance are available?

The Passenger Transport Group decides on the most suitable transport arrangements, bearing in mind all relevant factors, including cost.

Depending on individual circumstances, transport is arranged usually by contract bus, service bus or rail, though sometimes other individual arrangements have to be made. Transport is provided at the beginning and end of the normal school day and is not provided for out of hour's activities.

Will transport be provided for medical reasons?

The County Council may provide free transport for medical reasons, if necessary, on the recommendation of the Senior Clinical Medical Officer.

Will travel assistance be given to a school other than the nearest or designated one for the home address?

Not normally. When parents choose to send their children to a school other than the nearest or designated one, by parental preference, they are responsible for providing the transport, even when the preferred school has "specialist" status.

However, some exceptions may be considered for example:-

- (c) pupil for whom no place can be made available at the nearest or designated school for the home address and the nominated alternative school is situated beyond the defined walking distance (see *Statutory Walking distance definition above).

Can children who do not qualify for transport take up spare seats on school buses?

Each term the Sustainable Transport Unit identifies any spare seats on school buses. Spare seats are offered at a termly cost and such arrangements are however, available on a very limited basis and there is no guarantee that a seat will be available at the start of the following term if one has already been offered. Furthermore any spare seats, which are offered, may need to be withdrawn at only one week's notice, should they be required for students entitled to free transport.

What happens if I am not happy with the assessment of my application?

You may apply for your case to be considered under the appeals policy

What is the School / College Application Tracker?

If you apply for transport assistance online you will automatically be signed up for the School / College Application Tracker. The tracker will enable you to see the latest information on your account, find out if your application is eligible for transport assistance, see your confirmed route once allocated and see when your pass has been issued, all at a time convenient for you with no need for a phone call. For more information please visit www.worcestershire.gov.uk/applicationtracker.

How do I access the School / College Transport Application Tracker?

Once you have applied online you will receive an email to let you know when your Tracker account is up and running. The email will provide you with a link to the tracker and you will need your application reference number (which you will receive in all email correspondence), pupil's surname and date of birth. You can also log in by visiting the following page www.worcestershire.gov.uk/applicationtracker

What if I do not have access the internet?

If you do not have internet access and require further information then please call the Worcestershire Hub on 01905 765765.

Appeals Policy

1. All appeals are individually assessed by a Senior Officer in the Children's Services Directorate against the Authority's approved Home to School Transport & Travel Policy taking into account special circumstances.
2. Appellants are advised in writing, within 20 working days of receipt of the appeal outcome, with detailed reasoning, including what factors were considered, details of who was consulted and information of how to escalate to stage 2.
3. Parent/Carers then have 20 working days to consider escalating the appeal to stage 2.
4. If appropriate, the decision for the non-provision of transport is then investigated by the Consumer Relations Officer who will acknowledge the complaint within 7 working days and issue a full written reply within 25 working days.
5. If the appellant is still not happy they can request that the complaint goes before a Corporate Relations Officer and should clearly state the reasons why they wish this to be considered further. If agreed, the Panel will be convened within 28 working days of the request.
6. The Panel sends a decision letter within 5 working days, including detail of how to escalate to (Local Government Ombudsman) LGO.

Sustainable Modes of Travel

It is very important to consider how your child will get to and from schools when deciding which schools to apply for. Worcestershire County Council is fully committed to promoting walking, cycling and for longer distances, greater use of buses for the school journey and have a Sustainable Modes of Travel Strategy (SMoTS) for schools. This strategy aims to increase the opportunities for children and young people to travel to and from school by sustainable modes, including walking, cycling, public transport, the school bus and car sharing.

This improves their physical wellbeing and the quality of the local environment and provides a cost effective alternative to using the car. The main strategy is available at www.worcestershire.gov.uk/download/downloads/id/1605/sustainable_modes_of_travel_to_school_strategy

When deciding which schools you would like your child to attend please consider the following:

- Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn.
- Walking, cycling or using public transport offers children greater independence and flexibility – which is especially important at a time of change in the nature of the school day, with greater numbers of pupils staying for extra study, extracurricular activities and sport.
- Walking, cycling or using the bus reduces congestion on the roads.
- Where walking, cycling or public transport are not feasible, car sharing may be an option. This can save time and money and helps cut traffic congestion and air pollution as well as being sociable for children.



Special Educational Needs

Comprehensive information on Special Educational Needs can be found at the following link:
www.worcestershire.gov.uk/info/20107/special_educational_needs

For information in relation to Physical Disabilities you can also use the link above, the Accessible Schools matrix can also be found at: www.worcestershire.gov.uk/downloads/file/3758/accessible_schools_district_matrix_excel_spreadsheet

School Preference Guidelines for Children with Statements of Special Educational Needs or an Education, Health and Care Plan

Please apply online through School Admissions at www.worcestershire.gov.uk/schooladmissions and tick the box which indicates whether your child has a statement of Special Educational Needs or an Education, Health and Care Plan. If your child attends a mainstream setting and you are requesting a place in a special school or specialist provision, then you must also indicate a mainstream choice as well.

If your child/young person has a Statement or an Education, Health and Care Plan, and they are moving from Middle to High/Secondary School, or Primary to High/Secondary School in September 2016, your application will need to be made by the national closing date 31st October 2015.

NB If your child/young person has a Statement or an Education, Health and Care Plan and is due to move from First to Middle School, you will also need to apply by 31st October 2015 for us to deal with your request, even though the closing date for middle school applications is different.

School Admissions will pass your application over to SEN Services who will then process your request. A proposed statement or Education, Health and Care Plan will be sent to you in January 2016 followed by the final statement or plan in February 2016 which will name your child's school for September 2016.

Please note that we are currently in the process of transferring children from Statements to Education Health and Care Plans in line with the Children and Families Act 2014. Where possible we are trying to ensure that all children transferring between phases of education in September 2016 have a Final Education Health and Care Plan in place for January 2016, however this may not always be possible. This means that in some cases the processes may overlap and you may receive duplicate correspondence. In cases where it has not been possible to complete the transfer process your child may still have a Statement rather than an Education, Health and Care Plan at the time of transfer. If at any time you have any queries about this please contact the SEN Helpline on 01905 765715.

Factors you should take account of when you tell us your preferred school.

- Most children/young people with special needs go to their local mainstream setting, school or college.
- Special schools are for the children/young people with the most severe and complex special educational needs. There are very few unoccupied places in special schools, and it is important that these are available for the children/young people with the greatest needs.
- Our home to school transport policy recognises that not all children/young people are able to walk to their educational establishment. Children between 5 and 8 are expected to walk up to 2 miles, and children over 8 are expected to walk up to 3 miles. These are called the "statutory walking distances". Parents are expected to accompany their children within the statutory walking distance.

- If you select a school/setting for your child/young person that is not the nearest school/setting of its kind to where you live, then your child/young person would not receive home to school transport, even if they qualify on the basis of their special needs. This is because there is a closer school/setting to where you live. It will be a parental responsibility to provide appropriate transport to convey their child/young person to and from this setting. The Local Authority will not, at any time, be financially or otherwise responsible for providing transport provision.
- Some children/young people are eligible for free home to school transport if they are unable to walk for reasons of severe mobility difficulties or other severe needs that mean a child/young person could not walk the distance, even with parental supervision.

Factors the Local Authority takes account of when considering your preference

The law gives high priority to the school/institution preferred by a parent. If you would like your child/young person, however severe his or her special educational needs, to go to a mainstream setting, school or college we will almost always comply with your preference, and describe the provision the school should make in the statement of special educational need or EHCP.

The main factors we consider in making the decision, about which setting your child/young person can attend, are:-

- Whether the school/institution you have named is able to make the provision
- Whether the needs of your child/young person are compatible with the provision of efficient education for other children/young people.
- Whether there is an available place – in specialist provision, we plan ahead by funding places for the year in advance. Special school places and specialist bases in mainstream schools are funded for the pupils with higher level needs who need focused and specialist provision.
- Costs – if you have asked us to name a school or institution where the costs of that place are greater than another provision that is also suitable, then we may not be able to comply with your preference.

The Law says if you suggest the name of a maintained school or other institution, we must name that school or institution in part 4 of the statement or part I of the EHCP unless:

- a) the school is unsuitable for a child's/young person's age, ability or aptitude or to his/her special educational needs
- or
- b) the attendance of a child/young person at the school would be incompatible with the provision of efficient education for the children/young people with whom he/she would be educated, or the efficient use of resources.

If we do not name your preferred school in the statement or EHCP, we will explain why.

If we name an Educational Establishment and you decide to make your own arrangements to place your child/young person in an independent school, or to home educate him/her, we will need to be sure that the arrangements you have made are suitable. If you do this, we will write to you to explain what this means in more detail.

If you choose an Educational Establishment that is not the nearest suitable Educational Establishment your child/young person will probably not be entitled to free home to school transport, so we will want to be sure that you can arrange for your child/young person to attend your preferred Educational Establishment. It will be a parental responsibility to provide appropriate transport to convey their child/young person to and from school. The Local Authority will not, at any time, be financially or otherwise responsible for providing transport provision.

School terms and holidays

Approved Term Dates for Community and Voluntary Controlled Schools for the academic year 2015/2016

AUTUMN TERM 2015

TERM STARTS	Thursday 3rd September 2015	
HALF TERM	Monday 26th October 2015 – Friday 30th October 2015	
TERM ENDS	Friday 18th December 2015	72 days

SPRING TERM 2016

TERM STARTS	Monday 4th January 2016	
HALF TERM	Monday 15th February 2016 – Friday 19th February 2016	
TERM ENDS	Thursday 24th March 2016	54 days

SUMMER TERM 2016

TERM STARTS	Monday 11th April 2016	
HALF TERM	Monday 30th May 2016 – Friday 3rd June 2016	
TERM ENDS	Friday 22nd July 2016	69 days

TOTAL 195 DAYS

Other Dates:	Good Friday	Friday 25th March 2016
	Easter Monday	Monday 28th March 2016
	May Day	Monday 2nd May 2016
	Whitsun Bank Holiday	Monday 10th May 2016

School terms and holidays

Approved Term Dates for Community and Voluntary Controlled Schools for the academic year 2016/2017

AUTUMN TERM 2016

TERM STARTS	Thursday 1st September 2016	
HALF TERM	Monday 24th October 2016 – Friday 28th October 2016	
TERM ENDS	Friday 16th December 2016	72 days

SPRING TERM 2017

TERM STARTS	Tuesday 3rd January 2017	
HALF TERM	Monday 20th February 2017 – Friday 24th February 2017	
TERM ENDS	Friday 7th April 2017	64 days

SUMMER TERM 2017

TERM STARTS	Monday 24th April 2017	
HALF TERM	Monday 29th May 2017 – Friday 2nd June 2017	
TERM ENDS	Friday 21st July 2017	59 days

TOTAL 195 DAYS

Other Dates:	Good Friday	Friday 14th April 2017
	Easter	Monday 17th April 2017
	May Day	Monday 1st May 2017
	Whitsun Bank Holiday	Monday 29th May 2017

Part B

Section 1

Worcestershire schools

1.1 How does the school system vary within the county?

All schools in the County are co-educational, and all high schools are comprehensive. However, there are different types of school and there are also differences across the County in the age groups that the schools provide for, as explained below.

Types of School

Academies (A)

Academies are **not** maintained by the local authority. Academies are usually the result of a change to an existing state school. The governing body/academy trust have responsibility for managing the academy and have responsibility for deciding the arrangements for admitting pupils including their own admissions criteria.

Free Schools (FR)

Free Schools are not controlled by the local authority. Free Schools are non-profit making, independent, state-funded schools. Free Schools are similar to academies, but will usually be new school. The governing body have responsibility for managing the Free School and have responsibility for deciding the arrangements for admitting pupils including their own admissions criteria.

Community (C) and Voluntary Controlled (VC) Schools

Worcestershire Local Authority (LA) is the admission authority i.e. it has responsibility for deciding the arrangements for admitting pupils to **Community (C) and Voluntary Controlled (VC)** schools including the admissions criteria.

Foundation (FD) and Voluntary Aided (VA) Schools

The governing body is the admissions authority i.e. it has responsibility for deciding the arrangements for admitting pupils including their own admissions criteria.

The individual school governing body is responsible for determining admission and appeal arrangements for **Academies (A), Foundation (FD), Free (FR) and Voluntary Aided (VA) Schools**. You will find details of the various admissions policies using this link [School Admission Policies 2016-17](#). For more detailed information on types of school visit www.gov.uk

A small number of parent's choose to educate at home, in this instance the local authority will regularly monitor the quality of provision being provided. For more information on home educating your child, please contact SEND Information, Advice and Support Service on 01905 610858.

Worcestershire School Organisation

In the **County** there are two systems: **Please refer to area information for details.**

Three-Tier System

The three-tier system consists of **first** schools for pupils from 4 to 8, 9 or 10 years, **middle** schools for pupils from 8, 9 or 10 years to 12 or 13 years, and **high** schools which provide for pupils of 12 or 13 years to 18 years.

The areas served by a three-tier system of first, middle and high schools are as follows:

Bromsgrove

Droitwich

***Evesham**

Pershore

****Redditch**

* With the exception of The De Montfort School which provides for children aged 10 – 18 years, with points of entry at Year 6, Year 9 and Year 12.

** With the exception of Ridgeway Academy which currently provides for children aged 9 – 13 which will be gradually progressing to provide for children aged 11 – 16 and Tudor Grange Academy Redditch which provides for children aged 11 - 18.

A two-tier system of **Catholic schools** also serves Droitwich, Evesham and Pershore areas. (Please see Section 4: Catholic Arrangements for details of schools).

Two-Tier System

In the other areas of Worcestershire, there is a two-tier system of **primary** schools for pupils up to the age of 11, with **high** schools for pupils over the age of 11.

There are also some differences in the way **high** schools are organised. In the following areas, the high schools provide for pupils aged 11 to 16 years. Students then transfer to the Sixth Form College in Worcester (or Ludlow in the case of Tenbury) or to the Worcester College of Technology:-

Martley Tenbury *Worcester City

* With the exception of Christopher Whitehead Language College and Tudor Grange Academy Worcester. These schools have a sixth form and provide education for pupils in the age range 11 - 18 years of age.

In the following areas, the high schools have their own sixth forms and cater for pupils from 11 to 18 years of age:-

Bewdley Hagley *Kidderminster Malvern Rubery Stourport Upton Wythall

* With the exception of Holy Trinity School which provides education for pupils in the age range 4 – 18 years of age.

1.2 How to find out about schools?

We have included key information about all Worcestershire schools (except independent schools) in this book.

If you have access to the internet you can find further information about schools, including each schools latest OFSTED report, by visiting <http://schoolsfinder.direct.gov.uk/>

Each school publishes its own prospectus and will have a website you can visit to give you an indication of what the school has to offer your child. Details of any Open Evening/Day events are normally posted on the schools website, can be obtained by contacting the school and can also be found in this book, section 5 for middle schools and section 6 for high schools..

N.B. Categorisation for the type of each school as printed in this booklet is correct as at time of printing **July 2015**.

By far the best way to find out about a school is to arrange a visit to the school. Whilst this may be an exciting prospect for a child, please help your child to understand that there is **no guarantee of them attending that particular school**.

1.3 Raising the Participation Age to 18

The Education & Skills Act 2008 mandates that from September 2015 all young people are to remain in education or training at least until their 18th birthday. They will have choices about where they learn; in school, at college, in a working environment, through voluntary work, and what they learn; to achieve GCSEs, AS or A Levels, Apprenticeship, Traineeship, Programme of Study. They can also learn alongside part-time employment or voluntary work, but they cannot stop learning and take their chances with limited qualifications and skills in an ever increasing competitive job market.

For more information or visit www.worcestershire.gov.uk/RPA.

Part B

Section 2

Charges and allowances

The governing body of each school is required to publish their determined Charging and Remissions policy within the school prospectus. Parents and carers are advised to contact the preferred school for a copy.

Guidance on charging for school activities from the Department for Education is as below:

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport, admission costs for swimming lessons or visits to museums, etc. during school hours.

The Local Authority or governing body may not charge for anything unless they have drawn up a statement of general policy on charging. The governing body's policy may be more or less generous than the LA's, as long as it meets the requirements of the law.

Voluntary Contributions

Headteachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity that takes place during school hours
- school equipment
- school funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Free School Meals

To qualify for Free School Meals, you must be in receipt of one or more of the following benefits:

- Income Support
- Job Seekers Allowance – Income Based
- Employment and support Allowance – Income Related
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit **
and have an annual income that does not exceed £16,190

**Note: From 1 May 2009, children are eligible for Free School Meals for a four week period immediately after the parent/carer become unemployed, or reduces their hours to less than 16 hours a week, but is still in receipt of Working Tax Credit.

(Information above correct at time of going to print but eligibility for Child Tax Credit thresholds are reviewed regularly by central government).

Schools receive additional funding (Pupil Premium) for every child who claims free school meals under the benefit criteria. To ensure that the school and your child get the funding to which they are entitled all parents are encouraged to register with their school by completing an application form for Free School Meals even if the child does not wish to receive a meal as they may be eligible for additional help (for example school uniform, school trips and music tuition).

Universal Infant Free School Meals (Key Stage 1 pupils only)

In September 2015 the government introduced Universal Infant Free School Meals for all pupils in Reception, Year 1 and Year 2. Please note Universal Infant Free School Meals does not attract Pupil Premium.

Please contact your child's school to register for Universal or Free School Meals.

Please visit the link below for more information:-

<http://www.worcestershire.gov.uk/cms/school-information-for-parents/school-free-meals.aspx>

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of a free school meal entitlement will also be entitled to the remission of these charges.

A similar entitlement applies where the trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Public Examinations

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if

- the examination is on the set list, but the pupil was not prepared for it at the school
- the examination is not on the set list, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

For a full copy of the DfE guidance <http://www.education.gov.uk>

(Information above correct at time of going to print but eligibility thresholds are reviewed regularly by central government)



Part C

Section 3

Admissions to First/Primary Schools

Admission authorities can review their arrangements annually.

The information given in this book applies only to admissions in the school year 2016 – 2017 and may change in future years.

Please be aware:

- It is a parent/carers responsibility to ensure that their application is submitted on time.
- Living in catchment, having a sibling already at a school or attendance at a particular nursery/nursery class or foundation class gives no guarantee that your child will gain a place at the catchment school or school where the sibling or nursery/nursery class/foundation class is located. Parents/carers must apply separately for their child to go to any first/primary school even if they already attend the school nursery.

3.1 Parental Responsibility

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents must 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 will not process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we will not proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

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 the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.

3.2 At what age can your child start school?

The law requires all children to start full-time education by the beginning of the term following their fifth birthday. Children who have reached their fourth birthday are entitled to attend full-time in a reception class from the September after their fourth birthday.

The Reception academic year group from **1st September 2016 – 31st August 2017** is for children who were born between **01/09/2011 – 31/8/2012**.

Parents must apply for a school place as explained in 3.7 below by the closing date **15th January 2016 for admissions in the school year 1st September 2016 to 31st August 2017**.

Parents can request that their child attends part-time until the child reaches compulsory school age. Many schools provide for children to attend part-time at first. Any period of part-time attendance could vary according to the circumstances at each school and perhaps also according to the age of the child. You will need to check with the school you would like your child to attend, to see what their induction arrangements are.

A small number of pupils are educated at home through arrangements made by their parents/carers. The Local Authority verifies the quality of the provision on a regular basis. Information on Elective Home Education is made available through the SEND Information, Advice and Support Service by telephoning: 01905 768153.

3.3 Can I keep my child out of school until s/he is 5?

Parents may request that their child's entry to a reception class be deferred until later in the same reception academic year group. **Parents cannot defer entry until the following academic year.** Parents wishing to consider a deferment should discuss the situation with the Headteacher at the school. Parents must apply for a school place in the normal way at the usual time. By law children must start school at the beginning of the term following their fifth birthday.

Summer Born Children

Usually children with a date of birth in the summer term wishing to start school in the September after their fifth birthday would start in Year 1 and consequently miss the entire reception year. To apply for a place in Year 1 and not reception please refer to Section 3.13. Please be aware that there may not be a vacancy in Year 1 at that time.

Parents can also request that their child enter the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. In the case of a Community or Voluntary Controlled School the Local Authority will request the head teacher of the school to reach the final decision. This will involve the head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay their entry into school and be taught permanently behind their chronological age group.

This process must be completed in advance of the closing date of 15th January 2016, in the event that the delayed entry is not approved, parents will need to make application in time for the 2016 reception intake. Should the delayed entry be approved you will be advised how to proceed at that stage.

Even if it is agreed that your summer born child can start school in the September following their fifth birthday in the reception class, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed entry.

3.4 What if my child is 5 between 1st September 2016 and 31st December 2016?

The Council does not allow a school to admit your child into reception class before the school year in which s/he becomes 5. If your child is 5 between 1st September 2016 and 31st December 2016 s/he cannot therefore start school until September 2016.

3.5 Which school can your child attend?

The law says that the Local Authority (LA) must give parents the chance to state their preference for the school they wish their child to attend. The law does not give parents/carers an absolute right to "choose" the school for their child. It is important to find out the name of the **catchment area school** for the home address of your child and you can do this by visiting www.worcestershire.gov.uk/schooladmissions and following the link to school catchment areas.

You may apply for other schools (other than the catchment area school), including Academy, Foundation, Free or Voluntary Aided Schools, please refer to paragraph 3.6 – 3.13 for details of the co-ordinated admissions arrangements.

Important Considerations for you to note:

If your child is admitted to a first school or primary school of your preference your child may not have the highest priority for transfer to the related middle school or high school.

If the related middle school or high school is oversubscribed at the time of transfer, your child might then have to move in a different direction from other children attending the same first or primary school.

Having gained admission to a first or primary school of your preference (other than the catchment area school) does not mean that younger siblings will automatically gain admission to the same school. Should the school be

oversubscribed at the time of application of a younger sibling, catchment area children have a higher priority on the oversubscription criteria.

- **Applications where a preference is expressed on time will take precedence in relation to the school over where a preference is expressed after the closing date. In both of these instances they will have precedence over those where no preference is expressed.**
- You should give careful consideration to the means by which your child will travel to school (see information about [School Transport in Part A](#) of this booklet).

3.6 The Co-ordinated Admissions Scheme Timetable for First/Primary Schools

15th January 2016	All applications must be received, either at current school, on-line or the HOME LA .
16th January 2016	All applications received at current schools to be sent to LA.
25th January 2016	Information forwarded to Academies, Foundation, Free and Voluntary Aided Schools for allocations to be considered. Further applications to be forwarded asap.
1st February 2016	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
1st February 2016	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
28th February 2016	Last date at which Late Applications can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).
4th March 2016	Academy, Foundation, Free and Voluntary Aided Schools to return preferences, ranked by those schools in accordance with their admission criteria.
7th March 2016	Worcestershire and neighbouring LAs to exchange information of results (1st cycle).
18th March 2016	Worcestershire and neighbouring LA's to exchange further information (2nd cycle).
31st March 2016	Worcestershire and neighbouring LAs to exchange final information
16th April 2016	Offers of school places made to parents.

3.7 How do you apply for a place at a First/Primary School

The parents of ALL pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, seeking a place at any first/primary School, including any Academy, Foundation, Free or Voluntary Aided School, and any School outside Worcestershire, must complete a Worcestershire on-line application by the closing date – 15th January 2016.

Worcestershire parents are invited to state three preferences. All preferences are treated as equal initially, and the oversubscription criteria applied to each preference. If it is possible to make a potential offer at more than one school, then the final offer will be the school ranked highest on the application. (See paragraph 3.9 below).

Please be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that you ensure that you have understood the information that is available from each LA/School, before stating a preference on an application. The Admissions Criteria for Worcestershire Academy, Foundation, Free and Voluntary Aided Schools can be found here: [Academy, Foundation, Free and Voluntary Aided Admissions Criteria 2016](#)

Please make contact with the School Admissions Teams of any of the relevant LAs, if further information is required. (The contact details for all the neighbouring LAs can be found in [Part A](#))

Parents seeking a place at an Academy, Foundation, Free or Voluntary Aided School or schools outside Worcestershire must:

- **obtain from the school a prospectus which will explain if you need to provide/complete supplementary information/forms;**
- **complete a Worcestershire on-line application naming your school preferences**

(See 3.8 below for when to apply)

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application provided by the “home” LA. (The “home” LA is defined as the Local Authority relevant to the child’s home address). The “home” LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places. If you are not resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire.

It is very important that applications are received no later than the date indicated in paragraph 3.8.

Late applications are always considered, though it may not be possible to allocate a place in the school you prefer, if it is oversubscribed, even if the school is the catchment area school for your child’s home address – (See paragraph 3.10 about late applications)

You should inform the Headteacher of the allocated school, and the School Admissions Section if you are withdrawing your application for any reason. The School Admissions Section and the Headteacher must be notified immediately of any change in the child’s home address.

3.8 When should you apply?

Places in reception classes are allocated on the basis of applications received on or before the closing date of: **15th January 2016 for admissions in the school year September 2016 to August 2017.**

Parents who do not wish their children to start until they have reached compulsory school age must discuss their intentions with the school, and **must** also apply for a school place by, **15th January 2016**, so that their application can be considered. (See also paragraph 3.2 to 3.4 above).

From 1st September 2015 until the closing date 15th January 2016 applications can be made by visiting www.worcestershire.gov.uk/schooladmissions If you do not have access to the internet please contact School Admissions on 01905 822700)

Details/preferences on an on-line application can be amended and re-submitted right up until the closing date, 15th January 2016. (Remember to resubmit any changes you make and keep a copy of the email you receive to confirm the submission)

Any requests to amend details/preferences after the closing date, must be made in writing or sent via email to the School Admissions Section. **Any request to amend details/preferences after the closing date will be subject to the late application policy.**

For applications after the closing date please refer to paragraph 3.10 below.

If you are not resident in Worcestershire, then you must apply through your ‘home’ Local Authority, even if your preferences include schools within Worcestershire.

PROOF OF APPLICATION – It is the parent/carers responsibility to ensure a receipt is obtained when making an application. **Please retain any receipt as proof of application.**

- Applications made on-line will receive a return receipt via email once the application has been submitted.
(PLEASE RETAIN AS PROOF OF SUBMISSION)
- Paper application forms have a detachable receipt – see form for details.
(PLEASE RETAIN AS PROOF OF SUBMISSION)

The Local Authority will not accept that an application form has been submitted unless you can provide either of the above as proof. This will mean that your application will be classed as Late.

3.9 How are places allocated?

The School Admissions Section will send details to its Academy, Foundation, Free and Voluntary Aided Schools, of all applications received for that school, irrespective of ranking, for initial consideration, **and also to neighbouring LAs**, who will then apply their own oversubscription criteria.

The School Admissions Section will then receive the outcome of these initial considerations, and will compare against lists of potential offers at other schools nominated on the application, to identify any pupils, who may potentially be offered more than one place. If this is the case, then the single offer will be the higher ranked school on the application.

If no place is available at your second or third preference schools as well, or if you have not expressed a second/third preference, the Home Local Authority will name an alternative school with places available. This will normally be the nearest school to where you live that still has available places.

3.10 What if you are applying after the closing date – Late Applications?

To make an application after the closing date of 15th January 2016, a PA1 Application Form must be completed and submitted to the School Admissions Section. PA1 forms will be available online to download by visiting www.worcestershire.gov.uk/schooladmissions or by request on: 01905 822700

Between 16th January 2016 and 28th February 2016, it is likely that a number of late applications (this includes all requests to amend applications previously submitted) will be received. The Council has agreed in its' co-ordinated scheme to accept 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, ([Section 8 living in a catchment area](#));
- b) where it is agreed by the Directorate of Children's Services, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 28th February 2016, 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 or 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 2016 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.

3.11 Who has responsibility for the allocation of places?

For Community and Voluntary Controlled Schools, decisions are made by the School Admissions Section. The Headteacher of the school involved is **not** in a position to offer your child a place. For Academy, Foundation, Free and Voluntary Aided Schools decisions are made by the **governing bodies/trusts** of the individual schools. For explanation of school types – see [Section 8 Glossary](#).

3.12 When are decisions made?

Offers will be issued on **16th April 2016**. They will be issued direct to parents, by the School Admissions Section, even if it is on behalf of the governing body/trusts of an Academy, Foundation, Free or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application, a place will normally be offered at the nearest school with places still available.

The acceptance or decline of the offer must be made by the date specified.

- For pupils not resident in Worcestershire, the offer or refusal will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

3.13 What happens if you are moving into a new area?

Where families with children of school age are moving into a new area, parents should at the earliest opportunity either enquire at schools in the area or contact the Local Authority School Admissions Section in the area.

Please be aware that some schools may well already be full at the time of your application.

3.14 In-Year Admissions to schools, outside the normal round of admissions

Generally, pupils only transfer from one school to another when there has been a change of home address.

Parents/Carers completing a CA1 application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Section. Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Free or Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the individual schools.

In line with the Code of Practice, all own admission authority schools must, on receipt of an in-year application, notify the relevant Local Authority and parent of its outcome and in the case of a refusal of a place, inform parents of their right to appeal against the decision.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

The procedure for in-year admissions for Worcestershire residents is as follows;

- 1) Parent/Carer to obtain an application form (CA1), from any of the following sources;
 - Download form from website (www.worcestershire.gov.uk/schooladmissions)
 - Child's current school (if in Worcestershire).
 - School being applied for (if in Worcestershire)
 - Worcestershire Hub Centre (Tel 01905 822700)
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current Headteacher (if already attending a Worcestershire School).

- 3) In the case of a first preference for a Community or Voluntary Controlled School, the parent should then forward the form onto the School Admissions Section to be processed.
- 4) In the case of a first preference for an Academy, Foundation, Free or Voluntary Aided School, or a school in another Local Authority, the parent should forward the form to the individual school.
- 5) The Local Authority or individual school will write to parents, normally within 10 school days, of the form being received to notify of the decision. In the case of an Academy, Foundation, Free or Voluntary Aided school, the school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.
- 6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

Please be aware that some schools may well already be full at the time of your application.

3.15 Waiting Lists

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list, priority is based on the oversubscription policy of the school.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, are maintained by the individual schools and parents will need to contact the school directly, to establish the waiting list procedure in place at those schools.

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the School Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of the Autumn term. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term. **Only on receipt of an acknowledgement letter from School Admissions will that child be on the list.**

3.16 How many children may be admitted to each school?

The County Council has a duty to ensure the provision of efficient education and the efficient use of resources. Schools cannot be permitted to become overcrowded. The number of pupils that may be admitted to a school in the relevant year group is known as the **Published Admission Number (PAN)**. Details are given in [Section 3a](#) of the book. (As at time of print July 2015)

3.17 Keeping Key Stage 1 Class Sizes to 30 or fewer

LA's must ensure that infant class sizes are limited to a maximum number of 30. The government has identified certain specific exceptions to that class size limit. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with Statements of Special Educational Needs or an Education and Health Care Plan, specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within *reasonable distance;

- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

*see Section 8 – Glossary for definition.

3.18 Children of UK service personnel (UK Armed Forces)

The School Admissions Code specifies that, for families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus. To view the admissions policy see [section 7](#).

In the case of Community and Voluntary Controlled Schools, the admission arrangements ensure that the application is accepted in advance and the address is accepted as if the child were resident at that address immediately. Should any vacancy exist then that place can be allocated in advance. This is in line with the mandatory requirements of the Code. However, where no vacancy exists the approved admissions policy does not admit these children above the PAN.

The arrangements in place are considered appropriate for Worcestershire where very few applications under these circumstances are received.

3.19 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 birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The Local Authority will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

If this is something you wish to discuss further then please contact 01905 822700.

Part C

Section 3a

Worcestershire First and Primary Schools

Key to Columns

Type: Categorisation of school - see [Part B, Section 1.1](#) for further description

A – Academy

C – Community

FD – Foundation

FR – Free

VA – Voluntary Aided

VC – Voluntary Controlled

N.B. *At time of publication a number of schools are applying to become Academies and the school status maybe subject to change - see [Part B Section 1.2](#) for where you can find the latest status of a school.

DfE No: Department for Education (DfE) school number. All school numbers in Worcestershire have the prefix of 885, which is the Authority number allocated by the DfE.

PAN: Published Admission Number

The maximum number of children which can be admitted to a school in each year group. The PAN is agreed by the governing body of the school. The figures set for the admissions year 2016/2017 are shown.

NOR: Total number of pupils on roll at the school in January 2015.

Bewdley area - Primary schools Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
VC 3001	Bayton C.E. Primary School Bayton, Kidderminster, Worcs. DY14 9LG Tel: 01299 832393 office@baytonpri.worcs.sch.uk	15	109
C 3397	Bewdley Primary School Stourport Rd, Bewdley, Worcs. DY12 1EH Tel: 01299 403796 office@bewdleyprimary.worcs.sch.uk	45	316
VC 3010	Far Forest Lea Memorial C.E. Primary School New Road, Far Forest, Rock, Kidderminster, Worcs. DY14 9TQ Tel: 01299 266316 office@farforestlea.worcs.sch.uk	20	132

VC 3011	St. Anne's C.E. Primary School Wyre Hill, Bewdley, Worcs. DY12 2UQ Tel: 01299 402013 office@stannesprimary.worcs.sch.uk	45	300
VC 3109	Upper Arley C.E. Primary School Arley, Bewdley, Worcs. DY12 1XA Tel: 01299 861260 office@upperarley.worcs.sch.uk	15	69

Bromsgrove area - First schools Years Reception to Year 4 (Ages 5 - 9)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2008	Beoley First School Holt End, Beoley, Redditch, Worcs. B98 9AN Tel: 01527 62295 office@beoley.worcs.sch.uk	20	99
C 2022	Blackwell First School St. Catherine's Road, Blackwell, Bromsgrove, Worcs. B60 1BN Tel: 0121 445 1622 office@blackwell.worcs.sch.uk	30	117
C 2015	Catshill First School and Nursery Gibb Lane, Catshill, Bromsgrove, Worcs. B61 OJP Tel: 01527 872913 office@catshillfirst.worcs.sch.uk	60	203
C 2016	Charford First School Charford Road, Bromsgrove, Worcs. B60 3NH Tel: 01527 873778 office@charford.worcs.sch.uk	90	419
C 2002	Crown Meadow First School Birmingham Road, Alvechurch, Birmingham, B48 7TA Tel: 0121 4454540 office@crownmeadow.worcs.sch.uk	60	299
C 2034	Dodford First School Fockbury Road, Dodford, Bromsgrove, Worcs. B61 9AW Tel: 01527 831569 office@dodford.worcs.sch.uk	15	59
C 2047	Fairfield First School Stourbridge Road, Fairfield, Bromsgrove, Worcs. B61 9LZ Tel: 01527 873081 office@fairfield.worcs.sch.uk	23	110
C 2017	Finstall First School Carnforth Road, Bromsgrove, Worcs. B60 2HS Tel: 01527 872938 office@finstall.worcs.sch.uk	60	299

VC 3049	Hanbury C.E. First School School Road, Hanbury, Bromsgrove, Worcs. B60 4BS Tel: 01527 821298 office@hanbury.worcs.sch.uk	25	122
C 2018	Lickey End First School School Lane, Lickey End, Bromsgrove, Worcs. B60 1JG Tel: 01527 872360 office@lickeyendfirst.worcs.sch.uk	30	147
C 2019	Meadows First School Stourbridge Road, Bromsgrove, Worcs. B61 OAH Tel: 01527 872508 office@meadows.worcs.sch.uk	60	305
C 2020	Millfields First School Swift Close, Bromsgrove, Worcs. B61 7BS Tel: 01527 831885 office@millfields.worcs.sch.uk	60	231
C 2021	Sidemoor First School and Nursery Perryfields, Bromsgrove, Worcs. B61 8QN Tel: 01527 872271 office@sidemoor.worcs.sch.uk	60	295
VA 3302	St. Andrew's C.E First School Hewell Road, Barnt Green, Birmingham, B45 8NG Tel: 0121 445 1410 office@st-andrewscofe.worcs.sch.uk	45	220
A 3310	St. Peter's Catholic First School Rock Hill, Bromsgrove, Worcs. B61 7LH Tel: 01527 831872 office@st-petersrc.worcs.sch.uk	60	272
C 2147	Stoke Prior First School Ryefields Road, Stoke Prior, Bromsgrove, Worcs. B60 4ND Tel: 01527 832520 office@stokeprior.worcs.sch.uk	30	137

Notes on Admissions

- i) St. Peter's Catholic First School: although a catholic school it does admit non-Catholics who subsequently transfer to schools in the Bromsgrove pyramid.

Droitwich area - First schools - Years Reception to Year 4 (Ages 5 - 9) Primary School - Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2036	Chawson Community First School Wyche Road, Droitwich, Worcs. WR9 8BW Tel: 01905 773264 office@chawson.worcs.sch.uk	90	377
A 3316	Cutnall Green C.E. First School School Road, Cutnall Green, Droitwich, Worcs. WR9 OPH Tel: 01299 851256 office@cutnallgreenfirst.worcs.sch.uk	26	90

VC 3057	Hindlip C.E. First School Droitwich Road, Fernhill Heath, Worcester, WR3 8RJ Tel: 01905 453455 office@hindlipfirst.worcs.sch.uk	20	94
VA 3365	Ombersley Endowed First School Droitwich Road, Ombersley, Worcs. WR9 0DR Tel: 01905 620384 office@ombersley.worcs.sch.uk	28	111
VA 3317	St. Joseph's Catholic Primary School St Joseph's Close, Droitwich, Worcs. WR9 0RY Tel: 01905 773572 office@st-josephs-droitwich.worcs.sch.uk	30	200
VA 3318	St. Peter's C.E. First School Church Lane, Droitwich, Worcs. WR9 7AN Tel: 01905 772138 office@st-peterscofe.worcs.sch.uk	90	437
VA 3381	* Sytchampton Endowed Primary School Sytchampton, Stourport-on-Severn, Worcs. DY13 9SX Tel: 01905 620418 office@sytchamptonfirst.worcs.sch.uk	15	71
VC 3105	Tibberton C.E. First School Plough Road, Tibberton, Droitwich, Worcs. WR9 7NL Tel: 01905 345284 office@tibberton.worcs.sch.uk	15	75
C 2035	Westlands First School Farmers Way, Droitwich, Worcs. WR9 9EQ Tel: 01905 772740 office@westlands.worcs.sch.uk	60	237
C 2187	Wychbold First and Nursery School School Road, Wychbold, Droitwich, Worcs. WR9 7PU Tel: 01527 861421 office@wychbold.worcs.sch.uk	20	73

Notes on Admissions

* Children at Sytchampton Endowed Primary School can chose to transfer on to a Middle School for Year 5 in Droitwich or remain at the school transferring on to a High School for Year 7 in Stourport or elsewhere.

Evesham area - First schools - Years Reception to Year 5 (Ages 5 - 10) Primary Schools - Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2006	Ashton under Hill First School Elmley Road, Ashton under Hill, Evesham, Worcs. WR11 7SW Tel: 01386 881333 office@ashton.worcs.sch.uk	18	91
C 2007	Badsey First School School Lane, Badsey, Evesham, Worcs. WR11 7ES Tel: 01386 830325 office@badseyfirst.worcs.sch.uk	45	238

A 3041	Bengeworth C.E. First School Burford Road, Evesham, Worcs. WR11 3HB Tel: 01386 442047 office@bengeworth.worcs.sch.uk	90	401
VA 3306	Bredon Hancock's Endowed C.E. First School Church Street, Bredon, Tewkesbury, Glos. GL20 7LA Tel: 01684 772254 office@bredonhancocks.worcs.sch.uk	30	173
C 2012	Bretforton First School New Street, Bretforton, Evesham, Worcs. WR11 7JS Tel: 01386 830418 office@bretforton.worcs.sch.uk	15	70
C 2013	Broadway First School Lime Tree Avenue, Broadway, Worcs. WR12 7BD Tel: 01386 852485 office@broadway.worcs.sch.uk	20	99
VC 3018	Church Lench C.E. First School Main Street, Church Lench, Evesham, Worcs. WR11 4UE Tel: 01386 870297 office@churchlench.worcs.sch.uk	15	70
VC 3020	Cleeve Prior C.E. First School Main Street, Cleeve Prior, Evesham, Worcs. WR11 8LG Tel: 01789 772276 office@cleeveprior.worcs.sch.uk	15	48
VC 3027	Crophorne-with-Charlton C.E. First School Main Street, Crophorne, Pershore, Worcs. WR10 3NB Tel: 01386 860246 office@crophorne.worcs.sch.uk	18	89
VC 3038	Eckington C.E. First School School Lane, Eckington, Pershore, Worcs. WR10 3AU Tel: 01386 750666 office@eckingtonfirst.worcs.sch.uk	20	111
VC 3040	Elmley Castle C.E First School Main Street, Elmley Castle, Pershore, Worcs. WR10 3HS Tel: 01386 710279 office@elmleycastle.worcs.sch.uk	15	45
VC 3053	Harvington C.E. First School Village Street, Harvington, Evesham, Worcs. WR11 8NQ Tel: 01386 870412 office@harvington.worcs.sch.uk	30	156
A 2078	* Honeybourne Primary Academy School Street, Honeybourne, Evesham, Worcs. WR11 7PJ Tel: 01386 830462 office@honeybourne.worcs.sch.uk	20	112
VC 3082	Offenham C.E. First School Myatt Road, Offenham, Evesham, Worcs. WR11 8SD Tel: 01386 442038 office@offenham.worcs.sch.uk	18	101
VC 3084	Overbury C.E. First School Overbury, Tewkesbury, Glos. GL20 7NT Tel: 01386 725235 office@overbury.worcs.sch.uk	15	61

C 2118	Pebworth First School Back Lane, Pebworth, Stratford on Avon, Warwicks. CV37 8XA Tel: 01789 720726 office@pebworthfirst.worcs.sch.uk	12	31
VC 3099	Sedgeberrow C.E. First School Main Street, Sedgeberrow, Evesham, Worcs. WR11 7UF Tel: 01386 881391 office@sedgeberrow.worcs.sch.uk	30	162
VC 3043	St. Andrew's C.E. First School Maryman's Road, Evesham, Worcs. WR11 2QN Tel: 01386 41351 office@st-andrews.worcs.sch.uk	60	168
VA 3309	St. Mary's Catholic Primary School, (Broadway) Leamington Road, Broadway, Worcs. WR12 7DZ Tel: 01386 853337 office@st-marysrc.worcs.sch.uk	12	92
VA 3322	St. Mary's Catholic Primary School, (Evesham) High Street, Evesham, Worcs. WR11 4EJ Tel: 01386 446748 office@stmarysrc.worcs.sch.uk	30	203
VC 3042	St. Richard's C.E. First School Four Pools Lane, Evesham, Worcs. WR11 1DU Tel: 01386 446416 office@st-richards.worcs.sch.uk	60	358
C 2041	Swan Lane First School Rynal Street, Swan Lane, Evesham, Worcs. WR11 4QA Tel: 01386 446540 office@swanlanefirstschool.worcs.sch.uk	60	360
VC 3072	The Littletons C.E. First School Farm Lane, South Littleton, Evesham, Worcs. WR11 8TL Tel: 01386 830695 office@thelittletons.worcs.sch.uk	30	115

Notes on Admissions

* Children at Honeybourne Primary can chose to transfer on to a Middle School for Year 6 in Evesham or remain at the school transferring on to a High School for Year 7 elsewhere.

Hagley area - Primary schools Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
VC 3002	Belbroughton C.E. Primary & Nursery School Bradford Lane, Belbroughton, Stourbridge, West Midlands, DY9 9TF Tel: 01562 730208 office@belbroughton.worcs.sch.uk	20	127
VC 3005	Blakedown C.E Primary School Birmingham Road, Blakedown, Kidderminster, Worcs. DY10 3JN Tel: 01562 700243 office@blakedownprimary.worcs.sch.uk	30	127

VC 3022	Clent Parochial Primary School Bromsgrove Road, Holy Cross, Clent, Stourbridge, West Midlands, DY9 9QP Tel: 01562 730668 office@clent.worcs.sch.uk	15	105
C 2055	Hagley Primary School Park Road, Hagley, Stourbridge, West Midlands, DY9 ONS Tel: 01562 883280 office@hagleyprimary.worcs.sch.uk	90	631
VC 3097	St. Kenelm's C.E. Primary School Romsley, Bromsgrove Road, Romsley, Nr. Halesowen, West Midlands, B62 0LF Tel: 01562 710214 office@stkenelms.worcs.sch.uk	28	202

Kidderminster area - Primary schools Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2905	Birchen Coppice Primary School Woodbury Road, Kidderminster, Worcs. DY11 7JJ Tel: 01562 823582 office@birchencoppice.worcs.sch.uk	45	230
VA 3330	Chaddesley Corbett Endowed Primary School Nethercroft Meadow, Lower Chaddesley, Kidderminster, Worcs. DY10 4QN Tel: 01562 777312 office@chaddesleycorbett.worcs.sch.uk	30	180
C 2907	Comberton Primary School Borrington Road, Kidderminster, Worcs. DY10 3ED Tel: 01562 754704 office@comberton.worcs.sch.uk	60	376
VC 3016	Cookley Sebright Endowed Primary School Lea Lane, Cookley, Kidderminster, Worcs. DY10 3TA Tel: 01562 850397 office@cookleyprimary.worcs.sch.uk	30	200
C 2908	Foley Park Community Primary School Northumberland Avenue, Kidderminster, Worcs. DY11 7AW Tel: 01562 823857 office@foleypark.worcs.sch.uk	30	180
C 2910	Franche Community Primary School Chestnut Grove, Kidderminster, Worcs. DY11 5QB Tel: 01562 751788 office@francheprimary.worcs.sch.uk	120	649
A 2912	Heronwood Primary School Heronwood Road, Kidderminster, Worcs. DY10 4EX Tel: 01562 69750 office@heronwoodprimary.worcs.sch.uk	60	290

FR 6009	Holy Trinity School Birmingham Road, Kidderminster, Worcs, DY10 2BY Tel: 01562 822929 contact@holytrinity.co.uk	50	261
C 2911	Offmore Primary School Wordsworth Crescent, Kidderminster, Worcs. DY10 3HA Tel: 01562 753934 office@offmore.worcs.sch.uk	45	300
A 3393	St. Ambrose Catholic Primary School, Leswell Street, Kidderminster, Worcs. DY10 1RP Tel: 01562 823568 office@st-ambrose.worcs.sch.uk	30	205
VC 3021	St. Catherine's C.E. Primary School, Marlpool Lane, Kidderminster, Worcs. DY11 5HP Tel: 01562 823614 office@stcatherines.worcs.sch.uk	60	413
VC 3023	St. George's C.E. Primary School, Plane Tree Close, Kidderminster, Worcs. DY10 2HE Tel: 01562 824206 office@st-georges-kidd.worcs.sch.uk	30	195
VC 3024	St. John's C.E. Primary School Blakebrook, Kidderminster, Worcs. DY11 6AP Tel: 01562 745558 office@stjohns.worcs.sch.uk	60	404
VA 3331	St. Mary's C.E. Primary School Stoney Lane, Kidderminster, Worcs. DY10 2LX Tel: 01562 824327 office@stmarys.worcs.sch.uk	30	186
VC 3026	St. Oswald's C.E. Primary School Sion Avenue, Kidderminster, Worcs. DY10 2YL Tel: 01562 751056 office@stoswalds.worcs.sch.uk	30	165
C 3369	Sutton Park Primary School Greatfield Road, Kidderminster, Worcs. DY11 6PH Tel: 01562 67742 office@suttonpark.worcs.sch.uk	30	200
VA 3332	Wolverley Sebright Primary School Franch Road, Wolverley, Kidderminster, Worcs. DY11 5TP Tel: 01562 850268 office@wolverleysebright.worcs.sch.uk	20	122

Malvern area - Primary schools

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
VC 3014	Callow End C.E. Primary School Upton Road, Callow End, Worcester, WR2 4TE Tel: 01905 830337 office@callowend.worcs.sch.uk	15	91
A 2105	Great Malvern Primary School Lydes Road, Malvern, Worcs. WR14 2BY Tel: 01684 574219 office@greatmalvern.worcs.sch.uk	48	317
C 3400	Grove Primary School Pickersleigh Grove, Malvern, Worcs. WR14 2LU Tel: 01684 572516 office@groveprimary.worcs.sch.uk	45	209
C 2914	Leigh and Bransford Primary School Hoopers Close, Leigh Sinton, Malvern, Worcs. WR13 5DX Tel: 01886 832342 office@leighbransford.worcs.sch.uk	30	107
VA 3353	Madresfield C.E. Primary School 40 Madresfield Village, Madresfield, Malvern, Worcs. WR13 5AA Tel: 01684 573620 office@madresfield.worcs.sch.uk	15	102
VA 3357	Malvern Parish C.E. Primary School Manby Road, Malvern, Worcs. WR14 3BB Tel: 01684 574084 office@malvernpark.worcs.sch.uk	30	208
VA 3359	Malvern Wells C.E. Primary School Wells Road, Malvern, Worcs. WR14 4HF Tel: 01684 561179 office@malvern wells.worcs.sch.uk	15	103
VC 3210	Northleigh C.E. Primary School St. Peter's Road, Malvern, Worcs. WR14 1QS Tel: 01684 574889 office@northleigh.worcs.sch.uk	45	306
VC 3089	Powick C.E. Primary School 42 Malvern Road, Powick, Worcs. WR2 4RT Tel: 01905 830336 office@powick.worcs.sch.uk	28	194
VC 3098	Rushwick C.E. Primary School Upper Wick Lane, Rushwick, Worcs. WR2 5SU Tel: 01905 422502 office@rushwick.worcs.sch.uk	20	133
A 2204	Somers Park Primary School Somers Park Avenue, Malvern, Worcs. WR14 1SE Tel: 01684 572949 office@somerspark.worcs.sch.uk	58	391

VA 3360	St. James' C.E. Primary School West Malvern Road, Malvern, Worcs. WR14 4BB Tel: 01684 561207 office@stjames.worcs.sch.uk	15	105
VA 3358	St. Joseph's Catholic Primary School Newtown Road, Malvern, Worcs. WR14 1PF Tel: 01684 573016 office@stjoesmalvern.worcs.sch.uk	30	151
A 3354	St. Matthias C.E. Primary School Cromwell Road, Malvern Link, Worcs. WR14 1NA Tel: 01684 574984 office@stmatthias.worcs.sch.uk	30	200
A 2153	Suckley Primary School Church Lane, Suckley, Worcs. WR6 5DE Tel: 01886 884283 office@suckley.worcs.sch.uk	12	83
VC 3074	Wyche C.E. Primary School Lower Wyche Road, Malvern, Worcs. WR14 4ET Tel: 01684 573205 office@wyche.worcs.sch.uk	20	140

Martley area - Primary schools Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
VC 3000	Abberley Parochial Primary School Apostles Oak, Abberley, Worcs. WR6 6AA Tel: 01299 896332 office@abberley.worcs.sch.uk	15	104
VA 3300	Astley C.E. Primary School Astley, Stourport on Severn, Worcs. DY13 ORH Tel: 01299 822002 office@astley.worcs.sch.uk	13	84
VC 3008	Broadheath C.E. Primary School Sailor's Bank, Lower Broadheath, Worcs. WR2 6QT Tel: 01905 640285 office@broadheath.worcs.sch.uk	20	126
VA 3308	Broadwas C.E. Primary School Broadwas-on-Teme, Worcester, WR6 5NE Tel: 01886 821347 office@broadwas.worcs.sch.uk	15	81
C 2032	Clifton-upon-Teme Primary School Pond Lane, Clifton-upon-Teme, Worcester, WR6 6DH Tel: 01886 812258 office@clifton-upon-teme.worcs.sch.uk	15	66

VA 3328	Great Witley C.E. Primary School Worcester Road, Great Witley, Worcs. WR6 6HR Tel: 01299 896246 office@greatwitley.worcs.sch.uk	20	153
VC 3048	Grimley and Holt C.E. Primary School Grimley, Worcester, WR2 6LU Tel: 01905 640325 office@grimleyholt.worcs.sch.uk	12	86
VA 3329	Hallow C.E. Primary School Main Road, Hallow, Worcester, WR2 6LD Tel: 01905 640354 office@hallow.worcs.sch.uk	29	200
VC 3077	Martley C.E. Primary School Martley, Worcester, WR6 6QA Tel: 01886 888201 office@martley-pri.worcs.sch.uk	20	137

Pershore area - First schools Years Reception to Year 4 (Ages 5 - 9)
Catholic Primary Schools - Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2119	Abbey Park First and Nursery School Abbey Road, Pershore, Worcs. WR10 1DF Tel: 01386 552722 office@abbeyparkfirst.worcs.sch.uk	30	147
C 2121	Cherry Orchard First School Cherry Orchard, Pershore, Worcs. WR10 1ET Tel: 01386 552515 office@cherryorchardfirst.worcs.sch.uk	30	137
VC 3028	Crowle C.E. First School Church Road, Crowle, Worcs. WR7 4AT Tel: 01905 381206 office@crowle.worcs.sch.uk	15	72
VC 3029	Defford-cum-Besford C.E. First School Hill View, Defford, Worcs. WR8 9BH Tel: 01386 750321 office@defford-cum-besford.worcs.sch.uk	12	43
VA 3324	Fladbury C.E. First School Church Street, Fladbury, Pershore, Worcs. WR10 2QB Tel: 01386 860301 office@fladbury.worcs.sch.uk	20	58
C 5201	Flyford Flavell First School Radford Road, Flyford Flavell, Worcs. WR7 4BS Tel: 01386 462228 office@flyfordflavell.worcs.sch.uk	22	92

VC 3056	Himbleton C.E. First School Neight Hill, Himbleton, Droitwich, Worcs. WR9 7LE Tel: 01905 391231 office@himbleton.worcs.sch.uk	14	66
VA 3368	Holy Redeemer Catholic Primary School Priest Lane, Pershore, Worcs. WR10 1EB Tel: 01386 552518 office@holyredeemer.worcs.sch.uk	25	149
C 2079	Inkberrow First School Main Road, Inkberrow, Worcs. WR7 4HH Tel: 01386 792284 office@inkberrowfirst.worcs.sch.uk	20	107
VC 3081	Norton Juxta Kempsey C.E. First School Wadborough Road, Littleworth, Worcester, WR5 2QJ Tel: 01905 820420 office@nortonfirst.worcs.sch.uk	40	147
VC 3088	Pinvin C.E. First School Main Street, Pinvin, Pershore, Worcs. WR10 2ER Tel: 01386 552826 office@pinvinfirst.worcs.sch.uk	25	112
VC 2906	St. Barnabas C.E. First & Middle School Stonebow Road, Drakes Broughton, Pershore, Worcs. WR10 2AW Tel: 01905 840366 office@st-barnabasfirstmiddle.worcs.sch.uk	30	133
VC 3108	Upton Snodsbury C.E. First School Upton Snodsbury, Worcs. WR7 4NH Tel: 01905 381288 office@upsnodsfir.worcs.sch.uk	14	64

Redditch area - First schools - Years Reception to Year 4 (Ages 5 - 9) Primary Schools - Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 3398	Abbeywood First School Wood Piece Lane, Church Hill, Redditch, Worcs. B98 9LR Tel: 01527 63007 office@abbeywood.worcs.sch.uk	60	214
A 2127	Astwood Bank First School Church Road, Astwood Bank, Redditch, Worcs. B96 6EH Tel: 01527 892681 office@astwoodbank.worcs.sch.uk	60	296
C 2128	Batchley First School Cherry Tree Walk, Redditch, Worcs. B97 6PD Tel: 01527 62926 office@batchley.worcs.sch.uk	60	222

A 2001	Crabbs Cross Academy Evesham Road, Crabbs Cross, Redditch, Worcs. B97 5JH Tel: 01527 543624 office@harrytaylor.worcs.sch.uk	60	208
VC 3091	Feckenham C.E. First School School Lane, Feckenham, Redditch, Worcs. B96 6QD Tel: 01527 892756 office@feckenhamfirst.worcs.sch.uk	23	119
C 2131	Holyoakes Field First School Bridge Street, Redditch, Worcs. B97 6HH Tel: 01527 62928 office@holyoakes.worcs.sch.uk	48	214
A 2919	Matchborough First School Matchborough Way, Matchborough, Redditch, Worcs. B98 OGD Tel: 01527 883880 office@matchborough.worcs.sch.uk	90	315
C 2192	Moon's Moat First School Cleeve Close, Church Hill South, Redditch, Worcs. B98 9HR Tel: 01527 61498 office@moonsmoat.worcs.sch.uk	60	242
C 2920	Oak Hill First School Wirehill Drive, Lodge Park, Redditch, Worcs. B98 7JU Tel: 01527 528523 office@oakhill.worcs.sch.uk	90	426
A 5200	Our Lady of Mount Carmel Catholic First School Downsell Road, Webheath, Redditch, Worcs. B97 5RR Tel: 01527 546398 office@mountcarmel.worcs.sch.uk	60	301
C 2141	Roman Way First School Colts Lane, Winyates West, Redditch, Worcs. B98 0LH Tel: 01527 528111 office@romanway.worcs.sch.uk	45	212
VC 3092	St. George's C.E. First School Stevenson Avenue, Redditch, Worcs. B98 8LU Tel: 01527 62263 office@stgeorges.worcs.sch.uk	45	208
VC 3093	St. Luke's C.E. First School Plymouth Road, Southcrest, Redditch, Worcs. B97 4NU Tel: 01527 541219 office@stlukesfirst.worcs.sch.uk	30	150
VC 3094	St. Stephen's C.E. First School Mabey Avenue, Redditch, Worcs. B98 8HW Tel: 01527 63911 office@ststephensfirst.worcs.sch.uk	30	140
VA 5202	St. Thomas More Catholic First School Woodrow Centre, Studley Road, Redditch, Worcs. B98 7RY Tel: 01527 525821 office@st-thomasmore.worcs.sch.uk	43	201
VA 3382	Tardebigge C.E. First School Church Lane, Tardebigge, Bromsgrove, Worcs. B60 3AH Tel: 01527 872886 office@tardebiggefirst.worcs.sch.uk	30	145

C 2136	Tenacres First School Quibery Close, Winyates East, Redditch, Worcs. B98 0PB Tel: 01527 528872 office@tenacres.worcs.sch.uk	60	289
A 2134	The Vaynor First School Tennyson Road, Redditch, Worcs. B97 5BL Tel: 01527 543187 office@thevaynor.worcs.sch.uk	90	430
A 2135	* Webheath Primary School Academy Downsell Road, Webheath, Redditch, Worcs. B97 5RJ Tel: 01527 544820 office@webheath.worcs.sch.uk	60	299
C 2137	Woodrow First School Longdon Close, Redditch, Worcs. B98 7UZ Tel: 01527 527619 office@woodrow.worcs.sch.uk	60	264

* Children at Webheath Primary School can chose to transfer on to a Middle School for Year 5 or remain at the school transferring on to a High School for Year 7

Rubery area - Primary schools Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2197	Beaconside Primary and Nursery School Hazel Road, Rubery, Birmingham, B45 9DX Tel: 0121 453 3801 office@beaconside.worcs.sch.uk	30	209
C 2921	Holywell Primary and Nursery School School Road, Rubery, Birmingham, B45 9EY Tel: 0121 453 7829 office@holywell.worcs.sch.uk	60	411
C 2901	Lickey Hills Primary School Old Birmingham Road, Rednal, Birmingham, B45 8EU Tel: 0121 445 1992 office@lickeyhills.worcs.sch.uk	60	402

Stourport area - Primary schools

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2903	Burlish Park Primary School Windermere Way, Stourport on Severn, Worcs. DY13 8LA Tel: 01299 823771 office@burlishparkprimary.worcs.sch.uk	60	418
VC 3013	Hartlebury C.E. Primary School The Village, Hartlebury, Kidderminster, Worcs. DY11 7TD Tel: 01299 250312 office@hartlebury.worcs.sch.uk	25	158
A 2904	Lickhill Primary School Almond Way, Stourport on Severn, Worcs. DY13 8UA Tel: 01299 871803 office@lickhill.worcs.sch.uk	30	187
VC 3012	St. Bartholomew's C.E. Primary School Princess Way, Stourport on Severn, Worcs. DY13 0EL Tel: 01299 823454 office@st-bartholomews-primary.worcs.sch.uk	50	257
A 3380	St. Wulstan's Catholic Primary School Elmfield Walk, Stourport-on-Severn, Worcs. DY13 8TX Tel: 01299 877808 office@wulsev.worcs.sch.uk	30	194
C 2902	Stourport Primary School Tan Lane, Stourport on Severn, Worcs. DY13 8HD Tel: 01299 822120 office@stourportprimary.worcs.sch.uk	45	277
VA 3381	*Sytchampton Endowed Primary School Sytchampton, Stourport-on-Severn, Worcs. DY13 9SX Tel: 01905 620418 office@sytchamptonfirst.worcs.sch.uk	15	71
VC 3015	Wilden All Saints C.E. Primary School Wilden Lane, Stourport on Severn, Worcs. DY13 9LP Tel: 01299 822638 office@wilden.worcs.sch.uk	30	171

* Children at Sytchampton Endowed Primary School can chose to transfer on to a Middle School for Year 5 in Droitwich or remain at the school transferring on to a High School for Year 7 in Stourport or elsewhere

Tenbury area - Primary schools

Years Reception to Year 6 (Ages 5 - 11)

<i>Type & DfE No.</i>	<i>School Name & Address Telephone & Email Address</i>	<i>PAN</i>	<i>NOR Jan 2015</i>
VA 3350	Lindridge St. Lawrence's C.E. Primary School , Lindridge, Tenbury Wells, Worcs. WR15 8JQ Tel: 01584 881466 office@lindridge.worcs.sch.uk	15	86
VC 3104	Tenbury C.E. Primary School , Bromyard Road, Tenbury Wells, Worcs. WR15 8BS Tel: 01584 810234 office@tenbury-pri.worcs.sch.uk	30	165

Upton upon Severn area - Primary schools

Years Reception to Year 6 (Ages 5 - 11)

<i>Type & DfE No.</i>	<i>School Name & Address Telephone & Email Address</i>	<i>PAN</i>	<i>NOR Jan 2015</i>
VC 3017	Castlemorton C.E. Primary School , Church Road, Castlemorton, Malvern, Worcs. WR13 6BG Tel: 01684 833282 office@castlemorton.worcs.sch.uk	15	98
VC 3039	Eldersfield Lawn C.E. Primary School , Corse Lawn, Gloucester, GL19 4LZ Tel: 01452 780309 office@eldersfieldlawn.worcs.sch.uk	15	107
VC 3051	Hanley Swan, St. Gabriel's with St. Mary's C.E. Primary School , Hanley Swan, Worcs. WR8 0EQ Tel: 01684 310364 office@hanleyswan.worcs.sch.uk	15	105
C 2080	Kempsey Primary School , Ellsdon, Kempsey, Worcester, WR5 3NT Tel: 01905 820262 office@kempsey.worcs.sch.uk	40	260
VC 3085	Pendock C.E. Primary School , School Lane, Pendock, Nr. Staunton, Glos. GL19 3PW Tel: 01531 650298 staff@pendockpri.worcs.sch.uk	8	55
VC 3107	Upton-upon-Severn C.E. Primary School , School Lane, Upton-upon-Severn, Worcs. WR8 0LD Tel: 01684 592259 office@upton-upon-severn.worcs.sch.uk	30	161
C 2156	Welland Primary School , Marlbank Road, Welland, Malvern, Worcs. WR13 6NE Tel: 01684 310246 office@wellandprimary.worcs.sch.uk	20	139

Worcester City area - Primary schools

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2161	Cherry Orchard Primary School Timberdine Close, Worcester, WR5 2DD Tel: 01905 352787 office@cherryorchard-pri.worcs.sch.uk	90	625
VC 3019	Claines C.E. Primary School School Bank, Claines, Worcester, WR3 7RW Tel: 01905 451235 office@claines.worcs.sch.uk	30	210
C 2162	Cranham Primary School Tetbury Drive, Warndon, Worcester, WR4 9LS Tel: 01905 452437 office@cranham.worcs.sch.uk	60	403
C 2163	Dines Green Primary School Tudor Way, Worcester, WR2 5QH Tel: 01905 423228 office@dinesgreen.worcs.sch.uk	45	209
A 2167	Hollymount School Hollymount Road, Tolladine, Worcester, WR4 9SG Tel: 01905 23159 office@hollymountschool.org	45	283
C 3401	Northwick Manor Primary School Northwick Road, Worcester, WR3 7EA Tel: 01905 454430 office@northwick.worcs.sch.uk	90	610
C 2172	Nunnery Wood Primary School Prestwich Avenue, Worcester, WR5 1QE Tel: 01905 354154 office@nunnerywoodprimary.worcs.sch.uk	60	357
A 2005	Oasis Academy Warndon Edgeworth Close, Worcester, WR4 9PE Tel: 01905 453530 office@oasiswarndon.org	90	434
C 2202	Oldbury Park Primary School Oldbury Road, Worcester, WR2 6AA Tel: 01905 424878 office@oldburypark-pri.worcs.sch.uk	60	419
VA 3387	Our Lady Queen of Peace Catholic Primary School Bransford Road, Worcester, WR2 4EN Tel: 01905 421409 office@ourlady.worcs.sch.uk	30	205
C 2173	Perdiswell Primary School Bilford Road, Worcester, WR3 8QA Tel: 01905 453348 office@perdiswellpri.worcs.sch.uk	60	417

A 2000	Perry Wood Primary & Nursery School St. Alban's Close, Worcester, WR5 1PP Tel: 01905 354800 office@perrywood.worcs.sch.uk	60	393
C 2200	Pitmaston Primary School , Malvern Road, Worcester, WR2 4ZF Tel: 01905 423710 office@pitmaston.worcs.sch.uk	90	609
VC 3116	Red Hill C.E. Primary School , Midhurst Close, Worcester, WR5 2HX Tel: 01905 352524 office@redhill.worcs.sch.uk	30	205
VC 3114	St. Barnabas C.E. Primary School , Green Lane, Worcester, WR3 8NZ Tel: 01905 22766 office@st-barnabas-primary.worcs.sch.uk	60	415
A 3388	St. Clement's C.E. Primary School , Henwick Road, Worcester, WR2 5NS Tel: 01905 423861 office@st-clements.worcs.sch.uk	30	207
VA 3389	St. George's C.E. Primary School , St. George's Lane North, Worcester, WR1 1RD Tel: 01905 619454 office@stgeorgesce.worcs.sch.uk	30	210
VA 3390	St. George's Catholic Primary School , Thorneloe Walk, Worcester, WR1 3JY Tel: 01905 25841 office@st-georgescatholic.worcs.sch.uk	30	203
VA 3391	St. Joseph's Catholic Primary School , Chedworth Drive, Worcester, WR4 9PG Tel: 01905 452772 office@st-josephs-pri.worcs.sch.uk	60	236
C 2179	Stanley Road Primary School , Stanley Road, Worcester, WR5 1BD Tel: 01905 355043 office@stanleyroad.worcs.sch.uk	60	322
C 3394	The Fairfield Community Primary School , Carnforth Drive, Worcester, WR4 9HG Tel: 01905 457577 office@thefairfieldcps.worcs.sch.uk	30	180
C 2918	The Lyppard Grange Primary School , Ankerage Green, Worcester, WR4 0DZ Tel: 01905 729383 head@lyppardgrange.worcs.sch.uk	60	341
VC 3110	Whittington C.E. Primary School Whittington, Worcester, WR5 2QZ Tel: 01905 354844 office@whittington.worcs.sch.uk	30	209

Wythall City area - Primary schools

Years Reception to Year 6 (Ages 5 - 11)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2188	Meadow Green Primary School , Meadow Road, Wythall, Birmingham, B47 6EQ Tel: 01564 823495 office@meadowgreen.worcs.sch.uk	45	303
A 2915	The Coppice Primary School , Shawhurst Lane, Hollywood, Birmingham, B47 5JN Tel: 01564 826709 office@coppice.worcs.sch.uk	90	474

Part D - Section 4 Bewdley Pyramid

The Bewdley Area comprises the Town of Bewdley together with the civil parishes of:

Bayton

Bewdley

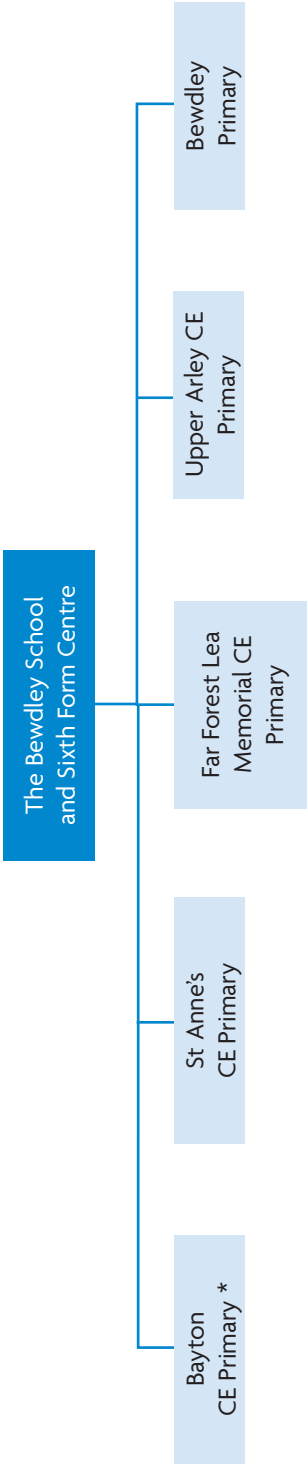
Kidderminster Foreign

Mable

Ribbesford

Rock

Upper Arley



*Bayton CE Primary School has a shared catchment with Lacon Childe High School, Shropshire

Notes on Admissions

- i) There are two catchment area High schools for children living within the Bayton and Mable civil parishes. The Bewdley School and Sixth Form Centre and Lacon Childe High School which is in Shropshire.

Bromsgrove Pyramid

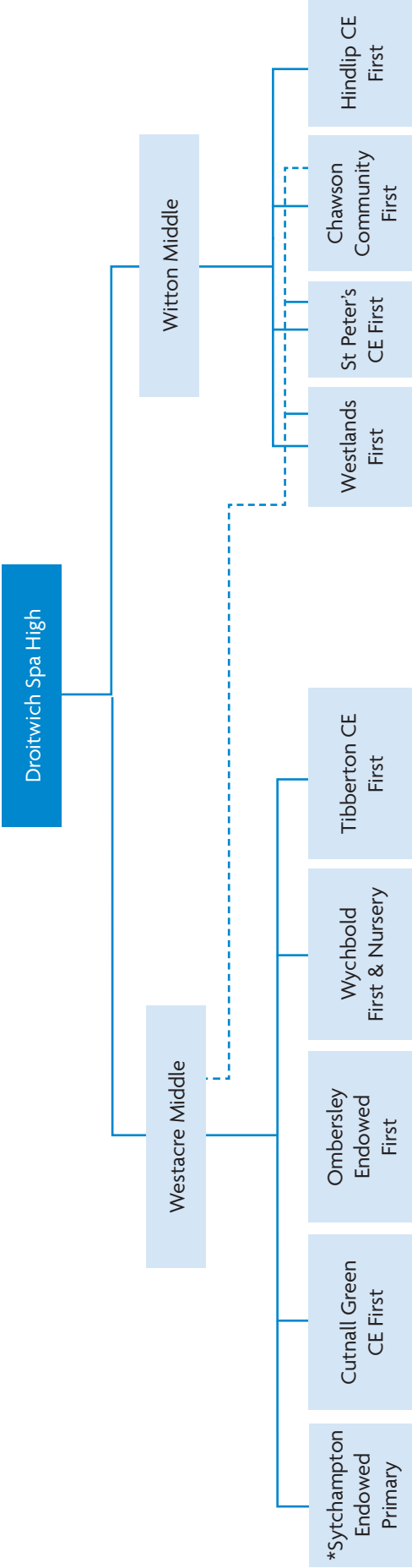


The Bromsgrove Area comprises the Town of Bromsgrove together with the civil parishes of:

- Alvechurch
- Barnt Green
- Belbroughton (Part) - Dordale and Fairfield
- Beoley
- Bourneheath
- Catshill
- Cofton Hackett (Part) - Kendall End Road to Cofton Church Lane
- Dodderhill (Part)
- Dodford and Grafton
- Fininstall
- Hanbury
- Lickey (Part)
- Stoke Prior
- Wythall (Part)

*Stoke Prior First- the whole of the school catchment area is a shared area for St Johns CE Middle School Academy and Aston Fields Middle
**Charford First has part of its catchment area which feeds St Johns CE Middle School Academy and part feeds Aston Fields Middle
NBSt. Peter's Catholic First School is situated in the South Bromsgrove area. The school is officially part of the Redditch Catholic pyramid but it does admit sizeable numbers of non-Catholic children who subsequently move on to the schools in the South Bromsgrove Pyramid.

Droitwich Pyramid



The Droitwich Area comprises

Droitwich Spa together with

the civil parishes of:

Dodderhill (Part)

Doverdale

Elmbridge

Elmley Lovett

Hadzor (Part)

Hampton Lovett

Hindlip

Huddington (Part)

Martin Hussingtree

North Claines (Part)

Oddingley (Part)

Ombersley

Rushock

Salwarpe

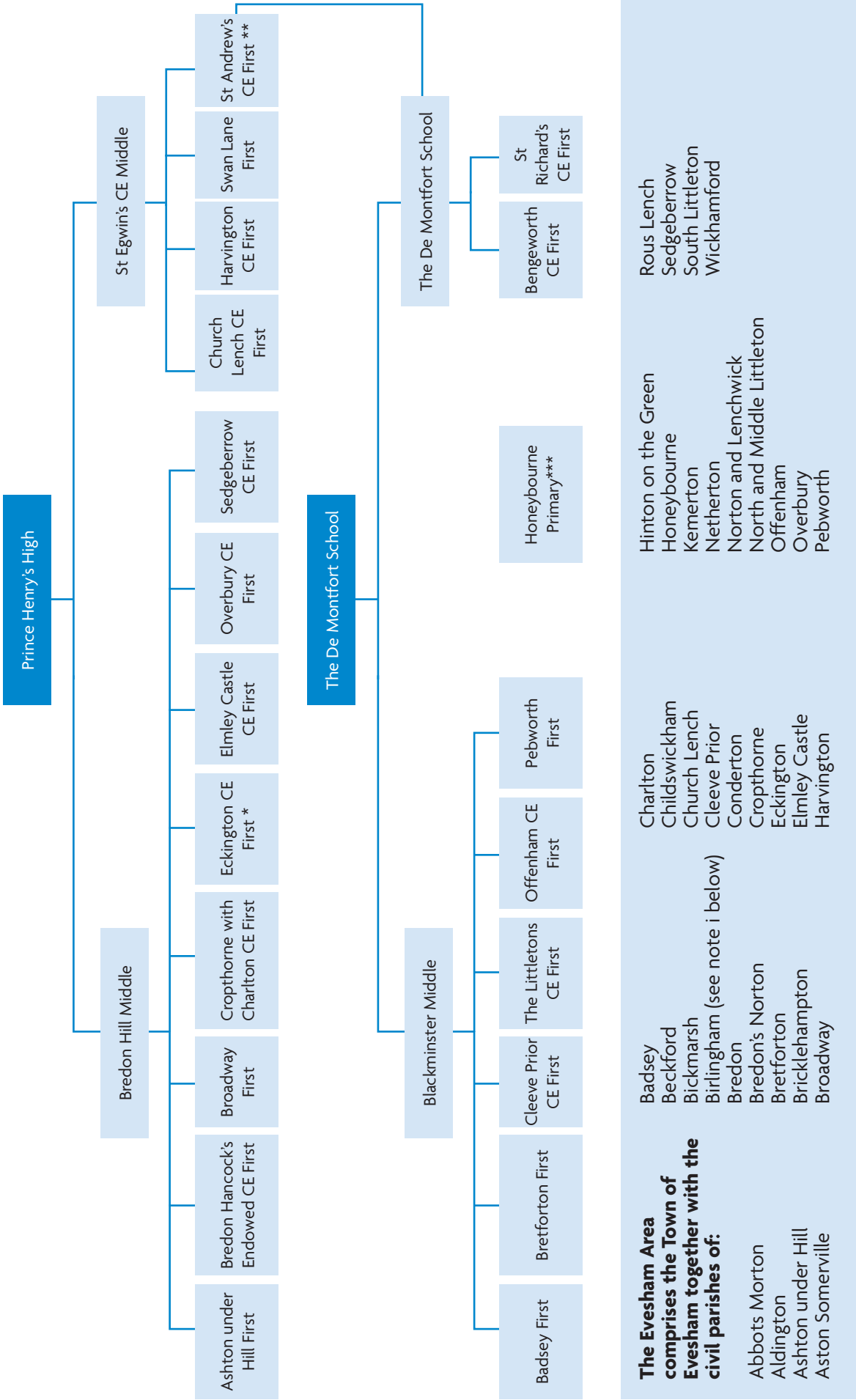
Tibberton

Upton Warren

Westwood

NB: - - - - - Shows schools which feed into more than one school.
 * Pupils at Sytchampton Endowed Primary School can choose to transfer to a Middle school for year 5 in Droitwich or remain at the school, transferring to a High school for year 7 in Stourport or elsewhere.

Evesham Pyramid



*Eckington CE First has part of its catchment area feeding into Drakes Broughton St. Barnabas in the Pershore pyramid

**St. Andrew's CE First has part of its catchment area feeding into St Egwin's Middle and part feeding into The De Montfort School

***Children at Honeybourne Primary can chose to transfer on to a Middle School for Year 6 in Evesham or remain at the school transferring on to a High School for Year 7 elsewhere.

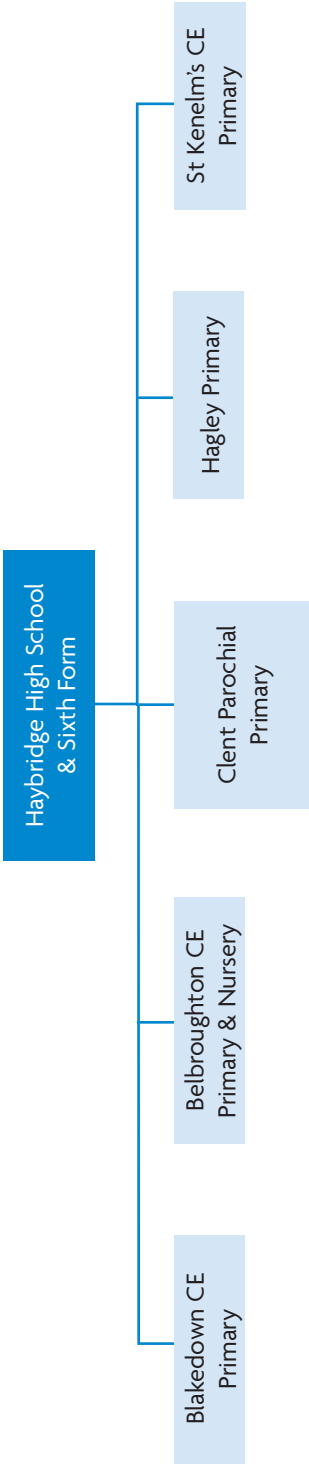
Notes on Admissions

i) Children resident in Birlingham are part of a shared catchment area with Eckington C.E. First in the Evesham area and Defford-cum-Besford C.E. First in the Pershore area. This shared catchment area also applies to the Middle and High schools of Bredon Hill Middle and Prince Henry's High in the Evesham area and St Barnabas C.E. First and Middle, Drakes Broughton and Pershore High School.

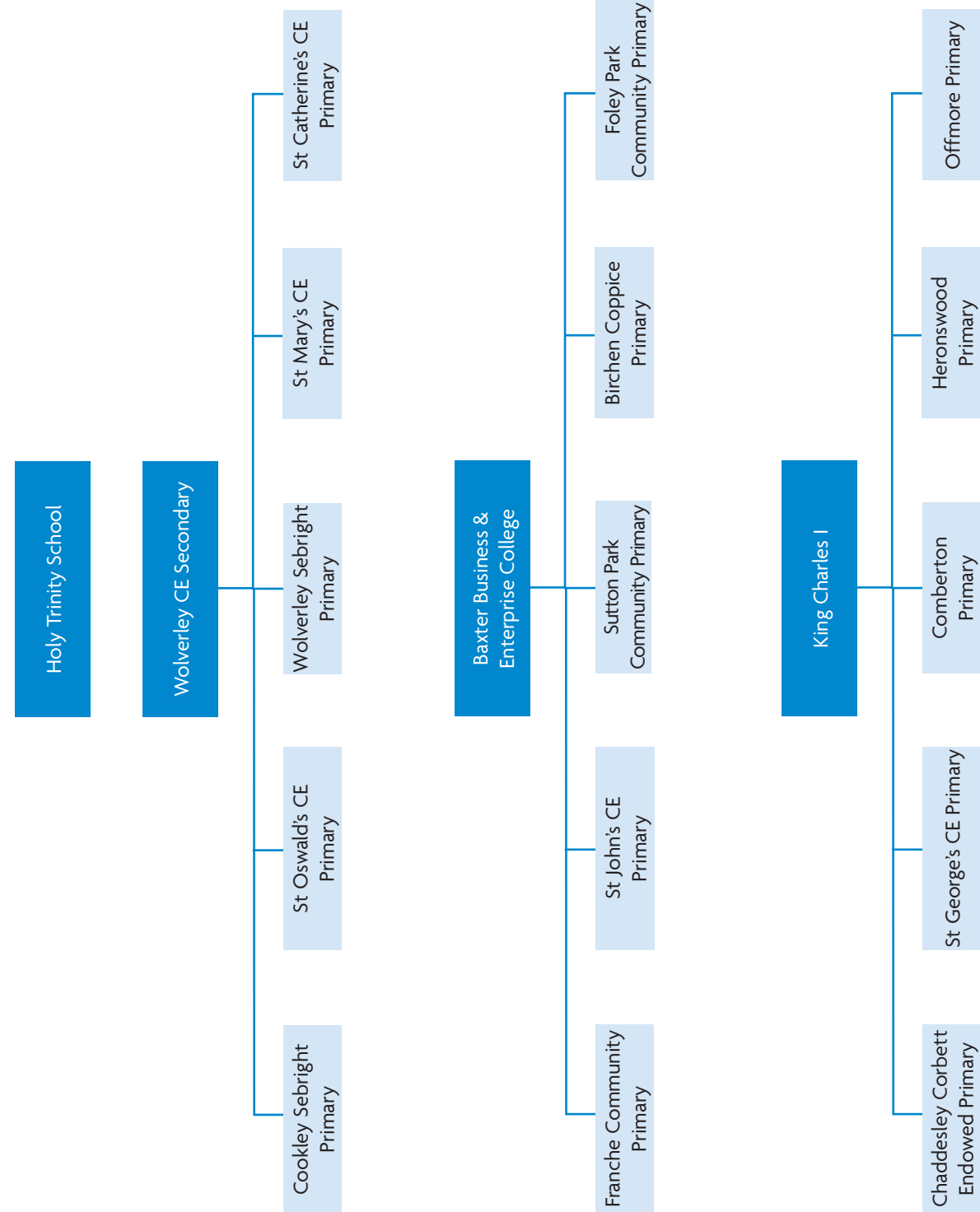
Hagley Pyramid

The Hagley Area comprises the civil parishes of:

- Belbroughton (Part) - (excluding Dordale and Fairfield)
- Broome
- Churchill and Blakedown
- Clent
- Hagley
- Romsley



Kidderminster Pyramid

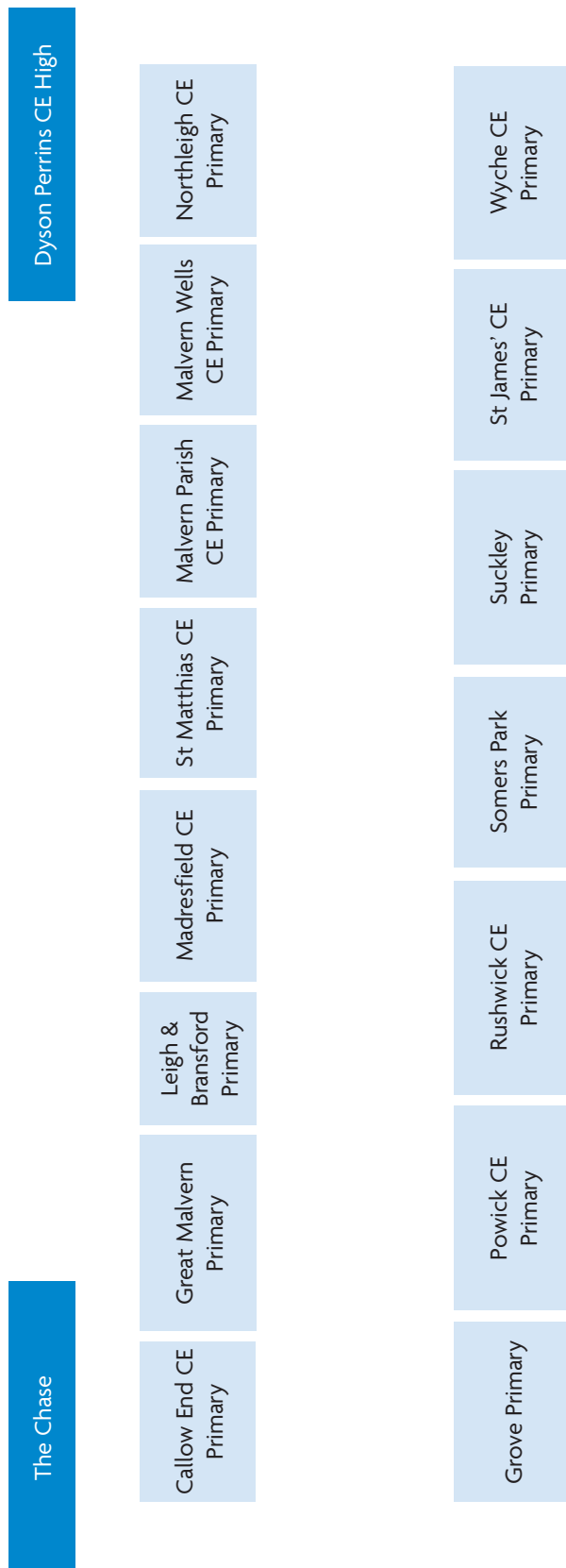


Please refer to end of Section for pyramid arrangements relating to Catholic Schools
NB Holy Trinity School is a Free School in Kidderminster that does not have any feeder school links.

The Kidderminster Area comprises the Town of Kidderminster together with the civil parishes of:

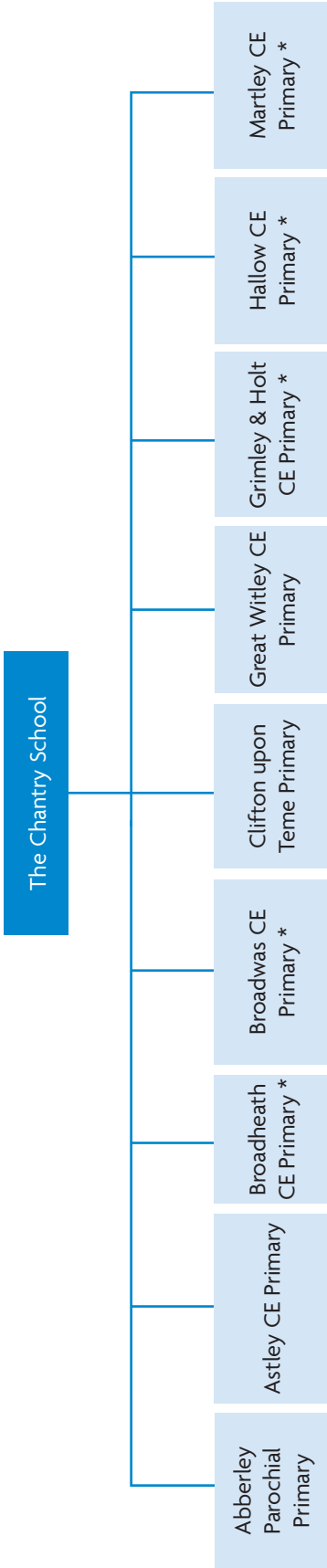
Chaddesley Corbett
Stone
Wolverley
Cookley

Malvern Pyramid



Please refer to end of Section for pyramid arrangements relating to Catholic Schools
NB The High Schools in Malvern do not have feeder school as part of their admission arrangements.

Martley Pyramid

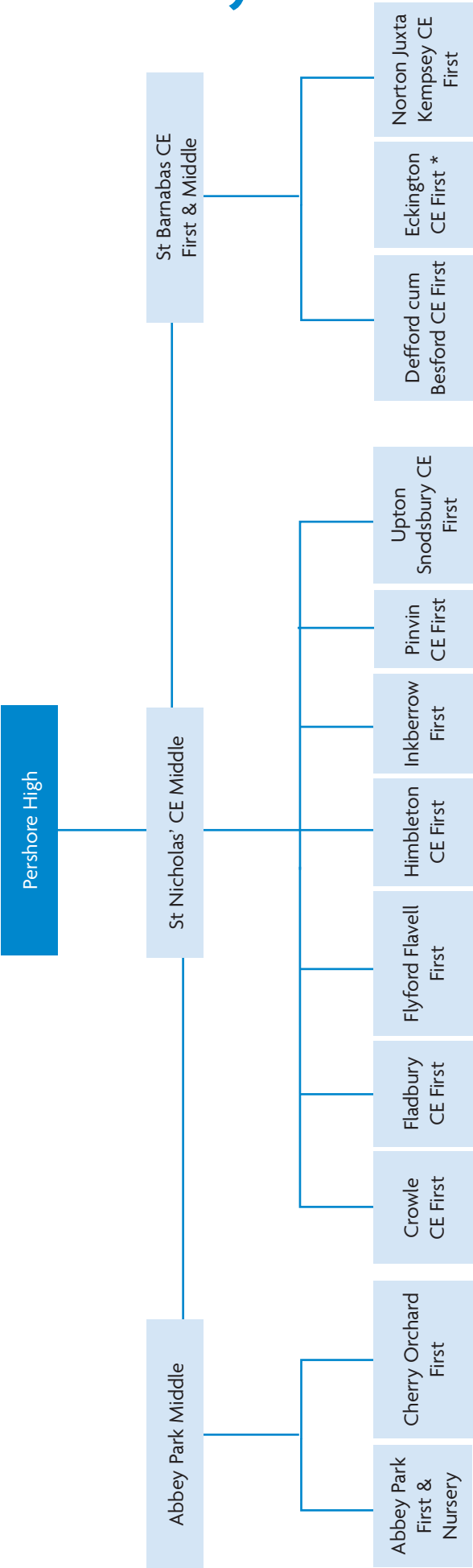


* These schools are also feeder schools for Bishop Perowne CE College

The Martley area comprises of the following civil parishes:- Droitwich Abberley Astley and Dunley Broadheath Broadwas	Clifton on Temе Cotheridge Doddenham Great Witley Grimley Hallow Hillhampton Holt	Kenswick Knightwick Little Witley Lower Sapey Lulsley Martley Pensax Shelsley Beauchamp	Shelsley Kings Shelsley Walsh Shrawley Stanford with Orleton Stockton on Temе Wichenford	plus the Menith Wood locality in the civil parish of Lindridge, plus the Crown East locality in the civil parish of Rushwick.

Please refer to end of Section for pyramid arrangements relating to Catholic Schools

Pershore Pyramid



The Pershore Area comprises the Town of Pershore together with the civil parishes of:

Abberton
Besford
Birlingham (see note i below)
Bishampton

Bredicot
Broughton Hackett
Churchill
Cookhill (Part)
Crowle
Defford
Dormston
Drakes Broughton and Wadborough

Fladbury
Flyford Flavell
Grafton Flyford
Great Comberton
Hadzor (Part)
Hill and Moor
Himbleton
Huddington (Part)
Inkberrow

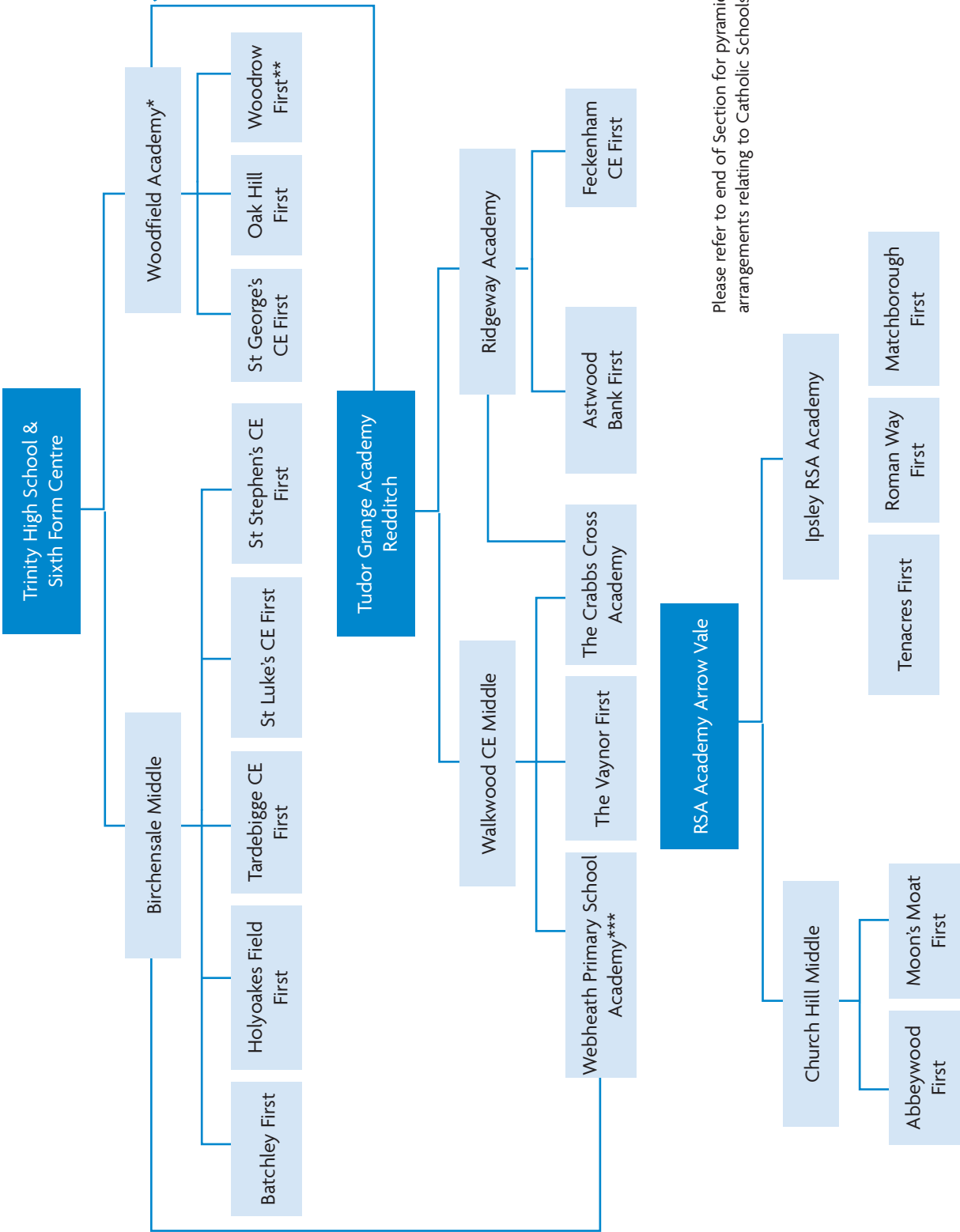
Kington
Little Comberton
Nauntun Beauchamp
North Piddle
Norton Juxta Kempsey
Oddington (Part)
Peopleton
Pinvin
Pirton

Spetchley
Stock and Bradley (Part)
Stoulton
Strensham
Throckmorton
Upton Snodsbury
White Ladies Aston
Wick
Wyre Piddle

Notes on Admissions

Children resident in Birlingham attending Eckington C.E. First School as the catchment area school should consider transfer, on attaining nine years of age, to Drakes Broughton, St Barnabas C.E. First and Middle School (Pershore Area) as this is the catchment area school at that age. Parents should also be aware there is no catchment area priority to Middle Schools in the Evesham area.

Redditch Pyramid



The Redditch Area comprises the Town of Redditch together with the civil parishes of:

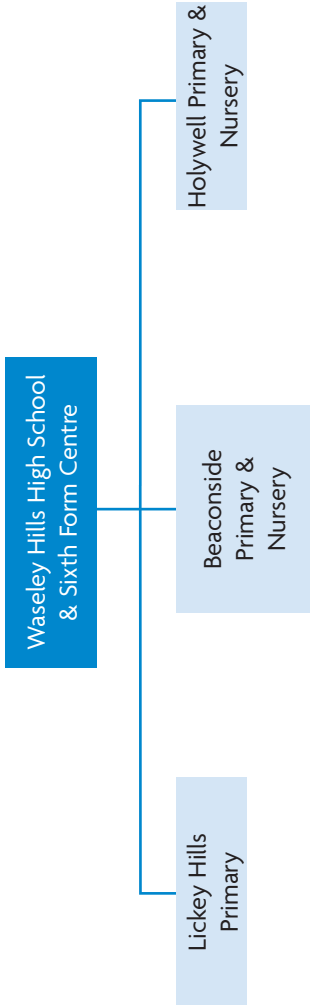
Bentley Pauncefoot
Cookhill (Part)
Feckenham
Stock and Bradley
Tutnall and Cobley

* Woodfield Academy School
- Children attending Woodfield Academy School and living in the catchment area of Tudor Grange Academy Redditch.

**Woodrow First – the catchment area for Woodrow First school is within the designated catchment area for Tudor Grange Academy Redditch at high school age. Parents should be aware there is no catchment area priority to Trinity High School from within the Woodrow First catchment area.

*** Webheath Primary – the whole of the school catchment area is a shared area for Birchensale Middle and Walkwood Middle School, Trinity High and Tudor Grange Academy Redditch

Rubery Pyramid



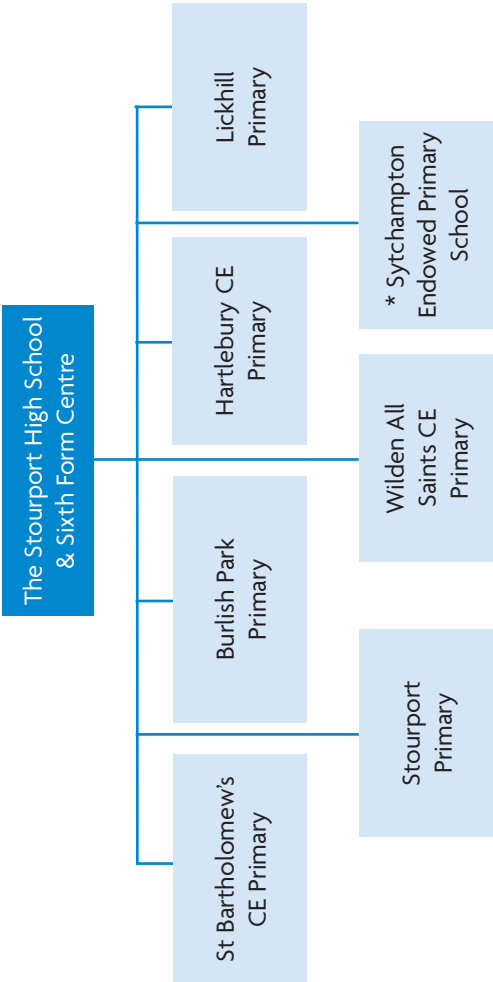
The Rubery Area comprises Rubery (that part falling within the administrative county of Worcester) together with the civil parishes of:

- Cofton Hackett (Part)
- Frankley (Part)
- Lickey (Part)

Stourport Pyramid

The Stourport Area comprises the Town of Stourport together with the civil parish of:

Hartlebury



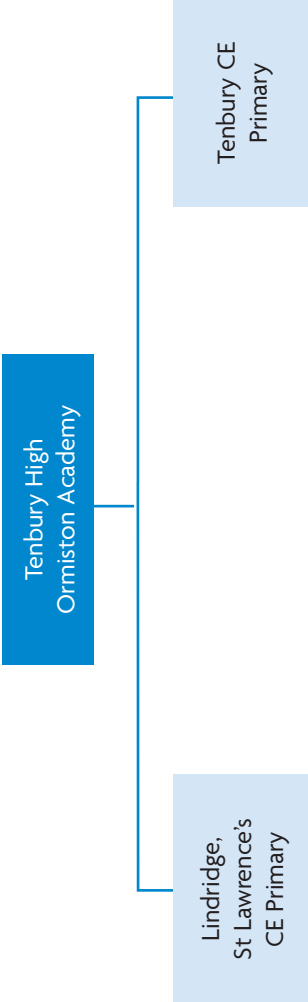
Please refer to end of Section for pyramid arrangements relating to Catholic Schools
* Pupils at Sytchampton Endowed Primary School can choose to transfer to a Middle school for year 5 in Droitwich or remain at the school, transferring to a High school for year 7 in Stourport or elsewhere.

Tenbury Pyramid

The Tenbury Area comprises of the Parish of Tenbury together with the civil parishes of:

Bockleton
Eastham
Hanley
Knighton on Teme
Kyre
Lindridge.*
Rochford
Stoke Bliss

*Pupils in the Menith Wood Locality in the civil parish of Lindridge attend schools in the Martley area



Sixth Form Education for Tenbury pupils is provided in Ludlow, Shropshire

Upton Pyramid

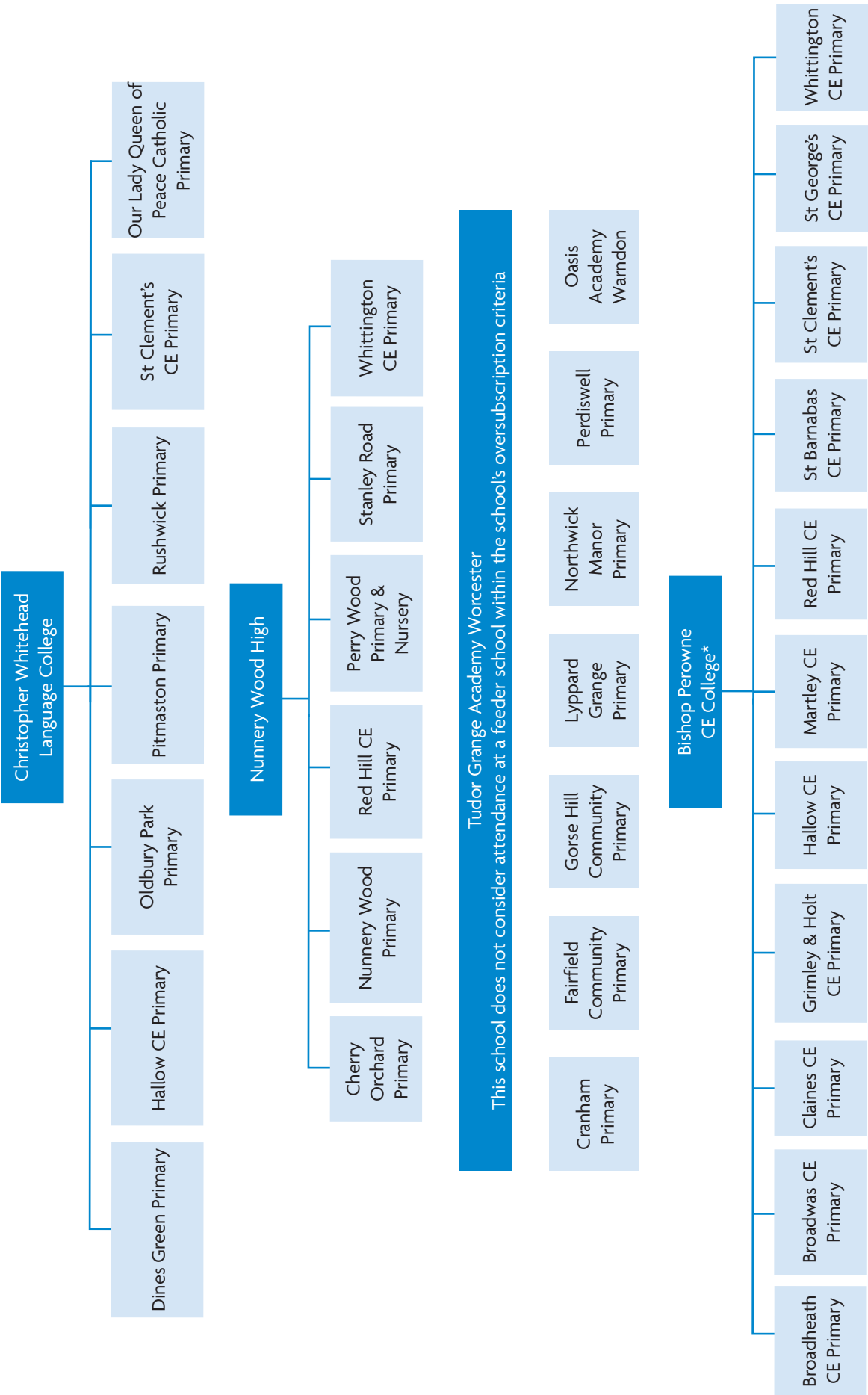
The Upton upon Severn area comprises of the Town of Upton upon Severn together with the civil parishes of:-

- Berrow
- Birtsmorton
- Bushley
- Castlemorton
- Croome D'Abitot
- Earl's Croome
- Eldersfield
- Hanley Castle
- Hill Croome
- Holdfast
- Kempsey
- Longdon
- Pendock
- Pendock (Det.)
- Queenhill
- Ripple
- Severn Stoke
- Welland

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graph TD
    A[Hanley Castle High] --- B[Castlemorton CE Primary]
    A --- C[Eldersfield Lawn CE Primary]
    A --- D["Hanley Swan St Gabriel's with St Mary's CE Primary"]
    A --- E[Kempsey Primary]
    A --- F[Pendock CE Primary]
    A --- G[Upton upon Severn CE Primary]
    A --- H[Welland Primary]
    
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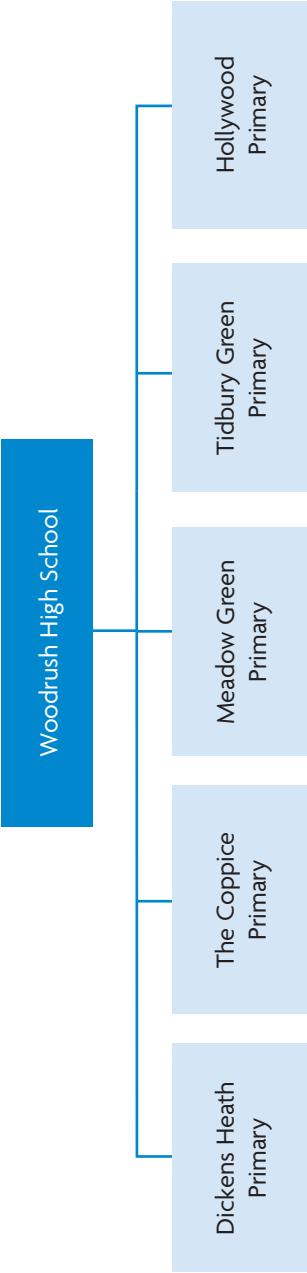
Worcester Pyramid



The Worcester City Area comprises the City of Worcester together with the civil parishes of:

North Claines as it extends beyond the city boundary, except that in part of the parish to the east of the railway line and north of the A449 road; the excepted part is contributory to the Droitwich area. Whittington is also included within the Worcester City area.

Wythall Pyramid



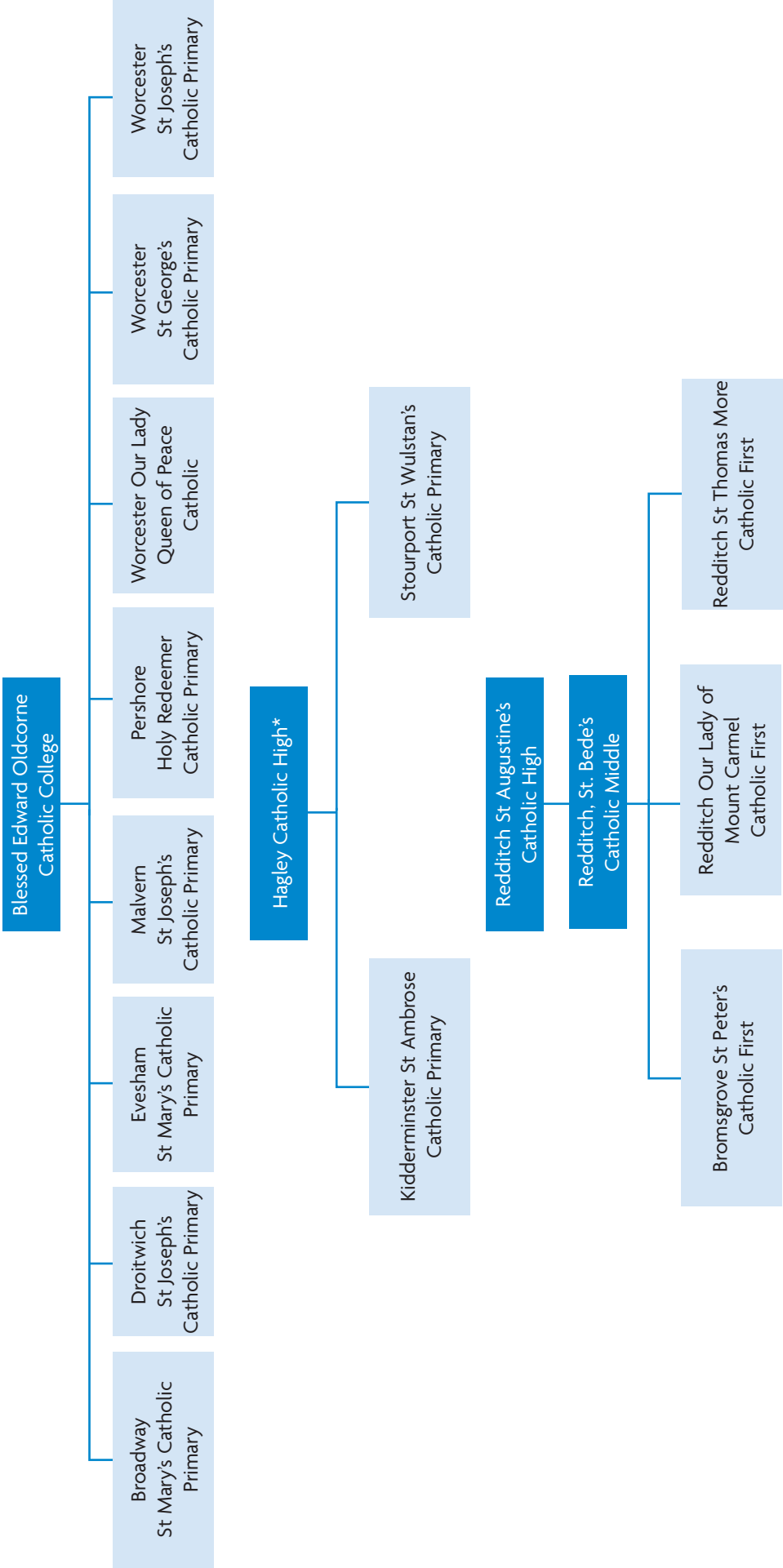
The Wythall Area comprises the civil parish of Wythall.

Notes on Admissions

i) Tidbury Green Primary and Hollywood Primary, although feeder schools for Woodrush Community High, are located in the Birmingham LA area, Dickens Heath Primary school is located in the Solihull LA area.

Please refer to end of Section for pyramid arrangements relating to Catholic Schools

Catholic Arrangements



NB

The admission criteria of feeder school arrangements does not apply to the schools covered by catholic arrangements as these schools determine their own admissions policy.
 St. Peter's Catholic First School is situated in the South Bromsgrove area. The school is officially part of the Redditch Catholic pyramid but it does admit sizeable numbers of non-Catholic children who subsequently move on to the schools in the South Bromsgrove Pyramid.
 * Hagley Catholic High also has feeder schools which are outside of the county of Worcestershire.

Part E

Section 5

Admissions to Middle Schools

Admission authorities can review their arrangements annually.

The information given in this book applies only to admissions in the school year 2016 – 2017 and may change in future years.

Please be aware:

- It is a parent/carers responsibility to ensure that their application is submitted on time.
- Living in catchment, having a sibling already at a school or attendance at a feeder school gives **no guarantee** that your child will gain a place. Parents/carers must apply separately for their child to go to any middle school.

5.1 Parental Responsibility

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents must 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 will not process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we will not proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

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 the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.

5.2 Which school can your child attend?

The law says that the Local Authority (LA) must give parents the chance to state their preference for the school they wish their child to attend. The law does not give parents/carers an absolute right to “choose” the school for their child. It is important to find out the name of the **catchment area school** for the home address of your child and you can do this by visiting www.worcestershire.gov.uk/schooladmissions and following the link to school catchment areas.

You may apply for other schools (other than the catchment area school), including Academy, Foundation, Free or Voluntary Aided Schools, please refer to paragraph 5.3 – 5.13 for details of the co-ordinated admissions arrangements.

A small number of pupils are educated at home through arrangements made by their parents/carers. The Local Authority verifies the quality of the provision on a regular basis. Information on Elective Home Education is made available through the SEND Information, Advice and Support Service by telephoning: 01905 768153.

Important Considerations for you to note:

If your child is admitted to a middle school of your preference your child may not have the highest priority for transfer to the related high school. If the related high school is oversubscribed at the time of transfer, your child might then have to move in a different direction from other children attending the same middle school.

Having gained admission to a middle school of your preference (other than the catchment area school) does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, catchment area children have a higher priority on the oversubscription criteria.

- **Applications where a preference is expressed on time will take precedence in relation to the school over where a preference is expressed after the closing date. In both of these instances they will have precedence over those where no preference is expressed.**
- You should give careful consideration to the means by which your child will travel to school (see information about [School Transport](#) in Part A of this booklet).

5.3 The Co-ordinated Admissions Scheme Timetable for Middle Schools

15th January 2016	All applications must be received, either at current school, on-line or the HOME LA.
16th January 2016	All applications received at current schools to be sent to LA.
25th January 2016	Information forwarded to Academies, Foundation, Free and Voluntary Aided Schools for allocations to be considered. Further applications to be forwarded asap.
1st February 2016	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
1st February 2016	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
28th February 2016	Last date at which Late Applications can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).
4th March 2016	Academy, Foundation, Free and Voluntary Aided Schools to return preferences, ranked by those schools in accordance with their admission criteria.
79th March 2016	Worcestershire and neighbouring LAs to exchange information of results (1st cycle).
18th March 2016	Worcestershire and neighbouring LA's to exchange further information (2nd cycle).
31st March 2016	Worcestershire and neighbouring LAs to exchange final information.
16th April 2016	Offers of school places made to parents.

5.4 How do you apply for a place at a Middle School?

The parents of ALL pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, **seeking a place at** any Middle School, **including any Academy, Foundation, Free or Voluntary Aided School**, and any School outside Worcestershire, must **complete a Worcestershire on-line application by the closing date – 15th January 2016.**

Worcestershire parents are invited to state three preferences. **All preferences** are treated as equal initially, and the oversubscription criteria applied to each preference. If it is possible to make a potential offer at more than one school, then the final offer will be the school ranked highest on the application. (See paragraph 5.6 below).

Please be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that you ensure that you have understood the information that is available from each LA/School, before stating a preference on an application. The Admissions Criteria for Worcestershire Academy, Foundation, Free and Voluntary Aided Schools can be found here: [Academy, Foundation, Free and Voluntary Aided Admissions Criteria 2016](#)

Please make contact with the School Admissions Teams of any of the relevant LAs, if further information is required. (The contact details for all the neighbouring LAs can be found in [Part A](#))

Parents seeking a place at an Academy, Foundation, Free or Voluntary Aided School or schools outside Worcestershire must:

- obtain from the school a prospectus which will explain if you need to provide/complete supplementary information/forms;
- complete a Worcestershire on-line application naming your school preferences

(See 5.5 below for when to apply)

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application provided by the “home” LA. (The “home” LA is defined as the Local Authority relevant to the child’s home address). The “home” LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places. If you are not resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire.

It is very important that applications are received no later than the date indicated in paragraph 5.5.

Late applications are always considered, though it may not be possible to allocate a place in the school you prefer, if it is oversubscribed, even if the school is the catchment area school for your child’s home address –(See paragraph 5.7 about late applications)

You should inform the Headteacher of the allocated school, and the School Admissions Section if you are withdrawing your application for any reason. The School Admissions Section and the Headteacher must be notified immediately of any change in the child’s home address.

5.5 When should you apply?

Places in Middle Schools are allocated on the basis of applications received on or before the closing date of: 15th January 2016.

From 1st September 2015 until the closing date 15th January 2016 applications can be made by visiting: www.worcestershire.gov.uk/schooladmissions. If you do not have access to the internet please contact School Admissions on 01905 822700)

Details/preferences on an on-line application can be amended and re-submitted right up until the closing date, 15th January 2016. (Remember to resubmit any changes you make)

Any requests to amend details/preferences after the closing date, must be made in writing or sent via email to the School Admissions Section. **Any request to amend details/preferences after the closing date will be subject to the late application policy.**

For applications after the closing date please refer to paragraph 5.7 below.

If your child currently attends a First School in Worcestershire, you will receive in September 2015:

- Information about the transfer process

If you are not resident in Worcestershire, then you must apply through your ‘home’ Local Authority, even if your preferences include schools within Worcestershire.

Having read all the information available from the County Council and individual schools as well as attending any open events held at schools, you must then complete and submit an on-line application.

If your child is not attending a Worcestershire school but you reside in Worcestershire, you must still apply through Worcestershire for admissions to Middle Schools, even if your preferences are for schools within another Local Authority.

Apply online at: www.worcestershire.gov.uk/schooladmissions

PROOF OF APPLICATION – It is the parent/carers responsibility to ensure a receipt is obtained when making an application. **Please retain any receipt as proof of application.**

- Applications made on-line will receive a return receipt via email once the application has been submitted.
(PLEASE RETAIN AS PROOF OF SUBMISSION)
- Paper application forms have a detachable receipt – see form for details.
(PLEASE RETAIN AS PROOF OF SUBMISSION)

The Local Authority will not accept that an application form has been submitted unless you can provide either of the above as proof. This will mean that your application will be classed as Late.

5.6 How are places allocated?

The School Admissions Section will send details to its Academy, Foundation, Free and Voluntary Aided Schools, of all applications received for that school, irrespective of ranking, for initial consideration, **and also to neighbouring LAs**, who will then apply their own oversubscription criteria.

The School Admissions Section will then receive the outcome of these initial considerations, and will compare against lists of potential offers at other schools nominated on the application, to identify any pupils, who may potentially be offered more than one place. If this is the case, then the single offer will be the higher ranked school on the application.

If no place is available at your second or third preference schools as well, or if you have not expressed a second/third preference, the Home Local Authority will name an alternative school with places available. This will normally be the nearest school to where you live that still has available places.

5.7 What if you are applying after the closing date – Late Applications?

To make an application after the closing date of 15th January 2016, a PA1 Application Form must be completed and submitted to the School Admissions Section. PA1 forms will be available online to download by visiting www.worcestershire.gov.uk/schooladmissions or by request on: 01905 822700.

Between 16th January 2016 and 28th February 2016, it is likely that a number of late applications (this includes all requests to amend applications previously submitted) will be received. The Council has agreed in its' co-ordinated scheme to accept 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, ([Section 8 living in a catchment area](#));
- b) where it is agreed by the Directorate of Children's Services, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 28th February 2016, 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 or 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 2016 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.

If making an application after the start of the Autumn Term (1st September 2016) please refer to Section 5.11 below.

Apply online at: www.worcestershire.gov.uk/schooladmissions

5.8 Who has responsibility for the allocation of places?

For Community and Voluntary Controlled Schools, decisions are made by the School Admissions Section. The Headteacher of the school involved is **not** in a position to offer your child a place. For Academy, Foundation, Free and Voluntary Aided Schools decisions are made by the **governing bodies/trusts** of the individual schools. For explanation of school types – see [Section 8 Glossary](#).

5.9 When are decisions made?

Offers will be issued on **16th April 2016**. They will be issued direct to parents, by the School Admissions Section, even if it is on behalf of the governing body/trusts of an Academy, Foundation, Free or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application, a place will normally be offered at the nearest school with places still available.

The acceptance or decline of the offer must be made by the date specified.

- For pupils not resident in Worcestershire, the offer or refusal will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

5.10 What happens if you are moving into a new area?

Where families with children of school age are moving into a new area, parents should at the earliest opportunity either enquire at schools in the area or contact the Local Authority School Admissions Section in the area.

Please be aware that some schools may well already be full at the time of your application.

5.11 In-Year Admissions to schools, outside the normal round of admissions.

Generally, pupils only transfer from one school to another when there has been a change of home address.

Parents/Carers completing a CA1 application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Section. Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Free or Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the individual schools.

In line with the Code of Practice, all own admission authority schools **must**, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

The procedure for in-year admissions for Worcestershire residents is as follows;

- 1) Parent/Carer to obtain an application form (CA1), from any of the following sources;
 - Download form from website (www.worcestershire.gov.uk/schooladmissions)
 - Child's current school (if in Worcestershire).
 - School being applied for (if in Worcestershire)
 - Worcestershire Hub Centre (Tel 01905 822700)

- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current Headteacher (if already attending a Worcestershire School).
- 3) In the case of a first preference for a Community or Voluntary Controlled School, the parent should then forward the form onto the School Admissions Section to be processed.
- 4) In the case of a first preference for an Academy, Foundation, Free or Voluntary Aided School, or a school in another Local Authority, the parent should forward the form to the individual school.
- 5) The Local Authority or individual school will write to parents, normally within 10 school days, of the form being received to notify of the decision. In the case of an Academy, Foundation, Free or Voluntary Aided school, the school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.
- 6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

Please be aware that some schools may well already be full at the time of your application.

5.12 Waiting Lists

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list, priority is based on the oversubscription policy of the school.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, are maintained by the individual schools and parents will need to contact the school directly, to establish the waiting list procedure in place at those schools.

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the School Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of the Autumn term. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term. **Only on receipt of an acknowledgement letter from School Admissions will that child be on the list.**

5.13 How many children may be admitted to each school?

The County Council has a duty to ensure the provision of efficient education and the efficient use of resources. Schools cannot be permitted to become overcrowded. The number of pupils that may be admitted to a school in the relevant year group is known as the **Published Admission Number (PAN)**. Details are given in Section 5a of the book. (As at time of print July 2015)

5.14 Children of UK service personnel (UK Armed Forces)

The School Admissions Code specifies that, for families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus. To view the admissions policy please see [section 7](#).

In the case of Community and Voluntary Controlled Schools, the admission arrangements ensure that the application is accepted in advance and the address is accepted as if the child were resident at that address immediately. Should any vacancy exist then that place can be allocated in advance. This is in line with the mandatory requirements of the Code. However, where no vacancy exists the approved admissions policy does not admit these children above the PAN.

The arrangements in place are considered appropriate for Worcestershire where very few applications under these circumstances are received.

5.15 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.

The admissions authority of the school must make the decision based on the circumstances of each case. In the case of a Community or Voluntary Controlled School the Local Authority will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

If this is something you wish to discuss further then please contact 01905 822700

Part E

Section 5a

Information about Worcestershire Middle schools

Key to Columns

Type: Categorisation of school - see [Part B, Section 1.1](#) for further description

A – Academy

C – Community

FD – Foundation

FR – Free

VA – Voluntary Aided

VC – Voluntary Controlled

N.B. *At time of publication a number of schools are applying to become Academies and the school status maybe subject to change

DfE No: Department for Education (DfE) school number. All school numbers have the prefix of 885, which is the Authority number allocated to Worcestershire by the DfE.

PAN: Published Admission Number

The maximum number of children which can be admitted to a school in each year group. The PAN is agreed by the governing body of the school. The figures set for the admissions year 2016/2017 are shown.

NOR: Total number of pupils on roll at the school in January 2015.

Bromsgrove area - Secondary Middle schools Years 5 to Year 8 (Ages 9 - 13)			
Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
A 4575	Alvechurch C.E. Middle School Birmingham Road, Alvechurch, Birmingham, B48 7TA Tel: 0121 445 1033 office@alvechurch.worcs.sch.uk	110	392
C 4401	Aston Fields Middle School Drummond Road, Bromsgrove, Worcs. B60 2ET Tel: 01527 876026 office@astonfields.worcs.sch.uk	150	578
C 4402	Catshill Middle School Meadow Road, Catshill, Bromsgrove, Worcs. B61 OJW Tel: 01527 872431 office@catshill-middle.worcs.sch.uk	120	278

C 4403	Parkside Middle School Stourbridge Road, Bromsgrove, Worcs. B61 OAH Tel: 01527 873660 office@parkside.worcs.sch.uk	130	477
A 5404	St John's C.E. Foundation Middle School Watt Close, Bromsgrove, Worcs. B61 7DH Tel: 01527 832376 office@st-johns-bromsgrove.worcs.sch.uk	150	623

Droitwich area - Secondary Middle schools Years 5 to Year 7 (Ages 9 - 12)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2916	Westacre Middle School Ombersley Way, Droitwich, Worcs. WR9 0AA Tel: 01905 772795 office@westacre.worcs.sch.uk	150	412
C 2917	Witton Middle School Old Coach Road, Droitwich, Worcs. WR9 8BD Tel: 01905 773362 office@witton.worcs.sch.uk	180	429

Evesham area - Secondary Middle schools Years 6 to Year 8 (Ages 10 - 13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 4408	Blackminster Middle School Station Road, South Littleton, Evesham, Worcs. WR11 8TG Tel: 01386 830311 office@blackminster.worcs.sch.uk	130	237
C 4400	Bredon Hill Middle School Elmley Road, Ashton under Hill, Evesham, Worcs. WR11 6SW Tel: 01386 881426 office@bredon.worcs.sch.uk	156	464
C 4409	The De Monfort School Four Pools Lane, Evesham, Worcs. WR11 1DL Tel: 01386 442204 office@tdms.worcs.sch.uk	150	342
VC 4576	St. Egwin's C.E. Middle School Worcester Road, Evesham, Worcs. WR11 4JU Tel: 01386 446924 office@st-egwins.worcs.sch.uk	120	350

Pershore area - Secondary Middle schools Years 5 to Year 7 (Ages 9 - 12)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 2906	Abbey Park Middle School Abbey Road, Pershore, Worcs. WR10 1DF Tel: 01386 552667 office@abbeyparkmiddle.worcs.sch.uk	84	176
VC 3208	St. Barnabas C.E. First & Middle School Stonebow Road, Drakes Broughton, Pershore, Worcs. WR10 2AW Tel: 01905 840366 office@st-barnabasfirstmiddle.worcs.sch.uk	*81	212
VC 3205	St. Nicholas C.E. Middle School Main Street, Pinvin, Pershore, Worcs. WR10 2ER Tel: 01386 554196 office@st-nicholas.worcs.sch.uk	112	329

*inc those already in the first school part of St Barnabas CE

Redditch area - Secondary Middle schools Years 5 to Year 8 (Ages 9 - 13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
C 4418	Birchensale Middle School Bridley Moor Road, Batchley, Redditch, Worcs. B97 6HT Tel: 01527 68430 office@birchensale.worcs.sch.uk	125	410
C 4427	Church Hill Middle School Wood Piece Lane, Church Hill, Redditch, Worcs. B98 9LR Tel: 01527 585580 office@churchhill.worcs.sch.uk	90	275
A 4009	Ipsley RSA Academy Winyates Way, Winyates, Redditch, Worcs. B98 0UB Tel: 01527 525725 office@ipsleyacademy.co.uk	150	442
A 4422	*Ridgeway Academy Evesham Road, Astwood Bank, Redditch, Worcs. B96 6BD Tel: 01527 892867 office@ridgeway.worcs.sch.uk	120	454
A 5401	St. Bede's Catholic Middle School Holloway Lane, Redditch, Worcs. B98 7HA Tel: 01527 525916 office@st-bedes.worcs.sch.uk	150	587
A 4579	Walkwood C.E. Middle School Feckenham Road, Headless Cross, Redditch, Worcs. B97 5AQ Tel: 01527 543361 office@walkwoodms.worcs.sch.uk	180	599
A 4436	Woodfield Academy Studley Road, Redditch, Worcs. B98 7HH Tel: 01527 527081 office@woodfield.worcs.sch.uk	150	546

*Ridgeway Academy are in the process of converting to a high school but will continue to admit a Year 5 intake for 2016.

Apply online at: www.worcestershire.gov.uk/schooladmissions

Dates of Open Events at Worcestershire Middle Schools

The table below tells you what date each school will hold its open event. It is in alphabetical order. Full details of each open event including dates of any visits during the day can be found on the individual schools website

Town	School Name and Website Address	Date and Time of Open Event
Bromsgrove	Alvechurch CE Middle School www.alvechurch.worcs.sch.uk	Monday 12th October
	Aston Fields Middle School www.astonfields.worcs.sch.uk	Monday 28th September 6:15 – 7:45pm
	Catshill Middle School www.catshill-middle.worcs.sch.uk	Tuesday 6th October 5.30pm onwards
	Parkside Middle School www.parksidemiddleschool.co.uk	Monday 5th October
	St John's CE Middle School Academy www.stjohnsbromsgrove.co.uk	Thursday 1st October
Droitwich	Westacre Middle School www.westacre.school-portal.co.uk	Thursday 1st October
	Witton Middle School www.witton.worcs.sch.uk	Thursday 24th September.
Evesham	Blackminster Middle School www.blackminster.org.uk	Tuesday 13th October
	Bredon Hill Middle School www.bredon.worcs.sch.uk	Tuesday 20th October
	The De Montfort School www.simondemontfort.worcs.sch.uk	Thursday 8th October
	St Egwin's CE Middle School www.st-egwins.worcs.sch.uk	Wednesday 7th October

Town	School Name and Website Address	Date and Time of Open Event
Pershore	Abbey Park Middle School www.abbeyparkmiddle.worcs.sch.uk	Tuesday 6th October at 6.00pm
	St. Barnabas CE First & Middle School www.st-barnabasfirstmiddle.worcs.sch.uk	Wednesday 14th October
	St. Nicholas' CE Middle School www.st-nicholas.worcs.sch.uk	Tuesday 20th October
Redditch	Birchensale Middle School www.birchensale.worcs.sch.uk	Thursday 8th October
	Church Hill Middle School www.churchill.worcs.sch.uk	Wednesday 14th October
	Ipsley CE RSA Academy www.ipsleyacademy.co.uk	Thursday 22nd October
	Ridgeway Academy www.ridgeway.worcs.sch.uk	Tuesday 6th October
	St. Bede's Catholic Middle School www.st-bedes.worcs.sch.uk	Tuesday 20th October
	Walkwood CE Middle School www.walkwoodms.worcs.sch.uk	Wednesday 14th October
	Woodfield Academy School www.woodfield.worcs.sch.uk	Monday 5th October

Part F

Section 6

Transfer to High Schools

Admission authorities can review their arrangements annually.

The information given in this book applies only to admissions in the school year 2016 – 2017 and may change in future years.

Please be aware:

- It is a parent/carers responsibility to ensure that their application is submitted on time.
- Living in catchment, having a sibling already at a school or attendance at a feeder school gives **no guarantee** that your child will gain a place. Parents/carers must apply separately for their child to go to any high school.

6.1 Parental Responsibility

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents must 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 will not process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we will not proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

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 the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.

6.2 Which school can your child attend?

The law says that the Local Authority (LA) must give parents the chance to state their preference for the school they wish their child to attend. The law does not give parents/carers an absolute right to “choose” the school for their child. It is important to find out the name of the **catchment area school** for the home address of your child and you can do this by either telephoning: 01905 822700 or by visiting www.worcestershire.gov.uk/schooladmissions and following the link to school catchment areas.

You may apply for other schools (other than the catchment area school), including Academy, Foundation, Free or Voluntary Aided Schools, please refer to paragraph 6.3 – 6.13 for details of the co-ordinated admissions arrangements.

A small number of pupils are educated at home through arrangements made by their parents/carers. The Local Authority verifies the quality of the provision on a regular basis. Information on Elective Home Education is made available through the SEND Information, Advice and Support Service by telephoning: 01905 768153.

Important Considerations for you to note:

Having gained admission to a high school of your preference (other than the catchment area school) does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, catchment area children have a higher priority on the oversubscription criteria.

- Applications where a preference is expressed on time will take precedence in relation to the school over where a preference is expressed after the closing date. In both of these instances they will have precedence over those where no preference is expressed.
- You should give careful consideration to the means by which your child will travel to school (see information about [School Transport](#) in Part A of this booklet).

6.3 The Co-ordinated Admissions Scheme Timetable for High Schools

31st October 2015	All applications must be received, either at current school, on-line or the HOME LA .
1st November 2015	All applications received at current schools to be sent to LA.
16th November 2015	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
16th November 2015	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
23rd November 2015	Information forwarded to Academies, Foundation and Voluntary Aided Schools for allocations to be considered.
14th December 2015	Academies, Foundation and Voluntary Aided Schools to return preferences ranked by those schools in accordance with their admission criteria.
15th December 2015	Further co-ordination required, to compare lists against parents' rankings (ongoing).
11th January 2016	Worcestershire and neighbouring LAs to exchange information of results (1st cycle).
11th January 2016	Worcestershire to check nominations against parents' rankings and adjust where necessary.
25th January 2016	Further exchange of data between neighbouring LA's detailing potential offers.
31st January 2016	Last date at which Late Applications can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).
3rd February 2016	Worcestershire and neighbouring LAs to exchange further information (2nd cycle).
8th February 2016	Worcestershire and neighbouring LAs to exchange final information.
1st March 2016	Offers of school places made to parents by Home LA.

6.4 How do you apply for a place at a High School

The parents of **ALL pupils resident in Worcestershire**, including parents whose preference is for the catchment area school for the child's home address, **seeking a place at any High School, including any Academy, Foundation, Free or Voluntary Aided School**, and any School outside Worcestershire, must **complete a Worcestershire on-line application by the closing date – 31st October 2015**.

Worcestershire parents are invited to state three preferences. **All preferences** are treated as equal initially, and the oversubscription criteria applied to each preference. If it is possible to make a potential offer at more than one school, then the final offer will be the school ranked highest on the application. (See paragraph 6.6 below).

Please be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that you ensure that you have understood the information that is available from each LA/School, before stating a preference on an application. The Admissions Criteria for Worcestershire Academy, Foundation, Free and Voluntary Aided Schools can be found here: [Academy, Foundation, Free and Voluntary Aided Admissions Criteria 2016](#)

Please make contact with the School Admissions Teams of any of the relevant LAs, if further information is required. (The contact details for all the neighbouring LAs can be found in [Part A](#))

Parents seeking a place at an Academy, Foundation, Free or Voluntary Aided School or schools outside Worcestershire must:

- obtain from the school a prospectus which will explain if you need to provide/complete supplementary information/forms;
- complete a Worcestershire on-line application naming your school preferences (See 6.5 below for when to apply)

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application provided by the “home” LA. (The “home” LA is defined as the Local Authority relevant to the child’s home address). The “home” LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places. If you are not resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire.

It is very important that applications are received no later than the date indicated in paragraph 6.5.

Late applications are always considered, though it may not be possible to allocate a place in the school you prefer, if it is oversubscribed, even if the school is the catchment area school for your child’s home address –(See paragraph 6.7 about late applications)

You should inform the Headteacher of the allocated school, and the School Admissions Section if you are withdrawing your application for any reason. The School Admissions Section and the Headteacher must be notified immediately of any change in the child’s home address.

6.5 When should you apply?

Places in High Schools are allocated on the basis of applications received on or before the closing date of: **31st October 2015.**

From 1st September 2015 until the closing date 31st October 2015 applications can be made by visiting www.worcestershire.gov.uk/schooladmissions. If you do not have access to the internet please contact School Admissions on 01905 822700.

Details/preferences on an on-line application can be amended and re-submitted right up until the closing date, **31st October 2015.** (Remember to resubmit any changes you make)

Any requests to amend details/preferences after the closing date, must be made in writing or sent via email to the School Admissions Section. **Any request to amend details/preferences after the closing date will be subject to the late application policy.**

For applications after the closing date please refer to paragraph 6.7 below.

If your child currently attends a Primary or Middle School in Worcestershire, you will receive in September 2015:

- Information about the transfer process

If you are not resident in Worcestershire, then you must apply through your ‘home’ Local Authority, even if your preferences include schools within Worcestershire.

Having read all the information available from the County Council and individual schools as well as attending any open events held at schools, you must then complete and submit an on-line application.

If your child is not attending a Worcestershire school but you reside in Worcestershire, you must still apply through Worcestershire for admissions to High Schools, even if your preferences are for schools within another Local Authority.

PROOF OF APPLICATION – It is the parent/carers responsibility to ensure a receipt is obtained when making an application. **Please retain any receipt as proof of application.**

- Applications made on-line will receive a return receipt via email once the application has been submitted. **(PLEASE RETAIN AS PROOF OF SUBMISSION)**
- Paper application forms have a detachable receipt – see form for details.
(PLEASE RETAIN AS PROOF OF SUBMISSION)

The Local Authority will not accept that an application form has been submitted unless you can provide either of the above as proof. This will mean that your application will be classed as Late.

6.6 How are places allocated?

The School Admissions Section will send details to its Academy, Foundation, Free and Voluntary Aided Schools, of all applications received for that school, irrespective of ranking, for initial consideration, **and also to neighbouring LAs**, who will then apply their own oversubscription criteria.

The School Admissions Section will then receive the outcome of these initial considerations, and will compare against lists of potential offers at other schools nominated on the application, to identify any pupils, who may potentially be offered more than one place. If this is the case, then the single offer will be the higher ranked school on the application.

If no place is available at your second or third preference schools as well, or if you have not expressed a second/third preference, the Home Local Authority will name an alternative school with places available. This will normally be the nearest school to where you live that still has available places.

6.7 What if you are applying after the closing date – Late Applications?

To make an application after the closing date of 31st October 2015, an SA1 Application Form must be completed and submitted to the School Admissions Section. SA1 forms will be available online to download by visiting www.worcestershire.gov.uk/schooladmissions or by request on: 01905 822700.

Between 1st November 2015 and 31st January 2016, it is likely that a number of late applications (this includes all requests to amend applications previously submitted) will be received. The Council has agreed in its' co-ordinated scheme to accept 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, ([Section 8 living in a catchment area](#));
- b) where it is agreed by the Directorate of Children's Services, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 31st January 2016, 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 or 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 31st January 2016 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.

If making an application after the start of the Autumn Term (1st September 2016) please refer to Section 6.11 below.

6.8 Who has responsibility for the allocation of places?

For Community and Voluntary Controlled Schools, decisions are made by the School Admissions Section. The Headteacher of the school involved is **not** in a position to offer your child a place. For Academy, Foundation, Free and Voluntary Aided Schools decisions are made by the **governing bodies** of the individual schools. For explanation of school types – see [Section 8 Glossary](#).

6.9 When are decisions made?

Offers will be issued on **1st March 2016**. They will be issued direct to parents, by the School Admissions Section, even if it is on behalf of the governing body of an Academy, Foundation, Free or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application, a place will normally be offered at the nearest school with places still available.

The acceptance or decline of the offer must be made by the date specified.

- For pupils not resident in Worcestershire, the offer or refusal will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

6.10 What happens if you are moving into a new area?

Where families with children of school age are moving into a new area, parents should at the earliest opportunity either enquire at schools in the area or contact the Local Authority School Admissions Section in the area.

Please be aware that some schools may already be full at the time of your application.

6.11 In-Year Admissions to schools, outside the normal round of admissions.

Generally, pupils only transfer from one school to another when there has been a change of home address.

Parents/Carers completing a CA1 application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Section. Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Free or Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the individual schools.

In line with the Code of Practice, all own admission authority schools **must**, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

The procedure for in-year admissions for Worcestershire residents is as follows;

- 1) Parent/Carer to obtain an application form (CA1), from any of the following sources;
 - Download form from website (www.worcestershire.gov.uk/schooladmissions)
 - Child's current school (if in Worcestershire).
 - School being applied for (if in Worcestershire)
 - Worcestershire Hub Centre (Tel 01905 822700)
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current Headteacher (if already attending a Worcestershire School).
- 3) In the case of a first preference for a Community or Voluntary Controlled School, the parent should then forward the form onto the School Admissions Section to be processed.
- 4) In the case of a first preference for an Academy, Foundation, Free or Voluntary Aided School, or a school in another Local Authority, the parent should forward the form to the individual school.
- 5) The Local Authority or individual school will write to parents, normally within 10 school days, of the form being received to notify of the decision. In the case of an Academy, Foundation, Free or Voluntary Aided school, the school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.
- 6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

Please be aware that some schools may already be full at the time of your application.

6.12 Waiting Lists

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list, priority is based on the oversubscription policy of the school.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, are maintained by the individual schools and parents will need to contact the school directly, to establish the waiting list procedure in place at those schools.

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the School Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of the Autumn term. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term. **Only on receipt of an acknowledgement letter from School Admissions will that child be on the list.**

6.13 How many children may be admitted to each school?

The County Council has a duty to ensure the provision of efficient education and the efficient use of resources. Schools cannot be permitted to become overcrowded. The number of pupils that may be admitted to a school in the relevant year group is known as the **Published Admission Number (PAN)**. Details are given in [Section 6a](#) of the book. (As at time of print July 2015)

6.14 Children of UK service personnel (UK Armed Forces)

The School Admissions Code specifies that, for families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus. To see the admissions policy please see [section 7](#).

In the case of Community and Voluntary Controlled Schools, the admission arrangements ensure that the application is accepted in advance and the address is accepted as if the child were resident at that address immediately. Should any vacancy exist then that place can be allocated in advance. This is in line with the mandatory requirements of the Code. However, where no vacancy exists the approved admissions policy does not admit these children above the PAN.

The arrangements in place are considered appropriate for Worcestershire where very few applications under these circumstances are received.

6.15 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.

The admissions authority of the school must make the decision based on the circumstances of each case. In the case of a Community or Voluntary Controlled School the Local Authority will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

If this is something you wish to discuss further then please contact 01905 822700

Part F

Section 6a

Information about Worcestershire High schools

Key to Columns

Type: Categorisation of school - see [Part B, Section 1.1](#) for further description

A – Academy

C – Community

FD – Foundation

FR – Free

VA – Voluntary Aided

VC – Voluntary Controlled

N.B. At the time of print a number of schools are applying to become Academies and a school's type maybe subject to change.

DfE No: Department for Education (DfE) school number. All school numbers have the prefix of 885, which is the Authority number allocated to Worcestershire by the DfE.

PAN: Published Admission Number
The maximum number of children which can be admitted to a school in each year group. The PAN is agreed by the governing body of the school. The figures set for the admissions year 2016/2017 are shown.

Sixth Form PAN There are no admission limits for those pupils who are progressing from Year 11 to Year 12 at the same school. However, there are admission limits on external pupils entering the school for the first time as a sixth form pupil. In most cases applicants must have reached certain academic standards. Details of each school's requirements on academic attainment to gain entry can be found by contacting the school and/or in the school's 6th Form prospectus.

NOR: Total number of pupils on roll at the school in January 2015.

Bewdley area - High schools Years 7 to Year 13 (Ages 11 - 18)				
Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
FD 4001	The Bewdley School and Sixth Form Centre Stourport Road, Bewdley, Worcs. DY12 1BL Email: office@bewdley.worcs.sch.uk Tel: 01299 403277 Web: www.bewdley.worcs.sch.uk	168	961	8

The denominational high school for Catholic children that serves this area is:- Hagley Catholic High School – See [Hagley Area](#) within this section.

Bromsgrove area - High schools Years 9 to Year 13 (Ages 13 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
CO 4002	North Bromsgrove High School School Drive, Stratford Road, Bromsgrove, Worcs. B60 1BA Email: nbhs@northbromsgrove.worcs.sch.uk Tel: 01527 872375 Web: www.northbromsgrove.worcs.sch.uk	300	803	10
A 4003	South Bromsgrove High School Charford Road, Bromsgrove, Worcs. B60 3NL Email: office@southbromsgrove.worcs.sch.uk Tel: 01527 831783 Web: www.southbromsgrove.worcs.sch.uk	335	1312	20

The denominational high school for Catholic children that serve this area is:
St. Augustine's Catholic High School – See [Redditch Area](#) within this section.

Droitwich area - High schools Years 8 to Year 13 (Ages 12 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4005	Droitwich Spa High School Briar Mill, Droitwich, Worcs. WR9 0AA Email: office@droitwichspahigh.worcs.sch.uk Tel: 01905 774421 Web: www.droitwichspahigh.worcs.sch.uk	305	1236	15

The denominational high school for Catholic children that serves this area is:
Blessed Edward Oldcorne Catholic College – See [Worcester Area](#) within this section

Evesham area - High schools Years 9 to Year 13 (Ages 13 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
CO 4006	The De Montfort School Four Pools Road, Evesham, Worcs. WR11 1DQ Email: office@tdms.worcs.sch.uk Tel: 01386 442060 Web: www.eveshamhigh.worcs.sch.uk	100	591	10
A 5403	Prince Henry's High School Victoria Avenue, Evesham, Worcs. WR11 4QH Email: enquiries@princehenrys.worcs.sch.uk Tel: 01386 765588 Web: www.princehenrys.worcs.sch.uk	308	1245	30

The denominational high schools for Catholic children that serve this area are:
Blessed Edward Oldcorne Catholic College – See [Worcester Area](#) within this section
and St. Benedict's Catholic High School, Alcester, Warwickshire Tel: 01789 762888.

Hagley area - High schools

Years 7 to Year 13 (Ages 11 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4800	Hagley Catholic High School Brake Lane, Hagley, West Midlands. DY8 2XL Email: office@hagleyrc.worcs.sch.uk Tel: 01562 883193 Web: www.hagleyrc.com	168	1058	30
A 4010	Haybridge High School and Sixth Form Brake Lane, Hagley, West Midlands. DY8 2XS Email: office@haybridge.worcs.sch.uk Tel: 01562 886213 Web: www.haybridge.worcs.sch.uk	190	1167	52

Kidderminster area - High schools

Years 7 to Year 13 (Ages 11 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4007	Baxter Business & Enterprise College Habberley Road, Kidderminster, Worcs. DY11 5PQ Email: office@baxtercollege.worcs.sch.uk Tel: 01562 741524 Web: www.baxtercollege.worcs.sch.uk	196	1024	10
FR 6009	Holy Trinity School Birmingham Road, Kidderminster, Worcs, DY10 2BY Email: contact@holyltrinity.co.uk Tel: 01562 822929	25	176	50
A 4501	King Charles 1 School Hill Grove House, Comberton Road, Kidderminster, Worcs. DY10 1XA Email: office@kingcharles1.worcs.sch.uk Tel: 01562 512880 Web: www.kingcharlesschool.co.uk	224	1147	10
VC 4503	Wolverley CE Secondary School Blakeshall Lane, Wolverley, Kidderminster, Worcs. DY11 5XQ Email: office@wolverley.worcs.sch.uk Tel: 01562 859800 Web: www.wolverley.worcs.sch.uk	140	604	8

The denominational high school for Catholic children that serves this area is:-
Hagley Catholic High School – See [Hagley Area](#) within this section.

Malvern area - High schools Years 7 to Year 13 (Ages 11 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4801	Dyson Perrins CE High School Yates Hay Road, Malvern, Worcs. WR14 1WD Email: office@dysonperrins.worcs.sch.uk Tel: 01684 564751 Web: www.dysonperrins.worcs.sch.uk	168	660	10
A 4028	The Chase School Geraldine Road, Malvern, Worcs. WR14 3NZ Email: office@chase.worcs.sch.uk Tel: 01684 891961 Web: www.chase.worcs.sch.uk	270	1552	40

The denominational high school for Catholic children that serves this area is:-
Blessed Edward Oldcorne Catholic College - See [Worcester Area](#) within this section.

Martley area - High schools Years 7 to Year 11 (Ages 11 - 16)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
A 4435	The Chantry School Martley, Worcs. WR6 6QA Email: office@chantry.worcs.sch.uk Tel: 01886 887100 Web: www.chantryhigh.co.uk	145	712

The denominational high schools that serve this area are:

Church of England

Bishop Perowne CE College

Merriman's Hill Road,
Worcester WR3 8LF
(See [Worcester Area](#) within this section)

Catholic

Blessed Edward Oldcorne Catholic College,

Timberdine Avenue,
Worcester WR5 2BE
(See [Worcester Area](#) within this section)

Pershore area - High schools Years 8 to Year 13 (Ages 12 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4030	Pershore High School Station Road, Pershore, Worcs. WR10 2BX Email: office@pershore.worcs.sch.uk Tel: 01386 552471 Web: www.pershore.worcs.sch.uk	252	1112	8

The denominational high school for Catholic children that serves this area is:
Blessed Edward Oldcorne Catholic College – See [Worcester Area](#) within this section.

Redditch area - High schools Years 9 to Year 13 (Ages 13 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4008	Arrow Vale RSA Academy Green Sward Lane, Matchborough, Redditch, Worcs. B98 0EN Email: office@arrowvale.worcs.sch.uk Tel: 01527 526800 Web: www.arrowvale.worcs.sch.uk	224	626	15
A 4438	Tudor Grange Academy Redditch Woodrow Drive, Redditch, Worcs. B98 7UH Email: office@redditch.tgacademy.org.uk Tel: 01527 523088 Web: www.redditch.tgacademy.org.uk	*180 Year 7 *280 Year 9	852	20
A 5400	St. Augustine's Catholic High School Stonepits Lane, Hunt End, Redditch, Worcs. B97 5LX Email: office@st-augustines.worcs.sch.uk Tel: 01527 550400 Web: www.st-augustines.worcs.sch.uk	230	852	50
A 4437	Trinity High and Sixth Form Centre Easemore Road, Redditch, Worcs. B98 8HB Email: office@trinity.worcs.sch.uk Tel: 01527 585859 Web: www.trinityhigh.com	252	936	20

*Tudor Grange Academy Redditch have changed the age range of the school. For 2016 the school will have a Year 7 and a Year 9 intake.

**Ridgeway Academy are in the process of converting to a high school but will not be admitting any external applicants to Year 7 for 2016.

Rubery area - High schools Years 7 to Year 13 (Ages 11 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4044	Waseley Hills High and Sixth Form Centre School Road, Rubery, Rednal, Birmingham B45 9EL Email: office@waseleyhills.worcs.sch.uk Tel: 0121 453 5211 Web: www.waseleyhills.worcs.sch.uk	178	804	50

Catholic Education Provision

Parents wishing a Catholic Education for their children should make an initial approach to the School Admissions Section, Children's Services Directorate, PO Box 73, Worcester, WR5 2YA (Tel: 01905 822700).

Stourport-on-Severn area - High schools Years 7 to Year 13 (Ages 11 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4004	The Stourport High School & Sixth Form Centre Minster Road, Stourport on Severn, Worcs. DY13 8AX Email: office@shs.worcs.sch.uk Tel: 01299 872950 Web: www.shs.worcs.sch.uk	224	1221	15

The denominational high school for Catholic children that serves this area is:- Hagley Catholic High School – See [Hagley Area](#) within this section.

Tenbury area - High schools Years 7 to Year 11 (Ages 11 - 16)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015
A 4013	Tenbury High Ormiston Academy Oldwood Road, Tenbury Wells, Worcs. WR15 8XA Email: admin@tenburyhigh.worcs.sch.uk Tel: 01584 810304 Web: www.tenburyhigh.worcs.sch.uk	95	354

Catholic Education Provision

Parents wishing a Catholic Education for their children should make an initial approach to the School Admissions Section, Children's Services Directorate, PO Box 73, Worcester, WR5 2YA (Tel: 01905 822700).

6th Form Education for Tenbury Pupils is provided in Ludlow, Shropshire

Upton upon Severn area - High schools Years 7 to Year 13 (Ages 11 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4500	Hanley Castle High School Church End, Hanley Castle, Worcs. WR8 0BL Email: office@hanleycastle.worcs.sch.uk Tel: 01684 593241 Web: www.hanleycastle.worcs.sch.uk	162	967	20

Catholic Education Provision

Parents wishing a Catholic Education for their children should make an initial approach to the School Admissions Section, Children's Services Directorate, PO Box 73, Worcester, WR5 2YA (Tel: 01905 822700).

Worcester City area - High schools - Years 7 to Year 11 (Ages 11 - 16) With the exception of Tudor Grange Academy and *Christopher Whitehead Language College – Years 7 to Year 13 (Ages 11 - 18) For Post 16 Education please refer to Section 1 in Part B of this booklet

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4754	Bishop Perowne CE College Merriman's Hill Road, Worcester WR3 8LE Email: info@bishop-perowne.worcs.sch.uk Tel: 01905 746800 Web: www.bishopperowne.com	210	779	N/A
VA 5402	Blessed Edward Oldcorne Catholic College Timberdine Avenue, Worcester WR5 2XD Email: office@blessededwardoldcorne.worcs.sch.uk Tel: 01905 352615 Web: www.blessededward.co.uk	210	1042	N/A
A 4432	Christopher Whitehead Language College Bromwich Road, Worcester WR2 4AF Email: office@christopherwhitehead.worcs.sch.uk Tel: 01905 423906 Web: www.christopherwhitehead.worcs.sch.uk	224	1099	20
A 4434	Nunnery Wood High School Spetchley Road, Worcester WR5 2LT Email: office@nunnerywood.worcs.sch.uk Tel: 01905 363636 Web: www.nunnerywood.worcs.sch.uk	270	1312	N/A
A 6905	Tudor Grange Academy Bilford Road, Worcester WR3 3HN Email: office@tgaw.org.uk Tel: 01905 454627 Web: www.tgaw.org.uk	180	952	3

Wythall area - High schools

Years 7 to Year 13 (Ages 11 - 18)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	NOR Jan 2015	PAN 6th Form
A 4017	Woodrush High School Shawhurst Lane, Hollywood, Birmingham B47 5JW Email: office@woodrushhigh.worcs.sch.uk Tel: 08444 771814 Web: www.woodrushhigh.worcs.sch.uk	180	990	10

Catholic Education Provision

Parents wishing a Catholic Education for their children should make an initial approach to the School Admissions Section, Children's Services Directorate, PO Box 73, Worcester, WR5 2YA (Tel: 01905 822700).

Dates of Open Events at Worcestershire Schools

The table below tells you what date each school will hold its open event. It is in alphabetical order. Full details of each open event including dates of any visits during the day can be found on the individual schools website.

Town	School Name and Website Address	Date and Time of Open Event
Bewdley	The Bewdley School and Sixth Form Centre www.bewdley.worcs.sch.uk	Wednesday 7th October 6-8pm Sixth Form: Thursday 15th October 6-8 pm
Bromsgrove	North Bromsgrove High School www.northbromsgrove.worcs.sch.uk	Thursday 15th October
	South Bromsgrove High School www.southbromsgrove.worcs.sch.uk	Thursday 8th October
Droitwich	Droitwich Spa High School www.droitwichspahigh.worcs.sch.uk	Thursday 17th September
Evesham	The De Montfort School www.tdms.worcs.sch.uk	Thursday 15th October
	Prince Henry's High School www.princehenrys.worcs.sch.uk	Thursday 22nd October
Hagley	Hagley Catholic High School www.hagleyrc.com	Saturday 17th October 9 am till 12.00.
	Haybridge High School www.haybridge.worcs.sch.uk	Open Evening: Thursday 8th October Sixth Form Open Evening: Thursday 15th October
Kidderminster	Baxter College www.baxtercollege.worcs.sch.uk	Full Open Day Thursday 15th October 9.30-11.30 and 6-8pm and Sixth Form Wed 21st Oct 6pm-8pm
	King Charles I Secondary www.kingcharlesschool.co.uk	Year 7 open evening: Thursday 1st October
	Holy Trinity School www.htsfreeschool.co.uk	Sixth Form open evening: Thursday 15th October
	Wolverley CE Secondary www.wolverley.worcs.sch.uk	Wednesday 23rd September Sixth Form Tuesday 6th October
Malvern	The Chase School www.chase.worcs.sch.uk	Open Morning and Open Evening - Thursday 24th September
	Dyson Perrins CE High School www.dysonperrins.worcs.sch.uk	Thursday 8th October

Town	School Name and Website Address	Date and Time of Open Event
Martley	The Chantry School www.chantryhigh.co.uk	Thursday 8th October
Pershore	Pershore High School www.pershore.worcs.sch.uk	Thursday 1st October
Redditch	Arrow Vale RSA Academy www.arrowvale.worcs.sch.uk	Tuesday 22nd September
	Tudor Grange Academy Redditch www.redditch.tgacademy.org.uk	Year 7 - Tuesday 8th September 5.30 – 8.00 Year 9 - Wednesday 9th September 5.30 - 8.00
	St Augustine's Catholic High School www.st-augustines.worcs.sch.uk	New Intake Open Evening Thursday 8th October.. Sixth Form Open Evening Wednesday 4th November
	Trinity High & Sixth Form Centre www.trinityhigh.com	Open Evening Thursday 24th September Sixth Form Open Evening Tuesday 10th November
Rubery	Waseley Hill High School & Sixth Form Centre: www.waseleyhills.worcs.sch.uk	Thursday 24th September 6 - 8.30pm
Stourport	The Stourport High School & Sixth Form Centre: www.shs.worcs.sch.uk	Open Evening Thursday 24th Sept Sixth Form Open Evening Thursday 22nd Oct
Tenbury	Tenbury High Ormiston Academy www.tenburyhigh.worcs.sch.uk	Open Day and Open Evening Tuesday 22nd September 7pm.
Upton upon Severn	Hanley Castle High School www.hanleycastle.worcs.sch.uk	Wednesday 7th October
Worcester City	Bishop Perowne CE College www.bishopperowne.com	Thursday 17th September 9.00am – 12.00 noon and 7.00pm – 9.00pm
	Blessed Edward Oldcorne Catholic College www.blessededward.co.uk	Wednesday 23rd September
	Christopher Whitehead Language College www.christopherwhitehead.worcs.sch.uk	Thursday 1st October 6:30pm
	Nunnery Wood High School www.nunnerywood.worcs.sch.uk	Open Evening Tuesday 22nd September 7pm. Open Day Wednesday 23rd September (tours at 9.00am and 11.15am).
	Tudor Grange Academy www.tgaw.org.uk	Open Evening Monday 14 September: 6.15pm.. Open Morning Wednesday 16 September: 9.00–11.00
Wythall	Woodrush High School – An Academy for Students Aged 11 – 18. www.woodrushhigh.worcs.sch.uk	Open Evening on Thursday 24th September

Part G

Section 7

Admission criteria for Community & Voluntary controlled schools

- 7.1 All admission authorities are required to review their arrangements every year. Therefore, the information given in this booklet applies only to admissions in the school year 2016 - 2017 and may change in future years.**
- 7.2** The School Standards and Framework Act 1998 gives parents the right to express a preference for their children to be admitted to any school maintained from public funds and generally the County Council has to comply with that preference. However, there are exceptions to this the main ones being:
- i) where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources – the most important example of this would be if the school is oversubscribed based on the Published Admission Number;
 - ii) where agreeing to the preference in the case of infant classes which have a limit of 30 pupils to each qualified teacher, would cause class size prejudice;
 - iii) where the preference conflicts with admission arrangements for schools based on selection by reference to ability or aptitude;
 - iv) where information provided by the parents in support of their preference is found to be fraudulent or intentionally misleading. Please see Part H – Living in a School Catchment Area.

7.3 What happens if the school is oversubscribed (except in the sixth form)?

Community or Voluntary Controlled First and Primary Schools

When there are more applications than places, in a Community or Voluntary Controlled school First/Primary, children are admitted in the following order of priority:

- i) Relevant *‘Looked after’ and previously ‘Looked After’ children
- ii) Siblings (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools.

In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.
- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- iv) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- v) Children of staff at the mainstream school, where that member of staff has been employed for two or more

years, and/or is recruited to fill a post for which there is a demonstrable skill shortage

- vi) Pupils 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 Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).**

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education and Health Care Plan will be offered a place at the school named in the Statement or Plan.

*'Looked after' means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

The sibling connection, as well as 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 same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with Statements of Special Educational Needs or an Education and Health Care Plan, Looked after Children and Previously Looked after Children, children with Special Educational Needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

Shared Catchment Areas

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

- i) pupils who have a **sibling connection** at the school at the time of application and still in attendance at the time of admission;
- ii) children of staff at the mainstream school to which they apply, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage;
- ii) pupils living **nearer** to the oversubscribed school than to the alternative school.

If places still exist after consideration of i) and ii) above, they will then be allocated to other pupils 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 Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).**

'Fair Access Protocol

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

'In Year' transfer arrangements

Parents/Carers completing an application form for 'In Year' transfers, with a **first** preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Section.

Parents/Carers with a **first** preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the individual schools.

In line with the Code of Practice, all own admission authority schools **must**, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers 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 birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The Local Authority will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

Community or Voluntary Controlled Middle and High Schools

When there are more applications than places, in a Community or Voluntary Controlled Middle or High school, children are admitted in the following order of priority:

- i) Relevant *'Looked after' and previously 'Looked after' children.
- ii) Siblings (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools.

In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.
- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- iv) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- v) Pupils who were attending a feeder school at the time of application;

- vi) Children of staff at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
- vii) Pupils 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 Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).**

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education and Health Care Plan will be offered a place at the school named in the Statement or Plan.

*'Looked after' means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection, attendance at feeder school, children of staff, then according to distance, each assessed as indicated above. Where there are too many applications from within the out of area sibling criteria, priority will be decided in the following order, i.e. attendance at feeder school, children of staff, then according to distance, each assessed as indicated above and so on with all other criterion.

The sibling connection, as well as 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 same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated place(s), all of the children from that multiple birth will be admitted, even if this takes the school over PAN.

Wolverley CE Secondary School, Kidderminster

In the event of oversubscription at Wolverley CE Secondary School up to a maximum of 10% of places will be awarded to children living in the Wyre Forest area whose parents have specifically asked for a place for reasons of religious affiliation.

The definition of religious affiliation would be in line with the criteria for other CE Voluntary Aided schools in the County:

- Active members of a Church of England church;
- Active members of another Christian church;
- Active members of another major faith and supports the ethos of a church school.

(Active members are those that have attended church at least once a month for a period of at least 12 months prior to the application. This would need to be supported in writing by the minister)

Shared Catchment Areas

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

- i) pupils who have a **sibling connection** at the school at the time of application and still in attendance at the time of admission;
- ii) pupils who were attending a **feeder** school at the time of application;
- iii) children of staff at the mainstream school to which they apply, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage;
- iv) pupils living **nearer to** the oversubscribed school than to the alternative school.

If places still exist after consideration of i) to iii) above, they will then be allocated to other pupils who live **nearest** to

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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 Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).**

Fair Access Protocol

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

'In Year' transfer arrangements

Parents/Carers completing an application form for 'In Year' transfers, with a **first** preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Section.

Parents/Carers with a **first** preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the individual schools.

In line with the Code of Practice, all own admission authority schools **must**, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers 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.

The Local Authority will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

7.4 What happens if schools are oversubscribed for places in the Sixth Form?

Over-subscription for places in the Sixth Form at Community and Voluntary Controlled Schools

The County Council has agreed the following criteria:

i) General Entry Requirements

- for courses at NQF level 3 e.g. GCE AS/A2 level, Advanced or Advanced progression Diploma, BTEC National Diploma, 5A*-C grades at GCSE (or equivalent NQF 2 qualifications);
- for courses at NQF level 2 e.g. Higher Diploma, BTEC First Diploma - a pass at NQF level 1 (5 GCSE D-G or equivalent);
- for courses at NQF level 1 - 2 A-G grades at GCSE (or equivalent).

The above are general entry requirements for a Sixth Form course. Some subjects/ courses will require more

specific qualifications to have been achieved in order to study that subject/course;

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

7.5 Is there a Waiting list for schools that have too many applicants?

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, are maintained by the individual schools and parents will need to contact the school directly, in order to be included.

Waiting Lists for Community and Voluntary Controlled schools are operated in line with the admissions criteria as published in 7.3 above. Parents must apply in writing direct to the School Admissions Section if they wish to put their son/daughter on a waiting list. Only on receipt of an acknowledgement slip from School Admissions will that child be on the list. The LA **will not** accept application requests by telephone.

To apply to go onto a waiting list you would need to supply School Admissions with the following information:

- Child's full name
- Child's Date of Birth
- Permanent home address

Details if the child is "looked after or previously looked after by a Local Authority" *'Looked after' means all those currently in care or accommodated by a Local Authority and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

- Name, D.O.B. and Year Group of any brother or sister on roll as a pupil at the preferred School (sibling connection)
- Name of the present school the child is attending

The LA will acknowledge your letter. This will be your confirmation that your child is included on the waiting list. School Admissions will contact parents if a place becomes available and it can be offered to them. All available places will be allocated in line with the criteria published referred to above.

If you wish your child to be on the waiting list for the next term you will need to confirm this in writing to School Admissions including the details listed above **at the beginning of each term**. Application letters will be destroyed at the end of the preceding term so the waiting list is accurate and active.

Waiting list letters should be sent to the:

School Waiting List, School Admissions, Children's Services Directorate, PO Box 73, Worcester. WR5 2YA

The system for operating the waiting lists as described above is in line with the guidance published in the "School Admissions Code of Practice".

7.6 Can you appeal if your request is unsuccessful?

Community and Voluntary Controlled Schools (including Sixth Forms)

If the parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made, should be submitted in writing to the School Admissions Section, by the deadline published on the Worcestershire County Council website at the following address: www.worcestershire.gov.uk/info/20099/school_admissions/544/appealing_an_admissions_decision. Appeals are heard by an independent appeal panel and whether your appeal is successful is likely to depend on the merits of your case.

Second Appeal - The Code of Practice on School Admission Appeals, Section 5 (page 23) covers the issue of second

appeals for the same school in the same school year. “Appellants do not have the right to a second appeal for the same school for the same academic year unless, in **exceptional** circumstances, the admission authority accepts a second application because of a **significant** and **material** change in circumstances.”

Academy, Foundation, Free and Voluntary Aided Schools

Separate appeals procedures and arrangements exist to consider decisions by Academy, Foundation, Free and Voluntary Aided Schools. The arrangements are published by the Governors of the schools and should be obtained from the school directly.

7.7 Can a child transfer at any age other than the normal transfer age?

If parents wish to transfer their child to the same age group in another school, parents must discuss the transfer with the Headteacher of the pupil's present school in the first instance. If it is then decided to make a formal request for transfer, parents should complete an application form available either from schools or the School Admissions Section. The County Council's policy and procedures in these circumstances are essentially the same as for admissions to the same school at the normal age and time of transfer, (i.e. as in paragraphs 7.3 or 7.4). However, when determining the number of places available in the relevant age group, the Council **may** refer to the published admission number that was in operation when that year group was at the normal transfer age, in order to judge whether admission would prejudice the provision of efficient education or the efficient use of resources.

7.8 Can I object to the determined admission arrangements?

Anyone wishing to object to the determined admission arrangements, for any school, may raise an objection to the Office of the Schools Adjudicator at the following website [Objections to Determined Admission Arrangements Office of the Schools Adjudicator](#).

Part G

Section 7a

Admission criteria for Academy, Foundation, Free & Voluntary Aided Schools

- 7.1** All admission authorities are required to review their arrangements every year. Therefore, the information given in this booklet applies only to admissions in the school year 2016 - 2017 and may change in future years.
- 7.2** The School Standards and Framework Act 1998 gives parents the right to express a preference for their children to be admitted to any school maintained from public funds and generally the County Council has to comply with that preference. However, there are exceptions to this the main ones being:
- i) where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources – the most important example of this would be if the school is oversubscribed based on the Published Admission Number;
 - ii) where agreeing to the preference in the case of infant classes which have a limit of 30 pupils to each qualified teacher, would cause class size prejudice;
 - iii) where the preference conflicts with admission arrangements for schools based on selection by reference to ability or aptitude;
 - iv) where information provided by the parents in support of their preference is found to be fraudulent or intentionally misleading.

7.3 What happens if the school is oversubscribed (except in the sixth form)?

Academy, Foundation, Free and Voluntary Aided Schools

It is very important that you read carefully the admission arrangements for these schools. You will need to ensure that you pay particular attention to the admission criteria, as well as definitions.

Please ensure you complete any necessary supplementary information forms that these schools may require you to submit. If you are unsure of or require further clarification regarding the admission arrangements for Academy, Foundation, Free and Voluntary Aided Schools then please contact the schools directly.

Any supplementary forms must be sent directly to the school themselves for consideration, **you must however, in addition, complete an on-line application by the closing date.**

7.4 Is there a Waiting list for schools that have too many applicants?

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, are maintained by the individual schools and parents will need to contact the school directly, in order to be included.

7.5 Can you appeal if your request is unsuccessful?

Academy, Foundation, Free and Voluntary Aided Schools

Separate appeals procedures and arrangements exist to consider decisions by Academy, Foundation, Free and Voluntary Aided Schools. The arrangements are published by the Governors/Trusts of the schools and should be obtained from the school directly.

Click this link to view all of the [Admission Policies](#) for Worcestershire Academy, Foundation, Free and Voluntary Aided Schools.

7.6 Can I object to the determined admission arrangements?

Anyone wishing to object to the determined admission arrangements, for any school, may raise an objection to the Office of the Schools Adjudicator at the following website [Objections to Determined Admission Arrangements Office of the Schools Adjudicator](#).

Part H

Section 8

Frequently asked questions

1) Who is entitled to make an application?

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents are entitled to make an application for the child. This is why it is very important that agreement over the preferences is reached before the application is submitted. If more than one application is submitted then the Local Authority will not be able to process either application until agreement is reached. In some instances, where agreement cannot be reached a legal decision needs to be made and the courts will have to determine which parent can make the final decision on schooling.

Please make sure that agreement is reached before the application is made because when you submit an application you will be required to confirm that both parents are in agreement with the preferences expressed, this will also apply if you wish to transfer in year. If it is later found out that agreement was not made before the application was submitted, it could result in the withdrawal of the offer of a place as the application may have been made fraudulently.

2) What is Parental Responsibility?

All mothers and most fathers have legal rights and responsibilities as a parent - known as 'parental responsibility'. If you have parental responsibility for a child you don't live with, you don't necessarily have a right to contact with them - but the other parent still needs to keep you updated about their well-being and progress. You're also responsible for, amongst other things, choosing and providing for the child's education.

3) Who has Parental Responsibility?

A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he is married to the child's mother or listed on the birth certificate.

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility. They both keep parental responsibility if they later divorce.

An unmarried father can have parental responsibility for his child if he jointly registered the birth of the child with the mother, has a parental responsibility agreement with the mother or obtains a parental responsibility order from a court.

4) How are places allocated?

All schools have a Published Admission Number (PAN) which applies to the first year of admission within a school. The figures set for the admissions year 2016/2017 are shown within this booklet next to the individual school details.

If there are more requests for places than the PAN, the school is said to be oversubscribed and places will be allocated according to the oversubscription criteria which are shown in Section 7 for Community and Voluntary Controlled schools and Section 7a for Academy, Foundation, Free and Voluntary Aided schools.

5) **My child is already in the school nursery does this mean I do not need to apply for a school place?**

No, being in a school nursery does not mean you will automatically have a place in the Reception Intake. You will still need to apply for a school place. Attendance at a particular nursery/nursery class or foundation class gives **no guarantee** that your child will gain a place at the school where the nursery/nursery class/foundation class is located. Parents/carers must apply separately for their child to go to any first/primary school even if they already attend the school nursery.

6) **I already have an older child at the school does this mean my younger child will be guaranteed a place?**

No, having a sibling already at a school gives **no guarantee** that your child will gain a place at school where the sibling attends. Having gained admission to a first or primary school of your preference (other than the catchment area school) does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, catchment area children have a higher priority on the oversubscription criteria.

7) **What is my catchment area school?**

Each home address within Worcestershire has been designated a school, which serves that area. In many cases, it may be the nearest school, but this is not always the case. Each school will have a map showing its own catchment area, which you may view. Alternatively, you can contact the Local Authority or visit www.worcestershire.gov.uk/schooladmissions.

8) **Does my child have to attend my catchment area school?**

No, parents are free to express a preference for whichever school they wish their children to attend. However, where there are more applications than places available at that school, an oversubscription criteria has to be applied. **In Worcestershire, for Community and Voluntary controlled schools catchment area has a high priority.** So, if you apply for a school other than the catchment area school, your child may have a lower priority, but may be able to obtain a place, if there are still places available.

9) **Does this mean that I can choose the school my child attends?**

No, this is an issue, which can cause misunderstandings from parents. The right to “express a preference” is entirely different from “choosing” a school. It is a legal requirement that school places are allocated in strict accordance with the oversubscription criteria. This may mean that some parents, who have expressed a preference for a particular school, may need to be turned down, if there are too many applications.

10) **Will I be guaranteed a place in my catchment area school then?**

No. Although catchment areas are generally drawn up to take account of local need and the size of the school and other schools in the area, the number of children eligible to apply for school places each year, can vary widely, and there may be occasions where some schools may not be able to take all of its catchment area, in a particular year.

In such situations, other parts of the oversubscription criteria also need to be taken into account (e.g. siblings, feeder school, staff children or straight line distance from the school – in descending order of priority).

Even if you move address into a school's catchment area, no guarantee of a place can be given because the school may already be full in that particular year group.

11) Who decides upon the oversubscription criteria?

It depends upon the type of school. For Community and Voluntary Controlled Schools, the admissions criteria is determined by the LA and approved by the County Council. For Academy, Foundation, Free and Voluntary Aided schools, the criteria is decided by the school's own governing body/academy trust.

12) What will happen if my child is refused a place at the school of my preference?

If your child is refused a school place, you will also receive information about your right of appeal and waiting lists. We will also advise you on the current position regarding the availability of places at other schools. **The LA may offer an alternative school which is normally the next nearest with places available.**

13) Are there any issues I should consider when deciding which school I should apply for?

The issue of deciding which is the best school for your child is a personal one. The final decision is yours. As a general rule, it is suggested that you visit a number of schools in your locality, think about its size, its location, how classes are organised, take account of how your child will get there, and consider issues for the future, such as what will happen when the children transfer to a Middle/High School, (particularly important if you live outside the catchment area), or if you have younger children, what is the likelihood of them being admitted or refused?

- **If your child is admitted to a school of your preference (other than the catchment area school), your child may not have the highest priority for transfer to the related middle school or high school.**
- **If the related middle school or high school is oversubscribed at the time of transfer, your child might then have to move in a different direction from other children attending the same first or primary school.**
- Having gained admission to a school of your preference (other than the catchment area school) does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, catchment area children have a higher priority on the oversubscription criteria.
- **Applications where a preference is expressed on time will take precedence in relation to the school over where a preference is expressed after the closing date. In both of these instances they will have precedence over those where no preference is expressed.**

14) Is there transport assistance available from the LA?

Further information is available on the County Council website [School Transport](#) or the HUB Contact Centre (01905 765765).

Please be aware that applications for Transport Assistance are assessed using a different criteria to the Admission Policy.

Any transport arrangements approved for one child will not set a precedent for siblings. Each application for transport will be dealt with on an individual basis.

15) I am thinking of moving address, when should I contact the LA?

If your move will require a change of school/s for your child/ren, you are advised to contact the LA as soon as possible for advice.

16) How do I apply for a school place in a Worcestershire School?

It depends which school or year group you are applying for, if your child is due to start or transfer school see the timetable for admission in Part A of this book and how to apply.

Parents seeking a place at an Academy, Foundation, Free or Voluntary Aided School or schools outside Worcestershire must also:

- Obtain from the school a copy of their admission arrangements and school prospectus. This will explain if you need to provide/complete supplementary information/forms.

To apply for places in existing year groups at a school, CA1 (Common Application Form) application forms are available from local schools, Local Community Contact Centres and by request on Tel no: 01905 822700 and to download from www.worcestershire.gov.uk/schooladmissions.

17) Can I apply electronically?

Yes, if your child is due to start or transfer school see the timetable for admission in Part A of this book and how to apply.

18) When will I know the outcome of my application?

Offer dates are set nationally. For applications made by Worcestershire residents during the normal round of admissions, an offer will be sent direct to parents, by the School Admissions Section, even if it is on behalf of the governing body of a Academy, Foundation, Free or Voluntary Aided School.

For First and Primary Schools - an offer will be issued **16th April 2016**.

For Middle Schools – an offer will be issued **16th April 2016**.

For High Schools – an offer will be issued **1st March 2016**.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application, a place will normally be offered at the nearest school with available places.

19) What is the policy on the admission of twins (and multiple births) should there be only one place available to be offered?

For Community and Voluntary Controlled schools, if one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN.

For Academy, Foundation, Free and Voluntary Aided schools you are advised to refer to the individual policy for the school. (See Section 7a)

20) Where can I get further information?

SEND Information. Advice and Support Service

SEND Information, Advice and Support Service is a Statutory Service at arms' length from Worcestershire Children's Services and is able to provide independent and neutral information, advice and guidance on Special Educational Needs, Non Curriculum issues and Elective Home Education.

To assess this service please telephone: 01905 768153.

Part H - Glossary

Section 8a

Explanation of terms

Academy (A)

Academies are all-ability, state-funded schools. The governing body and the Headteacher have responsibility for managing the academy and have responsibility for deciding the arrangements for admitting pupils including their own admissions criteria. Academies are not maintained by the local authority. Academies are usually the result of a change to an existing state school.

Catchment Area School

It 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.

Community School (C)

Schools which are wholly owned and maintained by the Local Authority. The Local Authority is the admission authority it has main responsibility for deciding arrangements for admitting pupils.

Comprehensive School

A school catering for pupils of all aptitudes and abilities.

Curriculum

The curriculum consists of all of the learning opportunities provided by the school, many of which take place in the classroom under the direct control of the teacher, supplemented by a range of activities outside the classroom including educational visits and field studies.

Distance Measurement

Each admission authority will have their own way of determining distance to school. You must check with the relevant school to find out how this will be done. In the case of Community and Voluntary Controlled schools this is a straight line measurement using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system.

Feeder Schools

Within each area a pyramid of schools exists. Feeder schools are schools which share the catchment area to the next phase of school within the same pyramid. Details of each pyramid showing all the appropriate feeder schools are displayed in Section 4 of this book. Please note not all schools use the Feeder School connection in their admission arrangements.

Foundation School (FD)

Schools which are maintained by the Local Authority. The Governing Body is the employer and the admissions authority. The schools land and buildings are either owned by the Governing Body or by a charitable foundation.

Free Schools

Free Schools are non-profit making, independent, state-funded schools. The governing body has responsibility for managing the school and has responsibility for deciding the arrangements for admitting pupils including their own admissions criteria. Free Schools are not maintained by the local authority. Free Schools are similar to academies, but will usually be new schools.

Independent School

A school not funded and maintained by the Local Authority.

Local Authority (LA)

The local government body responsible for the organisation and maintenance of the education service in its area. In Worcestershire this responsibility is undertaken by the County Council.

Maintained Special School

A school often referred to as a Special School. Special Schools are provided by the Local Authority for those pupils with Special Educational Needs (SEN), whose needs cannot be met by mainstream schools.

Oversubscribed

When parental requests for places in a year group in a school exceed the number of places available.

Parental Responsibility

All mothers and most fathers have legal rights and responsibilities as a parent - known as 'parental responsibility'. A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he is married to the child's mother or listed on the birth certificate.

Published Admission Number (PAN)

The number of pupils to be admitted to the first year group of a school.

Reasonable Distance

The LA follows the DfE guidance on best practice which states "the maximum each way length of journey for a child of primary school age might be considered to be 45 minutes: whilst a child of secondary school age might be expected to travel up to 75 minutes each way. Similarly, a child's Special Educational Needs and/or disability might be such that it implies a shorter maximum journey time.

Sibling

Each admission authority will have their own definition of sibling. You must check with the relevant school what this is. In the case of Community and Voluntary Controlled schools the definition of a sibling, as well as 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 same sex civil partnership and who are living at the same address, are also considered to be siblings. In order to qualify for the sibling the older sibling must already be in attendance at the time of application and still on roll at the time of admission of the younger sibling.

Voluntary Aided School (VA)

Schools which are maintained by the Local Authority, with a foundation (generally religious) which appoints most of the Governing Body. The Governing body is the admissions authority.

Voluntary Controlled School (VC)

Schools which are maintained by the Local Authority, with a foundation (generally religious) which appoints some – but not most – of the Governing Body. The Local Authority is the admissions authority

Part H - Living in a School Catchment Area

Section 8b

Explanatory Notes

- 1) In order to qualify as living within the catchment area of a given school the County Council will need to be satisfied that you actually do live within that area at the relevant closing date and at the time of admission.
- 2) If you are in the process of moving to live in the relevant catchment area at the time of your application you need to provide School Admissions with some firm independent evidence of when you will actually begin to live there. This evidence must be provided before the relevant closing date for applications. See Section/s 3.10, 5.7 and 6.7 regarding late applications.
 - If your move into the catchment area involves the **purchase of a property** you will need to provide appropriate written independent evidence (in the form of a letter from your solicitors) that contracts for the purchase have been exchanged and of the actual or expected completion date.
 - If your move into the catchment area involves the **renting of a property** you will need to provide appropriate independent written evidence (eg from an estate agent or solicitor) of the tenancy agreement or lease including the start date.
 - If your move into the catchment area involves your **returning to live in a property you already own** you will need to provide appropriate independent written evidence of the date when you will resume living in the property and that you intend to remain living there for the present.
 - If your move into the catchment area involves any **other circumstances** you will need to provide appropriate written **independent evidence** of the date when you begin to live there, the arrangements you will have for living there and the length of time for which you envisage staying there.
- 3) Please note that unless the written evidence which you provide proves, to the satisfaction of the County Council, that you will actually have commenced living in the catchment area by the relevant admission date for your child at the school to which you have applied, your application cannot be considered as a catchment priority within the criteria of the admissions policy.
- 4) Please also note confirmation of living within the catchment area does not guarantee a place for your child at the relevant school.
- 5) It is vital that you inform School Admissions of any change of your address throughout the admission process.
- 6) Where information provided by the parents in support of their preference is found to be fraudulent or intentionally misleading this could lead to the withdrawal of any place that has been allocated. If you knowingly give false information in order to obtain a particular school place you could be guilty of an offence under the Perjury Act 1911. Due to problems in previous years it may be necessary for the Admissions Service to carry out checks to confirm that information given in relation to children's home addresses is genuine. Parents may be asked to produce documentary evidence of the address given.

You can contact us in the following ways:

For all enquiries relating to School Admissions please contact the Worcestershire Hub on:

By phone:

01905 822700

By fax:

01905 766776

By post:

Children's Services Directorate, PO Box 73, Worcester WR5 2YA

By email:

Schooladmissions@worcestershire.gov.uk

Online:

www.worcestershire.gov.uk/schooladmissions

This booklet has been prepared by the Directorate of Children's Services, Worcestershire County Council to inform parents about school admissions and other arrangements, in good time for the school year 2016/2017. To the best of our knowledge all information was correct at the time of printing: July 2015.

This document can be made available in other languages and alternative formats (large print audio tape, computer disk and Braille) on request from School Admissions on telephone 01905 822700 or by emailing Schooladmissions@worcestershire.gov.uk