

ADMISSIONS ARRANGEMENTS 2025-2026



Senior Leadership Team Lead	Head of School
Date of Adoption	September 2023
Review Frequency	Annual
Ratified by	LAGB
Signed	<i>C. Passey</i>
Position on the Board	Chair of LAGB
Ratification Date	11.10.23
Policy Tier	School/WHHS

WASELEY HILLS HIGH SCHOOL – ADMISSIONS ARRANGEMENTS 25-26

The school has adopted the policy of Worcestershire Local authority with regard to the central admissions process.

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) 'Looked after' children 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;
Beaconside Primary and Nursery School
Holywell Primary and Nursery School
Lickey Hills Primary School
- vi) Children of all 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, an Educational, Health & Care Plan will be offered a place at the school named in the Plan.

*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order including those who appear to have been in state care outside of English and ceased to be in state care as a result of being adopted.

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 criteria.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, stepsiblings, 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.

Late Applications

The Council has agreed in its coordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the timeframe set out in the scheme, and treat them as being on time, only in the following circumstances:

- i) where a family have just moved address, (refer to Information for Parents booklet);
- ii) 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 supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

Waiting Lists

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 31st December. At that stage parents will need to reapply at the start of the following term if they wish to be included.

When Applications for Admission exceed the number of places available

When the school receives more applications than it has places available, the places will be offered in the following criteria order:

1. Looked After Children (in public care) or previously Looked After Children.
2. Pupils living within the catchment area of the school and has siblings (brother or sister) who will still be in attendance.
3. Pupils living within the catchment area of the school.
4. Pupils living outside the catchment area of the school and has a sibling in attendance.
5. Pupils who were attending a feeder school at the time of application.
6. Children of all staff.
7. Children who live nearest to the school by the shortest straight line.

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 would still have a sibling connection at the school at the time of admission;
- ii) pupils who were attending a feeder school at the time of application;
- iii) children of all 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 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 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).

Over-subscription for places in the Sixth Form

The County Council has agreed the following criteria:

- i) General Entry Requirements

- for courses at NQF level 3 e.g., GCE A level, Advanced or Advanced progression Diploma, BTEC National Diploma, Five 9-4 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 3-1 or equivalent);
- for courses at NQF level 1 – two 9-1 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.

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 for Schools in Worcestershire, must forward the application to Worcestershire Children's First, School Admissions Team.

<https://www.worcestershire.gov.uk/schooladmissions>

The information is also available in the admissions section of our website

<https://www.waseleyhills.worcs.sch.uk/join-us/school-admissions>

Appeals

Any parent whose child has been unsuccessful in securing a place can appeal. Appeals are heard by an Independent Appeals Panel, following procedures laid down in the Schools Appeals Code (October 2022). Appeals must be made in writing to the Chair of Governors within twenty school days of receiving notification of an unsuccessful application.