

# APPLICATION FOR ADMISSION/TRANSFER TO A SCHOOL OTHER THAN AT NORMAL AGE OF ADMISSION/TRANSFER FOR CHILDREN RESIDENT IN WORCESTERSHIRE

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## Important notes to be read before completion of the application form.

Please read these notes in conjunction with the **Information for Parents booklet**. The booklet contains important information, which you need to read and understand so that you can complete this form. Not all information is on this form itself, so you must read the booklet as well.

**The booklet is available to view online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions). Copies are also available to view in Schools, Libraries and at your Local Worcestershire Hub.**

Where application is being made to an **Academy, Foundation or Voluntary Aided School** it is **essential** that you refer to the **School Prospectus**.

### Note 1 - Change of Address

If you are moving address, please be advised that there is no guarantee that places may be available at the catchment area or nearest school. You are advised to check with the School Admissions and Transfers Section regarding the availability of places in the area where you are moving to, although of course, this may be subject to regular change.

### Note 2 - Withdrawal of Application

You should inform the Headteacher and the School Admissions and Transfers Section as soon as possible if you are withdrawing your application for any reason.

### Note 3 - Applications to Academy, Foundation and Voluntary Aided Schools

If you are applying for a place at an **Academy, Foundation or Voluntary Aided School** you are advised to check that this is the school serving your area.

- If you are applying for a school place at a **Catholic School** please complete **Section C**.
- If you are applying for a school place at a **Church of England School** please complete **Section D**.

It is **essential** that you refer to the school's prospectus (obtainable from the school) for further details relating to admission arrangements as you may wish to include relevant information in **Section F** of this form.

### Note 4 - The catchment area school

- In all cases, you are advised to refer to the Information for Parents booklet which sets out the importance of knowing the catchment area school for your child's home address when completing this form. If you are unsure of your catchment area school(s), you can find out by either telephoning: 01905 822700 or by visiting the [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) website and following the link to school catchment areas.

## Note 5 - Other notes about admissions/transfers

- Worcestershire County Council Admissions Team will co-ordinate admissions for all Worcestershire residents, after consultation with other relevant admissions authorities including all Academy, Foundation and Voluntary Aided schools, and schools in other Local Authorities where named as a preference.
  - ie. The parents of children resident outside Worcestershire - but who wish to apply for a place at any Worcestershire school, must complete an application via their own 'home' LA (the 'home' LA is defined as the Local Authority relevant to the child's home address)
- All preferences for all types of school will be treated equally initially, and places are provisionally allocated in accordance with the published admissions criteria. Where it is possible to provisionally offer more than one place, a SINGLE offer will be made to the school ranked higher on the application form.
- Admissions to Academy, Foundation and Voluntary Aided schools are the responsibility of the School Governing Body, you are advised to refer to the school prospectus.
- Admissions to Community and Voluntary Controlled Schools are administered by the School Admissions and Transfers Section. The Headteacher of the school involved is not in a position to offer your child a place;
- Admission of a child to a Worcestershire Community or Voluntary Controlled School, which is not the catchment area school, does not give priority to the admission of siblings;
- Details of Worcestershire County Council's transport assistance policy are explained in the Information for Parents booklet, also on the website at the following address [www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport)
- We will exchange information you provide for statutory educational purposes.
- If parents wish to transfer their child to the same age group in another local school (for reasons other than moving to an address outside the catchment area), parents must discuss the transfer with the Headteacher of the pupil's present school in the first instance. If it is decided to make a formal request for transfer, please arrange for all the details on the application form to be completed in full before returning it. The County Council's policy for allocating places in such circumstances is essentially the same as for admissions at the normal age and time of transfer.
- Where an offer of a school place is made, the place must be taken up within half a term of the application being made, otherwise that place may be re-allocated, and it will be necessary for the parent to make a new application.

## Note 6 - Parental responsibility

Should more than one parent have legal responsibility for a child, both parents must be in agreement over the preferences expressed.

## Note 7 - Additional Information Required

Please note that, if your preferred school is oversubscribed, Admission Authorities have to use a fair method of deciding how places should be allocated. For **Academy, Foundation and Voluntary Aided schools** it is essential that you refer to the pertinent **School Prospectus** for details relating to the admission arrangements. For **Community and Voluntary Controlled Schools** please refer to Section 7 of the Information for Parents booklet.

## Note 8 - Submitting your Application

Completed application forms need to be returned to:

School Admissions and Transfers Section, Worcestershire County Council, PO Box 73, Worcestershire, WR5 2YA.

# APPLICATION FOR ADMISSION/TRANSFER TO A SCHOOL OTHER THAN AT NORMAL AGE OF ADMISSION/TRANSFER FOR CHILDREN RESIDENT IN WORCESTERSHIRE

Application may be made for **any** maintained school whether it is an Academy, Community, Foundation, Voluntary Aided or Voluntary Controlled school, and schools in other Local Authorities

## Section A

Child's Surname  Gender: Male  Female

Child's First Name(s)  Date of birth  Age

Child's Current home address (in full)   
  
 Postcode

If applicable: from   
  
 Child's new address will be (in full)   
 Postcode

Surname and Initials of Parent/Carer  (Mr/Mrs/Ms/Miss)

Contact Telephone Numbers  Email

## Section B - Child's Current/Previous School

School Name

School Address

For completion by the Headteacher of the current school where transfer is between schools in Worcestershire I confirm that the parents have discussed with me the reasons for a transfer of school

Signed (Headteacher)  Date

Dependent upon the category of school for which you are applying, please complete Section C & D as appropriate

## Section C - Catholic School (Voluntary Aided Schools)

Child's Religion  Date of Baptism

Please attach a photocopy of the **Baptismal Certificate**. If you do not have this please contact your Parish Priest.

Parish/Church to which you are attached

(Please refer to the School Prospectus to see if it is necessary to attach a Baptismal Certificate and/or have your Parish Priest's signature to support your application.

Please indicate that you have attached:  
 i) Copy of Baptismal Certificate Yes  No  ii) Signature of your Parish Priest

## Section D - Church of England School (Voluntary Aided Schools)

Child's Religion

Do you attend church regularly? Parent/Carer: Yes  No  Child: Yes  No

If YES please give name of Church and name of Priest/Minister

It is **essential** that you refer to the school prospectus and/or application pack. Please complete all the necessary forms and details. **Please indicate if you have attached this information.** Yes  No

## Section E - Preferences

Please refer to **Note 5** before completing this section

	Please state below the schools you would prefer your child to attend	If your child has a sibling currently attending the preferred school and who will, at the effective date of admission of the above child still be attending the school, please give their <b>name and date of birth</b> below
<b>Preference 1</b>		
<b>Preference 2</b>		
<b>Preference 3</b>		

Date you wish your child to be admitted:

## Section F

Please state any reasons for your preferences. For applications to Academy, Foundation or Voluntary Aided Schools, please include information as specified in the admissions criteria (refer to the school prospectus)

## Section G

If you consider any of the reasons given for your preference are **significant**, you must attach **independent supporting information** to this form. **Please indicate if you have attached this information by ticking the box.**

## Section H

Does your child have a Statement of Special Educational Needs under the Education Act 1996? Yes  No

Is the child looked after by a Local Authority? Yes  No

If yes please name the Local Authority

## Declarations

For completion by the **Parent**:

**I confirm that:**

- I have read the **Information for Parents booklet** together with the explanatory guidance leaflet on how to complete this form;
- I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of a fraudulent or misleading application.

**Where application has been made to an Academy, Foundation or Voluntary Aided School**

- I have read the admission criteria as detailed in the school prospectus

Signed (Parent/Carer)

Date

Please complete and return this form to the School Admissions and Transfers Section,  
Worcestershire County Council, PO BOX 73, Worcestershire, WR5 2YA.