



School Admission Guide for Families Resident in Worcestershire applying for Middle schools

For children attending First Schools born between:

1st September 2001 and 31st August 2002

and

1st September 2002 and 31st August 2003

Deadline for applications is 15th January 2012

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

Everything happens quite quickly at the start of September - this guide aims to help you start thinking and planning early, and will hopefully clear up some of the confusion and misunderstanding around school admissions. You should also read the 2012/13 Information for Parents book available to view online at www.worcestershire.gov.uk/schooladmissions.

From September you will also be able to view a hard copy in Schools, Libraries and at your Local Worcestershire Hub.

Find out more online:

www.worcestershire.gov.uk/schooladmissions



worcestershire
county council

The different types of school

Academies (A)

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.

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.

In Worcestershire the age range of entry to Middle school varies across the County. The tables below indicate the year of entry to Middle Schools in each area.

Year 5	Year 6
Bromsgrove	Evesham
Droitwich	
Pershore	
Redditch	

What Happens When?

**Sept
2011**

From 1st September the online school admissions system will open. You can apply for school places online any time after this date up until the closing date at www.worcestershire.gov.uk/schooladmissions.

If you don't have access to the internet or prefer to complete a paper form, in September your child should bring home from school a 2012/13 PA1 application form. Please ask at your child's current school if you don't receive one.

Copies of the 2012/13 School Admissions and Transfers Information for Parents book will also be available to view in Schools, Libraries and at Local Community Contact Centres.

**15th Jan
2012**

The closing date for applications.

**23rd April
2012**

Offer notification date. Under the co-ordinated admissions scheme all offers are made through the Local Authority. Letters will be posted 2nd class post on 23rd April informing you of the school your child has been offered.

What do I need to do?

1. Visit Schools

Schools hold open events for interested parents and children (details on page 6).

These can be evening or daytime sessions. You can tour the school, talk to staff and pupils and see demonstrations. If the visit is during a normal school day, you will be able to see the school at work. These are good opportunities for you and your child to have a look at the school and get a feel for it.

If you are unable to make the arranged date, most schools are usually happy for you to visit at a different arranged time. You should contact the school direct to arrange this.

2. Get more information about the schools you are interested in

- Every school produces a school prospectus (a brochure giving information about the school). Ask the school for a copy.
- Look at the school website, which often contains a section for new parents. Website addresses can be found on page 6.
- Read the information on each school in the 2012/13 Information for Parents Booklet which is available online at www.worcestershire.gov.uk/schooladmissions
- www.schoolsfinder.direct.gov.uk gives links to the
 - School profile (written by the governing body)
 - Ofsted report (an independent report about the school – check the date as information can go out of date very quickly)
 - School performance data (which tells you how the results compare to other schools in Worcestershire and across the country).

3. Look at the admission rules

If a school has more applications than places, it will use admission rules (criteria) to decide who to offer places to. Read them carefully for the schools you like, to consider if your child would meet them.

You can use the statistics in the Information for Parents Booklet and at www.worcestershire.gov.uk/schooladmissions to look at what happened last year and how many children were offered places under each rule.

The admission rules for Community and Voluntary Controlled schools will be in the Information for Parents Booklet. It will also have a summary of the admission rules for Academies, Foundation and Voluntary Aided schools. Contact the schools direct for a full copy of their admission arrangements or view them at www.worcestershire.gov.uk/schooladmissions

4. Decide which schools

Use all of the three preferences available to you and be realistic about the schools you apply to. Always put down one school where you are more likely to get a place, even if it is your third preference. Make up your own mind rather than listening to rumours.

5. Apply on time

It is important that you apply by the closing date of **15th January 2012** as applications received after the deadline will be classed as late and you are unlikely to be successful, even if you have a child there already or live very close.

You must apply online or on the paper application form to the Local Authority **where you live**. For example, if you live in Worcestershire, you must apply to Worcestershire County Council, however, you may include schools within or outside Worcestershire.

You can apply online at www.worcestershire.gov.uk/schooladmissions.

The online system will be open from 1st September 2011. If you do not want to apply online you will receive in September a paper application form from your child's current school, which must be returned to the Local Admissions Team by the closing date, 15th January 2012.

What should I be looking for?

Ask questions and keep an open mind

Visit as many schools as you can to compare, even schools you think may not be suitable. Schools change all the time and reputations can often be years out of date. If you have concerns talk to staff about them honestly.

- All schools can meet the special educational needs of pupils. However, if your child has particular learning needs, speak to the SENCo (Special Educational Needs Co-ordinator) at the schools you are interested in.
- Consider how your child will get to school before you apply – can your child walk or cycle there or use public transport. Avoid applying to a school which will be difficult to get to or may involve expensive transport costs. Information about home to school transport assistance available to residents of Worcestershire is included in the Information for Parents book and online at www.worcestershire.gov.uk/schooltransport or Tel: 01905 765765
- Academic results will be important to you but are not the whole picture and they change from year to year. Ask the headteacher to discuss them with you if you have any concerns.

How do I decide which schools to apply to and the order to put them in?

If you are not sure which schools are in your area or what is your catchment school, you can find out if you telephone:

01905 822700 or visit the website www.worcestershire.gov.uk/schooladmissions

Look carefully at the admission rules (criteria) for the schools you like.

Work out which rules (criteria) apply to your child.

Look at the statistics in the Information for Parents Book which show you how many children were offered places under each rule, for all schools oversubscribed in the previous year.

Use all of this information to consider how likely it is that your child would be offered a place at each of the schools you like.

Mythbusters and Tips

Mythbusters

- Listing only one preference does not increase your chance of getting in to that school.
- Applying for more than one school does not weaken your chances of getting a place at your preferred school.
- Naming schools that you are very unlikely to get as your second and third preferences will not increase your chances of getting your first preference school. The other schools you applied for are not considered when deciding who to offer places to.
- Applying for your catchment school does not mean you will be automatically offered a place there. If you can be offered a school which is higher on your list, you will be.
- All applications to a school are considered at the same time. Priority is not given to those who put the school first. The order in which you list the schools is only used if you could be offered a place at more than one school. In this case, you would be offered whichever of those schools was highest on your application form.

Tips

- You can name **up to three schools** on your application. You are strongly advised to use all three preferences to increase your chance of getting a preferred school.
- You are advised **to include your catchment** school as one of your three preferences. However please note that you are not guaranteed a place at your catchment school.

Tips

- **Be Realistic!**
Don't waste all three preferences on schools that are unlikely to be able to offer your child a place. Have at least one school as a "safety net" where you are likely to be offered a place.
- When deciding who to offer places to, **schools do not know** which order you have listed them on your application or which other schools you have applied for – this information is confidential prior to allocation.
- Decisions about who to offer places to are made using the **admission rules only**; which other schools you have applied for is unimportant.

Tips

- You should list the schools in the order that you would **most prefer them**, not the order you think you might get them.

Location of Middle Schools in Worcestershire

(1) BROMSGROVE (Yr 5 entry)

- (VC) Alvechurch CE Middle School
- (C) Aston Fields Middle School
- (C) Catshill Middle School
- (C) Parkside Middle School
- (FD) St John's CE Foundation Middle School

(2) DROITWICH (Yr 5 entry)

- (C) Westacre Middle School
- (C) Witton Middle School

(3) EVESHAM (Yr 6 entry)

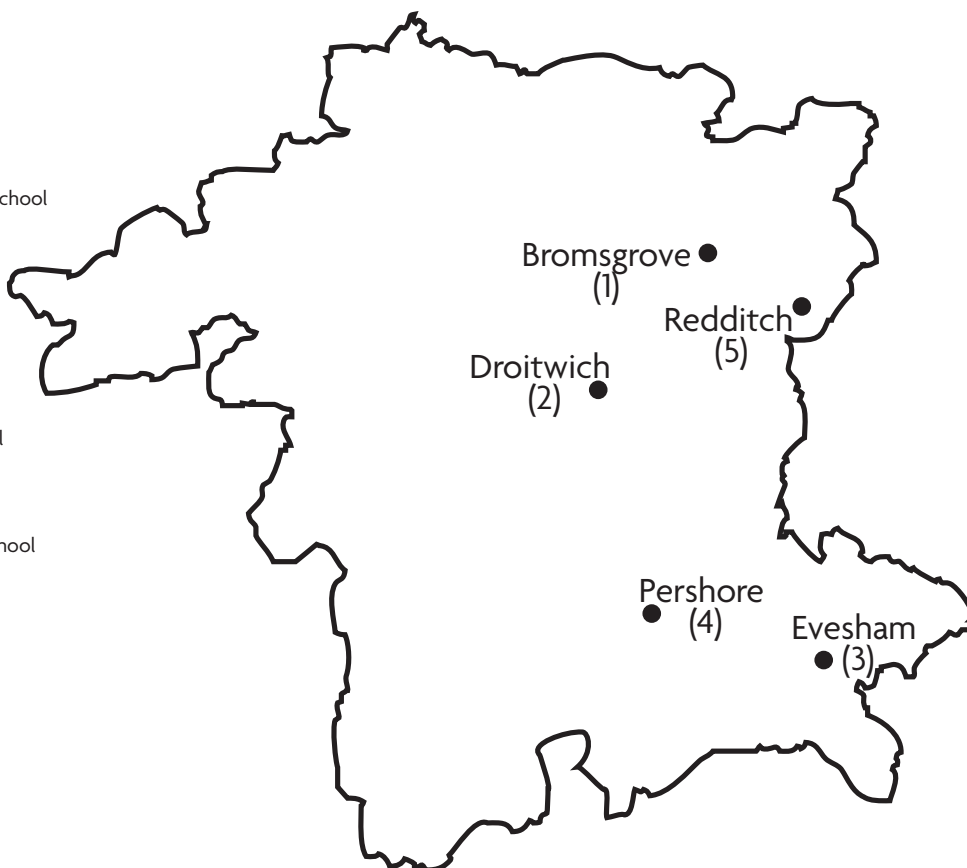
- (C) Blackminster Middle School
- (C) Bredon Hill Middle School
- (C) Simon de Montfort Middle School

(4) PERSHORE (Yr 5 entry)

- (C) Abbey Park Middle School
- (VC) St Barnabas CE First & Middle School
- (VC) St Nicholas' CE Middle School

(5) REDDITCH (Yr 5 entry)

- (C) Birchensale Middle School
- (C) Church Hill Middle School
- (VC) Ipsley CE Middle School
- (C) Ridgeway Middle School
- (VA) St Bede's Catholic Middle School
- (VC) Walkwood CE Middle School
- (C) Woodfield Middle School



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.

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

Bromsgrove Droitwich Evesham Pershore Redditch

The three-tier system consists of first schools for pupils from 5 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. A two-tier system of **Catholic schools** also serves Droitwich, Evesham and Pershore areas.

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.

Types of School - see page 1 for definition

- (A) Academy
- (C) Community School
- (FD) Foundation School
- (VA) Voluntary Aided School
- (VC) Voluntary Controlled School

If applying for a A, FD or VA school place, you should check the details in the 2012/13 Information for Parents book section at: www.worcestershire.gov.uk/schooladmissions or contact the school direct to find out if you need to complete an additional form for that school.

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
Bromsgrove	Alvechurch CE Middle School www.alvechurch.worcs.sch.uk	Monday 10 th October 2011
	Aston Fields Middle School www.astonfields.worcs.sch.uk	Monday 3 rd October 2011 6.15pm to 7.30pm
	Catshill Middle School www.catshill-middle.worcs.sch.uk	Tuesday 11 th October 2011
	Parkside Middle School www.parksidemiddleschool.co.uk	Thursday 6 th October 2011
	St John's CE Foundation Middle School www.stjohnsbromsgrove.co.uk	Wednesday 12 th October 2011
Droitwich	Westacre Middle School www.westacre.school-portal.co.uk	Thursday 6 th October 2011
	Witton Middle School www.witton.worcs.sch.uk	Thursday 29 th September 2011
Evesham	Blackminster Middle School www.blackminster.org.uk	Thursday 6 th October 2011
	Bredon Hill Middle School www.bredon.worcs.sch.uk	Wednesday 19 th October 2011
	Simon de Montfort Middle School www.simondemontfort.worcs.sch.uk	Wednesday 5 th October 2011
	St Egwin's CE Middle School www.st-egwins.worcs.sch.uk	Wednesday 12 th October 2011
Pershore	Abbey Park Middle School www.abbeyparkmiddle.worcs.sch.uk	Tuesday 4 th October 2011
	St. Barnabas CE First & Middle School www.st-barnabasfirstmiddle.worcs.sch.uk	Wednesday 5 th October 2011 6.00pm to 8.00pm
	St. Nicholas' CE Middle School www.st-nicholas.worcs.sch.uk	Wednesday 19 th October 2011
Redditch	Birchensale Middle School www.birchensale.worcs.sch.uk	Thursday 6 th October 2011
	Church Hill Middle School www.churchill.worcs.sch.uk	Wednesday 12 th October 2011
	Ipsley CE Middle School	Tuesday 11 th October 2011 6.30pm to 8.30pm
	Ridgeway Middle School www.ridgeway.worcs.sch.uk	Thursday 13 th October 2011 6.00pm – 8.00pm
	St. Bede's Catholic Middle School www.st-bedes.worcs.sch.uk	Tuesday 18 th October 2011 5.00 p.m. to 7.30p.m.
	Walkwood CE Middle School www.walkwoodms.worcs.sch.uk	Wednesday 5 th October 2011 Open PM 2.00pm to 3.30pm and 5.00pm to 8.00pm
	Woodfield Middle School www.woodfield.worcs.sch.uk	Monday 10 th October 2011

Worcestershire Parent Partnership Service

The Parent Partnership 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 access this service please telephone: 01905 727940 or email ppservice@worcestershire.gov.uk

Timetable for Admissions and Transfers Intakes for September 2012

September 2011

Copies of the 2012/13 School Admissions and Transfers Information for Parents book will be available to view in Schools, Libraries and at Local Worcestershire Hub.

A paper PA1 application form will be sent home from school with your child. If applying on a paper application form you must ensure that it is received by the School Admissions and Transfers team (see address below) on or before the closing date of 15th January 2012.

NB: You will need to include a stamped self addressed envelope with your application if you require proof of receipt.

APPLY ONLINE

The online application system opens on 1st September 2011. You can apply from this date until the closing date of 15th January 2012.

The Benefits of applying online are:

- It is quick and easy to do
- Available 24 hours a day, 7 days a week, up to the closing date for applications.
- There is no risk your application will get lost.
- You can log back in to your application at any time up until the closing date if you wish to change any of the details.
- The system is secure so that your information is protected.
- You will get an automatic email confirmation when your application has been submitted

15th JANUARY 2012 is the closing date for middle school applications

23rd April 2012 is the Offer Notification date.
Letters will be posted 2nd class post on 23rd April informing you of the school your child has been offered.

You can contact us in the following ways:

If there is anything about the admissions process which you do not understand please contact the Worcestershire Hub on:

By telephone:

01905 822700

By fax:

01905 766776

By post:

School Admissions and Transfers Team, Children's Services Directorate, PO Box 73, Worcester WR5 2YA

By email:

schooladmissions@worcestershire.gov.uk

Online:

www.worcestershire.gov.uk/schooladmissions

This document can be made available in other formats (large print, audio tape, computer disk and Braille) on request from School Admission and Transfers Team on telephone number 01905 822700

This leaflet has been prepared by the Directorate of Children's Services to inform parents about pupil admissions and transfers in good time for the school year 2012/13

To the best of our knowledge all information was correct at the time of printing: July 2011.