



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

For children attending Primary or Middle Schools born between:

1 September 2000 and 31 August 2001

and

1 September 1999 and 31 August 2000

and

1 September 1998 and 31 August 1999

Deadline for applications is 31 October 2011

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.

The information contained in this guide is correct at the time of print. For the most up to date information, please visit the website at www.worcestershire.gov.uk/schooladmissions

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 High school varies across the County. The table below indicates the year of entry to High Schools in each area.

Year 7	Year 8	Year 9
Bewdley	Droitwich	Evesham
Hagley	Pershore	Bromsgrove
Kidderminster		Redditch
Malvern		
Martley		
Rubery		
Stourport		
Tenbury		
Upton upon Severn		
Worcester		
Wythall		

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

What Happens When?

Summer term 2011

You may be invited to a talk at your child's current school about secondary transfer. Your school will give you details about this if it is available.

From 1st July the 2012/13 School Admissions and Transfers Information for Parents booklet is available to view online at www.worcestershire.gov.uk/schooladmissions

If applying for a Academy, Foundation or Voluntary Aided school, you should refer to the school prospectus (available from the school) to find out if you need to complete an additional form for that school.

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 SA1 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.

31 Oct 2011

The closing date for applications.

1 March 2012

Letters will be posted 2nd class post on 1 March 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 **31 October 2011** 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, 31st October 2011.

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.

Consider individual factors that are important to you:

- 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
- 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.

• **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.

- 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 High Schools in Worcestershire

(1) BEWDLEY (Yr 7 entry)

The Bewdley School and Sixth Form Centre

(2) BROMSGROVE (Yr 9 entry)

North Bromsgrove High School
South Bromsgrove High School

(3) DROITWICH (Yr 8 entry)

Droitwich Spa High School

(4) EVESHAM (Yr 9 entry)

Evesham High School
Prince Henry's High School

(5) HAGLEY (Yr 7 entry)

Hagley Catholic High School
Haybridge High School & Sixth Form

(6) KIDDERMINSTER (Yr 7 entry)

Baxter College
King Charles I School
Wolverley CE Secondary

(7) MALVERN (Yr7 entry)

The Chase School
Dyson Perrins CE High School

(8) MARTLEY (Yr7 entry)

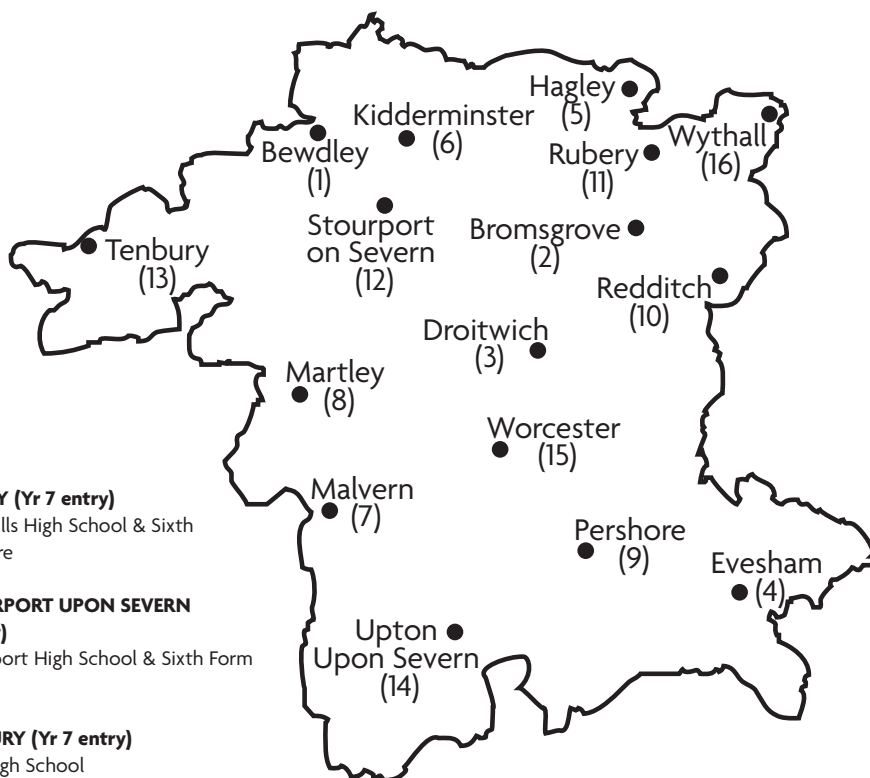
The Chantry High School

(9) PERSHORE (Yr 8 entry)

Pershore High School

(10) REDDITCH (Yr 9 entry)

Arrow Vale Community High – Sports College
Kingsley College
St Augustine's Catholic High School
Trinity High & Sixth Form Centre



(11) RUBERY (Yr 7 entry)

Waseley Hills High School & Sixth Form Centre

(12) STOURPORT UPON SEVERN (Yr 7 entry)

The Stourport High School & Sixth Form Centre

(13) TENBURY (Yr 7 entry)

Tenbury High School

(14) UPTON UPON SEVERN (Yr 7 entry)

Hanley Castle High School

(15) WORCESTER (Yr 7 entry)

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

(16) WYTHALL (Yr 7 entry)

Woodrush Community High – Specialist Technology College

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	Thursday 13th October 2011 Sixth Form:- Wednesday 19th October 2011
Bromsgrove	North Bromsgrove High School www.northbromsgrove.worcs.sch.uk	Thursday 13th October 2011
	South Bromsgrove High School www.southbromsgrove.worcs.sch.uk	Thursday 29th September 2011 6.30pm – 8.30pm
Droitwich	Droitwich Spa High School www.droitwichspahigh.worcs.sch.uk	Thursday 6th October 2011
Evesham	Evesham High School www.eveshamhigh.worcs.sch.uk	Thursday 13th October 2011
	Prince Henry's High School www.princehenrys.worcs.sch.uk	Thursday 20th October 2011

Hagley	Hagley Catholic High School www.hagleyrc.com	Saturday 15th October 2011 between 9:00 am – 12: noon
	Haybridge High School www.haybridge.worcs.sch.uk	Wednesday 19th October 2011 Sixth Form: Thursday 13th October 2011
Kidderminster	Baxter College www.baxtercollege.worcs.sch.uk	Thursday 20th October 2011 Sixth Form: Tuesday 8th November 2011
	King Charles I School www.kingcharlesschool.co.uk	Open Day - 6th October 2011 (6pm - 8 pm) and 7th October 2011 (9.15am - 11.00 am) Sixth Form:- 10th November 2011 (6pm - 8pm)
	Wolverley CE Secondary www.wolverley.worcs.sch.uk	Open Evening – 5th October and Open Morning on 6th October. Sixth Form Open Evening 3rd November
Malvern	The Chase School www.chase.worcs.sch.uk	Thursday 29th September 2011 6.30 pm – 8.30 pm
	Dyson Perrins CE High School www.dysonperrins.worcs.sch.uk	Thursday 13th October 2011
Martley	The Chantry High School www.chantryhighschool.co.uk	Wednesday 5th October 2011
Pershore	Pershore High School www.pershore.worcs.sch.uk	Thursday 22nd September 2011
Redditch	Arrow Vale Community High - Sports College www.arrowvale.worcs.sch.uk	Tuesday 27th September 2011 6:00pm – 8.30pm
	Kingsley College www.kingsley.worcs.sch.uk	Tuesday 4th October 2011
	St Augustine's Catholic High School www.st-augustines.worcs.sch.uk	Thursday 6th October 2011 Sixth Form: Thursday 3rd November 2011
	Trinity High & Sixth Form Centre www.trinityhigh.com	Thursday 29th September 2011
Rubery	Waseley Hill High School & Sixth Form Centre: www.waseleyhills.worcs.sch.uk	Thursday 6th October 2011 6.00pm - 8.30pm Friday 7th October 9 -11 am by appointment only
Stourport	The Stourport High School & Sixth Form Centre www.shs.worcs.sch.uk	Thursday 29th September 2011
Tenbury	Tenbury High School www.tenburyhigh.worcs.sch.uk	Tuesday 27th September 2011 AM 9.20 until 11.20am PM 7.00 pm – 9.00 pm
Upton upon Severn	Hanley Castle High School www.hanleycastle.worcs.sch.uk	Wednesday 5th October 2011
Worcester City	Bishop Perowne CE College www.bishopperowne.com	Thursday 6th October 2011 9.00 am – 12 noon and 7.00pm – 9.00pm
	Blessed Edward Oldcorne Catholic College www.blessededward.co.uk	Thursday 29th September 2011
	Christopher Whitehead Language College www.christopherwhitehead.worcs.sch.uk	Thursday 6th October 2011 Tours of the school at 9.15am, 3.30pm and 7.00pm
	Nunnery Wood High School www.nunnerywood.worcs.sch.uk	Open Eve: Tuesday 20th September 2011 Open Day: Wednesday 21st September 2011
	Tudor Grange Academy www.tgaw.org.uk	Open Eve: Monday 12th September 2011 Open Day: Wednesday 14th September 2011
Wythall	Woodrush Community High - Specialist Technology College www.woodrushhigh.worcs.sch.uk	Thursday 22nd September 2011

Timetable for Admissions and Transfers Intakes for September 2012

<p>Summer Term 2011</p> <p>The 2012/13 School Admissions and Transfers Information for Parents book is available to view online at www.worcestershire.gov.uk/schooladmissions</p>	<p>APPLY ONLINE</p> <p>The online application system opens on 1 September 2011. You can apply from this date until the closing date of 31st October 2011.</p> <p>The Benefits of applying online are:</p> <ul style="list-style-type: none">• 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
<p>September 2011</p> <p>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.</p> <p>A paper SA1 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 31st October 2011.</p> <p>NB: You will need to include a stamped self addressed envelope with your application if you require proof of receipt.</p>	
<p style="text-align: center;">31st OCTOBER 2011 is the closing date for secondary applications</p>	
<p style="text-align: center;">1st MARCH 2012 is the Offer Notification date. Letters will be posted 2nd class post on 1 March informing you which school your child has been offered.</p>	

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: April 2011