

# SECONDARY SCHOOL ADMISSION GUIDE



## Residents in Worcestershire applying for Secondary schools School Admission Guide for Families

### For children attending Primary or Middle Schools born between:

1 September 2011 and 31 August 2012 for Year 7 Intake  
and 1 September 2010 and 31 August 2011 for Year 8 Intake  
and 1 September 2009 and 31 August 2010 for Year 9 Intake

Moving on to Secondary school is an exciting step for you and your child, however the process can sometimes appear confusing. This leaflet aims to provide you with some basic information and advice, as well as how and when you need to apply for a Secondary school place.

Even if you already have older siblings in a school, you live in the catchment area for a school, have been placed on an expression of interest register or think you have either already applied or put your child's name down at a school, **you will still need to make and submit an on-line application**. This is very important, if you do not make an application on time, you may not be considered for places until after all those that applied by the closing date.

Visit: [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) to make your application.

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

### Applications open on 1st September 2022 and close on 31st October 2022.

You are advised to refer the relevant 2023/2024 Information for Parents book available at:  
[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

Find out more online:  
**Worcestershire County Council School Admissions**

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## The different types of school

### Academies (A)

Academies are publicly funded independent schools. 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. Academies don't have to follow the national curriculum and can set their own term times. They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools.

### 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.

### Free Schools (FR)

Free schools are funded by the government but aren't run by the local council. Free Schools are non-profit making, independent, state-funded schools. They're 'all-ability' schools, so can't use academic selection processes like a grammar 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.

**For more detailed information on types of school visit the [www.gov.uk](http://www.gov.uk) website.**

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		
Pershore*		
Redditch**		
Rubery		
Stourport		
Tenbury		
Upton upon Severn		
Worcester		
Wythall		

\*In Pershore, Pershore High School have changed the age range of the school and will admit students in Year 7 and Year 8 in 2023.

\*\* Ridgeway Academy will admit Year 7 and Year 9 students in 2023.

## SEND Information, Advice and Support Service Worcestershire

The **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 access this service please telephone: 01905 768153 or email [sendiass@worcestershire.gov.uk](mailto:sendiass@worcestershire.gov.uk).**

## When and How to Apply for a High School place for the Academic Year 2023/2024

When to Apply	
Applications Open	1st September 2022
Closing Date	31st October 2022
School Offer Notification Date	1st March 2023

**If you live in Worcestershire** and your child is due to transfer from a Primary/Middle school to a High school in September 2023, 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](http://www.worcestershire.gov.uk/schooladmissions)
- You will need an email address
- Once you have submitted your application you will receive an email to acknowledge receipt. If you do not receive this email, it could mean that you have not submitted the application correctly and should resubmit it. **It is very important that you retain this receipt as proof of submission for your records.**
- 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.

**If you require additional assistance please do not hesitate to call School Admissions on 01905 822700.**

**N.B.** It is very important that you apply by the closing date of **31st October 2022**. If you do not make an application on time, you may not be considered for places until after all those that applied by the closing date. Applications received after the deadline may be classed as late and you may be refused a place, even if you live in the catchment, have a child at the school already or live very close to the school. **Any late changes to on time preferences are also subject to the late application policy.**

**You are advised to refer to: Section 6 of the Information for Parents Admissions and Transfers to Schools book 2023/2024 for full details of the Late Application procedure.**

**Deadline for applications is 31st October 2022**

### Parents of children resident outside Worcestershire

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

### Offer Date

Offers will be issued on **1st March 2023**. They will be issued direct to parents, by School Admissions, 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 be offered at the nearest school with available places for pupils who live in Worcestershire.

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.

# What do I need to do?

## 1. Visit Schools

Schools hold open events for interested parents and children. (Details are on page 6). You can tour the school, talk to staff and pupils and see demonstrations. 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 organise this.

Visit as many schools as you can to compare. Make up your own mind rather than listening to rumours. Feel free to talk with schools about things that are important to you.

## 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.
- Find My Catchment Area School at: <https://capublic.worcestershire.gov.uk/SchoolSearchPublic/?ga=2.80738206.843052486.1626887860-1191537832.1612861233>
- Read the information available in the **2023/24 Information for Parents Admissions and Transfers to Schools book** which is available online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions).
- Get Information about Schools gives links to the School profile, Ofsted reports and School performance data: [www.get-information-schools.service.gov.uk](http://www.get-information-schools.service.gov.uk)

## 3. Look at the admission policy

**If a school is oversubscribed (has more applications than places), it will use admission criteria to decide who to offer places to. Please ensure you read them carefully before applying.**

## 4. Decide which schools

**This information is vitally important.** You are strongly advised to use all of the three preferences available to you and to 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. **DO NOT HOWEVER**, put schools as a preference if you would be unhappy with the offer of a place at that school.

### NB Parental responsibility

Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Failure to ensure agreement prior to submission, may result in a delay in the application being processed and in some instances a legal resolution may be required.

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 available on-line at: [www.worcestershire.gov.uk/homepage/18/school\\_and\\_college\\_transport](http://www.worcestershire.gov.uk/homepage/18/school_and_college_transport) or Tel: **01905 765765**.

## 5. Apply on time - the closing date is 31st October 2022.

**Places are allocated on the basis of applications received on or before the closing date of: 31st October 2022. It is very important that you apply on time. If you do not submit an application on time, you may not be considered for places until after all those that applied by the closing date.**

**Applications received after the deadline may be classed as late and you may be refused a place, even if you live in the catchment, have a child at the school already or live very close to the school. Any late changes to on time preferences are also subject to the late application policy.**

If you are in the process of moving at the time of your application you **MUST** 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. This is also applicable if you are moving property and wish to have your application considered from your new property.

## 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:

**[https://capublic.worcestershire.gov.uk/SchoolSearchPublic/?\\_ga=2.80738206.843052486.1626887860-1191537832.1612861233](https://capublic.worcestershire.gov.uk/SchoolSearchPublic/?_ga=2.80738206.843052486.1626887860-1191537832.1612861233)**

Look carefully at the admission rules (criteria) for the schools you like and work out which rules (criteria) apply to your child.

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

- Listing only one preference does not increase your chance of getting into 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. If your catchment school is oversubscribed, you may not be offered a place. To check what your catchment school is you can go on line at:  
**[https://capublic.worcestershire.gov.uk/SchoolSearchPublic/?\\_ga=2.80738206.843052486.1626887860-1191537832.1612861233](https://capublic.worcestershire.gov.uk/SchoolSearchPublic/?_ga=2.80738206.843052486.1626887860-1191537832.1612861233)**
- All on-time 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.
- Having gained admission for one child at a school does not guarantee a younger child will be admitted. Should the school be oversubscribed at the time of application of a younger sibling, catchment area may have a higher priority on the oversubscription criteria. Being in a feeder school does not mean you are guaranteed a place in the related middle or high school.

### 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. Check out which school you are in catchment for at the above link.
- Do not put schools as a preference if you would be unhappy with the offer of a place at that school. It would be a waste of a preference if you were offered a place at a school that you would not be happy with your child attending.
- If we are not able to offer a place at your preferred schools, we will name an alternative school with places. This will normally be the nearest school to where you live that still has places available.

### 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 what 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 criteria only. Any other schools you may have applied to, has no bearing on the admission arrangements.

## 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)

The De Montfort 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 Business & Enterprise College  
Holy Trinity School  
King Charles I School  
Wolverley CE Secondary

### (7) MALVERN (Yr 7 entry)

The Chase School  
Dyson Perrins CE Academy

### (8) MARTLEY (Yr 7 entry)

The Chantry School

### (9) PERSHORE (Yr 7 & Yr 8 entry)

Pershore High School

### (10) REDDITCH (Yr 9 and/or Yr 7 entry)\*

Arrow Vale RSA Academy  
Ridgeway Academy\*  
Tudor Grange Academy Redditch  
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 Ormiston Academy

### (14) UPTON UPON SEVERN (Yr 7 entry)

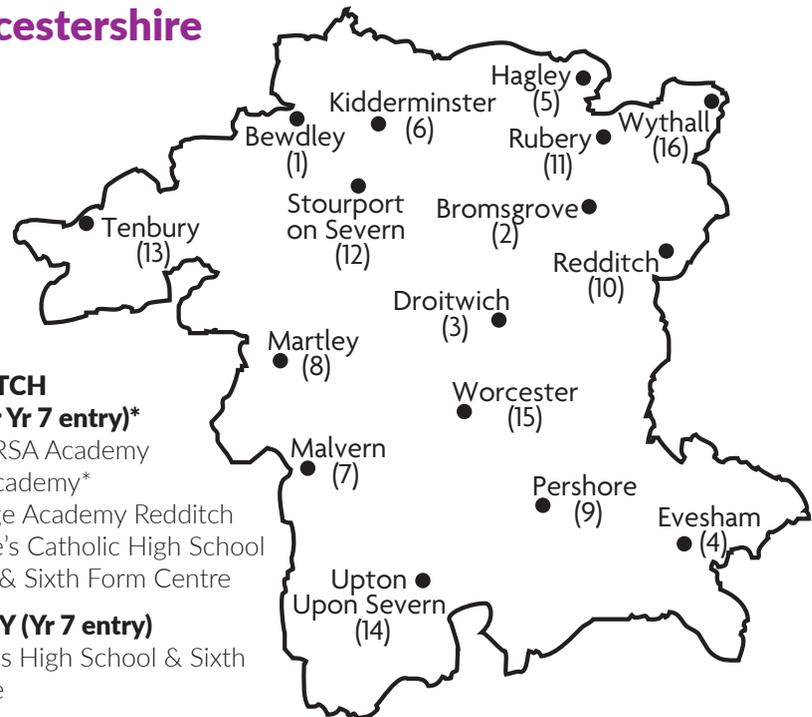
Hanley Castle High School

### (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 High School



\*Ridgeway Academy will admit a Year 7 and Year 9 intake in 2023.

## Dates of Open Events in 2022 at Worcestershire Schools

The table below tells you what date each school will hold its open event. It is in alphabetical order within district. 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 <a href="http://www.bewdley.worcs.sch.uk">www.bewdley.worcs.sch.uk</a>	Wednesday 21 September 2022, Open Evening Thursday 6 October 2022, 6th Form Open Evening
Bromsgrove	North Bromsgrove High School <a href="http://www.northbromsgrove.worcs.sch.uk">www.northbromsgrove.worcs.sch.uk</a>	Thursday 22 September 2022, Open Evening Thursday 13 October 2022, 6th Form Open Evening
	South Bromsgrove High School <a href="http://www.southbromsgrove.org.uk">www.southbromsgrove.org.uk</a>	Thursday 29 September 2022 Open Evening Thursday 3 November 2022 6th Form Open Evening
Droitwich	Droitwich Spa High School <a href="http://www.droitwichspahigh.worcs.sch.uk">www.droitwichspahigh.worcs.sch.uk</a>	Tuesday 15 September 2022, Open Evening Thursday 13 October 2022, 6th Form Open Evening
Evesham	The De Montfort School <a href="http://www.tdms.worcs.sch.uk">www.tdms.worcs.sch.uk</a>	Thursday 29 September 2022 Open Evening Thursday 3 November 2022 6th Form Open Evening
	Prince Henry's High School <a href="http://www.princehenrys.worcs.sch.uk">www.princehenrys.worcs.sch.uk</a>	Thursday 20 October 2022, Open Evening Thursday 3 November 2022, 6th Form Open Evening
Hagley	Hagley Catholic High School <a href="http://www.hagleyrc.com">www.hagleyrc.com</a>	Saturday 8 October 2022, Open Morning Thursday 20 October 2022, 7:00 to 9:00pm (6th Form)
	Haybridge High School & Sixth Form <a href="http://www.haybridge.worcs.sch.uk">www.haybridge.worcs.sch.uk</a>	Thursday 13 October 2022 Open Evening Wednesday 19 October 2022 6th Form Open Evening
Kidderminster	Baxter College <a href="http://www.baxtercollege.worcs.sch.uk">www.baxtercollege.worcs.sch.uk</a>	Thursday 6 October 2022, Open Evening Thursday 17 November 2022, Open Evening

Town	School Name and Website Address	Date and time of open event
Kidderminster	Holy Trinity School <a href="http://www.htsfreeschool.co.uk">www.htsfreeschool.co.uk</a>	Tuesday 4 October 2022 5:00pm to 7:30pm
	King Charles I Secondary <a href="http://www.kingcharlesschool.co.uk">www.kingcharlesschool.co.uk</a>	Thursday 22 September 2022, Open Evening Thursday 3 November 2022, 6th Form Open Evening
	Wolverley CE Secondary <a href="http://www.wolverley.worcs.sch.uk">www.wolverley.worcs.sch.uk</a>	Tuesday 27 September 2022 6:00 to 8:00pm Wednesday 28 September 2022 9:00am to 12:00pm Tuesday 11 October 2022 6:00 to 7:30pm (6th Form)
Malvern	The Chase School <a href="http://www.chase.worcs.sch.uk">www.chase.worcs.sch.uk</a>	Thursday 29 September 2022 Open Day/Evening
	Dyson Perrins CE Academy <a href="http://www.dysonperrins.worcs.sch.uk">www.dysonperrins.worcs.sch.uk</a>	Thursday 6 October 2022 Open Evening
Martley	The Chantry School <a href="http://www.chantryschool.com">www.chantryschool.com</a>	Wednesday 28 September 2022 Open Evening Thursday 29 September 2022 Open Evening
Pershore	Pershore High School <a href="http://www.pershore.worcs.sch.uk">www.pershore.worcs.sch.uk</a>	Thursday 29 September 2022 Open Evening
Redditch	Arrow Vale RSA Academy <a href="http://www.arrowvaleacademy.co.uk">www.arrowvaleacademy.co.uk</a>	Tuesday 27 September 2022, Open Evening Tuesday 18 October 2022, 6th Form Open Evening
	Ridgeway Academy <a href="http://www.ridgeway.academy">www.ridgeway.academy</a>	Tuesday 4 October 2022 Open Evening
	Tudor Grange Academy Redditch <a href="http://www.redditch.tgacademy.org.uk">www.redditch.tgacademy.org.uk</a>	Thursday 29 September 2022, Open Evening Wednesday 2 November 2022, 6th Form Open Evening
	St Augustine's Catholic High School <a href="http://www.st-augustines.worcs.sch.uk">www.st-augustines.worcs.sch.uk</a>	Thursday 6 October 2022, Open Evening Thursday 3 November 2022, 6th Form Open Evening
	Trinity High & Sixth Form Centre <a href="http://www.trinityhigh.worcs.sch.uk">www.trinityhigh.worcs.sch.uk</a>	Thursday 13 October 2022, Open Evening Tuesday 1 November 2022, 6th Form Open Evening
Rubery	Waseley Hills High School & Sixth Form Centre: <a href="http://www.waseleyhills.worcs.sch.uk">www.waseleyhills.worcs.sch.uk</a>	No details available at the time of print
Stourport	The Stourport High School & Sixth Form Centre: <a href="http://www.shs.worcs.sch.uk">www.shs.worcs.sch.uk</a>	Thursday 29 September 2022 Open Evening Thursday 20 October 2022, 6th Form Open Evening
Tenbury	Tenbury High Ormiston Academy <a href="http://www.tenburyhighormistonacademy.co.uk">www.tenburyhighormistonacademy.co.uk</a>	Thursday 29 September 2022 Open Evening
Upton upon Severn	Hanley Castle High School <a href="http://www.hanleycastle.worcs.sch.uk">www.hanleycastle.worcs.sch.uk</a>	Wednesday 28 & Thursday 29 September 2022 Open Morning Tours (by appointment only) Wednesday 28 September 2022 Open Evening (no appointment required)  Thursday 1 December 2022 6th Form Open Morning Tours (by appointment only) 6th Form Open Evening (no appointment required)
Worcester City	Bishop Perowne CE College <a href="http://www.bishopperowne.co.uk">www.bishopperowne.co.uk</a>	Thursday 6 October 2022 Open Day/Evening
	Blessed Edward Oldcorne Catholic College <a href="http://www.blessededward.co.uk">www.blessededward.co.uk</a>	Thursday 29th September 2022 Open Evening
	Christopher Whitehead Language College <a href="http://www.christopherwhitehead.co.uk">www.christopherwhitehead.co.uk</a>	Thursday 22nd September 2022 Open Evening
	Nunnery Wood High School <a href="http://www.nunnerywood.worcs.sch.uk">www.nunnerywood.worcs.sch.uk</a>	Wednesday 28 September 2022 Open Evening
	Tudor Grange Academy <a href="http://www.worcs.tgacademy.org.uk">www.worcs.tgacademy.org.uk</a>	Thursday 22 September 2022 Open Evening
Wythall	Woodrush High School - An Academy for Students Aged 11 - 18. <a href="http://www.woodrushhigh.worcs.sch.uk">www.woodrushhigh.worcs.sch.uk</a>	Thursday 22 September 2022 Open Evening Thursday 24 November 2022 6th Form Open Evening

**In light of the Coronavirus situation, the dates above may be subject to change. Please check with the school's website nearer the date to ensure they are still applicable. These dates are correct at the time of print (July 2022).**

## Checklist for applying - 31st October 2022 is the closing date for Secondary School applications.

Visited the website [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) and read the relevant '2023/24 Information for Parents' book.

Visited Schools and obtained a School Prospectus.

Applied online and retained the email receipt sent when submitted. Remembered to keep a reminder of own password used when applying for future use.

Date Applied:

Password:

Security Question Answer:

If there is anything about the admissions process which you do not understand please contact School Admissions:

**By Phone:** 01905 822700

**By Post:** School Admissions,  
County Hall,  
Spetchley Road,  
Worcester,  
WR5 2NP

**By Email:** [schooladmissions@worcestershire.gov.uk](mailto:schooladmissions@worcestershire.gov.uk)

**Online:** [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

The SEND Information, Advice and Support Service Worcestershire offers independent and neutral information / advice on Special Education Needs and information on elective home education. Please contact:

**By Phone:** 01905 768153

**By Email:** [SENDIASS@worcestershire.gov.uk](mailto:SENDIASS@worcestershire.gov.uk)

**Online:** [www.hwsendiass.co.uk](http://www.hwsendiass.co.uk)

This leaflet has been prepared by Worcestershire Children First to inform parents about School admissions and transfers in good time for the school year 2023/24. To the best of our knowledge all information was correct at the time of printing: July 2022.

Find out more online:  
**Worcestershire County Council School Admissions**

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