

# LATE APPLICATION FOR TRANSFER TO A HIGH SCHOOL FOR CHILDREN RESIDENT IN WORCESTERSHIRE FOR SCHOOL INTAKE SEPTEMBER 2023

SA1 Form  
2023/24

## Important Notes to be read before completion of the late admission application form.

Please read these notes in conjunction with the relevant **Information for Parents** book. The book 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 book as well.

The book is available to view online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

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

**\*NB If you are unsure as to the different types of school or require details on individual schools, this information can be viewed in the relevant Information for Parents book at the website address above.**

### Note 1: Late Applications - including Late Changes to on time applications

Places in High Schools are allocated on the basis of applications made on or before the closing date of 31st October 2022.

For Community and Voluntary Controlled Schools within Worcestershire the Council has agreed in the co-ordinated scheme to accept late applications (including late changes to on time preferences) made before 31st January 2023 and treat them as being on time, **only** in the following circumstances;

- where a family have just moved address (e.g. Between 1st November 2022 and 31st January 2023). In order to qualify as living within a catchment area of a given school please refer to the 2023/2024 Information for Parents book for guidance, available to view online at: [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions);
- where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case independent supporting documentary evidence will be required. **In all other circumstances, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.** For Academy, Foundation, Free or Voluntary Aided schools, or a school outside Worcestershire, it will be necessary to refer to the late application policy of the school or the LA in whose area the school is located.

### Note 2 - 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. When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.

### Note 3 - Change of Address

If you are moving address, you must notify the Headteacher and School Admissions of any change to your child's home address as this might affect your application. Please refer to the Information for Parents book for details on late changes of address. Any change of address will require independent supporting information to be provided with the application on or before the 31st January for High Schools, for full details please refer to the Information for Parents Book.

### Note 4 - The catchment area school

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

### Note 5 - Children of staff at the school

Please note that in order to qualify for this category, the member of staff must have been employed for 2 or more years at the time of application or recruited to fill a vacant post for which there is a skill shortage.

### Note 6 - Applications to Academy, Foundation, Free and Voluntary Aided Schools

If you are applying for a place at an **Academy, Foundation, Free 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 E.
- If you are applying for a school place at a Church of England School please complete Section F.

It is **essential** that you refer to the school's prospectus for further details relating to **Late** admission arrangements as you may wish to include relevant information in **Section D** of this form. Admissions are the responsibility of the School Governing Body.

### Note 7 - Applications to Community and Voluntary Controlled Schools

Admissions to Community and Voluntary Controlled Schools are administered by School Admissions. The Headteacher of the school involved is not in a position to offer your child a place. All preferences for all types of schools will be treated equally, and places are allocated in accordance with the published admissions criteria. Admission of a child to a school of your preference does not mean that younger siblings will automatically gain admission to the same school.

### Note 8 - Transport

Details of Worcestershire County Council's transport assistance policy are explained on the Worcestershire County Council website at the following address: <http://www.worcestershire.gov.uk/schooltransport>

Please be aware that any transport arrangements approved for this application will not set a precedent for siblings. Each application for transport will be dealt with on an individual basis. The information contained on this application may be shared with School Transport to aid in their planning and assessment.

### Note 9 - Withdrawal of Application

You should inform School Admissions as soon as possible if you are withdrawing your application for any reason.

### Note 10 - Additional Information

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, Free and Voluntary Aided schools** it is essential that you refer to the relevant **School Prospectus** for details relating to the admission arrangements and definitions. For **Community and Voluntary Controlled Schools** please refer to the Information for Parents book for the admission policy and definitions.

### Note 11 - Submitting your Application

Completed application forms need to be returned to: [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)  
School Admissions, County Hall, Spetchley Road, Worcester, WR5 2NP.

**Please ensure that the receipt below has been signed and dated by the School or School Admissions and retain as proof of submission. School Admissions will not accept proof of submission unless this receipt had been completed, retained and can be produced as evidence. If you require proof of receipt, please complete the slip below and we will send you an acknowledgment by email. If you are sending your form in the post, you will need to include a Self Addressed Envelope (SAE) including postage.**

I acknowledge receipt of application form, in respect of (name of child):

Signed:

Date:

Position at School or School Admissions:

# LATE APPLICATION FOR TRANSFER TO A HIGH SCHOOL FOR CHILDREN RESIDENT IN WORCESTERSHIRE FOR SCHOOL INTAKE SEPTEMBER 2023

SA1 Form  
2023/24

Please complete and return this form to: [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)  
School Admissions, County Hall, Spetchley Road, Worcester, WR5 2NP.

Application may be made for **any** maintained school whether it is an Academy, Community, Foundation, Free, Voluntary Aided or Voluntary Controlled school. **It is important to complete this form** in order to make your preference of school clear. Failure to do so could result in your child not being allocated a place at the school you prefer. **Please also complete this form to indicate if you are applying for your child to attend a school in another county in order that we can notify the appropriate Local Authority.**

## Section A - Child's Details

Child's Surname			
Child's First Name(s)			
Child's Gender	Male	Female	
Date of Birth	DD	MM	YY
Age			
Child's Home Address (in full) (If this changes between now and September 2023 please remember to inform School Admissions - see note3)			
Postcode			
Moving Address if applicable			
Postcode			
Date new address effective from	DD	MM	YY
Title of Parent/Carer	Mr	Mrs	Ms Miss
Surname and initials of Parent/Carer			
Contact Telephone Numbers			
Contact Email Address			

## Section B - Current School

Child's Present School (if applicable)		
Does your child have an Education and Health Care Plan under the Children and Families Act 2014?	Yes	No
Has this child ever been Looked After by a Local Authority?	Yes	No
If yes please name the Local Authority		

**If the Local Authority is not Worcestershire, please provide documentary evidence with the application.**

## Section C – Preferences

### First Preference School

If your child has a sibling currently attending this school, please give their name and date of birth

Please tick this box if the sibling named will still be attending the school in September 2023

☐

Please tick this box if the child is a staff child (see note 5 for details)

☐

Staff Members Name

### Second Preference School

If your child has a sibling currently attending this school, please give their name and date of birth

Please tick this box if the sibling named will still be attending the school in September 2023

☐

Please tick this box if the child is a staff child (see note 5 for details)

☐

Staff Members Name

### Third Preference School

If your child has a sibling currently attending this school, please give their name and date of birth

Please tick this box if the sibling named will still be attending the school in September 2023

☐

Please tick this box if the child is a staff child (see note 5 for details)

☐

Staff Members Name

## Section D - Reasons for Preferences

Please state any reasons for your preferences. For applications to Academy, Foundation, Free or Voluntary Aided schools, please include information as specified in the admissions criteria (refer to the school prospectus). If there is insufficient space for you to include your reasons, please include a separate word document when sending your form.

**Dependent upon the category of school for which you are applying, please complete Section E & F as appropriate.**

## Section E - Catholic School

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 letter of support from your Parish Priest.

Have you attached a copy of a Baptismal Certificate?

☐

Have you attached a letter of support from Parish Priest?

☐

## Section F - Church of England

Child's Religion		
Do you (parent/carer) attend church regularly?	Yes	No
Does the child attend church regularly?	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 G – Applicant Declaration, Terms & Conditions and Consent

For a full copy of our Privacy Notice that sets out how we store and use your data, please visit:

[www.worcestershire.gov.uk/privacy](http://www.worcestershire.gov.uk/privacy)

To facilitate the provision of the School Admissions Service we share personal information with:

Worcestershire County Council, Worcestershire Children First, Medical Education Team, Education Transport, Provision Planning, Education Improvement, Education Investigation, Virtual School, Special Educational Needs, Social Care, Worcestershire Schools, Other Local Authorities, Other Local Authority Schools, Department for Education, Office of the Schools Adjudicator, Education Skills Funding Agency and where we are required to comply with other legal, statutory and/or regulatory obligations/requirements/for auditing.

There is a statutory duty to share the information collected with schools in order for them to determine where your application should be ranked in line with the admission policies and or the allocation of school places, waiting lists collation and school appeals.

By signing this declaration you are providing you consent for us to process your application, share the information on this form as stated above.

1. I agree that I have read the relevant Information for Parents Book 2023/2024, the co-ordinated scheme, together with the explanatory leaflet and the notes attached to this form.
2. I have read and understood the admission criterion for all of my preferred schools.
3. I am aware and understand that a place may be lawfully withdrawn if it has been offered on the basis of a fraudulent or misleading application.
4. I agree I have read the school transport information and have considered how my child will get to school and will make an application if I require Transport Assistance.
5. I agree that everyone who has parental responsibility for this child, agrees with the content, information and preferences included on this form. I understand that failure to do so may result in a delay to this application and legal resolution may need to be sought.
6. I certify that the information, which I have provided is correct and that I am aware that giving false information may result in any offer of a school place being withdrawn.
7. I give consent for the School Admissions Team to share the information provided on this form as specified above and contact any relevant agencies in order to validate this application.

Name of Parent/Carer/Applicant			
Signed (Parent/Carer)			
Date	DD	MM	YY

The completed form must be returned to: [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)

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

For a full copy of our Privacy Notice that sets out how we store and use your data, please visit:

[www.worcestershire.gov.uk/privacy](http://www.worcestershire.gov.uk/privacy)