Walkwood
Church of England Middle School

Admissions Policy

for entry to Year 5 in September 2024

Governing Body Committee responsible:		Full Board	
Approval granted:	26 September 2022	Review date:	Autumn Term 2023

"Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."

Luke 18: 16

"The vision, in line with the Church of England's role as the established Church, is for the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings."

Deeply Christian, Serving the Common Good, GS 2039, 2016

"The core purpose of any Church school is to maximise the learning potential of every pupil within the love of God." *SIAMS (Statutory Inspection of Anglican and Methodist Schools) 2012*

This Policy contains four sections:

- Introduction
- Admissions process
- Oversubscription criteria and definitions
- Useful contact details

The Policy should be read in conjunction with Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools 2024-25 and is available to view online at: www.worcestershire.gov.uk/schooladmissions

A copy of the book is also available to view in schools, libraries and at your local Worcestershire Hub.

The 'Information for Parents' guidance book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. You are advised to read the guidance book prior to making an application.

Section 1: Introduction

Walkwood Church of England Middle School is an independent state funded academy for pupils in Year 5 through to Year 8.

The Governing Body is the admissions authority with powers to decide the arrangements for admitting pupils including the admissions criteria.

Pupils will be admitted at the age of 9 (Year 5) without reference to ability or aptitude using the criteria below. The Published Admission Number for entry in Year 5 in September 2024 is 168.

Admission to Walkwood Church of England Middle School is not dependent on any "voluntary" contribution.

Section 2: Admissions Process – Entry to the school at the normal time of transfer (Year 5)

Applications for all school places must be made on the Common Application Form (CAF) provided by the parent(s)/carer(s) home Authority, with the opportunity to nominate schools, ranked in order of preference. Alternatively, if you are a Worcestershire resident, you can complete the CAF on-line at www.worcestershire.gov.uk

Once completed the CAF must be received by your home local authority (Worcestershire closing date is 15th January, and can be confirmed at: http://www.worcestershire.gov.uk/cms/education-and-learning/enjoy-and-achieve/schoolinformation/school-admissions.aspx) .

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the "home" local authority. (The "home" local authority is defined as the Local Authority relevant to the child's home address). The "home" local authority will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

If you do not have access to the internet, application forms are available from Walkwood Church of England Middle School, Local Worcestershire Hub or by request on Tel no: 01905 822700.

When are decisions made?

For pupils resident in Worcestershire, an offer of a place will be made on 16th April prior to the admission date. The offer will be communicated direct to parents by the Pupil Admissions and Transfers Section.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered by the Pupil Admissions and Transfers Section at the nearest school with available places.

The offer will include an acceptance/decline acknowledgment which must be returned by the date specified in the offer.

For pupils not resident in Worcestershire, the offer or refusal of a place will be sent direct to parents by the home local authority, even if it is for a school in Worcestershire.

Parents/carers are strongly recommended to check all the information they have given on application forms. The Governing Body at Walkwood Church of England Middle School will query any information they believe may be missing or incorrect but cannot be held responsible for any places offered or refused according to ranking of applications based on incorrect or incomplete information provided by parents/carers.

Education Health and Care Plan

This applies to children for whom an Education Health and Care Plan has been agreed naming Walkwood Church of England Middle School. Where places required by these pupils are known before the Admissions Committee meets, the number of pupils with Education Health and Care Plans naming this school will be deducted from the 168 places available to be offered. Such pupils are automatically offered places at the school and the Governing Body will consider each application for a statemented pupil individually. A response of concern may be raised prior to the naming of the school on an Education and Health Care Plan if they consider that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other pupils.

Applying for Places

Walkwood Church of England Middle School welcomes applications from all parents or carers who wish their children to attend. Pupils and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening for Year 4 pupils and their parents/carers in the October of the year prior to intended admission. There are a number of Open Days for parents to visit as the school is in operation, unaccompanied by children.

The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

Procedure

All applications submitted to the home Local Authority naming Walkwood Church of England Middle School in any position of preference will be forwarded to the school. The Governing Body will rank all applications against the published Admissions Criteria according to the information given by parents/carers on application forms.

Applications will be sorted in descending order according to the Oversubscription Criteria below. With up to 168 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

The deadline for receipt of applications published by the Local Authority must be adhered to and applications received after this date will be at a disadvantage in the event of oversubscription.

Late Applications

Late applications received to and including 31 January 2024 will be accepted and treated as being on time only in the following circumstances:

- Where a family has moved address into the local area of the school (See Part 1 appendix in the Information for Parents' booklet).
- Where it is agreed by the Governing Body of Walkwood Church of England Middle School that circumstances apply and the delay was reasonable, given the circumstances of the case.

Offers of Places

The school will rank all applications received by the deadline in order of priority as described below. The names of applicants to whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you of a place at the school for which your child ranks highest, where a place is available; if it is possible to make a potential offer at more than one school, then the final offer will be for the school identified as your higher preference. If you have named Walkwood as one of your preferences but have not been offered a place, you have a right to appeal within 20 school days of the date of the Local Authority's notification. Walkwood Church of England Middle School has a form on which this appeal can be submitted.

Parents/carers must reply to the offer letter as soon as possible, indicating whether they are accepting the place (see below for circumstances where an offer may be withdrawn).

Firm offers will be made by the home Local Authority on the published date. Offers will not be made by Walkwood Church of England Middle School and parents/carers should not contact the school directly if they have not received an offer letter.

The Governors reserve their right to withdraw an offer of a place before the pupil is admitted to the school where it is found that:

- the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a pupil with a stronger claim, for example, the use of an inappropriate home address; or

- where a parent/carer has not responded in writing to the offer within 14 days of the offer being made.

It may be necessary for the school to carry out checks to confirm that information given in relation to children's home addresses is genuine. Parents/carers may be asked to produce documentary

evidence of the address given. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

If you withdraw your application for any reason or wish to decline an offer of a place at Walkwood you must inform the Principal and Pupil Admissions and Transfers at your home Local Authority immediately in writing.

You must also notify any change of the pupil's home address immediately in writing to the Principal and to Pupil Admissions and Transfers at your home Local Authority.

Waiting Lists

The parents/carers of pupils who are unsuccessful in gaining a place in the normal round of applications may write to the Principal at Walkwood to request that the pupil's name is placed on a waiting list for a place, irrespective of whether they make an appeal against the decision not to offer them a place. In previous years a small number of places have become available between April and September due to families moving home, etc. If a place becomes available, it will be allocated from the waiting list according to the Oversubscription Criteria listed below. This waiting list is maintained for one year.

Please note that if you wish your child's name to remain on the waiting list for after a year, you must write to the Principal at Walkwood Church of England Middle School at the start of each new year confirming that you wish your child's name to remain on the list. Parents/carers who have applied to be included on the waiting list will only be notified if a place becomes available which can be allocated to their child in line with the criteria published. Each waiting list is maintained strictly in order of the priorities in this Policy and not based on the date the application was added to the list. Therefore, applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the Oversubscription Criteria.

We have to admit any pupil who is the subject of a direction by the Local Authority or allocated to us according to the local Fair Access Protocol and any such pupils take precedence over those on the waiting list.

Admission of Children outside of their normal age group

Parents can request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The Principal will then make a decision based on the circumstances of each case.

In-Year Admissions for all Year Groups

Generally, pupils only transfer from one school to another when there has been a change of home address. For applications to Walkwood Church of England Middle School outside the normal round of admissions (that is, other than for a place in September for Year 5) parents need to follow the information supplied in Appendix 1.

If a place is not available in the relevant year group, the application will be placed on the school's waiting list for admission into the relevant year group. This is organised according to the criteria for over-subscription below. When a place becomes available, it will be offered to the pupil at the top of the waiting list. However, the School Standards and Framework Act 1998 removes the duty to comply with parental preference where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources.

If no place is immediately available, parent(s)/carer(s) are entitled to appeal following the procedure outlined above. Where places are awarded we reserve the right to refuse admission for a reasonable period of time to allow and encourage the parents / carers to work with their existing school. Additionally, we reserve the right to refuse admission for a reasonable period of time in order to collect information from the pupil's previous school to facilitate our planning and provision mapping to meet their individual needs with a personalised learning programme. Parents / carers should be aware that in order to ensure the correct provision for all pupils joining Walkwood Church of England Middle School, the previous school(s) will be contacted to ensure a smooth transition.

Paragraph 3.12 of the Admissions Code states that where the Governing Body does not wish to admit a pupil with challenging behaviour outside the normal admissions round, it must refer the case to the local authority for action under the Fair Access Protocol, which Walkwood Church of England Middle School follows.

Applications for In-Year places should be sent to Worcestershire Children First who, on behalf of the school, will co-ordinate all applications. Further information can be found at: https://www.worcestershire.gov.uk/schooladmissions

The waiting list for Walkwood Church of England Middle School is maintained by our school and parents will need to contact the school directly in order to be included.

Walkwood Church of England Middle School intends to hold waiting lists for any oversubscribed year group after 1st September each year. The waiting lists for each year group are re-compiled each term. Parents/carers must write to the Principal at Walkwood Church of England Middle School at the start of each new academic year confirming that they wish their child's name to remain on the list. If a place should become available, applications currently on the waiting list will be ranked according to our Oversubscription Criteria as described below and an offer will be made to the child who ranks highest at that time.

Appeals

The parents/carers of children who are unsuccessful in gaining a place at Walkwood Church of England Middle School may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact in writing the Clerk to the Governing Body of Walkwood Church of England Middle School within 20 school days of receipt of notification. A form is available to do this, which can be obtained from the school office: office@walkwoodms.worcs.sch.uk

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parents/carers may attend the hearing of their appeal and make their case to the panel. Whether an appeal is successful is likely to depend on the merits of the case.

Section 3: Oversubscription criteria

The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the school. The Governors' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly.

Where there are more applications than places, pupils will be offered places in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

1. "Looked after" and "previously looked after" children. Children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted.

2. Children who have a sibling currently attending Walkwood Church of England Middle School. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must be attending the school at the time of intended admission.

3. Children of any staff employed for at least two years or recruited to meet a skills shortage.

4. Other children.

Within each criterion priority will be given to those whose home is nearest to Walkwood Church of England Middle School by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the school. The Governing Body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. If any places then still remain, applications will be given priority according to the third category, and so on.

Definitions

Looked After Children

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Parent(s)/Carer(s)

Parent, carer and others who have actual care of a pupil and whose address appears the parent or carer's driving licence, utility bill, or on a legal agreement confirming the care of the pupil.

Sibling

Refers to brother or sister, half-brother or half-sister, step-brother or step-sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

In the case of only one place being available for multiple births the Governors will exceed the PAN and admit all children from the multiple births. The Governors will then regulate admission into that year group so as to ensure the number on roll returns to the pupil admission number.

Home

Must be the address where the pupil usually lives which is the address of the parent/carer who has actual care of the child. Documentary evidence such as a driving licence, utility bill or proof of a legal agreement may be required.

Places cannot be offered on the basis of a possible future address. If you move to a different address but have not sold or given up the tenancy of your previous home, this will not count as a change of address. Also, if you allow your child to live with someone in a different area, the pupil's usual home will be taken as their home address for the measurement of distance. Pupils who have parent(s)/carer(s) with shared responsibility will have the address of the parent/carer who applies for the place.

If you are moving, the Governors will need one of the following before they can consider your new address when applying the Oversubscription Criteria for a place at this School:

- a letter from a solicitor confirming that you have exchanged contracts to buy a property
- a tenancy agreement confirming that you will be renting a specific property
- a letter from a housing association confirming that you will be living at a specific address.

Section 4: Useful contact details

Walkwood Church of England Middle School

Tel: 01527 543361
Web: www.walkwoodms.worcs.sch.uk
Email: office@walkwoodms.worcs.sch.uk
Principal: Rev. Clive Leach

Worcestershire Pupil Admissions and Transfers

Tel: 01905 822700
Web: https://www.worcestershire.gov.uk/schooladmissions

Advisory Centre for Education

A national charity that provides independent advice for parents and carers of children aged 5-16 in state-funded education

Tel: 0808 800 5793
Web: www.ace-ed.org.uk

Transport Assistance

Free transport to school may be provided by the Local Authority in certain circumstances. Full details are available from your Local Authority. The contact details for Worcestershire are:

Tel: 01905 766524
Web: www.worcestershire.gov.uk/schooltransport

The information contained in this policy is correct at the time of going to press (September 2020) but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Governing Body at Walkwood Church of England Middle School including information published by Worcestershire County Council.

Appendix 1

In-Year admissions: the process for parents

Introduction

In-Year admissions relates to applications by parents to move their child to another school other than at the normal point of entry e.g. following a change of address. These are also known as "casual" or "admissions outside of the normal admissions round". The Scheme outlined below will apply to the academic year 2021/22 onwards.

Important things to consider before moving school

Moving a child to another school is a very serious step to take. It can affect a child in many ways. It is important to consider whether a transfer is really the best option. If you are requesting a change of school that is not as a result of a house move, before making a definite decision to transfer to another school, you should think very carefully and talk through the issue with your child's present school. Before deciding to move a child to another school, please consider the following information carefully.

- Pastoral Care – the child will need to build new friendships and get used to a new teacher.
- Curriculum – although there is a National Curriculum, each school will deliver a part of this curriculum at different stages and times during the school year.
- Transport – How will your child get to the new school, you may not necessarily be entitled to transport assistance.
- Costs – All Worcestershire schools have a school uniform which all pupils will be expected to wear.

Many things that worry parents and pupils can be sorted out without the need to move schools. Talking to your child and staff at your child's present school should avoid a transfer between schools in almost all circumstances. If a child is unhappy at school, speak to their class teacher or make an appointment to see the Head Teacher. If you have a complaint about a school, the teachers or the work your child is doing, if it cannot be resolved by the teaching staff or Head Teacher, put your complaint in writing to the school's Governors.

If a child is not attending school, talk to the child about why they do not want to attend and speak to their teachers. If a child has special educational needs, speak to the teacher in charge of special needs (SENCO). If a child is about to be excluded, speak to your child's class teacher or make an appointment to see the Head Teacher for advice. Every school is responsible for meeting the needs of pupils by demonstrating the Graduated Response and the maximum use of Ordinarily Available: The Local Offer.

There are strict regulations about the transfer of children between schools and the circumstances under which they can be taken off the school's register. In the majority of cases children may not be taken off the schools register until they have been taken on to the roll of another school.
If you suspect that a child may be being bullied, talk to the child – ask them how they are – if there is anything worrying them. If they report an incident – write it down. Has this happened before? It is important that they know that it is not their fault. If it happened at school – tell the child's teacher. Keep a record. Encourage your child to tell someone straight away. If you believe a child is being

bullied at school, it is very important to keep school informed of any incidents so that they can deal with the situation effectively.

If, after speaking to a child's teacher and allowing time for actions to be taken, you are not satisfied with the way the matter was dealt with, contact the Head Teacher and arrange a meeting. The Head Teacher should investigate the matter and action should be taken. However, if after speaking with the Head Teacher you are still not satisfied with the outcome and you still feel your child is being bullied; your next action should be to contact the Chair of Governors and ask them to investigate. You are encouraged to consider all of the above points, decide whether a transfer is really the best option and discuss your concerns with staff at the child's current school. A change in school does not always lead to improvements in a pupil's behaviour. Moving your child to another school is a very serious step; it will not always solve the problem and can sometimes be more detrimental than helpful.

If you feel that a change of school is unavoidable you can make an application to transfer school.

Parents should be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that they ensure that they have understood the information that is available from each LA/School, before stating their preference on any application.

Please make contact with the Admissions Teams of any of the relevant LAs, if further information is required.

The Application Process

The procedure for in-year admissions for Worcestershire residents is as follows;

- The Authority provides a **common application form (CA1)** for parents to apply for a place at any mainstream school in **Worcestershire**. Once completed, this must be returned to the School Admissions Team.
- In addition to the **CA1** Form, some Voluntary Aided, Academy, Foundation or Free schools may require parents to fill in a supplementary form which may request information that allows them to apply their oversubscription criteria. If schools use a supplementary form these must be consulted on and published and also available from the Local Authority.
- A supplementary form, where required, must be submitted with the **CA1** form. It will not be regarded as a valid application unless the parent has also completed the **CA1**.
- Applications from parents for schools outside Worcestershire should be made direct to the school or the local authority in whose area the school is located to find out how they process in-year applications.
- Parents will be invited to state up to three preferences on the **CA1** for schools in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.
- Where a parent approaches a school directly the parent should be advised to complete a **CA1** and return it to School Admissions.

The Allocation Process

Following completion of the CA1 and returning it to School Admissions, they will make available to all schools listed on the form full details of the application. All applications will be subject to scrutiny to determine whether or not they meet the criteria for consideration under the Fair Access Protocol. Schools must consider requests with regard to their published admission number, the current number on roll, class and school organisation, teaching, curriculum and, in respect of infant and primary schools, key stage 1 class size limits. The school must inform the Authority of the availability of places and whether or not a place is available. This will normally be within 10 school days of the application being received. An admission authority must determine at what point prejudice to the provision of efficient education and the efficient use of resources occurs and admit children to that point, any admission beyond that point will then be refused.

The School Admissions Team will consult the preferred schools on receipt of the application and will let parents know if an offer can be made at any of the preferred schools, normally within ten school days of receiving the application. If it is not possible to offer a place at one of the preferred schools, the Admissions Team will provide details of schools with places available in the appropriate year group. This is to ensure that children are not out of school for unnecessarily long periods of time. The name of a pupil must be included in the schools admission register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school (regulation 5(3)).

The Offer of a School Place

If a child can be offered a place at more than one school then a place will be offered at the highest ranked school possible. Where a school has advised that a place is available they will be informed if the place is then the one to be offered or not to the parent. Parents will receive a single offer of a school place.

School Admissions will communicate the decision in writing to parents. If you are offered a place at a school the offer letter will instruct you to make direct contact with the school to arrange a mutually convenient start date. The name of a pupil must be included in the schools admission register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school (regulation 5(3)).

Where an admission authority is unable to meet a preference, the law requires a refusal letter to include the reasons why admission was refused; information about the right to appeal; any response date for lodging an appeal and the contact details for making an appeal as well as any waiting list procedures. The school will provide this information to School Admissions who will include the details in your letter. The Admissions Team will provide details of schools with places available in the appropriate year group.

Where no place can be offered to a Worcestershire child and the child has no current school place, the School Admissions Team will look at the following alternatives, an alternative school place to offer, request further preferences from the parent and or referral to the Children Missing Education Team for referral through the Fair Access Protocol where appropriate.

Parents or Carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school

may be after the next term or half term holiday whichever is sooner and that parents/carers are responsible for ensuring their child continues to receive the appropriate education in the interim.

Appeals

Any parent whose child is refused a school place will be informed in the decision letter of the reasons for refusal and their right to appeal against the decision to an independent appeal. Your refusal letter will advise you of the full details, including who you should appeal to, where to send your written statement and will provide a timescale for response. Please note there is no deadline set by which you must lodge your appeal, but if you do not lodge your appeal within the timescale specified there may be a delay in the appeal being heard. All In-Year appeals must by law, be heard within 30 school days of the appeal being lodged.

Waiting List

Walkwood Church of England Middle School maintains a waiting list, so it is the responsibility of the school to communicate with parents when places become available. The school must also however, also notify the School Admissions Team of any offer of a place from their waiting lists, so that the Local Authority is able to provide up to date figures on the availability of places in the area for parents, to DfE and to accurately report information to the Office of the Schools Adjudicator. Parents already on the waiting list and wishing to place their child's name on the list for the next term or academic year should be keep in direct contact with Walkwood Church of England Middle School to find out the individual school procedures for the waiting lists.

Children allocated to a school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list.

Fair Access Protocol

Although we hope that all children can start at school and continue until they transfer the next phase of education, there are some circumstances when this progression through school is interrupted. This could be because of a change of address to another area, where children have especially challenging behaviour or who have been permanently excluded and cannot find another school place.

All LA's are required to have a "Fair Access" Protocol in place. This ensures that education placements can be made for vulnerable, excluded or "Hard to Place" pupils as quickly as possible. It also ensures that pupils are placed fairly and equitably across the education establishments in the LA.

In Worcestershire these arrangements are overseen through "Fair Access Panels" that have been set up especially for this purpose. These meet throughout the academic year. Children subject to the Fair Access Protocol take precedence over children who may already be included in the waiting list for a particular school.

All Schools in Worcestershire take part in Fair Access to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol must include how

the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The operation of Fair Access Protocols is outside the arrangements of co-ordination and is normally triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

All admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision will depend on local circumstances and must be described in the Fair Access Protocol. This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs or Education, Health and Care Plan naming the school in question, as these children **must** be admitted.
A copy of the Fair Access Protocol in place within Worcestershire can be found at the following link:
https://www.worcestershire.gov.uk/info/20632/school_admissions_policies_and_appeals

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group.
The admission authority for any school must make the decision based on the circumstances of each case and in the best interests of the child concerned.
Even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place

Appendix 2

In-Year admissions: the process for transferring schools

Process

In line with the Cabinet approved In-Year Co-ordinated Scheme for Worcestershire schools, from 1st June 2020 all applications for in-year places, once completed by parents must be sent to School Admissions at WCF, who will co-ordinate with all relevant school/s.

Parents should not apply directly to schools or be offered or refused places directly by schools, this will be completed on your behalf by School Admissions, following consultation with you.

For every application we send you, it will be accompanied by a 'School In-Year Application Outcome' Form, copy attached. All preferred schools must consider the request with regard to their published admission number, the current number on roll, school organisation and, for Infant and Primary schools, Key Stage 1 class size limits.

The school must complete the 'School In-Year Application Outcome' with either the offer or refusal details and return it to School Admissions at WCF. **This should normally be within 10 school days of the application being received**.

Can I also ask that you update your school website to sign post all parents to the link below for In-Year Admissions, rather than publishing information yourselves, as it will save you having to update information should changes be necessary. All parents should be signposted to the same information and application process:

http://www.worcestershire.gov.uk/info/20099/school_admissions/706/in-year_applications

Place offered

If a child can be offered a place at more than one school, then a place will be offered at the highest ranked school possible and School Admissions will write to the parents informing them of the decision and advise they should contact at the school to arrange a mutually convenient start date.

Parents will receive a single offer of a school place.

Where a school has advised that a place is available, they will be informed if the place is then the one to be offered or not. A copy of the offer letter will also be sent to the child's current school, if it is a Worcestershire school.

Place refused

If a child is refused a school place the parents will be sent a refusal letter by School Admissions. This letter will contain the reasons for refusal, information on how to add their child to the waiting list and their right to appeal against the decision to an independent appeal.

If it is not possible to offer a place at any of the preferred schools then an alternative placement will be offered at the nearest available school, following consultation with that school. This is to ensure that children are not out of school for unnecessarily long periods of time.

If your school receives an enquiry and a place is available in the relevant year group, please advise parents to contact School Admissions at WCF.

Places that can be offered from a school Waiting List

Where an own admission authority school maintain a waiting list for existing year groups it is the responsibility of the school to communicate with parents when places become available. If the parent on your waiting list does still want the place, the school must notify the School Admissions Team of the formal offer from the waiting lists, we will send out that offer to the parent on your behalf. In this way we will not have children with the offer of more than one school place and will also be able to provide up to date figures on the availability of places in the area for parents.