



Witton Middle School - Admissions Policy 2025

Our normal year of entry for pupils is Year 5 and we have a Published Admission Number of 150.

The admissions process is part of the Worcestershire Local Authority scheme. The Governors will initially apply the following criteria to all applications.

They have agreed that the aim shall be to admit pupils, regardless of ability in the following priority order:

1. Looked after children and all previously looked after children including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Definition of Looked After – see Notes)
2. Who will have a Sibling at the school at the time of admission (see Notes).
3. From the area designated as the 'catchment area' within Droitwich Spa. [Witton Catchment Area Map](#)
4. Attendance at a named feeder school. Our named feeder schools are: Chawson First School WR9 8BW, Hindlip C of E First School WR3 8RJ, Ombersley Endowed First School WR9 0DR, St Peter's C of E First School WR9 7AN, Tibberton C of E First School WR9 7NL, Westlands First School & Nursery WR9 9EQ and Wychbold First & Nursery School WR9 7PU.
5. Children of All Staff who are currently employed by the school on a permanent contract and have been for the last two years at the date of application or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Pupils who live nearest to the 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 equidistant applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process.

Any parent seeking a place for Year 5 intake within this school must apply on-line at www.worcestershire.gov.uk . Applications for Year 5 intake should be received before the date given since all late applications will be treated after those that have been received on time.

Applications for places other than at the start of Year 5 (the usual intake time) are called in-year applications and must be made on the common application form (CA1) obtainable at www.worcestershire.gov.uk . Once completed this must be returned to the School Admissions Team. Parents are invited to state up to three preferences for CA1 schools in priority order. Applications are considered by the school and places allocated according to the criteria outlined above, and in accordance with the School Admissions Code (2021). Parents are notified in writing of the outcome of their CA1 application by the Local Authority within 15 school days of its receipt.

Admission for children outside of their normal age group:

We follow the procedures set out by the Worcestershire County Council as shown on p26, section 1.16 of the Admissions to Middle Schools Information for Parents booklet (link below)

[Information for Parents Book 2024-25 \(worcestershire.gov.uk\)](https://www.worcestershire.gov.uk/information-for-parents-book-2024-25)

This policy appears on the school website and the Local Authority website.

Prepared by:	Suzie Bourne	Responsibility of:	Headteacher
Agreement Date:	January 2024	Review Date:	July 2025
This Policy was prepared giving due regard to the disabilities and/or special education needs, age, race, religion or belief, sex/sexual orientation, gender/gender reassignment, marriage and civil partnership, pregnancy and maternity of the children and staff at Witton Middle School and its community.			

Notes

In accordance with legislation, children with an Educational Health and Care Plan will be allocated a place at school if it is the named provision.

In the event that there are too many applications in any category, priority will be decided in the order indicated on the published policy.

Waiting List – In the event of any year group being oversubscribed, the Governors operate a 'waiting list' continuously throughout the whole academic year. Places are allocated in accordance with the priority criteria as set out in the policy.

Appeals – The School Standards and Framework Act 1998 provides parents with the right to an Independent Appeal Panel in cases where an application for admission is refused. If parents wish to appeal, they should write to the Chair of Governors, c/o the school, within 20 days of the notification of the refusal of a place.

The Local Authority, on behalf of the Governors, will notify all parents of the outcome of their application for the September intake into Year 5.

'Looked after' and 'previously looked after' children means all those currently in the care of, or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but, immediately after being looked after, became subject to an adoption, residence or special guardianship order.

Siblings – The sibling link, as well as brother or sister, also includes half-siblings, (that is children who share one birth parent), multiple births, legally adopted children, or a child of the parent / carers partner. They must also be living at the same address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

Fair Access – In exceptional circumstances, the Governors will consider exceeding the Published Admission Number with regard to the Worcestershire Fair Access Protocol.

Admission of children outside of 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 Local Authority will request the Headteacher of the school to reach the final decision. This will involve the Headteacher completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of the chronological age group. This would ordinarily not be agreed at Witton Middle School.

Home address – is determined as the address that a child ordinarily resides at for the majority of the school week (e.g. three or more days out of five, Monday to Friday during term-time.) Where care is split equally, parents / carers must provide documentary evidence that care is equally split. In such cases the address will be determined by random selection. Someone independent of the Governing Body will supervise this process.

Named Feeder Schools - Chawson First School WR9 8BW, Hindlip C of E First School WR3 8RJ, Ombersley Endowed First School WR9 0DR, St Peter's C of E First School WR9 7AN, Tibberton C of E First School WR9 7NL, Westlands First School & Nursery WR9 9EQ and Wychbold First & Nursery School WR9 7PU

[Witton Catchment Area Map](#)