

# School Admissions In-Year Waiting List and Appeals Leaflet.

**I HAVE BEEN REFUSED A PLACE AT THE SCHOOL OF MY PREFERENCE**

**WHAT CAN I DO NEXT?**

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## Introduction

**This document is a guide for parents, who have not been allocated a place at their preferred school(s).**

In Worcestershire a Co-ordinated Admissions Scheme has been approved for any in-year applications for school places for parents wishing their child to move to another school. This includes co-ordination with Academies, Community, Foundation, Free, Voluntary Controlled, Voluntary Aided Schools and Academies within Worcestershire.

Details of the Worcestershire Scheme can be found online <https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place/school-admissions-policies>

## School Place Offered to your child

You may have been offered a place at a school in the email/ letter you have received from Worcestershire LA. In most cases, this will be one of your stated preferences (the higher taking precedence). Where it has not been possible to offer a place at one of your preferred schools, if applicable your child could remain at their current school, or you may have been offered an alternative, or notified where there are vacancies available elsewhere, or your child may have been referred for action under the <https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place/school-admissions-policies>

## Why have I been refused a place at my preferred school?

Your application has been processed in accordance with the policy and oversubscription criteria <https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place> for Community and Voluntary Controlled Schools, or the School Prospectus/website in the case of Academies, Free, Voluntary Aided and Foundation Schools.

If you have **not** been offered one of your preferred schools **outside** Worcestershire, then you should refer to the Information book/website of the relevant LA, or the School Prospectus/website, whichever is relevant for details of the oversubscription criteria.

In general terms, your application is likely to have been refused on one of the following grounds;

- a) the total number of applications for the school exceeded the number of places available, and the application was not high enough on the oversubscription criteria to be granted one of the available places at the school, and admitting further pupils would prejudice the provision of efficient education or the efficient use of resources. This could be for a number of reasons including:-
  - The physical constraints of the class or school means that additional children cannot be accommodated.
  - The teaching organisation is such that admitting any additional pupils would detract from the provision of efficient education.
  - The children who are already in the school may include a number of children with Special Educational Needs or those identified as Vulnerable Learners which could mean that the school's available resources do not allow for the admission of additional children.

- b) The Governing Body do not wish to admit a child with challenging behaviour in year, even though there are places available. This will only be appropriate where the school already has a disproportionate number of children with challenging behaviour or previously excluded children.

The Code on Admissions sets out that “behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupil's education or jeopardise the right of staff and pupils to a safe and orderly environment.”

However, the Code on Admissions also states, “a child with challenging behaviour may also be disabled as defined in the Equality Act 2010. When considering refusing admission on these grounds, admission authorities must consider their duties under that Act. Admission authorities should also consider the effect of the decision of the [C & C v The Governing Body of a School, The Secretary of State for Education \(First Interested Party\) and The National Autistic Society \(Second Interested Party\) \(SEN\): \[2018\] UKUT 269 \(AAC\) ; \[2019\] AACR 10 - GOV.UK \(www.gov.uk\)](#) about the implications of the Equality Act 2010 when a pupil exhibits a tendency to physical abuse of other persons as a consequence of a disability.”

For the purpose of this document Children with challenging behaviour should meet the definition provided by the Code and in Worcestershire, are defined as follows:

- Those who have engaged in serious criminal behaviour resulting in a conviction or a police caution within the two years preceding the request for a school place;
- Children, admitted to the school who have received a permanent exclusion within the last 2 years;
- Children whose behaviour has resulted in a number of fixed term exclusions within the previous 12 months (or other evidenced in-house alternative intervention in line with the [The SEND Graduated Response | Worcestershire County Council](#) from which it is clear that the child is at serious risk of permanent exclusion.
- In order for a child to be classed as challenging in Worcestershire there must be evidence that the advice of a range of professionals has been sought, in order to support the child. The advice from professionals must have been put in place and despite this, challenging behaviour has continued.

Schools are more likely to have a significantly higher proportion of “children with challenging behaviour or previously permanently excluded children” if the school's socio-economic data in the English Indices of Deprivation indicates a higher level of deprivation than most other schools in the Fair Access Area Panel (FAAP). The Weighting Grid circulated by the LA, to all FAAPs will identify the schools in that FAAP that have a significant level of children with challenging behaviour, taking into account the definition of challenging behaviour specified above and the English Indices of Deprivation. If this is not the case for a school, a refusal on this basis will not be accepted and the school will be required to admit the child.

## What can I do next?

**FOR WORCESTERSHIRE SCHOOLS**, you may then wish to consider the following action/s:

## Waiting Lists

If your application for your preferred school is unsuccessful because admitting further pupils would prejudice the provision of efficient education or the efficient use of resources, you can go onto a waiting list. **You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can**

**change. A waiting list does not give priority based simply on the date an application was added to the list, priority is based on the oversubscription policy of the school.**

**Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools**, are maintained by the individual schools and parents will need to contact the school directly, to establish the waiting list procedure in place at those schools. Not all schools may have a waiting list for in-year applications, but it is good practice, so the majority do.

**Waiting lists for Community and Voluntary Controlled Schools**, are maintained by the School Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until 31 July 2026. If you wish to be included on the waiting list for the new academic year, you will need to complete a fresh application. **Only on receipt of an acknowledgement letter from School Admissions will that child be on the list. Please email your waiting list requests to [schooladmissions@worcestershire.gov.uk](mailto:schooladmissions@worcestershire.gov.uk)**

#### **Important Information:-**

**School Admissions will contact you directly IF they are able to offer a place to your child from any waiting list. Other admission authority schools will notify School Admissions if they wish an offer to be made on their behalf from their waiting lists.**

## **Appeals General Information**

You may lodge an appeal for any school that you have been refused a place. An appeal must be lodged in writing and must include the grounds upon which the appeal is made. Your appeal cannot be acknowledged unless the grounds of your appeal are provided.

In the case of a Community or Voluntary Controlled Schools it should be sent to the School Admissions office.

**THE PROCESS FOR LODGING YOUR APPEAL DEPENDS UPON THE TYPE OF SCHOOL YOU ARE APPEALING FOR. PLEASE READ THE DETAILS BELOW VERY CAREFULLY.**

**If you wish to appeal for an Academy, Free, Voluntary Aided or Foundation School, then the appeal should be lodged and sent directly to the Governing Body of the school.**

Please note, appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstance, the admission authority has accepted a second application because of a significant and material change of circumstances of the parent, child or school but still refused admission.

In the case of parents who are separated, only one appeal may be submitted for a school in any one academic year.

## **Appeals for Community and Voluntary Controlled Schools**

The appeal statement you provide **MUST** be documented and include the full grounds upon which the appeal is being made. The appeal should be submitted within 20 school days of the date of your letter and must be sent to this office via email to [schooladmissions@worcestershire.gov.uk](mailto:schooladmissions@worcestershire.gov.uk)

Your child's name is **automatically** entered onto the waiting list, where an appeal is made for a Community and Voluntary Controlled School.

**It is vitally important that parents document the full reasons why they wish to appeal against the decision, including reasons why they require a place at a particular school and their personal circumstances.** The appeal panels need to understand fully, your personal reasons, therefore, it is really important that you document everything you wish them to consider. All of the information in relation to the individual cases will be provided to all parties, including the panel, parent and presenting officer from the Local Authority in advance of the hearing date. The Clerk to the panel will contact parents directly to discuss the arrangements for hearing appeals.

Meetings of Appeal Panels may be held in person or online. You will be advised by the Clerk of any arrangements that are in place at the relevant time. If you have a disability or a special need which would make it difficult for you to attend the hearing in person, please let the Clerk know as soon as possible.

Should you prefer your appeal to be heard without your attendance then the Appeal Panel can decide it based on the written paperwork you have submitted, but you must let the Clerk know as soon as possible.

You will be provided with 10 school days' notice of when your appeal will take place. Appeals will be heard within 30 school days.

## Appeals for Academy, Free and Voluntary Aided Schools

If you wish to appeal for an Academy, Free, Foundation or Voluntary Aided School, then the appeal must be documented, including your full case and sent directly to the Governing Body of the school.

Please be assured that the Clerks to those panels will communicate with you directly in relation to your appeals for those schools.

## Vacancies in other schools

You can contact the School Admissions Team and make enquiries to see if there are any vacancies in any other Worcestershire schools.

The School Admissions Team can also provide you with guidance in relation to the Fair Access Protocol if this applies to your child.

If you wish to go onto a waiting list, appeal or check vacancies in any schools outside Worcestershire, you will need to look at the information on the relevant Local Authority website and follow their own procedures.

**If you have any further enquiries, please contact the named officer in the letter you have received.**  
**Or Email: [schooladmissions@worcestershire.gov.uk](mailto:schooladmissions@worcestershire.gov.uk)**

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