

Cabinet

Thursday, 31 January 2019, 10.00 am, County Hall, Worcester

Membership: Mr S E Geraghty (Chairman), Mr A T Amos, Mr A I Hardman,
Mr M J Hart, Mrs L C Hodgson, Ms K J May, Mr A P Miller,
Dr K A Pollock, Mr A C Roberts and Mr J H Smith

Agenda

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NOTES

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Agenda produced and published by Simon Mallinson, Head of Legal and Democratic Services, County Hall, Spetchley Road, Worcester WR5 2NP

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Date of Issue: Tuesday, 22 January 2019

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Community and Controlled Schools First/Primary School Admissions Policy for 2020/21

Document Details:

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Admissions Criteria for Community and Voluntary Controlled First/Primary Schools:

1. ***‘Children Looked after and previously *‘Children Looked after’;**
2. ****‘Children who have previously been in state care outside of England**, and have ceased to be in state care as a result of being adopted;
3. **Siblings** (see below for definition) of pupils attending the school **and** living within the **catchment area** of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit [School Catchment Search](#)

In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.

4. Pupils living within the **catchment area** of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit [School Catchment Search](#) ;
5. Pupils living **outside of the catchment area** but who would still have a **sibling** connection (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
6. **Children of staff** at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
7. 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 Local Authority uses a 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 School Admissions will supervise this process).

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

*‘Looked after’ means all those currently in the care of a Local Authority 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, a child arrangements order or special guardianship order.

**‘By children previously in state care outside of England’, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home 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.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, looked after children, children with special educational needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

Late Applications

The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the time-frame set out in the scheme, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by the School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

Waiting Lists

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 the 31st December 2020. At that stage parents will need to reapply at the start of the following term if they wish to be included. **Only on receipt of an acknowledgement letter from School Admissions will that child be on the list. Please see the Information for Parents Book for full details on how Waiting Lists are operated.**

Shared Catchment Areas

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the

allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

1. pupils who would still have a sibling connection at the school at the time of admission;
2. children of staff at the mainstream school to which they apply, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage;
3. pupils living nearer to the oversubscribed school than to the alternative school.

If places still exist after consideration of 1 and 2 above, they will then be allocated to other 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 School. The Local Authority uses a 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 School Admissions will supervise this process)."

Fair Access Protocol

As part of the [Worcestershire Fair Access Protocol](#), all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

'In Year' transfer arrangements

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

1. 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.
2. 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.
3. 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**.
4. Applications from parents for schools outside Worcestershire should be made direct contact with the school or the local authority in whose area the school is located to find out how they process in-year applications.
5. 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.
6. Where a parent approaches a school directly the parent should be advised to complete a **CA1** and return it to School Admissions.

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 and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The Local Authority must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Local Authority will request the head teacher of the school to take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

Parental Responsibility and what is considered to be the Home Address

In the case of Community and Voluntary Controlled schools, home is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (eg three or more days out of five Monday to Friday during termtime). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed.

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. Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

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, this will also apply if you

Community and Controlled Schools First/Primary School Admissions Policy for 2020/21

wish to transfer in year. 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.

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COMMUNITY AND CONTROLLED SCHOOLS MIDDLE/HIGH SCHOOLS ADMISSIONS POLICY for 2020/21

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Contact: Tracey Tracey.Wilson@babcockinternational.com

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Admission Criteria for Community and Voluntary Controlled Middle or High schools:

1. ***‘Children Looked after and previously *‘Children Looked after.**
2. ****‘Children who have previously been in state care outside of England**, and have ceased to be in state care as a result of being adopted;
3. **Siblings** (see below for definition) of pupils attending the school **and** living within the **catchment area** of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit [School Catchment Search](#)

In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.

4. Pupils living within the **catchment area** of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit [School Catchment Search](#) ;
5. Pupils living **outside of the catchment area** but who would still have a **sibling** connection (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
6. Pupils who were attending a [feeder school](#) at the time of application;
7. **Children of staff** at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
8. 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 Local Authority uses a 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 School Admissions will supervise this process).

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

*‘Looked after’ means all those currently in the care of a Local Authority 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, a child arrangements order or special guardianship order.

**‘By children previously in state care outside of England’, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider

of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection, attendance at feeder school, children of staff, then according to distance, each assessed as indicated above. Where there are too many applications from within the out of area sibling criteria, priority will be decided in the following order, i.e. attendance at feeder school, children of staff, then according to distance, each assessed as indicated above and so on with all other criterion.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home 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.

In the event that one or more but not all children from a multiple birth can be allocated place(s), all of the children from that multiple birth will be admitted, even if this takes the school over PAN.

Wolverley CE Secondary School, Kidderminster

In the event of oversubscription at Wolverley CE Secondary School up to a maximum of 10% of places will be awarded to children living in the Wyre Forest District Council area whose parents have specifically asked for a place for reasons of religious affiliation.

The definition of religious affiliation would be in line with the criteria for other CE Voluntary Aided schools in the County:

- Active members of a Church of England church:

(Active members are those that have attended church at least once a month for a period of at least 12 months prior to the application. **Confirmation of attendance is required to be submitted with your application and must be in writing from the minister**)

Shared Catchment Areas

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

1. pupils who would still have a sibling connection at the school at the time of admission;
2. pupils who were attending a [feeder school](#) at the time of application;
3. children of staff at the mainstream school to which they apply, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage;
4. pupils living nearer to the oversubscribed school than to the alternative school.

If places still exist after consideration of 1) to 3) above, they will then be allocated to other 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 School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance

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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 School Admissions will supervise this process).

Over-subscription for places in the Sixth Form

The County Council has agreed the following criteria:

1. General Entry Requirements
 - for courses at NQF level 3 e.g. GCE AS/A2 level, Advanced or Advanced progression Diploma, BTEC National Diploma, 5 A*-C grades at GCSE (or equivalent);
 - for courses at NQF level 2 e.g. Higher Diploma, BTEC First Diploma - a pass at NQF level 1 (5 GCSE D-G or equivalent);
 - for courses at NQF level 1 - 2 A-G grades at GCSE (or equivalent).

The above are general entry requirements for a Sixth Form course. Some subjects/ courses will require more specific qualifications to have been achieved in order to study that subject/course;

2. in the event of there being more applications from qualifying students than places available, the normal admissions criteria priorities as set out above will apply.

Late Applications

The Council has agreed in it's co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the time-frame set out in the scheme, and treat them as being on time, only in the following circumstances;

1. where a family have just moved address, (refer to Information for Parents booklet);
2. 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 supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

Waiting Lists

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 the 31st December 2020. At that stage parents will need to reapply at the start of the following term if they wish to be included. **Only on receipt of an acknowledgement letter from School Admissions will that child be on the list. Please**

see the **Information for Parents Book** for full details on how **Waiting Lists** are operated.

Fair Access Protocol

As part of the [Worcestershire Fair Access Protocol](#), all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

‘In Year’ transfer arrangements

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

1. 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.
2. 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.
3. 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**.
4. Applications from parents for schools outside Worcestershire should be made direct contact with the school or the local authority in whose area the school is located to find out how they process in-year applications.
5. 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.
6. Where a parent approaches a school directly the parent should be advised to complete a **CA1** and return it to School Admissions.

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 and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

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 must make the decision based on the circumstances of each case and in the best interests of the child concerned.

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The Local Authority will request the head teacher of the school to take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to **delay or accelerate their entry** into school and be taught outside of their chronological age group.

Parental Responsibility and what is considered to be the Home Address

In the case of Community and Voluntary Controlled schools, home is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (eg three or more days out of five Monday to Friday during termtime). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed.

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. Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

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, this will also apply if you wish to transfer in year. 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.

'If you need help understanding this document in your own language, please contact Ethnic Access Link. Tel: 01905 25121' (English)

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Co-ordinated Admissions Scheme for First, Primary & Middle Schools in Worcestershire for 2020/21 Academic Year

Document Details:

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Date: January 2019

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Contact: School Admissions Team

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Introduction

Local Authorities are required, to operate a coordinated admissions scheme for the normal point of entry to First, Primary & Middle Schools (i.e. schools who admit children below age 11). Under the scheme, LA's are required to coordinate with neighbouring authorities, and all admission authorities within their area to ensure that only one offer of a school place is awarded to pupils. The Scheme outlined below applies to the academic year 2020/21, and is similar to the scheme implemented for the last few academic years.

The Application Process

ALL pupils, who reside **within Worcestershire**, who wish to apply to **any** First, Primary or Middle School, including any school outside the county of Worcestershire, are required to complete an application.

This also means that any pupil, who does not reside within Worcestershire, but wishes to apply for a place at a Worcestershire school must complete an **application provided by their "home" LA**. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure the application details are passed on to this authority for consideration in the allocation of school places. (See timetable for dates).

When all applications have been considered, in conjunction with neighbouring LA's and/or Academies, Foundation, Free and Voluntary Aided Schools, the offer of a **single** school place will be made by the "home" LA, on behalf of the relevant admission authority. (See timetable for dates).

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 addresses and telephone numbers of all the neighbouring LAs can be found in the [Information for Parents Book](#).)

The Application and Closing Date

Parents are invited to state three preferences, and parents are also able to state the reasons, for their preference. All preferences are to **be treated as equal initially**, and sent out to other admission authorities (i.e. Academies, Foundation, Free and Voluntary Aided Schools, or neighbouring LAs) if appropriate, for consideration.

The closing date for the receipt of applications will be **15th January 2020**.

Initial Allocation Process

By 3rd February 2020, Worcestershire LA will send details to all of its Academies, Foundation, Free and Voluntary Aided Schools, for initial consideration. This information may need to be updated if information regarding further applications is subsequently received by other Local Authorities. Late applications will be forwarded upon receipt.

By 3rd February 2020, Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria.

By 2nd March 2020, Worcestershire LA will receive a ranked list from each of its Academies, Foundation, Free and Voluntary Aided Schools of all applicants. These lists will be compared to identify any pupils, who may have been offered more than one place. As **only the highest ranking school** will be offered, it may be necessary for Worcestershire LA to inform the Academies, Foundation, Free and Voluntary Aided school(s) that the place is not required, this will be notified to the school, as required.

This process will be ongoing (see section about late applications), along with exchange of information to neighbouring LAs – see timetable for dates.

Finalising the Allocation Process

By 31st March 2020, a final data exchange between Local Authorities neighbouring authorities, will take place, and any amendments to the listings for Academies, Foundation, Free and Voluntary Aided Schools will be notified as soon as possible.

On 16th April 2020, an offer of a school place will be made by Worcestershire LA, on behalf of the relevant admission authority, in the case of Worcestershire residents (even if the placement is for an Academy, Foundation, Free and Voluntary Aided School or a school in a neighbouring LA). **For families residing outside Worcestershire, who have applied for a place in a Worcestershire school, the offer letter will be sent by the “home” LA.**

The **single** offer will normally be the highest ranked school on the application form, at which a potential offer could be made.

In the few cases, where it may be not be possible to offer a place at any of the three preferences stated on the application, and the parent is a Worcestershire resident, a place will be offered at the catchment area school (if places are available), or the nearest available school with places, which includes Academies, Foundation, Free and Voluntary Aided Schools.

Late Applications

Between 16th January 2020 and 28th February 2020, it is likely that a number of late applications will be received. The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within this time-frame, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Section 8B of the Information for Parents book);
- b) 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 supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after 28th February 2020, late applications (including late changes to on time applications) will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

NB. If the late application is for an Academy, Foundation, Free and Voluntary Aided School, 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.

All applications received after 28th February 2020 for the intake year, must be sent to Worcestershire LA, and will be processed as soon as possible. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

Waiting Lists

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 the 31st December 2020. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools are maintained by the individual schools and parents will need to contact the schools directly, in order to be included. Parents must consult the individual schools for details on the waiting list procedure.

At what point does Co-ordination cease?

School Admissions will continue to co-ordinate applications for the normal point of entry to the school. This means that parents making an application after the national offer date will continue to make an application using a Late Application form to School Admissions, who will then co-ordinate with the preferred schools to make an offer.

If any school is able to offer a place from their waiting list, they will notify School Admissions that an offer can be made and School Admissions will notify the parent on behalf of the school.

Any changes to applications, offers and refusals will continue to be processed by School Admissions who will co-ordinate with all relevant parties.

For information regarding co-ordination of In-Year applications please refer to the approved policy [In-Year co-ordinated Scheme 2020](#)

Timetable of Admissions Process

Timetable of Admissions Process

15th January 2020	All applications must be received, either on-line or at the HOME LA .
3rd February 2020	Information forwarded to Academies, Foundation, Free and Voluntary Aided Schools for applications to be considered. Further applications to be forwarded ASAP.
3rd February 2020	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
3rd February 2020	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
28th February 2020	Last date at which Late Applications can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).
2nd March 2020	Academy, Foundation, Free and Voluntary Aided Schools to return preferences, ranked by those schools in accordance with their admission criteria.
9th March 2020	Worcestershire and neighbouring LAs to exchange information of results (1 st cycle).
16th March 2020	Worcestershire and neighbouring LA's to exchange further information (2 nd cycle).
31st March 2020	Worcestershire and neighbouring LAs to exchange final information.
16th April 2020	Offers of school places made to parents.

Fair Access Protocol

As part of the Worcestershire Fair Access Protocol, all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol. The Protocol is published at: [Worcestershire Fair Access Policy](#)

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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

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.

In the case of a Community or Voluntary Controlled School the Local Authority will request the head teacher of the school to take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

Even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place.

Appendix 2a Co-ordinated Admissions Scheme for First, Primary & Middle Schools in Worcestershire for 2020/21 Academic Year

'If you need help understanding this document in your own language, please contact Ethnic Access Link. Tel: 01905 25121' (English)

'যদি এই দলিলটি আপনার নিজের ভাষায় বুঝতে আপনার সাহায্যের প্রয়োজন হয়, অনুগ্রহ করে Ethnic Access Link (এথনিক অ্যাক্সেস লিঙ্ক)-কে 01905 25121 টেলিফোন নম্বরে যোগাযোগ করুন' (Bengali)

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'Si necesita ayuda para entender este documento en su idioma, puede ponerse en contacto con Ethnic Access Link en el teléfono 01905 25121' (Spanish)

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Ethnic Access Link (ایٹھنک ایکسس لنک) سے رابطہ کریں۔ ٹیلی فون: 01905 25121 (Urdu) 'اگر آپ کو اس دستاویز کو آپ کی اپنی زبان میں سمجھنے میں مدد کی ضرورت ہے، تو براہ کرم

Co-ordinated Admissions Scheme for Secondary Schools in Worcestershire for 2020/21 Academic Year

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Contact: School Admissions Team

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Introduction

Local Authorities are required, to operate a coordinated admissions scheme for the normal point of entry to Secondary Schools (i.e. schools who admit children at age 11 or older). Under the scheme, LA's are required to coordinate with neighbouring authorities, and all admission authorities within their area to ensure that **only one offer of a school place** is awarded to pupils. The Scheme outlined below applies to the academic year 2020/21, and is similar to the scheme implemented for the last few academic years.

The Application Process

ALL pupils, who reside **within Worcestershire**, who wish to apply to **any Secondary School**, including any school outside the county of Worcestershire, are required to complete an application.

This also means that any pupil, who does not reside within Worcestershire, but wishes to apply for a place at a Worcestershire school must complete an **application provided by their "home" LA**. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure the application details are passed on to this authority for consideration in the allocation of school places. (See timetable for dates).

When all applications have been considered, in conjunction with neighbouring LA's and/or Academies, Foundation, Free and Voluntary Aided Schools, the offer of a **single** school place will be made by the "home" LA, on behalf of the relevant admission authority. (See timetable for dates).

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 addresses and telephone numbers of all the neighbouring LAs can be found in the [Information for Parents Book](#).)

The Application and Closing Date

Parents are invited to state three preferences, and parents are also able to state the reasons, for their preference. All preferences are to **be treated as equal initially**, and sent out to other admission authorities (i.e. Academies, Foundation, Free and Voluntary Aided Schools, or neighbouring LAs) if appropriate, for consideration.

The closing date for the receipt of applications will be **31st October 2019**.

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Initial Allocation Process

By 18th November 2019, Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria.

By 25th November 2019, Worcestershire LA will send details to all of its Academies, Foundation, Free and Voluntary Aided Schools, for initial consideration. This information may need to be updated if information regarding further applications is subsequently received by other Local Authorities. Late applications will be forwarded upon receipt.

By 18th December 2019, Worcestershire LA will receive a ranked list from each of its Academies, Foundation, Free and Voluntary Aided Schools of all applicants. These lists will be compared to identify any pupils, who may have been offered more than one place. As **only the highest ranking school** will be offered, it may be necessary for Worcestershire LA to inform the Academies, Foundation, Free and Voluntary Aided school(s) that the place is not required, this will be notified to the school, as required.

This process will be ongoing (see section about late applications), along with exchange of information to neighbouring LAs – see timetable for dates.

Finalising the Allocation Process

By 7th February 2020, a final data exchange between Local Authorities neighbouring authorities, will take place, and any amendments to the listings for Academies, Foundation, Free and Voluntary Aided Schools will be notified as soon as possible.

On 1st March 2020, an offer of a school place will be made by Worcestershire LA, on behalf of the relevant admission authority, in the case of Worcestershire residents (even if the placement is for an Academy, Foundation, Free and Voluntary Aided School or a school in a neighbouring LA). **For families residing outside Worcestershire, who have applied for a place in a Worcestershire school, the offer letter will be sent by the “home” LA.**

The **single** offer will normally be the highest ranked school on the application form, at which a potential offer could be made.

In the few cases, where it may be not be possible to offer a place at any of the three preferences stated on the application, and the parent is a Worcestershire resident, a place will be offered at the catchment area school (if places are available), or after consultation with other relevant admission authorities, the nearest available school with places, which includes Academies, Foundation, Free and Voluntary Aided Schools.

Late Applications

Between 1st November 2019 and 31st January 2020, it is likely that a number of late applications will be received. The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within this time-frame, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Section 8B of the Information for Parents book);
- b) 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 supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after 31st January 2020, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

NB. If the late application is for an Academy, Foundation, Free and Voluntary Aided School, 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.

All applications received after 1st February 2020 for the intake year, must be sent to Worcestershire LA, and will be processed as soon as possible. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools are maintained by School Admissions, and parents need to apply, in order to be included. These waiting lists will be maintained until the 31st December 2020. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools are maintained by the individual schools and parents will need to contact the schools directly, in order to be included. Parents must consult the individual schools for details on the waiting list procedure.

At what point does Co-ordination cease?

School Admissions will continue to co-ordinate applications for the normal point of entry to the school. This means that parents making an application after the national offer date will continue to make an application using a Late Application form to School Admissions, who will then co-ordinate with the preferred schools to make an offer.

If any school is able to offer a place from the waiting list, they will notify School Admissions that an offer can be made and School Admissions will notify the parent on behalf of the school.

Any changes to applications, offers and refusals will continue to be processed by School Admissions who will co-ordinate with all relevant parties.

For information regarding co-ordination of In-Year applications please refer to the approved policy [In-Year co-ordinated Scheme 2020](#)

Timetable of Admissions Process

Timetable of Admissions Process

31st October 2019	All applications must be received, either at current school, on-line or the HOME LA.
18th November 2019	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
18th November 2019	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school
25th November 2019	Information forwarded to Academies, Foundation, Free and Voluntary Aided Schools for applications to be considered.
18th December 2019	Academy, Foundation, Free and Voluntary Aided Schools to return preferences, ranked by those schools in accordance with their admission criteria.
18th December 2019	Further co-ordination required, to compare lists against parents' rankings (ongoing).
10th January 2020	Worcestershire and neighbouring LAs to exchange information of results (1st cycle).
10th January 2020	Worcestershire to check nominations against parents' rankings and adjust where necessary.
24th January 2020	Further exchange of data between neighbouring LA's detailing potential offers.

31st January 2020	Last date at which Late Applications can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).
3rd February 2020	Worcestershire and neighbouring LAs to exchange further information (2nd cycle).
7th February 2020	Worcestershire and neighbouring LAs to exchange final information.
1st March 2020	Offers of school places made to parents by Home LA.

Fair Access Protocol

As part of the Worcestershire Fair Access Protocol, all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol. The Protocol is published at: [Worcestershire Fair Access Protocol](#)

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.

In the case of a Community or Voluntary Controlled School the Local Authority will request the head teacher of the school to take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

Even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place.

Co-ordinated Admissions Scheme for Secondary Schools in Worcestershire for 2020/21 Academic Year

'If you need help understanding this document in your own language, please contact Ethnic Access Link. Tel: 01905 25121' (*English*)

'যদি এই দলিলটি আপনার নিজের ভাষায় বুঝতে আপনার সাহায্যের প্রয়োজন হয়, অনুগ্রহ করে Ethnic Access Link (এথনিক অ্যাক্সেস লিংক) কে 01905 25121 টেলিফোন নম্বরে যোগাযোগ করুন' (*Bengali*)

如果你需要這個文件的中文信息，請聯絡 Ethnic Access Link. 電話是01905 25121 (*Cantonese*)

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Co-ordinated Admissions Scheme for In-Year Applications for Schools in Worcestershire for 2020/21 Academic Year

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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 2020/21 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.
- Years 10 & 11 – you should be aware that moving a child in these particular year groups may not always be in the best interest of the child. Not all schools offer the same subjects at examination level and may use different exam boards and offer different syllabuses.
- 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/Academy Trust.

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

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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 addresses and telephone numbers of all the neighbouring LAs can be found in the Information for Parents Book.)

The Application Process

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

1. 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.
2. 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.
3. 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**.
4. 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.
5. 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.
6. 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 then an alternative will be offered at the nearest available school, following consultation with the school. The allocated school will then make arrangements for the child to start. This is to ensure that children are not out of school for unnecessarily long

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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. School Admissions will, where applicable and, if possible, 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.

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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 Lists

Waiting lists for Community and Voluntary Controlled Schools are maintained by School Admissions, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of each term. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term

Voluntary Aided, Foundation, Academy and Free schools may choose to maintain waiting lists for in-year admissions. Priority on the waiting list is determined according to the school's oversubscription criteria. Where Voluntary Aided, Foundation, Academy and Free schools do maintain a waiting list, 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 Voluntary Aided, Foundation, Academy and Free schools 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.

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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: [Worcestershire Fair Access Protocol](#)

Admission of children outside their normal age group

Appendix 3 Co-ordinated Admissions Scheme for In-Year Applications for Schools in Worcestershire for 2020/21 Academic Year

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.

In the case of a Community or Voluntary Controlled School the Local Authority will request the head teacher of the school to take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

Even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place

'If you need help understanding this document in your own language, please contact Ethnic Access Link. Tel: 01905 25121' (English)

'যদি এই দলিলটি আপনার নিজের ভাষায় বুঝতে আপনার সাহায্যের প্রয়োজন হয়, অনুগ্রহ করে Ethnic Access Link (এথনিক অ্যাক্সেস লিংক) কে 01905 25121 টেলিফোন নম্বরে যোগাযোগ করুন' (Bengali)

如果你需要這個文件的中文信息，請聯絡 Ethnic Access Link，電話是01905 25121 (Cantonese)

'Jeśli potrzebujesz pomocy w zrozumieniu tego dokumentu we własnym języku, zadzwoń do Ethnic Access Link. Tel: 01905 25121' (Polish)

'Se necessitar de ajuda para perceber o conteúdo deste documento na sua língua, contacte a associação Ethnic Access Link pelo telefone: 01905 25121' (Portuguese)

'Si necesita ayuda para entender este documento en su idioma, puede ponerse en contacto con Ethnic Access Link en el teléfono 01905 25121' (Spanish)

Bu dokümanõ kendi dilinizde anlamak için yardım isterseniz Ethnic Access Link ile temasa geçiniz Tel: 01905 25121' (Turkish)

Ethnic Access Link (ایٹھنک ایکسس لنک) سے رابطہ کریں۔ ٹیلی فون: 01905 25121 (Urdu) 'اگر آپ کو اس دستاویز کو آپ کی اپنی زبان میں سمجھنے میں مدد کی ضرورت ہے، تو براہ کرم

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22 October 2018

Our ref: PA/TW
Contact: Tracey Wilson
Tel: 01905 678131

Headteachers & Chairs of Governors of all Maintained Schools
Neighbouring Local Authorities
Worcester Diocesan Board of Education
Church of England Diocese Birmingham
Birmingham Diocesan Schools Commission
Chair of the Worcestershire Association of Governors
Trade Unions
SENDIASS

Dear Colleagues

**Consultation on Admission Arrangements for Community and Voluntary
Controlled schools for the Academic Year 2020-2021**

Consultation is now taking place on the admission arrangements for Community and Voluntary Controlled schools for the academic year 2020/2021. Consultation will run from **22nd October 2018 to 7th December 2018**. A Consultation Response Form has been included with this letter and a response is invited from all interested parties.

A copy of the current approved admission arrangements is attached as Appendix 1a and 1b for your information.

Detailed below are the changes proposed for the 2020/2021 academic year. The Authority is seeking views on these changes before the Cabinet makes a final decision at its meeting in January 2019.

The changes proposed for inclusion in consultation are as a result of requests from interested parties.

- 1. The Minister of State for School Standards has requested that admission authorities consult on giving priority in their oversubscription criteria to children who have previously been in state care outside of England, and have ceased to be in state care as a result of being adopted.**

School admission authorities are currently required to give looked after children and previously looked after children highest priority in their oversubscription criteria. On 4 December 2017, the Minister announced that when the opportunity arises he intends to amend the School Admissions Code (the Code) to ensure that children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, also receive the same highest priority for admission into a school in England.

Until such a time, however, the Minister wishes admission authorities to introduce oversubscription criteria to give these children second highest priority for admission into school.

By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another

provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

It is therefore proposed that consultation take place on:

Children who have previously been in state care outside of England, and have ceased to be in state care as a result of being adopted should be given second highest priority in the oversubscription criteria.

Your response is sought.

2. Co-ordination of In-Year Applications

Currently when a parent makes an application they have to apply to the individual admission authority for each school. Applications with a first preference for In-Year transfers into a Community or Voluntary Controlled School in Worcestershire are forwarded to Babcock Prime, School Admissions. All applications with a first preference for 'In Year' transfers into an Academy, Foundation, Free or Voluntary Aided School in Worcestershire or a school in another Local Authority must be forwarded to the individual schools. Once the first preference school has reached a decision and decides to refuse a place, the form should then be forwarded on to the next preference school and so on.

Attached as Appendix 3 is the In-Year Process that is currently in place in Worcestershire for your information.

The number of in-year applications has increased, for the academic year 2012, 2000 In-Year applications were received and processed by the Local Authority on behalf of 226 schools. However, for the academic year 2017 with no co-ordination, the Local Authority received and processed a total of 2400 in-year applications on behalf of 132 schools. It is estimated therefore that there are approximately 1700 in-year applications/preferences being made directly to own admission authority schools. This is a huge administrative burden being placed on schools.

In line with the Code on School Admissions, **all own admission authority schools must**, on receipt of an in-year application, notify the local authority of **both the application and its outcome** and inform parents of their right to appeal against a refusal of a place. This is a **statutory duty** placed on all own admission authority schools. However, currently this information is not consistently returned to the Local Authority. This information is legally required to be provided to the Local Authority to allow the Local Authority to keep up to date figures on the availability of places in the area. This information is required in addition for DfE Sufficiency Returns and is required to be included in the Office of the Schools Adjudicator Reports. The Local Authority recognises this administrative burden placed on schools and would like to support schools in simplifying this process and ensure that the data that the Local Authority maintains is up to date and accurate.

The current process in place in Worcestershire does not make for timely processing of applications, particularly where there is more than one preference. In some cases this has meant that parents are awaiting the offer of a school place for over half a term. This is of grave concern where no offer of a school place is being made and the Local Authority has not been advised of the outcome of applications. Children may be out of school for unacceptable periods of time.

The decision on whether or not to admit a child to a school rests with the admission authority for the school. Any change in the process for In-Year co-ordination will not change this. The decision rests with the admission authority for the school. However, the Local Authority strongly believes that by co-ordinating In-Year applications on behalf of Worcestershire residents, that this will provide a comprehensive service that is clear and fair to all parents and schools. It will reduce the amount of time parents are waiting for decisions from all of their preferred schools, if all applications are considered at the same time. It will provide consistency and timely processing of applications for the benefit of parents. It will ensure that schools legal responsibilities, to notify the local authority of the application and its outcome, are met. All decisions and rights of appeal, where necessary will be communicated from a central contact point for parents, at the same time. This is consistent with how In-Year applications are dealt with in 9 out of 13 of our West Midlands Regional statistical neighbours. The proposed In-Year Admission scheme ensures that all statutory duties are met in a more robust, timely and measured way.

Please find attached as Appendix 4 a Co-ordinated Scheme for In-Year Applications for Worcestershire Schools for the 2020 Academic Year.

Under the proposed scheme, it allows parents to apply for up to 3 preferred schools at the same time, rather than waiting for the outcome of an application for 1 school before another school even considers the application. This brings the process into line with the way applications are dealt with in the normal admissions round, providing consistency for parents. It allows responses to be provided to parents on all of their preferred schools at once, including the full appeal rights and waiting list procedures. It will continue to be the responsibility of the individual admission authority to make arrangements for an independent appeal panel and maintain any waiting list. This makes the process clear, fair and objective as well as easily understood by parents and also ensures that admissions are in line with the Code on School Admissions and comply with the statutory duties placed on all admission authorities.

This will ensure that children are not out of school for unnecessarily long periods of time, the more vulnerable and hard to place children are safeguarded by a robust admissions process, which is timely and ensures their application is handled appropriately. It is particularly important that Children that are Looked After or Previously Looked After, those that are Hard to Place and that may be subject to the Worcestershire Fair Access Protocol can be identified early and any relevant referrals made in a timely manner. This minimises the days lost to education.

By co-ordinating in-year admissions this will also ensure that the Local Authority is able to keep up to date figures on the availability of places in the area, in order to fulfil the statutory duty to provide this information to parents, complete accurate DfE Sufficiency Returns to ensure appropriate funding and to accurately report the information to the Office of the Schools Adjudicator. Thus alleviating the administrative burden placed on schools.

It is therefore proposed that consultation take place on:

In-Year admissions should be co-ordinated by School Admissions on behalf of the Local Authority and the proposed scheme at Appendix 4 be approved.

Your response is sought.

3. Admission Policy for Academy (A), Foundation (FO), Free (FR) and Voluntary Aided (VA) Schools.

All Academy, Foundation, Free and Voluntary Aided schools must consult on their proposed Admission Policies, where there is a change from the 2019 policy. A copy of the proposed arrangements for Academy, Foundation, Free and Voluntary Aided schools can be found on the Worcestershire County Council website, at www.worcestershire.gov.uk/schooladmissions the individual school's website or from the schools' offices. A public notice has been placed in the free local press to this effect.

Where there is no change from the determined policy approved for 2019, and no objections were received to that policy, those admission authorities need not consult for 2020.

Any comments on Academy, Foundation, Free and Voluntary Aided school policies should be directed to the schools themselves.

All Academy, Foundation, Free and Voluntary Aided school have also been asked to consider consulting on giving priority in their oversubscription criteria to children who have previously been in state care outside of England, and have ceased to be in state care as a result of being adopted. It will be for the Governing Body/Academy Trusts for those schools to determine whether or not to include this in consultation prior to any changes in legislation.

4. Co-ordinated Admission Arrangements and Dates

Local Authorities are required, to operate a co-ordinated admissions scheme for the normal admissions round for all schools. Under the scheme, LA's are required to coordinate with neighbouring authorities, and all admission authorities within their area to ensure that **only one offer of a school place** is awarded to pupils.

The draft schemes are attached as Appendices 2a (Prim/Midd) and 2b (Sec) for implementation in 2020/21 and subsequent years. These are similar to the schemes implemented for the last few academic years.

5. Published Admission Number changes (PAN)

Admission Authorities are not required to consult on an increase to the PAN if the school has the accommodation. However, there is still a statutory requirement to consult on an increase to the size of a school where the increase is 30 places and by more than 25% of the existing accommodation.

Included as Appendix 5 are a list of those schools that are being put forward to be considered for expansion. Academies will need to seek permission from the Regional Schools Commissioner to vary their PAN and funding agreements. Additional accommodation will be required at some schools to meet this Basic Need and the projects will need to be included in the capital investment plan.

The PAN changes will be published in the Information for Parents Book 2020 which when published can be found at www.worcestershire.gov.uk/schooladmissions

If a school is not included in Appendix 5 and has not approached the Local Authority to increase its PAN within existing accommodation then the PAN is proposed to remain unchanged. The PAN's for 2019 can be viewed on the Worcestershire County Council Website in the Information for Parents Book 2019 which can be found at www.worcestershire.gov.uk/schooladmissions

Baxter College is consulting on a decrease in PAN due to falling numbers. As this school is now an Academy, any response to the proposed decrease in PAN should be sent directly to the school.

St Mary's Catholic Primary School, Broadway is also consulting on a decrease in PAN, any response to the proposed decrease should be sent directly to the school.

Please also find attached a consultation response form; all responses will be collated and reported to Cabinet.

Timescales for this consultation

Responses are required by Friday 7th December 2018. They should be sent to:

Admission Arrangements Consultation
School Admissions
Babcock Prime
Prime House
Woodbury Lane
Norton
Worcester
WR5 2PT

Or by e-mail to tracey.wilson@babcockinternational.com

If you have any queries on these issues please do not hesitate to contact me.

Yours sincerely



Tracey Wilson
Mainstream Admissions Manager

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**Consultation on Proposed Changes to the Admissions Policy
for Community and Voluntary Controlled Schools 2020/21
Response Form**

School/Organisation/ Name	
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1. Do you support giving second highest priority in the oversubscription criteria to children who have previously been in state care outside of England, and have ceased to be in state care as a result of being adopted?

YES

NO

Comments:-

2. Do you support the Local Authority Co-ordinating In-Year Applications and approve the proposed Scheme?

YES

NO

Comments:-

3. Are there any comments on the Co-ordinated Primary Scheme you wish to make?

Comments:-

<p>4. Are there any comments on the Co-ordinated Secondary Scheme you wish to make?</p>
<p>Comments-:</p>
<p>5. Are there any comments you wish to make on the proposed PAN changes?</p>
<p>Comments-:</p>

Signed.....

Printed.....

Responses are required by 7th December 2018. They should be sent to:
 Admission Arrangements Consultation 2020/21, School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2NP

Or by e-mail to tracey.wilson@babcockinternational.com

Wilson, Tracey

From: Mark Pollard <pollardm@bishopperowne.co.uk>
Sent: 27 November 2018 12:19
To: Wilson, Tracey
Cc: Waters, NJ
Subject: CAUTION: External email - Worcester City FAAP response to the proposed 'In-year admissions protocol from 2020'

Dear Tracey,

I write on behalf of the Worcester City FAAP, representing the views of 6 headteachers of the following secondary schools:

Bishop Perowne CE College
Blessed Edward Oldcorne Catholic College
Droitwich Spa High School
Nunnery Wood High School
The Chantry School
Tudor Grange Academy, Worcester

We met on Thursday 22nd November 2018 and discussed, as part of our agenda, the consultation for Worcestershire County Council to adopt the responsibility for coordinating in-year admissions from September 2020. We are pleased to report that we are broadly in support of this process and the endeavour to provide transparency and fairness to the current system. However, we do have a number of concerns/questions regarding the implementation of the strategy as follows:

- 1) Can an academy 'opt out' (remain as an independent admissions authority) and effectively cripple the whole system by refusing to participate?
- 2) What is the process for ensuring all schools adhere to and cooperate with this protocol prior to launch? What capacity does the local authority have to ensure that the process is acted upon fairly in all schools?
- 3) What legal powers would the local authority have in ensuring all schools comply with the protocol and the admissions code?
- 4) The local authority has access, at each census point, to a clear picture of numbers of students on roll in each year group in each school. It has always published these figures on its website, however has not done so since January 2017. What measures will the local authority take to ensure transparency about numbers of students in each school and how will it ensure that the protocol is based on reliable and up-to-date information from schools?
- 5) What advice will local authority officers give to parents in terms of 'spaces available' in schools? Will this have any impact on the process for parents expressing a preference for school or schools of choice when the reality of place availability may be very different?
- 6) What is the estimated number of in-year applications that the local authority expects to process? What extra staffing capacity will the local authority provide to ensure the process runs smoothly? Will there be extra officers dedicated to and appropriately trained for this process specifically?

In representing the group's views in this response, I would be willing to meet to discuss any or all of these points further.

Kind regards,

Mark Pollard (Headteacher of Bishop Perowne CE College)

29 November 2018

Our ref: PA/TW
Contact: Tracey Wilson

Mark Pollard
Head Teacher Bishop Perowne CE College
Acting on behalf of Worcester City FAAP
Headteachers

Tel: 01905 678207

Dear Mark

I write in response to your email dated 26th November 2018, sent to myself on behalf of the Worcester City FAAP Schools, in relation to the consultation on the In-Year Admissions Protocol for 2020 onwards.

I would firstly like to thank all of those schools for taking the time to contribute to the consultation in a very positive manner. I will ensure that your response is provide to the Cabinet of Worcestershire County Council, when they determine the arrangements, at their meeting in January 2019.

I would like to address the questions that you have raised in relation to the implementation of the scheme, I shall endeavour to do so, in the order that you have raised them.

All schools have a statutory duty placed on them by the School Admissions Code Section 2.22. On receipt of an in-year application, there is a duty to notify the local authority of both the application and its outcome. The In-Year scheme being proposed, creates the facility for own admission authority schools to be able to meet their statutory duty. This will provide a comprehensive service that is clear and fair to all parents and schools.

Even if a school does not wish to participate, they are still legally obliged to provide the required information. Any school not complying with the requirements will be subject to challenge by School Admissions, the local authority and escalation, where necessary, to the Regional Schools Commissioner, the Education Skills Funding Agency and/or Secretary of State. The system cannot be crippled by the actions of an individual school.

This scheme is for the benefit of parents and all schools, and ensures that all are treated equally within the system. By standardising all of the processes, this will ensure that the practices across all schools are consistent and parents can be assured that their applications will be treated in the exact same way no matter which school they may be applying for. It also provides schools with the reassurance and confidence to know that all schools are dealing with applications in the exact same way, and that all schools are complying with the requirements placed on them. It is clear, fair and objective.

The local authority has a duty placed on them to raise an objection to the Office of the Schools Adjudicator if they are of the view or suspect that the admission arrangements that have been determined by other admission authorities are unlawful. I can advise,

that in the last 5 years, a total of 17 schools in Worcestershire have been reported to the Office of the Schools Adjudicator for not complying with the law in relation their admission arrangements. In each of those 17 cases the local authority has successfully had the objection upheld by the Office of the Schools Adjudicator and those schools have had to revise their arrangements. This challenge will continue to be made if it is suspected that any admission authority in Worcestershire is operating unlawfully.

With regards to the census information, the local authority collects census information at set points throughout the year, the information currently on the website is due for update and should be revised shortly. The local authority has also put into place, within the Children's Services Portal, a process for deregistering and registering children in all Worcestershire Schools. A system on the Portal is also being introduced, whilst schools continue to deal with their own in-year applications, for those applications and outcomes to be completed by each school on the Portal.

This data is and will be analysed in conjunction with the School Admissions data to ensure that children are not out of school for unnecessarily long periods of time, that the more vulnerable and hard to place children are safeguarded by a robust admissions process. The data on school numbers will be live data, obviously this can vary on a daily basis, so cause's difficulty in terms of publication, but we will be able to provide to the Chairs of FAAP, on a regular basis, the specific details on school numbers, numbers of in-year applications and their outcomes for their area panels. This should aid in your colleague discussions and peer to peer challenge ensures that all schools are acting in accordance with the scheme.

Whilst School Admissions will have a clear picture of place availability we will always caveat that in our discussions with parents, in that simply because a school appears to have a vacancy when comparing the number of children in the school with what was previously the PAN, it is also imperative that further detail in relation to how a school organises a particular year group must also be taken into account. We would always encourage parents to have curriculum discussions with individual schools prior to making an application.

If the In-Year admission process is co-ordinated, we will continue to have these conversations with parents and we will have a much clearer understanding of how each school has reached its decisions to refuse admission. Clarification can be sought, where evidence is not provided, to ensure that parents are provided with the exact reasons why a school is unable to accommodate another child. The law requires the reason for such refusals to be included in any letter refusing a place, as well as notifying the parent of their right to appeal. School Admissions will ensure that this is all included in the letter it issues to parents. Each school must be confident in defending it's decisions to an independent appeal panel.

School Admissions are not going to be reaching the decision as to whether or not to admit or refuse a child a school place. School Admissions will be the conduit for parents and schools creating a process which is timely and ensures their application is handled appropriately. It is particularly important that Children that are Looked After or Previously Looked After, those that are Hard to Place and that may be subject to the Worcestershire Fair Access Protocol can be identified early and any relevant referrals made in a timely manner. This minimises the days lost to education.

With regards to the estimated numbers of applications expected to be processed, in the consultation letter, I did explain that the number of in-year applications has increased. Based on the number of applications being processed previously and the number of schools that were being co-ordinated, it would show an estimate of approximately 1700 in-year applications/preferences being made directly to own admission authority schools. The local authority is committed to increasing the School Admissions Team in order to ensure that this process benefits parents, schools and the local authority. Staff will be recruited and trained by experienced practioners in all aspects of School Admissions.

I hope this has been able to address the questions you have raised. Please do not hesitate to contact me if you have further queries.

Yours sincerely



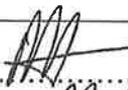
Mainstream Admissions Manager
Babcock Training Limited

**Consultation on Proposed Changes to the Admissions Policy
for Community and Voluntary Controlled Schools 2020/21
Response Form**

School/Organisation/ Name	Ridgeway Academy
--------------------------------------	------------------

1. Do you support giving second highest priority in the oversubscription criteria to children who have previously been in state care outside of England, and have ceased to be in state care as a result of being adopted?	
YES	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>
Comments:-	
2. Do you support the Local Authority Co-ordinating In-Year Applications and approve the proposed Scheme?	
YES	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>
Comments:-	
<p>This is an issue. The 'In year admissions' movement is having an impact on the quality of TEL and is disruptive. Also, it is unfair in some areas/schools...</p>	
3. Are there any comments on the Co-ordinated Primary Scheme you wish to make?	
Comments:-	

<p>4. Are there any comments on the Co-ordinated Secondary Scheme you wish to make?</p> <p>Comments:-</p>
<p>5. Are there any comments you wish to make on the proposed PAN changes?</p> <p>Comments:-</p>

Signed..........

Printed.....*M. Bennett*.....

Responses are required by 7th December 2018. They should be sent to:
 Admission Arrangements Consultation 2020/21, School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2NP

Or by e-mail to tracey.wilson@babcockinternational.com

7 December 2018

Our ref: PA/TW
Contact: Tracey Wilson

Mike Bennett
Head Teacher
Ridgeway Academy
Evesham Road
Astwood Bank
Redditch
B96 6BD

Tel: 01905 678207

Dear Mike

I write in response to your submitted consultation response form, in relation to the proposed changes to the Admission Arrangements for 2020.

I would like to thank you for taking the time to contribute to the consultation in a very positive manner. I will ensure that your response is provide to the Cabinet of Worcestershire County Council, when they determine the arrangements, at their meeting in January 2019.

All schools have a statutory duty placed on them by the School Admissions Code Section 2.22. On receipt of an in-year application, there is a duty to notify the local authority of both the application and its outcome. The In-Year scheme being proposed, creates the facility for own admission authority schools to be able to meet their statutory duty. This will provide a comprehensive service that is clear and fair to all parents and schools.

This scheme is for the benefit of parents and all schools, and ensures that all are treated equally within the system. By standardising all of the processes, this will ensure that the practices across all schools are consistent and parents can be assured that their applications will be treated in the exact same way no matter which school they may be applying for. It also provides schools with the reassurance and confidence to know that all schools are dealing with applications in the exact same way, and that all schools are complying with the requirements placed on them. It is clear, fair and objective.

Yours sincerely



Mainstream Admissions Manager
Babcock Training Limited

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Potential Published Admission Number (PAN) Changes
for the Intake Year 2020/21

The following increases in school places have been requested by the Local Authority and WILL NOT require the statutory process			
School	Current PAN	Proposed PAN	Full statutory process of consultation for increasing the size of the school is required followed by statutory notice.
Blessed Edward Oldcorne Catholic College	210	240	No
Christopher Whitehead Language College	254	284	No
Hanley Castle High School	162	180	No

The following option in Bromsgrove was originally put forward for 2019 and has been delayed until 2020 and WILL require the statutory process			
School	Current PAN	Proposed PAN	Full statutory process of consultation for increasing the size of the school is required followed by statutory notice.
Fairfield First	23	30	Yes

There are an additional 30 places required across Rubery primary phase; discussions are still on-going with local schools and any proposals may be subject to statutory process

The schools below are own admission authority schools where the Governing Body/Academy Trust has requested a DECREASE in the PAN of their schools. In line with the Code on School Admissions these changes have undergone full consultation.			
School	Current PAN	Proposed PAN	Reason
Baxter College	196	150	Academy Trust Determination to be made by 28th February 2019
St Mary's Catholic Primary, Broadway	20	15	Academy Trust Determination to be made by 28th February 2019

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