

SECTION 2.0: TRANSFER TO HIGH SCHOOLS

2.1 All admission authorities are required to review their arrangements every year. Therefore, the information given in Sections 2 and 3 applies only to admissions in the school year 2008 – 2009 and may change in future years.

2.2 Which school can your child attend?

The law says that the Local Authority (LA) must give parents the chance to state their preference for the school they wish their child to attend. It is important to find out from the Headteacher or from the Pupil Admissions and Transfers Section, the name of the **catchment area school** for your child's home address.

You may apply for other schools (other than the catchment area school), including Voluntary Aided or Foundation Schools, but you should refer to paragraph 2.3 – 2.10 for details of the co-ordinated admissions arrangements, and how it may affect your application, before you decide upon the ranking of schools on the application form.

- **Children where a preference is expressed will take precedence in relation to the school over children where no preference is expressed or where a preference is expressed after the closing date.**
- You should give careful consideration to the means by which your child will travel to school (see [Section 8.0](#) for details of the County Council School Transport Policy).

Parents should also note that if they gain admission for a child to a High School of their preference, (other than the catchment area school) it does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application for a younger sibling, catchment area children have a higher priority on the oversubscription criteria.

2.3 How do you apply for a place at a High School?

The parents of **ALL** pupils **resident** in Worcestershire, **including parents whose preference is for the catchment area school for the child's home address**, seeking a place at **any High School**, including any Voluntary Aided or Foundation School, **and any High School outside Worcestershire**, **must** complete a Worcestershire LA Common Application Form (SA1), by the closing date.

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

Parents are invited to state three preferences on the Common Application Form, which must be returned to either your child's current school (if it is within Worcestershire), or to the Pupil Admissions and Transfers Section. All preferences are **treated as equal initially**, and the oversubscription criteria applied to each preference. If it is possible to make a potential offer at more than one school, then the final offer will be the school ranked highest on the application (see paragraph 2.5).

You may apply on-line by visiting the Worcestershire website (www.worcestershire.gov.uk).

It is very important that applications are received no later than the date indicated in paragraph 2.4. **Late applications are always considered, though it may not be possible to allocate a place in the school you prefer, if it is oversubscribed, even if the school is the catchment area school for your child's home address – see paragraph 2.6 about late applications.**

You should inform the Headteacher of the allocated school, and the Pupil Admissions and Transfers Section if you are withdrawing your application for any reason. **The Pupil Admissions and Transfers Section and the Headteacher must be notified immediately of any change in the child's home address.**

Parents should be aware that Voluntary Aided, Foundation Schools (as they are their own admissions authority) and schools outside Worcestershire may have different admissions criteria, and therefore it is strongly advised that parents ensure that they have understood the information that is available from each admissions authority, before stating any preference on the Common Application Form. The Admissions Criteria for Voluntary Aided and Foundation Schools are included in [Section 17](#).

Parents seeking a place at a Voluntary Aided or Foundation School or schools outside Worcestershire must:

- obtain from the school an admissions pack, including a prospectus which will explain if you need to provide/complete supplementary information/forms;
- complete a Common Application Form (SA1) naming your school preferences

2.4 When should you apply?

If your child currently attends a primary or middle school in Worcestershire, you will receive in September 2007:

- Information about the transfer process
- Common Application Form (SA1)

Having read all the information available from the County Council and from individual schools, and having visited schools by arrangement with the Headteachers, you must then complete the application form (SA1) and indicate your first, second and third preference of schools together with any reason for your preferences.

If your child is not attending a Worcestershire primary or middle school, and yet you live in Worcestershire, you must apply on a Worcestershire form SA1, at the intake stage, for Admission to High School, under the National Co-ordinated Admission Arrangements, even if your preferences include schools within any other local authority.

If you are not resident in Worcestershire, then you should obtain an admissions pack from your home LA ([address shown on page A4](#)), even if your preferences include schools within Worcestershire.

The closing date for applications is 2nd November 2007.

Applications received after this date are subject to the late applications policy described in paragraph 2.6 below.

2.5 How are places allocated?

The Pupil Admissions and Transfers Section will send details to its Voluntary Aided and Foundation Schools, of all applications received for that school, irrespective of ranking, for initial consideration, **and also to neighbouring LAs**, who will then apply their own oversubscription criteria.

The Pupil Admissions and Transfers Section will then receive the outcome of these initial considerations, and will compare against lists of potential offers at other schools nominated on the application, to identify any pupils, who may potentially be offered more than one place. **If this is the case, then the single offer will be the higher ranked school on the application form.**

2.6 What if your application is late?

Late applications for Community and Voluntary Controlled Schools, received up to and including 31st January 2008, will be accepted and treated as being on time, only in the following circumstances:

- Where a family have moved address into the catchment area of their preferred school ([refer to Part E \(Appendix\)](#) at the back of this book);
- Where it is agreed by the Directorate of Children's Services 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 2008, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

Applications received between 1st February 2008 and 30th September 2008 for the intake year must be sent to the Pupil Admissions and Transfers Section, and will be processed as soon as possible.

Applications received after 30th September 2008, or in respect of older year groups must be submitted directly to the school ranked highest on the application.

N.B. If the late application is for a Voluntary Aided or Foundation School, or for 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.

2.7 Who has responsibility for the allocation of places?

For Community and Voluntary Controlled Schools, decisions are made by the Pupil Admissions and Transfers Section. The Headteacher of the school involved is **not** in a position to offer your child a place.

For Voluntary Aided and Foundation Schools, decisions are made by the **governing bodies** of the individual schools.

For explanation of school types – see [Section 18](#).

2.8 When are decisions made?

Offer letters will be posted on 3rd March 2008 via second class postage to all parents.

For pupils resident in Worcestershire, the offer letters will be sent direct to parents, by the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of a Voluntary Aided or Foundation School, or a school in a neighbouring LA.

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

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

2.9 What happens if you are moving into a new area?

Where families with children of school age are moving into a new area, and wish to transfer their children to a different school, parents should at the earliest opportunity either ask at schools in the area or contact the Pupil Admissions and Transfers Section.

Please be aware that some schools may well already be full at the time of your application.

2.10 How many children may be admitted to each school?

The County Council has a duty to ensure that schools are not overcrowded. The number of pupils that may be admitted to a school is known as the **Published Admission Number (PAN)**. Details for each school are given in [Section 15](#) of this booklet, (as at time of print June 2007).