

## **SECTION 4.0: TRANSFER TO JUNIOR AND MIDDLE SCHOOLS**

**4.1 All admission authorities are required to review their arrangements every year. Therefore, the information given in Sections 3, 4 and 5 applies only to admissions in the school year 2008 – 2009 and may change in future years.**

### **4.2 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 the home address of your child.

You may apply for other schools (other than the catchment area school), including Voluntary Aided or Foundation Schools, but you should refer to paragraphs 4.3 – 4.10 below for details of the new co-ordinated admissions arrangements, and how it may affect your application, before you decide upon the ranking of schools on the common application form.

**It is also important for you to note that, if your child is admitted to a junior or middle school of your preference (other than the catchment area school), your child will not have the highest priority for transfer to the related high school.** If the related high school is oversubscribed at the time of transfer, your child might then have to move in a different direction from other children attending the same junior or middle school. Section 13 confirms the number of applicants for each school for 2007/2008. The Pupil Admissions and Transfers Section should be able to let you know which schools have been oversubscribed more generally over a number of years.

- **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 Junior or Middle 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 of a younger sibling, catchment area children have a higher priority on the oversubscription criteria.

### **4.3 How do you apply for a place at a Junior or Middle School?**

The parents of **ALL** pupils, **including parents whose preference is for the catchment area school for the child's home address**, seeking a place at any Junior or Middle School, within Worcestershire, including any Voluntary Aided or Foundation School, are required to complete a Worcestershire LA Common Application Form (SA2), by the closing date. This also applies to any pupil, who does not reside within Worcestershire, but wishes to apply for a place at a Worcestershire school.

Parents are invited to state three preferences on the Common Application Form, which must be returned to either your child's current school, 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 4.5).

You may apply on-line by visiting the Worcestershire website ([www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)).

**Parents should be aware that different Voluntary Aided Schools (as they are their own admissions authority) 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.** Parents can apply for any school regardless of the fact that it may have a denominational foundation. Voluntary Aided Schools have to consider all applications against their published admission criteria. These are published in Section 14 of this book. Headteachers are always pleased to discuss admission with prospective parents.

It is very important that applications are received no later than the date indicated in paragraph 4.4. **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 4.6 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 seeking a place at a Voluntary Aided or Foundation School **must**:

- obtain from the school an admissions pack, including a prospectus which will explain whether you will be asked to provide/complete supplementary information/forms;
- complete a Common Application Form (SA2) naming the school preferred **and** stating a second and third preference.

The Admissions Criteria for Voluntary Aided and Foundation Schools are included in Section 14.

#### **4.4 When should you apply?**

If your child currently attends an Infants or First school in Worcestershire, you will receive in September 2007:

- Information about the transfer process
- Common Application Form (SA2)

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 (SA2) 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 infants or first school, you may obtain an admissions pack from the Pupil Admissions and Transfers Section (address shown on page 1).

**The closing date for applications is 2nd November 2007.**

Applications received after this date are subject to the late applications policy described in paragraph 4.6 below.

#### **4.5 How are places allocated?**

The Pupil Admissions and Transfers Section will send details to all of its Voluntary Aided and Foundation Schools, of all applications received for that school, irrespective of ranking, for initial consideration, 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.**

#### **4.6 What if your application is late?**

Late applications for Community and Voluntary Controlled Schools, received up to and including 31st December 2007, 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 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 December 2007, 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 January 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.

#### **4.7 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 15.

#### **4.8 When are decisions made?**

On 28th January 2008, offer notification letters will be sent via second class post to parents, from the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of a Voluntary Aided or Foundation School.

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.

#### **4.9 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 enquire 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.**

#### **4.10 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 as at June 2007 are given in Section 13 of the booklet.

## IMPORTANT DATES

### WHEN APPLYING FOR A PLACE IN WORCESTERSHIRE SCHOOLS (JUNIOR/MIDDLE SCHOOLS – AT NORMAL AGE OF TRANSFER)

Closing Date  
**2nd November 2007**

**Date** for all applications to be received at either the current school or LA.

(Applications received by the closing date will generally receive priority over those received at a later date unless exceptional circumstances apply. Details of the late applications policy are given in Section 4.6)

Offer of a school place  
**28th January 2008**

This offer will be made in writing and posted 2nd class to the child's home address.

### APPLY ON-LINE AND SAVE TIME

If you live in Worcestershire and your child is due to transfer to a Junior or Middle school in September 2008, you will have to apply to Worcestershire County Council for his or her school place.

If you have access to the Internet, there is a quick and simple way for you to do this – you can express your school preferences on-line. The on-line service will be available for making your application from 3rd September 2007 until the closing date 2nd November 2007.

To complete your application on-line visit:

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

### The Benefits

- It is quick and easy to do
- Available 24 hours a day, 7 days a week, up to the relevant closing date
- There is no risk your application will get lost
- By making a note of your reference number, you can change the details on your application up to the closing date
- The system is secure so that your information is protected
- You will get an e-mail confirmation that your application has been received

If you have any queries about the on-line school admissions process, please email the admissions team on: [schooladmissions@worcestershire.gov.uk](mailto:schooladmissions@worcestershire.gov.uk)