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Introduction

Local Authorities are required, to operate a coordinated admissions scheme for 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 2022/23, 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,



Co-ordinated Admissions Scheme for Secondary Schools in Worcestershire for 2022/23 Academic Year

By 26th November 2021, Worcestershire LA will send all neighbouring LA's the details of applicants for their schools, who will then apply their admissions criterion.

By 16th December 2021, 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 on page 6.

Finalising the Allocation Process

By 4th February 2021, all schools will be notified of the final allocation of places.



Co-ordinated Admissions Scheme for

Timetable of Admissions Process

Date	Action
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The Fair Access Protocol

As part of the Worcestershire Fair Access Protocol, which can be viewed at the following link: [Fair Access Protocol \(opens in a new window\)](#) , 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.

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.



Co-ordinated Admissions Scheme for Secondary Schools in Worcestershire for 2022/23
Academic Year