



Appendix 2 b

Co-

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 application forms will be 31st October 2017 .

4) Initial Allocation Process

By 17th November 2017, Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria.

By 24th November 2017, Worcestershire LA will send details to all of it's Academies, Foundation and Voluntary Aided Schools for initial consideration, including all applicants from other LA areas. Late applications will be forwarded upon receipt.

By 18th December 2017, Worcestershire LA will receive a ranked list from each of it's 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 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.

5) Finalising the Allocation Process

By 9th February 2018, a final list will be received from other neighbouring authorities, to be compared against previous listings.

On 1st March 2018, an offer of a school place will be made by Worcestershire LA,

- a) where a family have just moved address, (refer to Information for Parents booklet);
- 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 2018, 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 or 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 2018 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.

Timetable of Admissions Process

31 st October 2017	All applications must be received, either at current School, on-line or the HOME LA.
17 th November 2017	

SECTION B

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