

# King Charles I School

## Admission Policy for entry to Year 7 at age 11 in September 2025

### Version Control

Policy author:

Headteacher

Policy approved by:

Trust Board

Version	Date	Details
1.0	15 <sup>th</sup> July 2019	Policy written
2.0	13 <sup>th</sup> July 2020	
3.0	12 <sup>th</sup> July 2021	Updated in line with the new School Admissions Code 2021
4.0	18 <sup>th</sup> Oct 2021	Draft changes made to the Feeder Schools section for consultation
5.0	13 <sup>th</sup> Dec 2021	Updated following the consultation
6.0	11 <sup>th</sup> July 2022	General updates
7.0	26 <sup>th</sup> June 2023	General updates

This policy contains four sections:

**Introduction**

**Admissions process**

**Oversubscription criteria and definitions**

**Useful contact details**

The Policy should be read in conjunction with [ts Admissions and Transfers to Schools 2025/2026](#) document (available to view online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)) pwWm0 0 1 rg0 0 1 B[www]-14(.worc

in Worcestershire, transfer information and the CAF are also available on-line at <http://www.worcestershire.gov.uk/schooladmissions>. Your completed application must be received by your home Local Authority by their deadline.

The parents/carers 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 local authority (the home local authority is defined as the local authority relevant to the child's home address). The hom

Offers will be made by the home local authority on the published date. Offers will not be made by King Charles I School and parents/carers should not contact the school directly if they have not received an offer letter.

For pupils resident in Worcestershire: the offer emails will be sent on 3 March 2025 to parents/carers who applied online. The offer letters will be posted on 3 March 2025 to parents/carers who applied on paper via second class postage. They will be sent direct to parents/carers, by School Admissions, even if it is on behalf of the local governing body of an Academy, Foundation, Free or Voluntary Aided School, or a school in a neighbouring local authority.

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.

The offer email/letter will include an acceptance/decline slip which must be returned by the date s

Parents/carers can also request that their child be admitted outside of their normal

Where there are more applications than places pupils will be offered places in the follow

