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## Introduction

In-Year admissions relates to applications by parents to move their child to another school other than at the normal point of entry e.g. following a change of address. These are also known as “casual” or “admissions outside of the normal admissions round”. The Scheme outlined below will apply to the academic year 2024/25.

## Important things to consider before moving school

Moving a child to another school is a very serious step to take. It can affect a child in many ways. It is important to consider whether a transfer is really the best option. If you are requesting a change of school that is not as a result of a house move, before making a definite decision to transfer to another school, you should think very carefully and talk through any issues with your child’s present school. Before deciding to move a child to another school, please consider the following information carefully.

- Pastoral Care – the child will need to build new friendships and get used to a new teacher.
- Curriculum – although there is a National Curriculum, each school will deliver a part of this curriculum at different stages and times during the school year.
- Years 10 & 11 – you should be aware that moving a child in these particular year groups may not always be in the best interest of the child. Not all schools offer the same subjects at examination level and may use different exam boards and offer different syllabuses. The outcomes for children moving schools in those year groups is often detrimentally impacted by the move.
- Transport – How will your child get to the new school, you may not necessarily be entitled to transport assistance.
- Costs – All Worcestershire schools have a school uniform which all pupils will be expected to wear.

Many things that worry parents and pupils can be sorted out without the need to move schools. Talking to your child and staff at your child’s present school should avoid a transfer between schools in almost all circumstances. If a child is unhappy at school, speak to their class teacher or make an appointment to see the Head Teacher. If you have a complaint about a school, the teachers or the work your child is doing, if

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If you suspect that a child may be being bullied, talk to the child – ask them how they are – if there is anything worrying them. If they report an incident – write it down. Has this happened before? It is important that they know that it is not their fault. If it happened at school – tell the child’s teacher. Keep a record. Encourage your child to tell someone straight away. If you believe a child is being bullied at school, it is very important to keep school informed of any



5. Applications from parents for schools outside Worcestershire should be made direct to the school or the local authority in whose area the school is located to find out how they process in-year applications.
6. Parents will be invited to state up to six preferences on the application. The schools should be placed in order of priority and reasons for those preferred schools given. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.
7. Where a parent approaches a school directly the parent should be advised to complete an on-line application.

## The Allocation Process

Following receipt of the application the School Admissions team will make the full details to all schools listed on the application. All applications will be subject to scrutiny to determine whether or not they meet the criteria for consideration under the Fair Access Protocol.

Schools must consider requests with regard to the current number on roll, teaching organisation and accommodation and, in respect of infant and primary schools, key stage 1 class size limits. The school must inform the Authority of the availability of places and whether or not a place is available. This law requires that the outcome of an in-year application be communicated to the parent within 15 school days of the application being received. An admission authority can only refuse to admit an applicant if the admission would prejudice the provision of efficient education and the efficient use of resources.

The School Admissions Team will consult the preferred schools on receipt of the application and will let parents know if an offer can be made at any of the preferred schools. Where possible, this will be within 10 school days of receiving the application, The law requires an outcome to be provided to parents within 15 days of receiving the application at the latest. This is to ensure that children are not out of school for unnecessarily long periods of time. If it is not possible to offer a place at one of the preferred schools then an alternative will be advised to parents. This will normally be the nearest schools with vacancies, for which the parent can express additional preferences.

## The Offer of a School Place

If a child can be offered a place at more than one school then a place will be offered at the highest ranked school possible. Where a school has advised that a place is available they will be informed if the place is the one to be offered or not to the parent. Parents will receive a single offer of a school place.

School Admissions will communicate the decision in writing to parents. If you are offered a place at a school the offer letter will instruct you to make direct contact with the school to arrange a mutually convenient start date.

Where an admission authority is unable to meet a preference, the law requires a refusal letter to include the reasons why admission was refused; information about the right to appeal; any response date for lodging an appeal and the contact details for making an appeal as well as any waiting list procedures. The school will provide this information to School Admissions who will include the details in your letter. School Admissions will, where applicable and, if possible, provide details of schools with places available in the appropriate year group.



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interrupted. This could be because of a change of address to another area, where children have especially challenging behaviour or who have been permanently excluded and cannot find another school place.

All LA's are required to have a "Fair Access" Protocol in place. This ensures that education placements can be made for vulnerable, excluded or "Hard to Place" pupils as quickly as

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