



School Admission Guide for Families Resident in Worcestershire applying for Secondary schools

For children attending Primary or Middle Schools born between:

1 September 2004 and 31 August 2005 for Year 7 Intake
and 1 September 2003 and 31 August 2004 for Year 8 Intake
and 1 September 2002 and 31 August 2003 for Year 9 Intake

Moving on to Secondary school is an exciting step for you and your child, however the process can sometimes appear confusing. This leaflet aims to provide you with some basic information and advice, as well as how and when you need to apply for a Secondary school place.

Even if you already have older siblings in a school, you live in the catchment area for a school, have been placed on an expression of interest register or think you have either already applied or put your child's name down at a school, **you will still need to make and submit an on-line application**. This is very important, if you do not make an application on time, you may not be considered for places until after all those that applied by the closing date.

Visit: **www.worcestershire.gov.uk/schooladmissions** to make your application.

Or telephone School Admissions on 01905 822700 if you need assistance.

Applications open on 1st September 2015 and close on 31st October 2015

You are advised to refer to: Section 6 of the 2016/2017 **Information for Parents book** available at www.worcestershire.gov.uk/schooladmissions

All of the information you need is available on our website :
www.worcestershire.gov.uk/schooladmissions

The different types of school

Academies (A)

The Academy Trust and the Headteacher have responsibility for managing the academy and have responsibility for deciding the arrangements for admitting pupils including their own admissions criteria. Academies are not maintained by the local authority. Academies are usually the result of a change to an existing state school.

Community (C) and Voluntary Controlled (VC) schools

Worcestershire Local Authority (LA) is the admission authority i.e. it has responsibility for deciding the arrangements for admitting pupils to community (C) and voluntary controlled (VC) schools including the admissions criteria.

Foundation (FD) and Voluntary Aided (VA) schools

The governing body is the admissions authority i.e. it has responsibility for deciding the arrangements for admitting pupils including their own admissions criteria.

Free schools (FR)

Free Schools are non-profit making, independent, state-funded schools. Unlike normal state-funded schools, Free Schools are not controlled by the local authority. Free Schools are similar to academies, but will usually be new schools.

For more detailed information on types of school visit www.gov.uk.

In Worcestershire the age range of entry to High school varies across the County. The table below indicates the year of entry to High Schools in each area.

Year 7	Year 8	Year 9
Bewdley	Droitwich	Evesham
Hagley	Pershore	Bromsgrove
Kidderminster		Redditch*
Malvern		
Martley		
Redditch*		
Rubery	*Tudor Grange Academy Redditch will admit Year 7 and Year 9 students in 2016	
Stourport		
Tenbury		
Upton upon Severn		
Worcester		
Wythall		

SEND Information, Advice and Support Service Worcestershire

The **SEND Information, Advice and Support Service** is a Statutory Service at arms' length from Worcestershire Children's Services and is able to provide independent and neutral information, advice and guidance on Special Educational Needs, Non Curriculum issues and Elective Home Education.

To access this service please telephone: 01905 610858 or email SENDIASS@worcestershire.gov.uk

When and How to Apply for a High School place for the Academic Year 2016/2017

When to Apply	
Applications Open on	1st September 2015
Closing Date	31st October 2015
School Offer Notification Date	1st March 2016

If you live in **Worcestershire** and your child is due to transfer from a Primary/Middle school to a High school in September 2016, then you must apply to Worcestershire County Council for his or her school place – the opening and closing dates for applications are as above.

How do I apply?

- Apply online at www.worcestershire.gov.uk/schooladmissions
- You will need an email address
- Once you have submitted your application you will receive an email to acknowledge receipt. If you do not receive this email, it could mean that you have not submitted the application correctly and should resubmit it.
It is very important that you retain this receipt as proof of submission for your records.
- If you do not have access to the internet, you can get online at any Worcestershire library.
- Join the Library and use your Library card to get one hour internet access free each day.
- Training on “How to get online” is available free to all Worcestershire Library members.

If you require additional assistance please do not hesitate to call School Admissions on 01905 822700.

N.B. It is very important that you apply by the closing date of **31st October 2015**. If you do not make an application on time, you may not be considered for places until after all those that applied by the closing date. Applications received after the deadline may be classed as late and you may be refused a place, even if you live in the catchment, have a child at the school already or live very close to the school.

You are advised to refer to: Section 6 of the Information for Parents Admissions and Transfers to Schools book 2016/2017 for full details of the Late Application procedure.

Deadline for applications is 31st October 2015

After the closing date, you will need to visit www.worcestershire.gov.uk/schooladmissions to download an SA1 Late application form to apply or telephone: 01905 822700 to request a Late application form.

Parents of children resident outside Worcestershire

If you are not resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire.

Offer Date

Offers will be issued on **1st March 2016**. They will be issued direct to parents, by the School Admissions Section, even if it is on behalf of the governing body of an Academy, Foundation, Free or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application, a place will be offered at the nearest school with available places for pupils who live in Worcestershire.

What do I need to do?

1. Visit Schools

Schools hold open events for interested parents and children. (Details are on page 6). You can tour the school, talk to staff and pupils and see demonstrations. These are good opportunities for you and your child to have a look at the school and get a feel for it. If you are unable to make the arranged date, most schools are usually happy for you to visit at a different arranged time. You should contact the school direct to organise this.

Visit as many schools as you can to compare. Make up your own mind rather than listening to rumours. Feel free to talk with schools about things that are important to you.

2. Get more information about the schools you are interested in

- Every school produces a school prospectus (a brochure giving information about the school). Ask the school for a copy.
- Look at the school website.
- Read the information on each school in the 2016/17 **Information for Parents book** which is available online at www.worcestershire.gov.uk/schooladmissions
- <http://schoolsfinder.direct.gov.uk> gives links to the School profile, Ofsted reports and School performance data.

3. Look at the admission policy

If a school is oversubscribed (has more applications than places), it will use admission criteria to decide who to offer places to. Please ensure you read them carefully before applying.

4. Decide which schools

You are strongly advised to use all of the three preferences available to you and to be realistic about the schools you apply to. Always put down one school where you are more likely to get a place, even if it is your third preference.

DO NOT HOWEVER, put schools as a preference if you would be unhappy with the offer of a place at that school.

NB Parental responsibility

Should more than one parent have parental responsibility for a child, both parents must be in agreement over the preferences expressed prior to the application being submitted. Failure to ensure agreement prior to submission, may result in a delay in the application being processed and in some instances a legal resolution may be required.

Consider **how your child will get to school** before you apply – can your child walk or cycle there or use public transport. Avoid applying to a school which will be difficult to get to or may involve expensive transport costs.

Information about home to school transport assistance available to residents of Worcestershire is available on-line at http://www.worcestershire.gov.uk/homepage/18/school_and_college_transport or Tel: 01905 765765.

5. Apply on time

Places are allocated on the basis of applications received on or before the closing date of: 31st October 2015. It is very important that you apply on time. If you do not submit an application on time, you may not be considered for places until after all those that applied by the closing date.

Applications received after the deadline may be classed as late and you may be refused a place, even if you live in the catchment, have a child at the school already

How do I decide which schools to apply to and the order to put them in?

If you are not sure which schools are in your area or what is your catchment school, you can find out if you telephone:01905 822700 or visit the website www.worcestershire.gov.uk/schooladmissions

Look carefully at the admission rules (criteria) for the schools you like and work out which rules (criteria) apply to your child.

Use all of this information to consider how likely it is that your child would be offered a place at each of the schools you like.

Mythbusters

- Listing only one preference does not increase your chance of getting into that school.
- Applying for more than one school does not weaken your chances of getting a place at your preferred school.
- Naming schools that you are very unlikely to get as your second and third preferences will not increase your chances of getting your first preference school. The other schools you applied for are not considered when deciding who to offer places to.
- Applying for your catchment school does not mean you will be automatically offered a place there. If you can be offered a school which is higher on your list, you will be.
- All applications to a school are considered at the same time. Listing a school as a first preference does not give you priority over those who put the school as a second or third preference. All preference are considered equally. The order in which you list the schools is only used if you could be offered a place at more than one school. In this case, you would be offered whichever of **those schools was highest on your application form**.
- Having gained admission for one child at a school does not guarantee a younger child will be admitted. Should the school be oversubscribed at the time of application of a younger sibling, catchment area may have a higher priority on the oversubscription criteria.

Tips

- You can name up to three schools on your application. You are strongly advised to use all three preferences to increase your chance of getting a preferred school.
- You are advised to include your catchment school as one of your three preferences. However please note that you are not guaranteed a place at your catchment school.
- Do not put schools as a preference if you would be unhappy with the offer of a place at that school. It would be a waste of a preference if you were offered a place at a school that you would not be happy with your child attending.

Be Realistic!

Don't waste all three preferences on schools that are unlikely to be able to offer your child a place. Have at least one school as a "safety net" where you are likely to be offered a place.

- When deciding who to offer places to, schools do not know what order you have listed them on your application or which other schools you have applied for – this information is confidential prior to allocation.
- Decisions about who to offer places to are made using the admission criteria only. Any other schools you may have applied to, has no bearing on the admission arrangements.

Location of High Schools in Worcestershire

(1) BEWDLEY (Yr 7 entry)

The Bewdley School and Sixth Form Centre

(2) BROMSGROVE (Yr 9 entry)

North Bromsgrove High School
South Bromsgrove High School

(3) DROITWICH (Yr 8 entry)

Droitwich Spa High School

(4) EVESHAM (Yr 9 entry)

The De Montfort School
Prince Henry's High School

(5) HAGLEY (Yr 7 entry)

Hagley Catholic High School
Haybridge High School & Sixth Form

(6) KIDDERMINSTER (Yr 7 entry)

Baxter Business & Enterprise College
Holy Trinity School
King Charles I School
Wolverley CE Secondary

(7) MALVERN (Yr 7 entry)

The Chase School
Dyson Perrins CE Academy

(8) MARTLEY (Yr 7 entry)

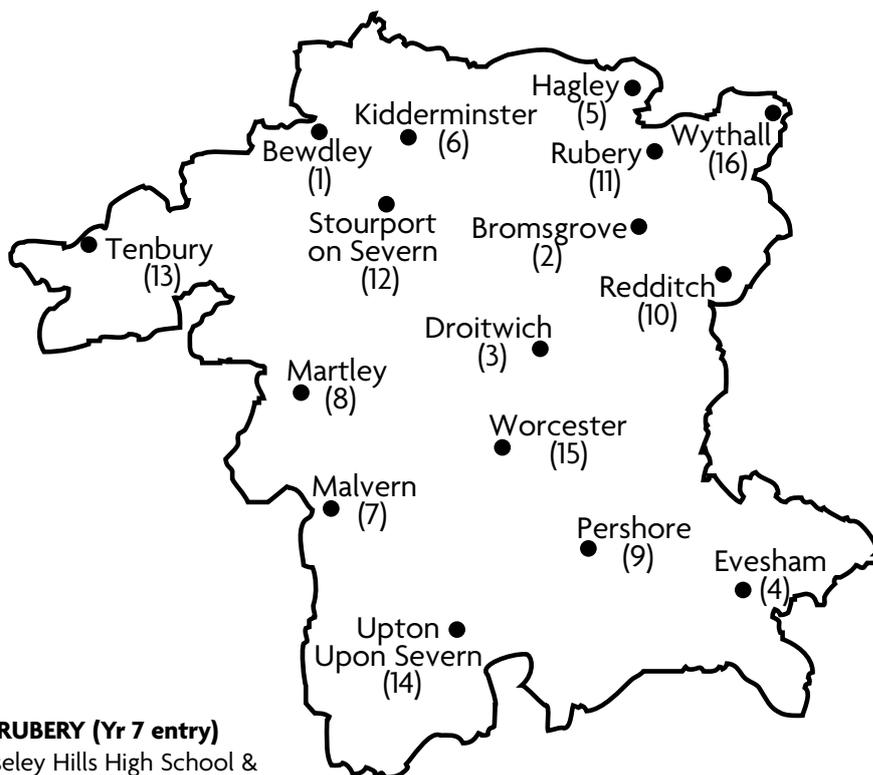
The Chantry School

(9) PERSHORE (Yr 8 entry)

Pershore High School

(10) REDDITCH (Yr 9 entry)*

RSA Academy Arrow Vale
Tudor Grange Academy Redditch
St Augustine's Catholic High School
Trinity High & Sixth Form Centre



(11) RUBERY (Yr 7 entry)

Waseley Hills High School & Sixth Form Centre

(12) STOURPORT UPON SEVERN (Yr 7 entry)

The Stourport High School & Sixth Form Centre

(13) TENBURY (Yr 7 entry)

Tenbury High Ormiston Academy

(14) UPTON UPON SEVERN (Yr 7 entry)

Hanley Castle High School

(15) WORCESTER (Yr 7 entry)

Bishop Perowne CE College
Blessed Edward Oldcorne Catholic College
Christopher Whitehead Language College
Nunnery Wood High School
Tudor Grange Academy

(16) WYTHALL (Yr 7 entry)

Woodrush High School

*Tudor Grange Academy Redditch will admit a Year 7 intake as well as a Year 9 intake for 2016.

Dates of Open Events in 2015 at Worcestershire Schools

The table below tells you what date each school will hold its open event. It is in alphabetical order. Full details of each open event including dates of any visits during the day can be found on the individual schools website.

Town	School Name and Website Address	Date and time of open event
Bewdley	The Bewdley School and Sixth Form Centre www.bewdley.worcs.sch.uk	Wednesday 7th October 6-8pm Sixth Form: Thursday 15th October 6-8 pm
Bromsgrove	North Bromsgrove High School www.northbromsgrove.worcs.sch.uk	Thursday 15th October
	South Bromsgrove High School www.southbromsgrove.worcs.sch.uk	Thursday 8th October
Droitwich	Droitwich Spa High School www.droitwichspahigh.worcs.sch.uk	Thursday 17th September
Evesham	The De Montfort School www.tdms.worcs.sch.uk	Thursday 15th October
	Prince Henry's High School www.princehenrys.worcs.sch.uk	Thursday 22nd October

Hagley	Hagley Catholic High School www.hagleyrc.com	Saturday 17th October 9 am till 12.00.
	Haybridge High School www.haybridge.worcs.sch.uk	Open Evening: Thursday 8th October Sixth Form Open Evening: Thursday 15th October
Kidderminster	Baxter College www.baxtercollege.worcs.sch.uk	Full Open Day Thursday 15th October 9.30-11.30 and 6-8pm and Sixth Form Wed 21st Oct 6pm-8pm
	King Charles I School www.kingcharlesschool.co.uk	Year 7 open evening: Thursday 1st October Sixth Form open evening: Thursday 15th October
	Holy Trinity School www.htsfreeschool.co.uk	Wednesday 7th October
	Wolverley CE Secondary www.wolverley.worcs.sch.uk	Wednesday 23rd September Sixth Form Tuesday 6th October
Malvern	The Chase School www.chase.worcs.sch.uk	Open Morning and Open Evening Thursday 24th September
	Dyson Perrins CE Academy www.dysonperrins.worcs.sch.uk	Thursday 8th October
Martley	The Chantry School www.chantry.worcs.sch.uk	Thursday 8th October
Pershore	Pershore High School www.pershore.worcs.sch.uk	Thursday 1st October
Redditch	Arrow Vale RSA Academy www.arrowvale.worcs.sch.uk	Tuesday 22nd September
	Tudor Grange Academy Redditch www.redditch.tgacademy.org.uk	Year 7 - Tuesday 8th September 5.30 – 8.00 Year 9 – Wednesday 9th September 5.30 – 8.00
	St Augustine's Catholic High School www.st-augustines.worcs.sch.uk	New Intake Open Evening Thursday 8th October Sixth Form Open Evening Wednesday 4th November
	Trinity High & Sixth Form Centre www.trinity.worcs.sch.uk	Open Evening Thursday 24th September Sixth Form Open Evening Tuesday 10th November
Rubery	Waseley Hill High School & Sixth Form Centre www.waseleyhills.worcs.sch.uk	Thursday 24th September 6.00pm – 8.30 pm
Stourport	The Stourport High School & Sixth Form Centre www.shs.worcs.sch.uk	Open Evening Thursday 24th Sept Sixth Form Open Evening Thursday 22nd Oct
Tenbury	Tenbury High Ormiston Academy www.tenburyhighormistonacademy.co.uk	Open Day and Open Evening Tuesday 22nd September 7pm
Upton upon Severn	Hanley Castle High School www.hanleycastle.worcs.sch.uk	Wednesday 7th October
Worcester City	Bishop Perowne CE College www.bishopperowne.co.uk	Thursday 17th September 9.00am – 12.00 noon and 7.00pm – 9.00pm
	Blessed Edward Oldcorne Catholic College www.blessededward.co.uk	Wednesday 23rd September
	Christopher Whitehead Language College www.christopherwhitehead.worcs.sch.uk	Thursday 1st October 6:30pm
	Nunnery Wood High School www.nunnerywood.worcs.sch.uk	Open Evening Tuesday 22nd September 7pm Open Day Wednesday 23rd September (tours at 9.00am and 11.15am)
	Tudor Grange Academy www.tgaw.org.uk	Open Evening Monday 14 September: 6.15pm. Open Morning Wednesday 16 September: 9.00–11.00
Wythall	Woodrush High School – An Academy for Students Aged 11-18 www.woodrushhigh.worcs.sch.uk	Open Evening on Thursday 24th September

Checklist for applying

**31st October 2015 is the closing date
for High School applications.**

- Visited the website www.worcestershire.gov.uk/schooladmissions and read the 2016/17 Information for Parents book.
- Visited Schools and obtained a School Prospectus.
- Applied online and retained the email receipt sent when submitted. Remembered to keep a reminder of own password used when applying for future use.

Date Applied:

Password:

Security Question Answer:

If there is anything about the admissions process which you do not understand please contact the Worcestershire Hub on:

By Phone: 01905 822700

By Fax: 01905 766776

By Post: School Admissions Section,
Children's Services Directorate,
PO Box 73,
Worcester
WR5 2YA

By Email: schooladmissions@worcestershire.gov.uk

Online: www.worcestershire.gov.uk/schooladmissions

The SEND Information, Advice and Support Service offers independent and neutral information /advice on Special Education Needs and information on elective home education. Please contact:

By Phone: 01905 768153

By Email: sendiass@worcestershire.gov.uk

Online: www.sendworcestershire.co.uk

This leaflet has been prepared by the Directorate of Children's Services to inform parents about School admissions and transfers in good time for the school year 2016/17. To the best of our knowledge all information was correct at the time of printing: July 2015