



PARKSIDE MIDDLE SCHOOL SCHOOL ADMISSIONS POLICY

Admissions

The planned admission limit for Year 5 in September 2018 is 150 pupils, and children are admitted to the school in accordance with Worcestershire Admissions Policy.

Worcestershire Admissions Policy

Introduction

Local Authorities are required, to operate a co-ordinated admissions scheme for First, Primary & Middle Schools. 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 2017/18, and is similar to the scheme implemented for the last few academic years for Secondary Schools.

The Application Process

ALL pupils, **who reside within Worcestershire**, who wish to apply to any First, Primary or Middle School, including **any** school outside the county of Worcestershire, are required to complete an application.

This also means that any pupil, **who does not reside within Worcestershire**, but wishes to apply for a place at a Worcestershire school must complete **an application provided by their "home" LA**. (*The "home" LA is defined as the Local Authority relevant to the child's home address*). The "home" LA will ensure the application details are passed on to this authority for consideration in the allocation of school places.

When all applications have been considered, in conjunction with neighbouring LA's and/or Academies, Foundation, Free and Voluntary Aided Schools, the offer of a **single** school place will be made by the "home" LA, on behalf of the relevant admission authority.

Parents should be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that they ensure that they have understood the information that is available from each LA/School, before stating their preference on any application form.

Please make contact with the Admissions Teams of any of the relevant LAs, if further information is required. Address and telephone numbers of all neighbouring LA's can be found in the Information for Parents Admission Booklet.

The Application and Closing Date

Parents are invited to state three preferences, and parents are also able to state the reasons, for their preference. All preferences are to be **treated as equal 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 applications will be **15th January 2018**. Parents must apply online by visiting www.worcestershire.gov.uk/schooladmissions.

If you do not have access to the internet Application Forms are available from the School, Local Worcestershire Hub or by request on Tel no: 01905 822700

Dates decisions are made

On 16th April 2018, an offer of a school place will be made by Worcestershire LA, on behalf of the relevant admission authority, in the case of Worcestershire residents (even if the placement is for an Academy, Foundation, Free and Voluntary Aided School or a school in a neighbouring LA). **For families residing outside Worcestershire, who have applied for a place in a Worcestershire school, the offer letter will be sent by the “home” LA.**

The **single** offer will normally be the highest ranked school on the application form, at which a potential offer could be made

In the few cases, where it may be not be possible to offer a place at any of the three preferences stated on the application, and the parent is a Worcestershire resident, a place will be offered at the catchment area school (if places are available), or after consultation with other relevant admission authorities, the nearest available school with places, which includes Academies, Foundation, Free and Voluntary Aided Schools.

Late Applications

Between 16th January 2018 and 28th February 2018, it is likely that a number of late applications will be received. The Council has agreed in it's co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within this time-frame, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by the Directorate of Children's Services, 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 28th February 2018, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

All applications received after 28th 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.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools are maintained by the Worcestershire Schools Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of the Autumn term. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term.

In-Year Admissions Policy (Casual Admissions)

Applications with a first preference for 'In Year' transfers into a Community or Voluntary Controlled School in Worcestershire, must be forwarded to Worcestershire County Council, School Admissions Section.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

The procedure for in-year admissions for Worcestershire residents is as follows;

- 1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;
 - Child's current school (if in Worcestershire).
 - School being applied for (if in Worcestershire)
 - Worcestershire Hub Centre (Tel 01905 822700)
 - Download form from website (www.worcestershire.gov.uk)
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current Headteacher (if already attending a Worcestershire School).
- 3) The parent should then forward the form onto School Admissions Section to be processed.
- 4) The Home Local Authority will write to parents, on behalf of the relevant admission authority, normally within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of the right of an appeal, on behalf of the relevant admission authority and in most cases, an alternative school will be offered.
- 5) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the Worcestershire Schools Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of each term. At that stage they will be discarded and parents will need to reapply at the start of the following term if they wish to be included.

Dated: September 2017
Review date: September 2018

Headteacher.....

Chair of Governors.....

Date.....