

School Admission – In-Year Applications Frequently Asked Questions for 2023/24 academic year only

Q1: Which ages and year groups does In-Year encompass?

Please see the [Tier Groups by District](#) page and find out which year group your child will be in.

The law says that the local authority must give parents the chance to state their preference for the school they wish their child to attend. The law does not give parents/carers an absolute right to "choose" the school for their child. It is important to find out the name of the catchment area school for the home address.

You may apply for other schools, including Academy, Foundation, Free or Voluntary Aided Schools, Important Considerations for you to note:

- Having gained admission to a school of your preference does not mean that younger siblings will automatically gain admission to the same school. Should the school be oversubscribed at the time of application of a younger sibling, other children may have a higher priority on the oversubscription criteria.
- You should give careful consideration to the means by which your child will travel to school (see the School Transport pages for further information)

Q2. How do you apply for an In-Year School Place?

Parents and Carers with a first preference application for an 'In-Year' transfer to a Worcestershire school must complete a [Worcestershire on-line application](#). If you are unable to apply on-line, contact School Admissions on 01905 822700 for assistance.

In addition to the on-line application, parents must arrange for their child's current/previous school to complete the [Education History Form](#). This is available to download from the Worcestershire Children First website and must be either uploaded to the application or forward to School Admissions in order for them to process the application.

Some Voluntary Aided, Academy, Foundation or Free schools may require parents to complete a supplementary form which may request information that allows them to apply their oversubscription criteria. If a supplementary form is required, it must be submitted with the application. It will not be regarded as a valid application unless the parent has also completed an application.

Parents will be invited to state up to three 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.

Applications from parents for schools outside Worcestershire must 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.

Where a parent approaches a school directly the parent should be advised to complete a Worcestershire on-line application.

Q3. What special considerations should I make?

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. You are encouraged to consider all of the above points, decide whether a transfer is really the best option and discuss your concerns with staff at the child's current school. A change in school does not always lead to improvements in a pupil's behaviour. Moving your child to another school is a very serious step; it will not always solve the problem and can sometimes be more detrimental than helpful.

Before deciding to move a child to another school, please consider the following information carefully. You need to look at the published admission criteria for each school you are expressing as a preference. Sometimes you may be required to submit extra information (such as a baptism certificate or letter from your church) before your application can be considered under a particular admission criterion.

Q4. Why do I have to put three preferences on the application form?

You are not required to use all three preferences, however you should consider all schools in an area in case your application for your higher preference schools are unsuccessful. If the admission authority cannot offer your child a place at your preferred school, you will be offered the nearest school to your home address that has a place available. By including three preferences, it helps the local authority consider schools that you would find acceptable for your child.

You can indicate on the application form if you would prefer your child to stay at their current school, in the event that we are unable to offer one of your preferred schools.

Q5. My child currently lives outside Worcestershire and would like a Worcestershire school place, what should I do?

Irrespective of where you live, if you wish to apply for an 'In-Year' transfer to a school in Worcestershire you must complete a [Worcestershire on-line application](#) and arrange for the Education History form to be completed by your child's current/previous school.

Q6. My child currently lives outside the UK, but is relocating to Worcestershire, what should I do?

Irrespective of where you live, if you wish to apply for an 'In-Year' transfer to a school in Worcestershire you must complete a [Worcestershire on-line application](#).

You will need to provide appropriate evidence as proof of address if applying prior to residence in the UK. For more details, please contact the School Admissions Team on 01905 822700.

Q7. My child currently lives outside Worcestershire, but would fall under the category of 'children of UK service personnel and other Crown Servants', how would my application differ from other applications?

Applications from UK service personnel and other Crown Servants will be considered in advance of their arrival in Worcestershire. Subject to the provision of the appropriate proof required by the School Admissions Code (proof of posting or proof of relocation date and intended address) applications will be considered up to one term in advance. Please contact School Admissions on 01905 822700 if you require further clarification about how we will consider your application.

Q8. Where can I find the Worcestershire In-Year scheme?

You will find full details at [School Admission Policies 2023/24](#).

Q9. How will I know that you have received my application?

The School Admissions Team will write to parents, 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 and in most cases, an alternative school will be offered.

Q10. My child has an Education Health and Care plan, how do I apply to change their school?

Parents should contact their child's current school Special Educational Needs Co-ordinator or SEN casework officer to discuss a change of school for their child. Please note, applications for children with an EHCP cannot be processed by School Admissions.

Q11. Who has responsibility for the allocation of places?

If a school is oversubscribed (has more applications than places), it will use their admission criteria to decide who to offer places to. Please read them carefully for the schools you are interested in.

For Community and Voluntary Controlled Schools, decisions are made by the School Admissions Team. For Academy, Foundation, Free or Voluntary Aided Schools decisions are made by the governing bodies of the individual schools. See [Published Admissions Policies](#).

Q12. What happens if you are moving into a new area?

Where families with children of school age are moving into a new area, parents should at the earliest opportunity either enquire at schools in the area or contact the Local Authority School Admissions Section in the area. You will be required to provide independent documentary evidence as proof of move to support any application you may make. If your move falls outside of the normal admissions round then please refer to Section 9, In-Year Admissions.

Please be aware that we are unable to reserve places in the event that further applications may be received, this means we will not be able to process your application more than 6 weeks in advance of the date you require the place. Please be aware that some schools may well already be full at the time of your application.

Q13. How many children may be admitted to each school?

The County Council has a duty to ensure the provision of efficient education and the efficient use of resources. Schools cannot be permitted to become overcrowded. The number of pupils that may be admitted to a school in the relevant intake year group is known as the Published Admission Number (PAN). NB Please be aware that this number is not necessarily for other year groups in the school.

Q14. How can my child be placed on a waiting list for a particular school if the year group is full?

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list, the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list.

Waiting lists for **Community and Voluntary Controlled Schools**, are maintained by School Admissions and parents need to apply in order to be included. These waiting lists will be maintained until the 31 December. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term.

Only on receipt of an acknowledgement slip from School Admissions will that child be on the list.

Waiting lists for **Academy, Foundation, Free and Voluntary Aided Schools** are maintained by the individual schools and parents will need to contact the school directly, in order to be included.