

# MIDDLE SCHOOL ADMISSION GUIDE



## Residents in Worcestershire applying for Middle schools School Admission Guide for Families

### For children attending First Schools born between:

1 September 2013 and 31 August 2014 for Year 6 Intake  
and 1 September 2014 and 31 August 2015 for Year 5 Intake

Moving on to Middle 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 Middle 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](http://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 2023 and close on 15th January 2024.**

You are advised to refer the relevant 2024/2025 Information for Parents book available at:

[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)



# The different types of school

## Academies (A)

Academies are publicly funded independent schools. The governing body/academy trust have responsibility for managing the academy and have responsibility for deciding the arrangements for admitting pupils including their own admissions criteria. Academies don't have to follow the national curriculum and can set their own term times. They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools.

## 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 funded by the government but aren't run by the local council. Free Schools are non-profit making, independent, state-funded schools. They're 'all-ability' schools, so can't use academic selection processes like a grammar school. The governing body have responsibility for managing the Free School and have responsibility for deciding the arrangements for admitting pupils including their own admissions criteria.

**For more detailed information on types of school visit the [www.gov.uk](http://www.gov.uk) website.**

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

Year 5	Year 6
Bromsgrove	Evesham
Droitwich	
Pershore	
Redditch	

## 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, Disabilities, Health and Social Care as well as Non Curriculum issues such as Admissions, Exclusions, Attendance and Elective Home Education.

**To access this service please telephone: 01905 768153 or email [sendiass@worcestershire.gov.uk](mailto:sendiass@worcestershire.gov.uk).**

# When and How to Apply to start Middle school for the Academic Year 2024/2025

When to Apply	
Applications Open	1st September 2023
Closing Date	15th January 2024
School Offer Notification Date	16th April 2024

If you live in **Worcestershire** and your child is due to transfer from a First school to a Middle school in September 2024, 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](http://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 **15th January 2024**. 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. **Any late changes to on time preferences are also subject to the late application policy.**

**You are advised to refer to the relevant Information for Parents Admissions and Transfers to Schools book 2024/2025 for full details of the Late Application procedure.**

**Deadline for applications is 15th January 2024**

## Parents of children resident outside Worcestershire

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

## Offer Date

Offers will be issued on **16th April 2024**. They will be issued direct to parents, by School Admissions, 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.

The acceptance or decline of the offer must be made by the date specified.

For pupils not resident in Worcestershire, the offer or refusal will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

# What do I need to do?

## 1. Visit Schools

Schools hold open events for interested parents and children. (Details are on page 7). 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.
- Find My Catchment Area School at: [www.worcestershire.gov.uk/schoolsearch](http://www.worcestershire.gov.uk/schoolsearch)
- Read the information available in the relevant **2024/25 Information for Parents Admissions and Transfers to Schools book** which is available online at [www.worcestershire.gov.uk/schools-education-and-learning/apply-school-place](http://www.worcestershire.gov.uk/schools-education-and-learning/apply-school-place).
- Get Information about Schools gives links to the School profile, Ofsted reports and School performance data: [www.get-information-schools.service.gov.uk/](http://www.get-information-schools.service.gov.uk/)

## 3. Look at the admission policy

**This information is vitally important. 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 should 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: [www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport) or Tel: **01905 765765**.

## 5. Apply on time - the closing date is 15th January 2024.

**Places are allocated on the basis of applications received on or before the closing date of: 15th January 2024. 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 or live very close to the school. Any late changes to on time preferences are also subject to the late application policy.**

If you are in the process of moving at the time of your application you **MUST** provide School Admissions with some firm **independent** evidence of when you will actually begin to live there. This evidence must be provided before the relevant closing date for applications. This is also applicable if you are moving property and wish to have your application considered from your new property.

## 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:

[www.worcestershire.gov.uk/schoolsearch](http://www.worcestershire.gov.uk/schoolsearch)

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. If your catchment school is oversubscribed, you may not be offered a place. To check what your catchment school is you can go on line at:  
[www.worcestershire.gov.uk/schoolsearch](http://www.worcestershire.gov.uk/schoolsearch)
- All on-time applications to a school are considered at the same time. Priority is not given to those who put the school first. 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.
- Having gained admission to a school of your preference, does not mean your child will have highest priority for transfer to the related middle or high school. If the related middle or high school is oversubscribed at the time of transfer, your child might then have to move in a different direction from other children currently attending the same school. Being in a feeder school does not mean you are guaranteed a place in the related middle or high school.

### 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. Check out which school you are in catchment for at the above link.
- 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.
- If we are not able to offer a place at your preferred schools, we will name an alternative school with places. This will normally be the nearest school to where you live that still has places available.

### 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 Middle Schools in Worcestershire

### (1) BROMSGROVE (Yr 5 entry)

Alvechurch CE Middle School  
Aston Fields Middle School  
Catshill Middle School  
Parkside Middle School  
St John's CE Middle Academy

### (2) DROITWICH (Yr 5 entry)

Westacre Middle School  
Witton Middle School

### (3) EVESHAM (Yr 6 entry)

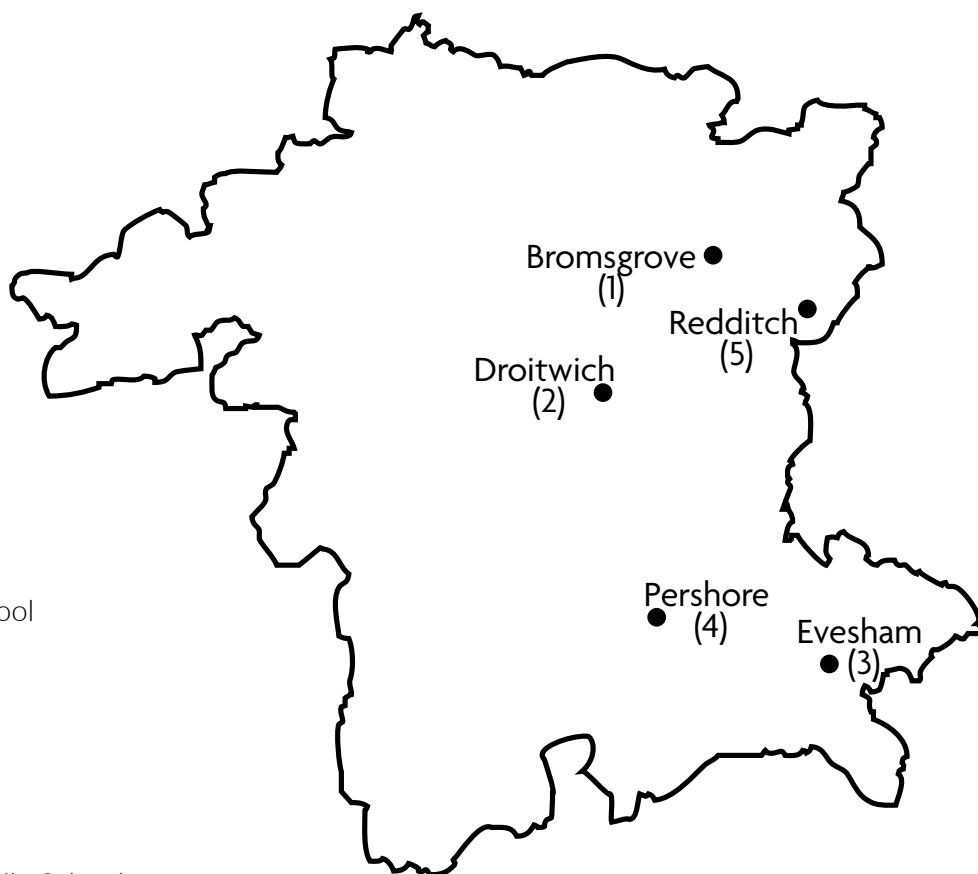
Blackminster Middle School  
Bredon Hill Academy  
The De Montfort School  
St Egwin's CE Middle School

### (4) PERSHORE (Yr 5 entry)

Abbey Park Middle School  
St Barnabas CE First & Middle School  
St Nicholas' CE Middle School

### (5) REDDITCH (Yr 5 entry)

Birchensale Middle School  
Church Hill Middle School  
Ipsley CE RSA Academy  
St Bede's Catholic Middle School  
Walkwood Church of England Middle School  
Woodfield Academy



All schools in the County are co-educational, and all high schools are comprehensive. However, there are different types of school and there are also differences across the County in the age groups that the schools provide for, as explained below.

The areas served by a three-tier system of first, middle and high schools are as follows:

**Bromsgrove      Droitwich      Evesham      Pershore      Redditch**

The three-tier system consists of first schools for pupils from 5 to 8, 9 or 10 years, middle schools for pupils from 8, 9 or 10 years to 12 or 13 years, and high schools which provide for pupils of 11, 12 or 13 years to 18 years. A two-tier system of schools, including Catholic schools also serves Droitwich, Evesham and Pershore areas.

In the other areas of Worcestershire, there is a two-tier system of primary schools for pupils up to the age of 11, with high schools for pupils over the age of 11.

If applying for a A, FD, FR or VA school place, you should check the details in the relevant **2024/25 Information for Parents Admissions and Transfers to Schools book** at: [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) or contact the school direct to find out if you need to complete a supplementary information form for that school.



## Dates of Open Events in 2023 at Worcestershire Schools

The table below tells you what date each school will hold its open event. It is in alphabetical order within district. 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
Bromsgrove	Alvechurch CE Middle School <a href="http://www.alvechurchmiddle.co.uk">www.alvechurchmiddle.co.uk</a>	3 November 2023 am 11 November 2023 Please contact the school to book
	Aston Fields Middle School <a href="http://www.astonfields.worcs.sch.uk">www.astonfields.worcs.sch.uk</a>	No event being held
	Catshill Middle School <a href="http://www.catshill-middle.worcs.sch.uk">www.catshill-middle.worcs.sch.uk</a>	No event being held
	Parkside Middle School <a href="http://www.parkside.worcs.sch.uk">www.parkside.worcs.sch.uk</a>	Tuesday 7, 14 & 21 November 2023 Open Mornings 9:15am start
	St John's CE Academy Middle School <a href="http://www.st-johns-bromsgrove.worcs.sch.uk">www.st-johns-bromsgrove.worcs.sch.uk</a>	No details available at the time of print
Droitwich	Westacre Middle School <a href="http://www.westacre-middle-school.co.uk">www.westacre-middle-school.co.uk</a>	Thursday 28 September 2023 Open Evening
	Witton Middle School <a href="http://www.witton.worcs.sch.uk">www.witton.worcs.sch.uk</a>	Wednesday 20 September 2023 Open Evening
Evesham	Blackminster Middle School <a href="http://www.blackminster.worcs.sch.uk">www.blackminster.worcs.sch.uk</a>	Thursday 5 October 2023 Open Evening
	Bredon Hill Academy <a href="http://www.bredon.worcs.sch.uk">www.bredon.worcs.sch.uk</a>	Tuesday 24 October 2023 Open Evening
	The De Montfort School <a href="http://www.tdms.worcs.sch.uk">www.tdms.worcs.sch.uk</a>	Thursday 28 September 2023 Open Evening
	St Egwin's CE Middle School <a href="http://www.st-egwins.worcs.sch.uk">www.st-egwins.worcs.sch.uk</a>	Wednesday 25 October 2023 Open Evening
Pershore	Abbey Park Middle School <a href="http://www.abbeyparkmiddle.worcs.sch.uk">www.abbeyparkmiddle.worcs.sch.uk</a>	Wednesday 4 October 2023, 6:00 to 7:30pm Friday 6 October 2023, 9:00 to 11:30am
	St. Barnabas CE First & Middle School <a href="http://www.st-barnabasfirstmiddle.worcs.sch.uk">www.st-barnabasfirstmiddle.worcs.sch.uk</a>	Thursday 16 November 2023 9:00 to 10:00 am, 2:00 to 3:00pm and 6:00 to 7:00pm
	St. Nicholas' CE Middle School <a href="http://www.st-nicholas.worcs.sch.uk">www.st-nicholas.worcs.sch.uk</a>	Tuesday 3 October 2023, 4:30 to 6:00pm Thursday 12 October 2023, 5:00 to 6:30pm
Redditch	Birchensale Middle School <a href="http://www.birchensale.worcs.sch.uk">www.birchensale.worcs.sch.uk</a>	Thursday 5 October 2023 Open Evening
	Church Hill Middle School <a href="http://www.churchill.worcs.sch.uk">www.churchill.worcs.sch.uk</a>	Wednesday 25 October 2023 Open Evening
	Ipsley CE RSA Academy <a href="http://www.ipsleyacademy.co.uk">www.ipsleyacademy.co.uk</a>	Thursday 26 October 2023 Open Evening
	St. Bede's Catholic Middle School <a href="http://www.st-bedes.worcs.sch.uk">www.st-bedes.worcs.sch.uk</a>	Thursday 26 October 2023
	Walkwood Church of England Middle School <a href="http://www.walkwoodms.worcs.sch.uk">www.walkwoodms.worcs.sch.uk</a>	Thursday 19 October 2023 Open Evening
	Woodfield Academy <a href="http://www.woodfield.worcs.sch.uk">www.woodfield.worcs.sch.uk</a>	Monday 2 October 2023 Open Evening

**These dates are correct at the time of print (July 2023).**

## Checklist for applying - 15th January 2024 is the closing date for Middle School applications.

Visited the website [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) and read the relevant '2024/25 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 School Admissions:

**By Phone:** 01905 822700

**By Post:** School Admissions,  
County Hall,  
Spetchley Road,  
Worcester,  
WR5 2NP

**By Email:** [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)

**Online:** [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

The SEND Information, Advice and Support Service Worcestershire 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](mailto:SENDIASS@worcestershire.gov.uk)

**Online:** [www.hwsendiass.co.uk](http://www.hwsendiass.co.uk)

This leaflet has been prepared by Worcestershire Children First to inform parents about School admissions and transfers in good time for the school year 2024/25. To the best of our knowledge all information was correct at the time of printing: July 2023.

