



Information for parents

ADMISSIONS TO 14-19 SCHOOLS OUTSIDE OF WORCESTERSHIRE

2024/2025

Find out more online:
www.worcestershire.gov.uk/schooladmissions

WORCESTERSHIRE
CHILDREN FIRST



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Letter from the Director of Children's Services

Dear Parent/Carer

Information for Parents and Carers

Worcestershire Children First have "good education for all" as one of its priority values and the information in this booklet is intended to help you to access the full range of educational provision available for your child.

OUR VISION

Worcestershire to be a wonderful place for all children and young people to grow up.

OUR MISSION

Supporting children and young people to be happy, healthy and safe.

WORCESTERSHIRE CHILDREN FIRST 

OUR VALUES



CHILDREN AT OUR HEART

We will keep children and young people at the heart of everything we do.



VALUE FAMILY LIFE

We will support and empower parents to care for their own children.



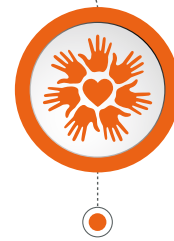
GOOD EDUCATION FOR ALL

We will value education as the best start in life for all children and young people.



PROTECTION FROM HARM

We will act in a professional and timely way to protect children from harm.



EMBRACE DIVERSITY

A progressive culture of championing equality, diversity and inclusion.

Deciding which school you would like to name as your preferred school for your son or daughter is an exciting opportunity, but it can also be somewhat daunting. There is a great range and diversity of schools often within the same immediate locality.

The simplest and most direct way to form a view on what best suits your child is usually to contact the Headteacher of your local school. Your local Headteacher will be delighted to provide you with details about the school to help you make an informed choice. Many schools also have open days to show case the school's facilities so I encourage you to attend these or to arrange a visit.

We support and encourage all schools to have good safeguarding arrangements, to have an Early Help Offer to support their students and families and to be inclusive of children with additional needs, so look out for these in schools that you are considering, they may well be of help to you now or in the future

Many thousands of pupils and students each year enjoy and achieve in their education in Worcestershire and have successfully moved on to further education and or to have employment and fulfilling careers. We hope you and your child will be equally delighted with the educational opportunities available to your child.

Yours sincerely

Tina Russell,
Director of Children's Services

WORCESTERSHIRE
CHILDREN FIRST 

PART A

Timetable for admissions and transfers

Timetable for Admissions and Transfers Intakes for September 2023	
Applications Open	1st September 2023
Closing Date	31st October 2023
School Offer Notification Date	1st March 2024

How do I apply?

- **Apply online** at [School Admissions](#)
- You will need an email address
- We will send you an email to acknowledge receipt of your application
- If you do not have access to the internet, you can get online at any Worcestershire library. There are 21 public libraries across Worcestershire. To find your nearest library, visit www.worcestershire.gov.uk/worcestershire-libraries.
- Join the Library and use your Library card to get up to 2 hours internet access free each day.
- Library staff can support Worcestershire Library members who need assistance using computers. For further information on becoming a member at [Worcestershire Libraries](#).

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

After the closing date, you will need to visit [School Admissions](#) or telephone: 01905 822700 to request a Late application form to apply.

Parents of children resident outside Worcestershire

If you wish to apply for a place at any Worcestershire school, you must complete an application provided by your "home" LA. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

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 (the contact details for all the neighbouring LAs can be found in on the next page).

For all enquiries relating to School Admissions please contact the Worcestershire Hub on:

By phone:

01905 822700

By post:

School Admissions,
County Hall,
Spetchley Road,
Worcester, WR5 2NP

By email:

schooladmissions@worcschildrenfirst.org.uk

Online:

www.worcestershire.gov.uk/schooladmissions

Contact details for Neighbouring Authorities

Parents who wish to consider schools maintained by other authorities are strongly advised to contact the local authority concerned to obtain information about those schools. Please note there may be different admission policies in operation.

Under the national, Co-ordinated Admission Arrangements, parents have to apply for School places to their home LA. If you have any queries with regards to your home LA, details can be found at [Find Your Local Council](#).

The addresses and contact numbers for neighbouring LAs are as follows:

Birmingham LA (DfE No. 330)

Schools Admissions and Fair Access Service
Children and Families Directorate
Birmingham City Council
PO Box 16513
Birmingham
B2 2FF
Tel: 0121 303 1888
Email: admissions@birmingham.gov.uk

Dudley LA (DfE No. 332)

Children's Services Directorate
School Admissions Service
The Council House
Priory Road
Dudley
DY1 1HF
Tel: 0300 555 2345
Email: admissions.cs@dudley.gov.uk

Gloucestershire LA (DfE No. 916)

Co-ordinated Admissions
Education Planning & Infrastructure
Gloucestershire County Council
Shire Hall
Westgate Street
Gloucester GL1 2TP
Tel: 01452 425407
Email: school.admissions@gloucestershire.gov.uk

Herefordshire LA (DfE No. 884)

School Admissions
Plough Lane Offices, Plough Lane
Hereford
HR4 0LE
Reception admissions: 01432 260926 / 261574
Phase Transfer: 01432 260925
In Year Transfer: 01432 260927
Email: schooladmissions@herefordshire.gov.uk
Web: www.herefordshire.gov.uk

Shropshire LA (DfE No. 893)

School Admissions Team
Correspondence Address
Shropshire Council
Shire Hall
Abbey Foregate
Shrewsbury
SY2 6ND
Tel: 03456 789008
Email: school-admissions@shropshire.gov.uk

Solihull LA (DfE No. 334)

School Admissions Team
Council House
Manor Square
Solihull
B91 3QB
Tel 0121 704 6693
Email: admissions@solihull.gov.uk

Staffordshire LA (DfE No. 860)

School Admissions and Transport Service
2 Staffordshire Place
Stafford
ST16 2DH
Tel: 0300 111 8007
Email: admissions@staffordshire.gov.uk

Warwickshire LA (DfE No. 937)

School Admissions Service
Children, Young People and Families Directorate
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL
Tel: 01926 414143
Email: admissions@warwickshire.gov.uk

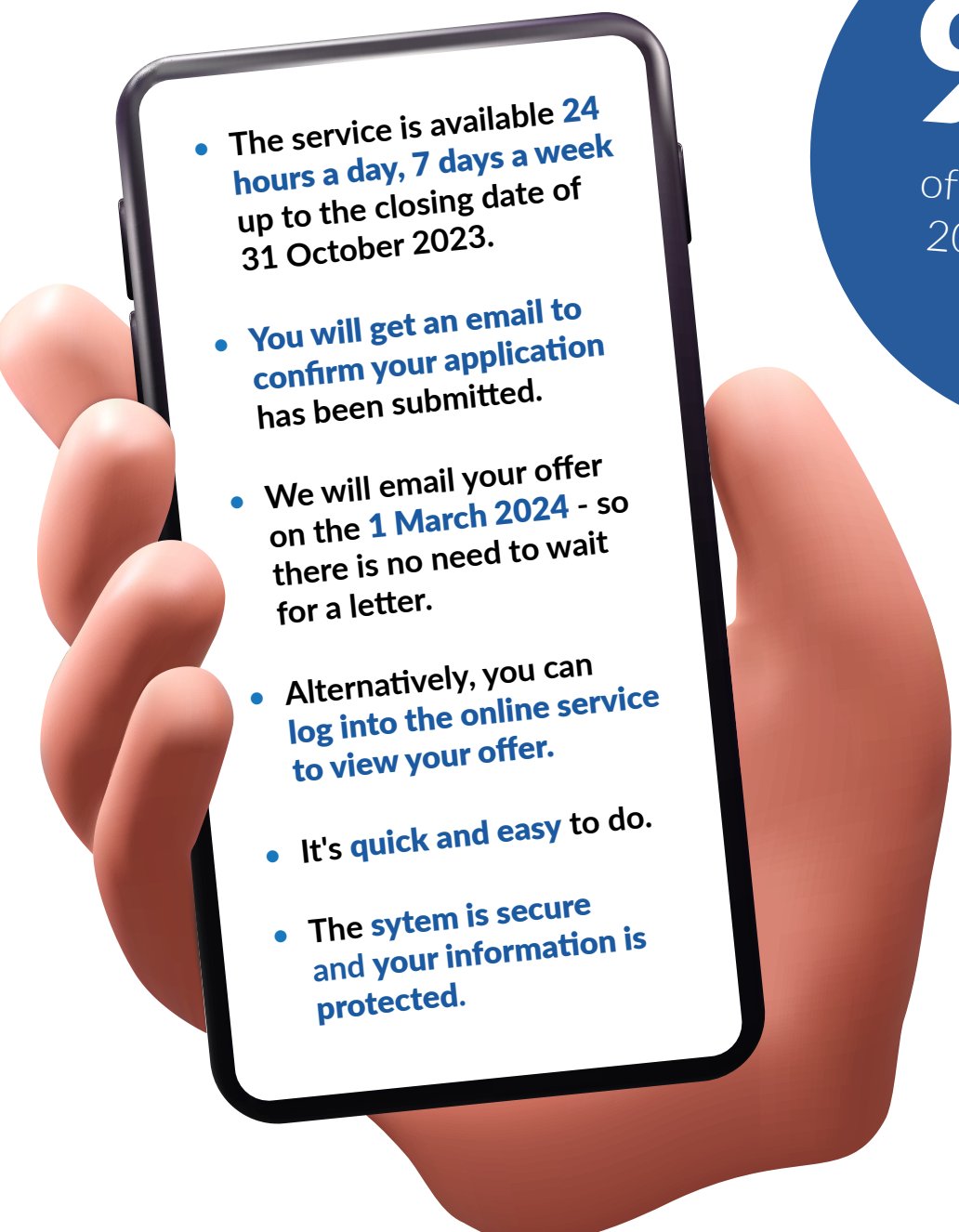
Applying on-line

It's quick, it's easy and it's safe.

As a Worcestershire resident you can make your application on-line between 1 September 2023 and 31 October 2023 using Worcestershire's on-line application service.

[Citizen Portal - Sign in \(worcestershire.gov.uk\)](https://www.worcestershire.gov.uk)

The benefits of applying on-line are:

- 
- The service is available **24 hours a day, 7 days a week** up to the closing date of **31 October 2023**.
 - You will get an email to confirm your application has been submitted.
 - We will email your offer on the **1 March 2024** - so there is no need to wait for a letter.
 - Alternatively, you can log into the online service to view your offer.
 - It's quick and easy to do.
 - The system is secure and your information is protected.

99%

of applications for
2023 admissions
were made
online

***“It’s easier
doing it
online than
it is filling
out a form
by hand”***

***“Very smooth
and easy
process”***

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. Academies get money direct from the government, not the local council. They're run by an academy trust which employs the staff. Some academies have sponsors such as businesses, universities, other schools, faith groups or voluntary groups. Sponsors are responsible for improving the performance of their schools.

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. Free schools can set their own pay and conditions for staff, change the length of school terms and the school day and don't have to follow the national curriculum. Free schools can be set up by charities, universities, independent schools, community and faith groups, teachers, parents and businesses. 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.

Studio Schools (SS)

Studio schools are small schools (usually with around 300 pupils) teaching mainstream qualifications through project-based learning. This means working in realistic situations as well as learning academic subjects.

Students work with local employers and a personal coach, and follow a curriculum designed to give them the skills and qualifications they need in work, or to take up further education.

University Technical Colleges (UTC)

University technical colleges specialise in subjects like engineering and construction - and teach these subjects along with business skills and using IT.

Pupils study academic subjects as well as practical subjects leading to technical qualifications. The curriculum is designed by the university and employers, who also provide work experience for students.

University technical colleges are sponsored by:

- universities
- employers
- further education colleges

Worcestershire Libraries

Join Worcestershire Libraries

and discover the many benefits of **FREE library membership!**

Find out what your local library can do for you!

A library card is your passport to a wealth of library services at 21 libraries across Worcestershire and online through the Digital Library Hub.



Libraries support the education and aspirations of young people: diverse reading material, online reference sources, study tools, e-books, e-audio and e-magazines and reading challenges.

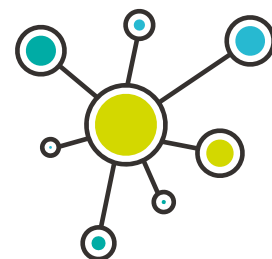


Libraries support digital inclusion: free access to public computers, internet and Wi-Fi, digital champion support and coding clubs.

Libraries improve health and wellbeing through opportunities to engage and connect: social connecting groups, self-help 'Reading Well' book collections, Study Happy sessions at The Hive.



Libraries are a gateway for budding entrepreneurs to get business advice, information, signposting and support from BIPC Worcestershire.



Libraries improve skill levels and help people into work: volunteering and work experience opportunities, online study assistance for sixth formers, adult learning courses, employability webinars and job clubs.






Libraries enrich lives and promote creativity: Bounce and Rhyme sessions, craft groups, author talks, live-streamed cultural events and an opportunity to become Worcestershire's next Young Poet Laureate.

Libraries are free and accessible for everyone!

Visit: www.worcestershire.gov.uk/libraries or call **01905 822722**



Follow Us:

-  @WorcestershireLibraries
-  @WorcsLibraries
-  Worcestershire Libraries



PART B

SECTION 1

Admissions to Schools outside of Worcestershire that are 14 to 19 schools

Admission authorities can review their arrangements annually.

The information given in this book applies only to admissions in the school year 2024 - 2025 and may change in future years.

Please be aware:

- Before submitting your application it is very important that you contact the school directly and attend information events to understand the courses they offer and their admission criteria. You can also discuss the implications of a move for your child with the Head and staff.
- It is a parent/carers responsibility to ensure that their application is submitted on time.
- Living in catchment, having a sibling already at a school or attendance at a feeder school gives **no guarantee** that your child will gain a place. **Parents/carers must apply separately for their child to go to any 14 to 19 school.**
- If your child leaves their current school that place may be offered to another child from the school's waiting list and they may not be able to return.

1.1 Parental Responsibility

The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. 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.

Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority and any admission authority applied for, legally has to comply with the preferences expressed. If this is not the same, then parents will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. Failure to ensure agreement prior to submission, may result in a delay in any application being processed.

In line with GDPR legislation, we are only able to deal with the applicant. Any request for information from anyone other than the applicant, would need to be made using the Subject Access Request Form <https://www.worcestershire.gov.uk/information-sharing-and-use/make-data-protection-request>

1.2 What is considered to be the Home Address for your child?

Each admission authority will have a way of determining home address. You must check with the relevant school to find out how this is defined.

1.3 Which school can your child attend?

A number of other Local Authorities have Academies, Studio Schools or University Technical Colleges who admit pupils from 14 to 19 years.

All Studio Schools and Academies will recruit students at age 14 for admission into Year 10 and again at age 16 into Year 12. Admissions will be based on their interest and aptitude in specialist curriculum areas.

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.**
- **Applications where a preference is expressed on time will take precedence in relation to the school over where a preference is expressed after the closing date.**
- You should give careful consideration to the means by which your child will travel to school.

1.4 How do you apply for a place at a 14 to 19 School

The parents of ALL pupils resident in Worcestershire, seeking a place at any 14 to 19 School, including any Academy, Studio School or University Technical College outside Worcestershire, can complete a Local Authority Preference Form (14-19) by the closing date specified by the individual school or Local Authority in which it is located.

Please be aware that different LAs and Academies, Studio School and University Technical Colleges may have different admissions criteria, definitions and Supplementary Application Forms, therefore it is strongly advised that you ensure that you have understood the information that is available from each LA/School, before stating a preference on an application.

If the school requires you to complete an application via your own Local Authority you can complete a Worcestershire on-line application by the closing date. If you are unable to apply on-line, contact School Admissions on 01905 822700 for assistance.

Please make contact with the School Admissions Teams of any of the relevant LAs, if further information is required. (The contact details for all the neighbouring LAs can be found in Part A)

It is very important that applications are received no later than the date specified by the individual school or Local Authority in which it is located.

Late applications are always considered, though it may not be possible to allocate a place in the school you prefer, if it is oversubscribed, (See paragraph 1.7 about late applications)

You should inform the Headteacher of the allocated school if you are withdrawing your application for any reason. School Admissions and the Headteacher must be notified immediately of any change in the child's home address.

1.5 When should you apply?

Places in 14 to 19 Schools are allocated on the basis of applications received on or before the closing date specified by the individual school or Local Authority in which it is located.

Please complete a [Worcestershire on-line application form](#). If you do not have access to the internet please contact School Admissions on 01905 822700.

For applications after the closing date please refer to paragraph 1.7 below.

Having read all the information available from the County Council and individual schools as well as attending any open events held at schools, you must then complete an application and any necessary supplementary forms required by the school.

1.6 How are places allocated?

The School or **neighbouring LAs**, will apply their own oversubscription criteria. You must read these carefully before making an application.

The School or **neighbouring LAs**, will then issue an offer or a refusal letter. **If no place is available at your preferred school, you will be given the right to appeal against this decision.**

Where no place is offered, Worcestershire Local Authority will assume your child will remain at their current school.

1.7 What if you are applying after the closing date – Late Applications?

To make an application after the closing date, a [Worcestershire on-line application](#) can still be made. If you are unable to apply on line please contact School Admissions on **01905 822700** for assistance.

1.8 When are decisions made?

Offers will be issued on the date specified by the School or Local Authority in which it is located. They will be issued direct to parents. You will need to contact the School to find out when this will be.

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

1.9 Waiting Lists

If your application for your preferred school is unsuccessful, you will have the opportunity to go onto a waiting list. 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, priority is based on the oversubscription policy of the school.

Waiting lists for Academy, Studio School and University Technical Colleges, are maintained by the individual schools and parents will need to contact the school directly, to establish the waiting list procedure in place at those schools.

1.10 Can I appeal against the refusal of a place at my preferred school?

Separate appeals procedures and arrangements exist to consider decisions by Academy, Studio School, and University Technical Colleges. The arrangements are published by the Governors/Trust of the schools and should be obtained from the school directly.

1.11 How many children may be admitted to each school?

The number of pupils that may be admitted to a school in the relevant year group is known as the **Published Admission Number (PAN)**. Details are given in Section 2 of the booklet. (As at time of completion July 2023).

PART B

SECTION 2

Information about Schools outside of Worcestershire that are 14 to 19

Key to Columns

Type: Categorisation of school - see Part A for further description.

A = Academy

FR = Free

SS = Studio School

UTC = University Technical College

DfE No: Department for Education (DfE) school number.

PAN: Published Admission Number

The number of children which can be admitted to a school in each year group. The PAN is agreed by the governing body of the school. The figures set for the admissions year 2022/2023 are shown.

BIRMINGHAM LOCAL AUTHORITY AREA Age Range 14-19 (Years 10-13)			
Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 330 4003	Aston University Engineering Academy – A University Technical College Specialising in Engineering College Specialising in Engineering and Science 1 Lister Street, Birmingham. B7 4AG Tel: 0121 380 0570 Web: www.auea.co.uk	156	60
A 330 4000	Birmingham Ormiston Academy 1 Grosvenor Street, Birmingham. B4 7QD Tel: 0121 359 9300 Web: www.boa-academy.co.uk	150	175
	Longbridge (Bournville) College 1 Longbridge Lane, Birmingham. B31 2TW Tel: 0121 694 5000 Web: www.sccb.ac.uk	54	N/A
SS 330 4010	Waverley Studio College 470 Belchers Lane, Birmingham. B9 5QA Tel: 0121 566 6622 Web: www.waverleystudiocollege.co.uk	75	75

COVENTRY LOCAL AUTHORITY AREA Age Range 14-19 (Years 10-13)			
Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 331 4003	WMG Academy for Young Engineers Mitchell Avenue, Coventry, West Mids. CV4 8DY Tel: 02476 464661 Web: www.wmgacademy.org.uk	150	30

GLOUCESTERSHIRE LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 4010	SGS Berkeley Green UTC Gloucestershire Science and Technology Park, Berkeley, Glos, GL13 9PA Tel: 0800 4701 516 Web: www.berkeleygreenutc.org.uk	130	130

SOLIHULL LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 334 4001	WMG Academy for Young Engineers Chelmsley Road, Chelmsley Wood, Birmingham. B37 5FD Tel: 0121 289 3556 Web: www.wmgacademy.org.uk	150	30

STAFFORDSHIRE LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 860 6906	The JCB Academy Mill Street, Rocester, Staffs. ST14 5JX Tel: 01889 506100 Web: www.jcbacademy.com	132	50

WOLVERHAMPTON LOCAL AUTHORITY AREA

Age Range 14-19 (Years 10-13)

Type & DfE No.	School Name & Address Telephone & Email Address	PAN	PAN 6th Form
UTC 336 4006	Thomas Telford UTC Springfield Campus, Cambridge Street, Wolverhampton. WV10 0JR Tel: 01902 872180 Web: www.westmidlandsconstructionutc.co.uk	150	N/A

This booklet has been prepared by Worcestershire Children First to inform parents about school admissions and other arrangements, in good time for the school year 2024/2025.

To the best of our knowledge all information was correct at the time of completion: July 2023.