

# NUNNERY WOOD HIGH SCHOOL

*Aspire, Strive, Achieve*



## ADMISSIONS POLICY FOR STUDENTS STARTING IN SEPTEMBER 2026

Students will be admitted at age 11 to Nunnery Wood High School without reference to ability or aptitude. The number of new student admissions intended for the year commencing September 2026 (our Pupil Admission Number or PAN) will be 300.

All applications for places are coordinated by the Local Authority (LA). Parents or carers apply online at <https://www.worcestershire.gov.uk/schooladmissions> and all applications must be submitted by **31<sup>st</sup> October 2025** after which time those naming Nunnery Wood High School will then be sent to us to be prioritised according to our Admissions Criteria.

The Local Authority will notify all parents/carers of the outcome of their application for a place at Nunnery Wood High School.

Students with a Education Health and Care Plan (EHCP) naming Nunnery Wood will normally be allocated a place following consultation, after which places will be offered in the following order:

1. All categories of looked after children (LAC) including:
  - Previously looked after children (PLAC)
  - Internationally adopted previously looked after children (IAPLAC)
2. Siblings<sup>2</sup> of students attending the school and living within the catchment area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. The catchment area map is available on the School website.

*In the event of a school catchment area change being approved, students who would still have a sibling connection<sup>2</sup> at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.*
3. Children of all staff at Nunnery Wood High School.
4. Students living within the catchment area of the school. **The catchment area search on the WCF website can be found at <http://www.worcestershire.gov.uk/schoolsearch>**
5. Students living outside of the catchment area but who would still have a sibling<sup>2</sup> connection at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.
6. Students who were attending a feeder primary school (Cherry Orchard, Lyppard Grange Primary School, Nunnery Wood, Perry Wood, Red Hill, Stanley Road and Whittington).



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7. Students who live nearest to the school by the shortest straight line distance<sup>3</sup>.

Where there are too many applications from within the catchment area, priority will be decided in the order indicated above to all catchment area applicants, i.e. sibling connection, attendance at feeder school then according to distance, each assessed as indicated above.

### TIE-BREAKER

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified by the local authority.

### LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications received between 1 st November 2025 and 31 st January 2026 will be considered as being submitted on time **only** in the following circumstances:

- a) Where a family have just moved address.
- b) Where it is agreed that individual circumstances apply and the delay was reasonable given the circumstances of the case.

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 31st January 2026, late applications (including late changes to on time applications), will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time. You are encouraged to ensure that your application is received on time.

### NOTES

<sup>1</sup>"Looked after" means:

- children currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989.
- children who were previously accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.
- children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

In cases where applications are for children who have more than one home address – for example, where parents are separated – for the purposes of establishing proximity to the school, the home address will be that where the child is resident for the majority of each week.

<sup>2</sup>The sibling connection, as well as brother and sister will include step siblings, children who are brought together as a family by a civil relationship, and legally adopted children. They must also be living at the same home address. In the event of a multiple birth or a same cohort sibling, all siblings will be offered

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places even though this might raise the intake number above the PAN. However, in this case the PAN will remain unchanged.

<sup>3</sup>The measurement will be taken using the GeoCode Points for each property and the Geocode point for the centre of the School. The measurement will be supplied to the School by the Local Authority who use a software package called ArcView to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the School will supervise this process)."

Within Worcestershire there is an agreed protocol (Fair Access Protocol) for students who are deemed to be "hard to place" or who move from one school to another as a "managed move." Nunnery Wood High School has agreed to this protocol. The Fair Access Protocol, can be found at School Admissions Policies and Appeals, Worcestershire County Council.

## IN-YEAR TRANSFERS

Applications for places "in year" or outside the normal round of admissions will be dealt with in line with the procedures and criteria outlined above. Applicants must complete an application via the co-ordinated Schemes for all Worcestershire Schools, Worcestershire County Council and the in-year application information at **In-Year Applications, 'In-Year Applications', Worcestershire County Council**.

If the relevant year group(s) is oversubscribed then the Admissions Criteria will be applied.

From 2021, these applications have been co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority.

Parents/carers can now make an on line application for 'in year' admissions at [Apply for a school place, Worcestershire County Council](#). You are also required to complete an Education History Form which can be downloaded at the same web address.

If you are unable to apply on line, you can also contact

- Worcestershire Hub Centre (Tel 01905 822700)

Nunnery Wood High School will notify School Admissions at the Local Authority of its decision, School Admissions will write to parents. Where it is not possible to offer a place, parents will be notified of the right of an appeal.

- 1) 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.

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### ADMISSION OF CHILDREN OUTSIDE THE NORMAL AGE RANGE

Children will be accepted for the academic year group in which they were born. However, parents/carers can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. Parents/carers should make their request in writing or via email to the headteacher, setting out the reasons why they believe their child should be taught outside their chronological age group. If parents wish to provide any supporting information, they may do so but are not required to. The headteacher will share their views on the request with the trust board, who will make the final decision on the basis of the circumstances of each case and in the best interests of the child concerned. The decision on the year group the child should be admitted to will be communicated to the parent and will set out the reasons for the decision.

### WAITING LIST

When all available places have been allocated, we will operate a waiting list. You will be automatically added to the schools waiting list, which will be kept until 31st December. Any places that become available will be allocated according to the Admissions Criteria above with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed;
- when a child's changed circumstances will affect their priority;
- at the end of each school term;
- if parents/carers with a child on our waiting list should wish to remain on the list after 31<sup>st</sup> December, they should notify the Headteacher in writing or submit a new 'In Year' application.

### APPEALS

If an application for a place at Nunnery Wood High School is unsuccessful, the parent/carer is entitled to appeal to an independent appeals panel that the school will arrange. An appeal form must be completed and is available via the NWHS website.

For more information on schools admissions, please visit the Local Authority's website:

<https://www.worcestershire.gov.uk/schooladmissions>