

# APPLICATION FOR ADMISSION/TRANSFER TO A SCHOOL OTHER THAN AT NORMAL AGE OF ADMISSION/TRANSFER FOR APPLICATIONS MADE TO WORCESTERSHIRE SCHOOLS

## Important notes to be read before completion of the application form.

Please read these notes in conjunction with the **Information for Parents book**. The book contains important information, which you need to read and understand so that you can complete this form. Not all information is on this form itself, so you must read the book as well.

**The book is available to view online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions).**

Where application is being made to an **Academy, Foundation, Free or Voluntary Aided School** it is essential that you refer to the School Prospectus, available from the School.

\*NB If you are unsure as to the different types of school or require details on individual schools, this information can be viewed in the Information for Parents book at the website address above.

### Note 1 - Parental responsibility

Should more than one parent have parental responsibility for a child, both parents must 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.

### Note 2 - Change of Address

If you are moving address, please be advised that there is no guarantee that places may be available at the catchment area or nearest school. You are advised to check with School Admissions and individual schools, regarding the availability of places in the area where you are moving to, this can be subject to regular change.

### Note 3 - The catchment area school

In all cases, you are advised to refer to the Information for Parents book which sets out the importance of knowing the catchment area school for your child's home address. If you are unsure of your catchment area school(s), you can find out by either telephoning: 01905 822700 or by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) and following the link to school catchment areas.

### Note 4 - Children of staff at the school

Please note that in order to qualify for this category, the member of staff must have been employed for 2 or more years at the time of application or recruited to fill a vacant post for which there is a skill shortage.

### Note 5 - Applications to Academy, Foundation, Free and Voluntary Aided Schools

If you are applying for a place at an **Academy, Foundation, Free or Voluntary Aided School** you are advised to check that this is the school serving your area.

- If you are applying for a school place at a **Catholic School** please complete **Section C**.
- If you are applying for a school place at a **Church of England School** please complete **Section D**.

It is **essential** that you refer to the school's prospectus (obtainable from the school) for further details relating to admission arrangements as you may wish to include relevant information in **Section F** of this form. Admissions are the responsibility of the School Governing Body.

## **Note 6 - Applications to Community and Voluntary Controlled Schools**

Admissions to Community and Voluntary Controlled Schools are administered by the School Admissions Section. The Headteacher of the school involved is not in a position to offer your child a place;

In the case of a **first preference** for a **Community or Voluntary Controlled School**, you should forward this form onto the **School Admissions Section** to be processed. See Information for Parents book for details on school type.

All preferences for all types of schools will be treated equally, and places are allocated in accordance with the published admissions criteria.

Admission of a child to a Community or Voluntary Controlled School, which is not the catchment area school, may not give priority to the admission of siblings.

## **Note 7 - Transport**

Details of Worcestershire County Council's transport assistance policy are explained on the Worcestershire County Council website at the following address [www.worcestershire.gov.uk/cms/bus/school-and-college-transport/travel-assistance-under-16.aspx](http://www.worcestershire.gov.uk/cms/bus/school-and-college-transport/travel-assistance-under-16.aspx)

- Please be aware that any transport arrangements approved for this application will not set a precedent for siblings. Each application for transport will be dealt with on an individual basis.

## **Note 8 - Withdrawal of Application**

You should inform the Headteacher and the School Admissions Section as soon as possible if you are withdrawing your application for any reason.

## **Note 9 - Additional Information**

Please note that, if your preferred school is oversubscribed, admission authorities have to use a fair method of deciding how places should be allocated. For **Academy, Foundation, Free** and **Voluntary Aided schools** it is essential that you refer to the relevant **School Prospectus** for details relating to the admission arrangements. For **Community and Voluntary Controlled Schools** please refer to the Information for Parents book.

We will exchange the information you provide for statutory educational purposes.

If parents wish to transfer their child to the same age group in another local school (for reasons other than moving address), parents must discuss the transfer with the Headteacher of the pupil's present

school in the first instance. If it is decided to make a formal request for transfer, please arrange for all the details on the application form to be completed in full before returning it. The County Council's policy for allocating places in such circumstances is essentially the same as for admissions at the normal age and time of transfer.

Where an offer of a school place is made, the place must be taken up within half a term of the application being made. Failure to do so may result in the place being re-allocated, and it will be necessary for you to re-apply.

## **Note 10 - Submitting your Application**

Completed application forms need to be returned to:

In the case of a **first preference** for an **Academy, Foundation, Free** or **Voluntary Aided School**, or a school in **another Local Authority**, you should forward this form to **the individual school**.

In the case of a **first preference** for a **Community or Voluntary Controlled School**, you should forward this form onto the **School Admissions Section** at the following address:

**School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2PT.**

# APPLICATION FOR ADMISSION/TRANSFER TO A SCHOOL OTHER THAN AT NORMAL AGE OF ADMISSION/TRANSFER FOR CHILDREN RESIDENT IN WORCESTERSHIRE

Application may be made for **any** maintained school whether it is an Academy, Community, Foundation, Voluntary Aided or Voluntary Controlled school, and schools in other Local Authorities

## Section A

Child's Surname  Gender: Male  Female

Child's First Name(s)  Date of birth  Age

Child's Current home address (in full)   
  
 Postcode

If applicable: from   
  
 Child's new address will be (in full)   
 Postcode

Surname and Initials of Parent/Carer  (Mr/Mrs/Ms/Miss)

Contact Telephone Numbers  Email

## Section B - Child's Current/Previous School

School Name

School Address

For completion by the Headteacher of the current school where transfer is between schools in Worcestershire I confirm that the parents have discussed with me the reasons for a transfer of school

Signed (Headteacher)  Date

Dependent upon the category of school for which you are applying, please complete Section C & D as appropriate

## Section C - Catholic School (Voluntary Aided Schools)

Child's Religion  Date of Baptism

Please attach a photocopy of the **Baptismal Certificate**. If you do not have this please contact your Parish Priest.

Parish/Church to which you are attached

(Please refer to the School Prospectus to see if it is necessary to attach a Baptismal Certificate and/or have your Parish Priest's signature to support your application.

Please indicate that you have attached:  
 i) Copy of Baptismal Certificate Yes  No  ii) Signature of your Parish Priest

## Section D - Church of England School (Voluntary Aided Schools)

Child's Religion

Do you attend church regularly? Parent/Carer: Yes  No  Child: Yes  No

If YES please give name of Church and name of Priest/Minister

It is **essential** that you refer to the school prospectus and/or application pack. Please complete all the necessary forms and details. Please indicate if you have attached this information. Yes  No

## Section E - Preferences

Please refer to **Note 5 and 6** before completing this section

	Please state below the schools you would prefer your child to attend	If your child has a sibling currently attending the preferred school and who will, at the effective date of admission of the above child still be attending the school, please give their <b>name and date of birth</b> below	Staff Child *
<b>Preference 1</b>			
<b>Preference 2</b>			
<b>Preference 3</b>			

Date you wish your child to be admitted:

\* Please tick this box if the child is a staff child (see note 4 for details)

## Section F

Please state any reasons for your preferences. For applications to Academy, Foundation or Voluntary Aided Schools, please include information as specified in the admissions criteria (refer to the school prospectus)

## Section G

If you consider any of the reasons given for your preference are **significant**, you must attach **independent supporting information** to this form. **Please indicate if you have attached this information by ticking the box.**

## Section H

Does your child have a Statement of Special Educational Needs under the Education Act 1996 or an Education and Health Care Plan under the Children & Families Act 2014?

Yes

No

Has the child ever been looked after by a Local Authority?

Yes

No

If yes please name the Local Authority

## Section I

Has your child been permanently excluded from a school?

Yes

No

If your child has been permanently excluded what are the date(s) of the permanent exclusion(s)?

Has your child had any fixed term exclusions from school within the last 12 months?

Yes

No

If Yes please provide the number of days of the fixed term exclusions with dates

## Declarations

For completion by the **Parent: I confirm that:**

- I have read the **Information for Parents book** together with the explanatory guidance leaflet on how to complete this form;
- I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of a fraudulent or misleading application.
- I agree that where more than one person has parental responsibility for this child, agreement over the preferences has been reached. I understand that failure to do so may result in a delay to this application and legal resolution may need to be sought.

**Where application has been made to an Academy, Foundation or Voluntary Aided School**

- I have read the admission criteria as detailed in the school prospectus

Signed (Parent/Carer)

Date

In the case of a first preference for an Academy, Foundation, Free or Voluntary Aided School, or a school in another Local Authority, you should forward this form to the individual school.

In the case of a first preference for a Community or Voluntary Controlled School, you should forward this form to:  
**School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2PT**