

School Admissions In-Year Waiting List and Appeals Leaflet.

I HAVE BEEN REFUSED A PLACE AT THE SCHOOL OF MY PREFERENCE

WHAT CAN I DO NEXT?

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Contact: School Admissions schooladmissions@worcestershire.gov.uk

Introduction

This document is a guide for parents, who have not been allocated a place at their preferred school(s).

In Worcestershire a Co-ordinated Admissions Scheme has been approved for any in-year applications for school places for parents wishing their child to move to another school. This includes co-ordination with Academies, Community, Foundation, Free, Voluntary Controlled, Voluntary Aided Schools and Academies within Worcestershire.

Details of the Worcestershire Scheme can be found online <https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place/school-admissions-policies>

School Place Offered to your child

You may have been offered a place at a school in the email/ letter you have receive from Worcestershire LA. In most cases, this will be one of your stated preferences (the higher taking precedence). Where it has not been possible to offer a place at one of your preferred schools, if applicable your child could remain at their current school, or you may have been offered an alternative, or

- b) The Governing Body do not wish to admit a child with challenging behaviour in year, even though there are places available. This will only be appropriate where the school already has a disproportionate number of children with challenging behaviour or previously excluded children.

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, Foundation, Free and Voluntary Aided Schools, 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. Not all schools may have a waiting list for in-year applications, but it is good practice, so the majority do.

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the School Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until 31 July 2025 . If you wish to be included on the waiting list for the new academic year, you will need to complete a fresh application. **Only on receipt of an acknowledgement letter from School Admissions will that child be on the list. Please email your waiting list requests to schooladmissions@worcestershire.gov.uk**

Important Information:-

School Admissions will contact you directly IF they are able to offer a place to your child from any waiting list. Other admission authority schools will notify School Admissions if they wish an offer to be made on their behalf from their waiting lists.

Appeals General Information

You may lodge an appeal for any school that you have been refused a place. An appeal must be lodged in writing and must include the grounds upon which the appeal is made. Your appeal cannot be acknowledged unless the grounds of your appeal are provided.

In the case of a Community or Voluntary Controlled Schools it should be sent to the School Admissions office.

www.worcestershire.gov.uk/privacy