



# **School Admission Middle School Applications Frequently Asked**





ordinated Admission Arrangements, even if your preferences include schools within any other Local Authority.

Proof of application – It is the parent/carer's responsibility to ensure a receipt is obtained when making an application. Please retain any receipt as proof of application.

Applications made online would have been sent a return receipt via email once the application had been submitted. Please retain as proof of submission.

## Q6. How do I make an application after the closing date?

After the closing date, from 16 January 2025 until July 2025, parents and carers will be able to submit a [Worcestershire on-line application](#). If you are unable to apply on-line, a late application form (PA1) form is available on request by telephoning 01905 822700.

## Q7. What if your application is late or you want to change your application after the closing date ?

To make an application after the closing date of **15 January 2025**, an application must be completed and submitted to School Admissions.

Between 16 January 2025 and 28 February 2025, it is likely that a number of late applications (this includes all requests to amend applications previously submitted) will be received. The Council has agreed in its' co-ordinated scheme to accept late applications, or changes to on time applications, for Community and Voluntary Controlled Schools within Worcestershire, within this timeframe, and treat them as being on time, only in the following circumstances:

- a) where a family have just moved address, (refer to the relevant Information for Parents Book);or
- b) where it is agreed, on behalf of the admission authority, 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 28 February 2025, late applications will receive a lower priority and will only be considered after the applications received (or deemed to be) on time.

**NB.** If the late application is for an Academy, Foundation, Free or Voluntary Aided School, or a school outside Worcestershire, it will be necessary to refer to the late application policy of the school or the LA in whose area the school is located.

All applications received after 28 February 2025 for the intake year, must be sent to School Admissions, and will be processed as soon as possible. An offer, or refusal of a school place, will be given by the local authority, on behalf of the ~~0710003721~~ admission authority. 202

## Q8. What if I am moving house?

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





In the case of an In-Year Admission, please be aware that we are unable to reserve places in the event that further applications may be received, this means we will not be able to process your application more than 6 weeks in advance of the date you require the place. Please be aware that some schools may well already be full at the time of your application.

### **Q13. How many children may be admitted to each school?**

The County Council has a duty to ensure the provision of efficient education and the efficient use of resources. Schools cannot be permitted to become overcrowded. The number of pupils that may be admitted to a school in the relevant year group (Year 5 or Year 6 intake in the case of Middle Schools) is known as the Published Admission Number (PAN). NB Please be aware that this number is not necessarily for other year groups in the school.

Details for each school are given in the 2025/26 Information for Parents Book.

### **Q14. How can my child be placed on a waiting list for a particular school if the year group is full?**

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.

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, in order to be included.

Waiting lists for Community and Voluntary Controlled Schools, are maintained by School Admissions and parents need to apply in order to be included. These waiting lists will be maintained until the 31 July 2026.

Only on receipt of an acknowledgement slip from School Admissions will that child be on the list.