

# School Admissions September 2024 Waiting List and Appeals Leaflet.

**I HAVE BEEN REFUSED A PLACE AT THE SCHOOL OF MY PREFERENCE  
(FIRST, PRIMARY, JUNIOR & MIDDLE SCHOOLS)**

**WHAT CAN I DO NEXT?**

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## Introduction

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

As a result of legislation laid down in the Education Act 2002, Local Authorities (LA's) are required to formulate a Co-ordinated Admissions Scheme, to include co-ordination with Academies, Community, Foundation, Free, Voluntary Controlled, Voluntary Aided Schools and Academies within their area and with neighbouring Local Authorities.

Details of the Worcestershire Scheme are given in the Information for Parents book, which is available to view online [School Admissions Booklet and Guides | Worcestershire County Council](#)

## School Place Offered to your child

You will have been offered a place at a school in the email/ letter you have received 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, **and you reside within Worcestershire**, a place will have been offered at the nearest school to your home address with places available.

## Why have I been refused a place at my preferred school?

Your application has been processed in accordance with the policy and oversubscription criteria (see the [School Admissions Booklet and Guides | Worcestershire County Council](#) for Community and Voluntary Controlled Schools, or the School Prospectus/website in the case of Academies, Free, Voluntary Aided and Foundation Schools).

If you have **not** been offered one of your preferred schools **outside** Worcestershire, then you should refer to the Information book/website of the relevant LA, or the School Prospectus/website, whichever is relevant for details of the oversubscription criteria.

In general terms, your application is likely to have been refused on one of the following three grounds;

1. the total number of applications for the school exceeded the published maximum number of pupils to be admitted to the school, and the application was not high enough on the oversubscription criteria to be granted one of the available places at the school, and admitting further pupils would prejudice the provision of efficient education or the efficient use of resources. This could be for a number of reasons, for including:-
  - The physical constraints of the class or school means that additional children cannot be accommodated.
  - The teaching organisation is such that admitting any additional pupils would detract from the provision of efficient education.
  - The children who are already in the school may include a number of children with Special Educational Needs or those identified as Vulnerable Learners which could mean that the school's available resources do not allow for the admission of additional children.
  - For Reception intake, under Infant Class Size Legislation, class sizes are restricted to 30 with a single teacher and, apart from certain limited exceptions, to admit children above this number would be a breach of legislation.

2. the total number of applications for the school exceeded the published maximum number of pupils to be admitted to the school, and the application was not high enough on the oversubscription criteria to be granted one of the available places at the school, and admitting further pupils would cause class size prejudice.
3. the application was received late (the closing date being 15th January 2024), and did not meet the requirements of the Late Applications Policy (see the [School Admissions Booklet and Guides | Worcestershire County Council](#) for Worcestershire Community and Voluntary Controlled Schools, or the relevant School Prospectus for Worcestershire Academies, Free, Voluntary Aided or Foundation Schools). In the case of schools outside Worcestershire, you should refer to the relevant LA book and/or the School Prospectus, for details of the Late Applications Policy. If late applications do not meet the requirements of the Late Applications Policy, they will be only considered for places after all those that applied by the closing date have been considered.

## What can I do next?

The Authority seeks to ensure that all pupils have a place at a school, and it is therefore recommended, that in the first instance you accept the offer given. You can do this by emailing your reply slip or details to [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)

This will **not** jeopardize any future action you may take in seeking a place at an alternative school but will ensure that your child has a place at a school for the new academic year.

**FOR WORCESTERSHIRE SCHOOLS**, you may then wish to consider the following action/s:

## Waiting Lists

If your application for your preferred school is unsuccessful, you can 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, 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. Given the current circumstances nationally, please look for this information on the school's websites. Schools priorities are to provide childcare for vulnerable children and those that are children of key workers. They may not be available to deal with requests for waiting lists at this stage. Please be patient and they will deal with your requests as soon as they are able. Please be assured that no vacancies will be reallocated until such time that all requests for the waiting list have been processed.

**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 the end of the autumn term. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term. **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@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)**

**Important Information:-**

- a) **All parents will be given a date by which they must respond to their offer of a school place, this gives every parent the opportunity to request to go onto waiting lists. Once that specified date has gone past, the waiting lists will be collated and prioritised in line with the published admission arrangements. This is likely to take a number of weeks, depending on the number of requests.**
- b) **Once the waiting lists are collated and prioritised, School Admissions will begin the process of reallocating any vacancies for Community and Voluntary Controlled Schools. School Admissions will also be notified by any Academy, Foundation, Free and Voluntary Aided Schools of any vacancies and new allocations from waiting lists, to be made on behalf of their Governors/Trusts.**
- c) **School Admissions will contact you directly IF they are able to offer a place to your child from any waiting list.**
- d) **You will only be contacted with regards to an offer and would ask that you allow School Admissions sufficient time to deal with all requests and new offers. This is likely to be 4 weeks after the deadline date for responses.**
- e) **After that stage you will be able to find out your child's position on any waiting list, but not before.**

## 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. Please note, your appeal cannot be acknowledged unless the grounds for your appeal are provided.

In the case of a Community or Voluntary Controlled Schools it should be sent to the School Admissions office. **The deadline by which parents should submit their full reasons for appeal, is 15th May 2024. Any appeals lodged after this deadline will be classed as late appeals and heard after those received on time.**

**THE PROCESS FOR LODGING YOUR APPEAL DEPENDS UPON THE TYPE OF SCHOOL YOU ARE APPEALING FOR. PLEASE READ THE DETAILS BELOW VERY CAREFULLY.**

**If you wish to appeal for an Academy, Free, Voluntary Aided or Foundation School, then the appeal should be lodged and sent directly to the Governing Body of the school, by 15<sup>th</sup> May 2024.**

Please note, appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstance, the admission authority has accepted a second application because of a significant and material change of circumstances of the parent, child or school but still refused admission.

In the case of parents who are separated, only one appeal may be submitted for a school in any one academic year.

## Appeals for Community and Voluntary Controlled Schools

The appeal statement you provide **MUST** be documented and include the full grounds upon which the appeal is being made. The appeal should be submitted by 15<sup>th</sup> May 2024 and must be sent to this office via email to [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)

Your child's name is **automatically** entered onto the waiting list, where an appeal is made for a Community and Voluntary Controlled School.

**It is vitally important that parents document the full reasons why they wish to appeal against the decision, including reasons why they require a place at a particular school and their personal circumstances.** The appeal panels need to understand fully, your personal reasons, therefore, it is really important that you document everything you wish them to consider. All of the information in relation to the individual cases will be provided to all parties, including the panel, parent and presenting officer from the Local Authority in advance of the hearing date. The Clerk to the panel will contact parents directly to discuss the arrangements for hearing appeals.

Meetings of Appeal Panels are held at County Hall, Worcester. If you have a disability or a special need which would make it difficult for you to attend the hearing at County Hall, please let the Clerk know as soon as possible.

Should you prefer your appeal to be heard without your attendance then the Appeal Panel can decide it based on the written paperwork you have submitted, but you must let the Clerk know as soon as possible.

You will be provided with 10 school days' notice of when your appeal will take place. Appeals will be heard within 40 school days.

**WHICHEVER TYPE OF FIRST/PRIMARY SCHOOL YOU ARE APPEALING FOR, UNDER INFANT CLASS SIZE LEGISLATION, FOR THE RECEPTION INTAKE, THERE ARE SEVERE RESTRICTIONS IN PLACE THAT LIMIT THE MAXIMUM NUMBER OF PUPILS IN A CLASS TO 30. APPEAL PANELS ARE THEREFORE SEVERELY RESTRICTED WHEN CONSIDERING THESE CASES.**

**IN THE CASE OF ALL SCHOOLS IN WORCESTERSHIRE, LESS THAN 0.03% OF APPEALS HEARD UNDER THESE RESTRICTIONS HAVE BEEN SUCCESSFUL SINCE THE LEGISLATION WAS INTRODUCED OVER 20 YEARS AGO. YOU THEREFORE SHOULD THINK VERY CAREFULLY ABOUT WHETHER OR NOT YOU WISH TO LODGE AN APPEAL WHERE THOSE RESTRICTIONS APPLY.**

An additional information sheet for Key Stage One is also available on the School Admissions website [Appealing an Admission Decision](#) and includes the details of the limited grounds on which such an appeal can be made. If you lodge an appeal for a school organised in such a way you will receive a further letter advising you of the very limited grounds for success and will be asked to consider whether you wish to proceed.

For **all Middle Schools**, and in some First/Primary Schools, which are not organized on the basis of 30 in a class in Key Stage One, then these limited restrictions do not apply.

## Appeals for Academy, Free and Voluntary Aided Schools

If you wish to appeal for an Academy, Free, Foundation or Voluntary Aided School, then the appeal must be documented, including your full case and sent directly to the Governing Body of the school, by 15<sup>th</sup> May 2024.

The Clerks to those panels will communicate with you directly in relation to your appeals for those schools.

## Vacancies in other schools

You can contact the School Admissions Team and make enquiries to see if there are any vacancies in any other Worcestershire schools.

If you wish to go onto a waiting list, appeal or check vacancies in any schools outside Worcestershire, you will need to look at the information on the relevant Local Authority website and follow their own procedures.

**If you have any further enquiries, please contact the named officer in the letter you have received.**

**Or Email: [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)**

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[www.worcestershire.gov.uk/privacy](http://www.worcestershire.gov.uk/privacy)