

FAO

Headteachers & Chairs of Governors/Academy Trust of all Worcestershire Maintained Schools
Neighbouring Local Authorities
Worcester Diocesan Board of Education
Church of England Diocese Birmingham
Birmingham Diocesan Schools Commission
Chair of the Worcestershire Association of Governors
Trade Unions
SENDIASS

Dear Colleagues

Consultation on Admission Arrangements for Mainstream Community and Voluntary Controlled schools for the Academic Year 2027-2028

The County Council is consulting on the admissions arrangements for all Community and Voluntary Controlled mainstream schools in Worcestershire. The term 'admission arrangements' means the policy including Published Admission Numbers (PAN) and co-ordinated schemes. There are changes proposed to the arrangements for 2027 which requires consultation to take place. A public notice has been placed in the free local press to this effect.

All of the proposed documents referred to in this letter can be found under the 2027 to 2028 consultation section at the following link: [School admissions policies | Worcestershire County Council](#)

Admission Policy for Community and Voluntary Controlled mainstream schools for the Academic Year 2027-2028

In order to provide clarity to parents on how applications in cases of shared care are dealt with the wording in the policy has been updated to the below:

Where parents/carers have shared responsibility, the home address will be the address where the child normally lives for the majority of the school week. We consider the school day to be during term time only. We consider a child to be resident overnight on the following days to constitute a school day: Monday, Tuesday, Wednesday, Thursday, Friday. You will need to satisfy us that your child is resident with you overnight for the majority of these days during term time, in order to accept your address. If the evidence you provide does prove 50/50 shared care across the above days, over a period of a month, we will use random allocation to determine which address to use. Legal and Democratic Services, who are independent of School Admissions will supervise this process.

Where a child spends equal time during the school week with each parent, the exact arrangements must be made clear by email with a copy of any child arrangements

order/court order (where applicable), this must be submitted by email to schooladmissions@worcestershire.gov.uk .

*If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult them before applying and expressing a preference for a school .Where more than one parent applies for a child, or where there is a parent not in agreement with the preferences, the Local Authority and any admission authority applied for, legally has to comply with the preferences expressed . If this is not the same, then parents will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. **The Council is not able to intervene in disputes between parents over school applications and will request that these are resolved privately.***

The documents are published as Appendices 1a for primary schools and 1b for middle and secondary schools.

Millfields First School Bromsgrove Catchment Area Proposed Revision

The Governing Body of Millfields First School, Bromsgrove would like to formally request that the current shared catchment area with Charford First School be expanded.

The Governing Body believe that by increasing the size of the shared catchment area this would support Millfields First School in ensuring parents are aware they could apply for either school and ensure that both schools can maintain sustainable numbers of pupils.

The area Governors propose becomes a shared area, lies almost equidistant between Millfields First School and Charford First School. Families in this location would therefore have genuine schooling options without additional travel burdens, and Governors believe that both schools and the wider community would benefit from a more balanced distribution of pupils.

The proposed revised catchment map is attached as Appendix 3.

Co-ordinated Admission Schemes

Local Authorities are required, to operate a co-ordinated admissions scheme for the normal admissions round for all schools. Under the scheme, LA's are required to coordinate with neighbouring authorities, and all admission authorities within their area to ensure that **only one offer of a school place** is awarded to pupils.

The changes proposed to the co-ordinated schemes for 2027 are as follows:

- 1. Late Application Windows.** Currently the co-ordinated schemes allow for applications received after the closing date to be considered as on time in specific circumstances, such as moving property. After that deadline has passed all late applications are dealt with as and when they are received and as soon as possible. This has the effect of dealing with those applications almost on a first come first serve basis. Which is prohibited by the Code on School Admissions. It is proposed that all applications that are received within a set period are

considered equally and fairly. A series of proposed late application windows are set out in the co-ordinated schemes. This ensures that it is clear for parents how and when their application will be considered, and are clear when an outcome will be provided.

The documents are published as Appendices 2a for primary and middle schools and 2b for secondary schools. Appendix 2c is the in-year co-ordinated scheme for in-year admissions for 2026, which is unchanged from the scheme approved for 2025.

Published Admission Number changes (PAN) Community and Voluntary Controlled Schools

The County Council is **not** consulting on a reduction of the Published Admission Number (PAN) at any Community or Voluntary Controlled schools:

Worcestershire Fair Access Protocol

The school admissions code places a statutory responsibility on all Local Authorities (LA) to have a Fair Access Protocol (FAP) which all schools in their area comply with, to ensure that all unplaced students, especially the most vulnerable, are offered a suitable school place without unnecessary delay.

The proposed Protocol can be viewed at: [School admissions policies | Worcestershire County Council](#)

The Protocol has been co-produced with existing Fair Access Panels, and is similar to the existing Protocol which can be found here: [Fair Access Protocol](#)

The only changes to the Protocol are in relation to the weighting system currently used. The weighting system is a tool used to ensure every school participates and takes its fair share of children admitted under the protocol. It is used where consensus decisions cannot be reached. The proposed Protocol, removes the inclusion of in-year admissions from the weighting system. The proposed Protocol seeks to weight only those children admitted or leaving schools, that are permanent exclusions, off-site directions, managed moves or were placed using the Protocol. The weightings points are proposed to be revised for those categories. The aim is to ensure that all schools are measured from a level starting point, rather than subject to in-year movement which can fluctuate quite significantly from school to school. It also reflects the higher level of support schools are putting in place for a successful transition of children in the remaining categories.

The proposed protocol is published as Appendix 5.

Local Authority Maintained Nursery Admission Policy

The nursery admission arrangements for Local Authority Maintained Nurseries have remained unchanged following approval by Cabinet with effect from 2014. Although the School Admissions Code does not relate to Nursery Admissions, WCC has continued to hold a Local Authority Maintained Nursery Admissions Policy. It is proposed to update the policy in line with changes to early years eligibility. The proposed changes have been co-produced with a representative group of LA maintained nursery leaders and is published as Appendix 6.

The proposed changes include giving priority for children of staff, and moving sibling criteria high up the over-subscription criterion.

Admission Policy for Academy (A), Foundation (FO), Free (FR) and Voluntary Aided (VA) Schools.

All Academy, Foundation, Free and Voluntary Aided schools must consult on their proposed Admission Policies, where there is a change from the policy their Governors/Trusts approved for 2026. A copy of the 2027 proposed arrangements for Academy, Foundation, Free and Voluntary Aided schools can be found at: [School admissions policies | Worcestershire County Council](#), and also on the individual school's website or from the schools' offices. A public notice has been placed in the free local press to this effect.

Where there is no change from the determined policy approved for 2026, and no objections were received to that policy, those admission authorities need not consult for 2027.

Any comments on Academy, Foundation, Free and Voluntary Aided school policies should be directed to the schools themselves.

Published Admission Number changes (PAN) for Academy (A), Foundation (FO), Free (FR) and Voluntary Aided (VA) Schools

You are asked to note that there are a number of own admission authority schools that are proposing PAN reductions. The information is set out in the table below and published as Appendix 4:

School Name	Area	Current PAN	Proposed PAN	Justification
Hallow CE Primary School	Martley	30	29	School accommodation works not yet completed
Oasis Academy Warndon	Worcester	90	60	Falling roll in school which is not financially sustainable, looking to use accommodation for SEND provision.
St Bartholomew's CE Primary	Stourport	50	30	Falling roll in school which is not financially sustainable.
Stanley Road	Worcester	45	30	Falling roll in school which is not financially sustainable
Stourport Primary	Stourport	45	30	Falling roll in school which is not financially sustainable
The Stourport High School & Sixth Form	Stourport	254	210	Falling roll in school which is not financially sustainable

Any comments on the proposed reductions in PAN for any of the schools should be directed to the schools themselves.

Timescales for this consultation

Consultation will run from **20 October 2025 to 30 November 2025**, a response is invited from any interested parties.

Responses to the:

- **Community and Voluntary Controlled Schools Admission Policy;**
- **Millfields First School, Bromsgrove catchment area proposal;**
- **Co-ordinated Schemes;**
- **Fair Access Protocol; and**
- **LA Maintained Nursery Admissions Policy**

are required by 12 pm on 30 November 2025.

They should be sent by e-mail to schooladmissions@worcestershire.gov.uk subject heading "School Admissions Consultation 2027".

Or by post to: Admission Arrangements Consultation, School Admissions, Worcestershire County Council, Wildwood, Wildwood Drive, Worcester, WR5 2QT.

If you have any queries, please do not hesitate to contact us.

Yours sincerely



Tracey Wilson
Mainstream School Admissions Manager