

Co-ordinated Admissions Scheme for First, Primary & Middle Schools in Worcestershire for 2027/28 Academic Year

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Contents

Contents	2
Introduction	3
The Application Process	3
The Application and Closing Date	3
Initial Allocation Process	3
Finalising the Allocation Process.....	4
Late Applications including late changes to on time applications (Window 1).....	4
Late Applications including late changes to on time applications (Window 2).....	5
Late Applications including late changes to on time applications (Window 3).....	5
Late Applications including late changes to on time applications (Window 4).....	5
Waiting Lists.....	6
Timetable of Admissions Process	6
Fair Access Protocol	7
Admission of children outside their normal age group	7

Introduction

Local Authorities are required, to operate a coordinated admissions scheme for First, Primary & Middle Schools (i.e. schools who admit children below age 11). 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 Scheme outlined below applies to the academic year 2027/28 and is similar to the scheme implemented for the last few academic years.

The Application Process

ALL pupils, who reside **within Worcestershire**, who wish to apply to **any** First, Primary or Middle School, including any school outside the county of Worcestershire, are required to complete an application.

This also means that any pupil, who does not reside within Worcestershire, but wishes to apply for a place at a Worcestershire school must complete an **application provided by their "home" LA**. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure the application details are passed on to this authority for consideration in the allocation of school places. (See timetable for dates).

When all applications have been considered, in conjunction with neighbouring LA's and/or Academies, Foundation, Free and Voluntary Aided Schools, the offer of a **single** school place will be made by the "home" LA, on behalf of the relevant admission authority. (See timetable for dates).

Parents should be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that they ensure that they have understood the information that is available from each LA/School, before stating their preference on any application.

Please make contact with the Admissions Teams of any of the relevant LAs, if further information is required. (The addresses and telephone numbers of all the neighbouring LAs can be found in the Information for Parents Book.)

The Application and Closing Date

Parents are invited to state three preferences, and parents are also able to state the reasons, for their preference. All preferences are to **be treated as equal initially** and sent out to other admission authorities (i.e. Academies, Foundation, Free and Voluntary Aided Schools, or neighbouring LAs) if appropriate, for consideration.

The closing date for the receipt of applications will be **15 January 2027**.

Initial Allocation Process

By 29 January 2027, Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria.

By 8 February 2027, Worcestershire LA will send details to all its Academies, Foundation, Free and Voluntary Aided Schools, for initial consideration. This information may need to be updated if information regarding further applications is subsequently received by other Local Authorities. Late applications will be forwarded upon receipt.

By 26 February, Worcestershire LA will receive a ranked list from each of its Academies, Foundation, Free and Voluntary Aided Schools of all applicants. These lists will be compared to identify any pupils, who may have been offered more than one place. As **only the highest ranking school** will be offered, it may be necessary for Worcestershire LA to inform the Academies, Foundation, Free and Voluntary Aided school(s) that the place is not required, this will be notified to the school, as required.

This process will be ongoing (see section about late applications), along with exchange of information to neighbouring LAs – see timetable for dates.

Finalising the Allocation Process

By 31 March 2027, a final data exchange between Local Authorities neighbouring authorities, will take place, and any amendments to the listings for Academies, Foundation, Free and Voluntary Aided Schools will be notified as soon as possible.

On 16 April 2027, an offer of a school place will be made by Worcestershire LA, on behalf of the relevant admission authority, in the case of Worcestershire residents (even if the placement is for an Academy, Foundation, Free and Voluntary Aided School or a school in a neighbouring LA). **For families residing outside Worcestershire, who have applied for a place in a Worcestershire school, the offer letter will be sent by the “home” LA.**

The **single** offer will normally be the highest ranked school on the application form, at which a potential offer could be made.

In the few cases, where it may be not be possible to offer a place at any of the three preferences stated on the application, and the parent is a Worcestershire resident, a place will be offered at the catchment area school (if places are still available), or the nearest available school with places, which includes Academies, Foundation, Free and Voluntary Aided Schools.

Late Applications including late changes to on time applications (Window 1)

Between **16 January 2027 and 28 February 2027**, it is likely that several late applications will be received. The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within this time-frame, 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](#)).

b) where it is agreed by School Admissions, that individual circumstances apply, and the delay was reasonable given the circumstances of the case;

In each case supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after 28 February 2027, late applications (including late changes to on time 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 and 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 2027 for the intake year, must be sent to Worcestershire LA, and will be processed as soon as possible. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

An outcome for applications received in Late Application Window 1, will be provided on the national offer day 16 April 2027.

Late Applications including late changes to on time applications (Window 2)

Between **28 February 2027 and 30 April 2027**, it is likely that several late applications will be received. All applications must be sent to Worcestershire LA, and will be processed as soon as possible after the 30 April 2027. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

If you make a late application in Window 2, you will be notified of the outcome of your application by **24 May 2027**.

Late Applications including late changes to on time applications (Window 3)

Between **1 May 2027 and 31 May 2027**, it is likely that several late applications will be received. All applications must be sent to Worcestershire LA, and will be processed as soon as possible after the 31 May 2027. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

If you make a late application in Window 3, you will be notified of the outcome of your application by **23 June 2027**.

Late Applications including late changes to on time applications (Window 4)

Between **1 June 2027 and 30 June 2027**, it is likely that several late applications will be received. All applications must be sent to Worcestershire LA, and will be processed as soon as possible after the 30 June 2027. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

If you make a late application in Window 4, you will be notified of the outcome of your application by **18 July 2027**.

Any applications received after 30 June will be consider as in-year applications and will be processed in September 2027.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools are maintained by the School Admissions Team. If an application for a preferred school is unsuccessful in the normal admissions round, children will be automatically added to the school waiting list, which will be kept until 31 December 2027. Please note a child will only be placed on the waiting list for a school that is a higher preference than the one that has been offered, lower preferences are no longer required, and children will not be added to those waiting lists

After 31 December 2027, if you still wish to be considered for any vacancies at a school, parents will need to apply, in order to be included. You can do this by emailing your request and child's details to schooladmissions@worcestershire.gov.uk

Each child added to that list will require the list to be ranked again in line with the published oversubscription criteria. Parents will need to reapply at the start of July 2027 if they wish to be included on the new waiting list for the new academic year, by completing a fresh application form, using our [on-line system](#). Only on receipt of an acknowledgement letter from School Admissions will that child be on 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 schools directly for details on the waiting list procedure.

Timetable of Admissions Process

15 January 2027	National Closing Date. All applications must be received, either on-line or at the HOME LA .
29 January 2027	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
29 January 2027	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
8 February 2027	School's Portal opens to Academy, Foundation, Free and Voluntary Aided Schools for applications to be considered.

26 February 2027	School's Portal closes to Academy, Foundation, Free and Voluntary Aided Schools. Schools to have ranked preferences in accordance with their admission criteria.
28 February 2027	Last date at which Late Applications in Window 1 can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).
5 March 2027	Worcestershire and neighbouring LAs to exchange information of results (1 st cycle).
19 March 2027	Worcestershire and neighbouring LAs to exchange information of results (2 nd cycle).
31 March 2027	Worcestershire and neighbouring LAs to exchange final information.
16 April 2027	Offers of school places made to parents. National Offer Day.
30 April 2027	Last date at which Late Applications in Window 2 can be considered
24 May 2027	Offers of school places made to parents from Window 2
31 May 2027	Last date at which Late Applications in Window 3 can be considered
23 June 2027	Offers of school places made to parents from Window 3
30 June 2027	Last date at which Late Applications in Window 4 can be considered
18 July 2027	Offers of school places made to parents from Window 4

Fair Access Protocol

As part of the Worcestershire Fair Access Protocol, which can be viewed at the following link: [Fair Access Protocol \(opens in a new window\)](#), all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The admission authority for any school must make the decision based on the circumstances of each case and in the best interests of the child concerned.

The Local Authority is the admission authority for all community and voluntary controlled schools, and must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Local Authority will request the head teacher of the school

Appendix 2a Co-ordinated Admissions Scheme for First, Primary & Middle Schools in Worcestershire for 2027/28 Academic Year

for their views, take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

You can find out further information on Delayed and Accelerated Transfer on our website: [School admissions policies | Worcestershire County Council](#)

Parents must ensure they approach the school and complete the Delayed and Accelerated Transfer Record Sheet that forms part of the policy documentation, alongside the school, prior to making their application by the national closing date. Once completed, the school will submit the completed Record Sheet to the School Admissions Team, who will communicate the decision to parents in writing.

Even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place.