



KING CHARLES I SCHOOL

ADMISSIONS POLICY FOR ENTRY TO YEAR 7 IN SEPTEMBER 2027

DATE OF APPROVAL	17.12.2026
DATE POLICY WILL BE REVIEWED	Spring 2027
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Headteacher



Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

This Policy applies to King Charles I School.

Where appropriate, in this policy the term:

“**CEO**” includes the Chief Executive Officer

“**CFOO**” includes the Chief Financial Officer

“**Trust Senior Leadership Team**” includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

“**Headteacher**” includes the appropriate School Headteacher.

“**Trustees or Trust Board**” are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

“**Local Academy Boards (LAB)**” are appointed Governors at a local level associated with the Trust’s Worcestershire Schools. LAB Governors act as advocates for their school’s Safeguarding, SEND, Standards and Stakeholder engagement.

“**Local Governing Bodies (LGB)**” are appointed Governors at a local level associated with the Trust’s Shropshire Schools. LGB Governors are advocates for their school’s Safeguarding, SEND, Standards and Stakeholder engagement.

“**Chair**” responsible for leading the board and ensuring its effectiveness.

“**Stakeholders**” are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Please note that separate arrangements exist for entry to the **Sixth Form** and these are published on our website at www.kingcharlesschool.co.uk/join-us/sixth-form or may be obtained from the school.

The Policy should be read in conjunction with the Information for Parents: Admissions and Transfers to Schools 2027-28 information published by Worcestershire County Council.

Section 1: Introduction

King Charles I School is an 11-18 mixed comprehensive serving Kidderminster and the surrounding area.

King Charles I School is part of Four Stones Gateway Trust (Trust). The Trust Board is the admissions authority for all schools within Trust and approves the admissions policies on an annual basis. The Trust Board delegates the responsibility in applying the oversubscription criteria to the Local Academy Board (LAB) in each school.

The main principle of admission to King Charles I School is to maintain the character of the school as a comprehensive school, providing for the needs of young people within the 11-18 age range who live in our catchment area. King Charles I School will endeavour to provide places for children who live outside the catchment area whose parents/carers wish them to attend the school, provided that they can be accommodated within the published admission limits.

Students will be admitted without reference to ability or aptitude using the criteria below.

The Published Admission Number (PAN) for entry in Year 7 in September 2027 will be 224.

Admission to King Charles I School is not dependent on any “voluntary” contribution.

Applying for Places

King Charles I School welcomes applications from all parents/carers who wish their children to attend the school. Students and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening for Year 6 students and their parents/carers in the September of the year prior to intended admission. Details will be published in the transfer packages (where they are provided by Worcestershire Local Authority) local newspapers and on our website.

Section 2: Admissions Process

Entry to the school at the normal time of transfer (Year 7)

King Charles I School participates in the Local Authority coordinated admissions scheme for entry to the school at the normal time of transfer and all applicants should keep to deadlines within that scheme. Full information is contained in the Information for Parents document published by Worcestershire Local Authority. The coordinated admissions schemes can be viewed at <https://www.worcestershire.gov.uk/coordinatedschemes>. If you do not live in Worcestershire, you need to follow the procedure published by your home Local Authority (LA).

Transfer information is by your Local Authority in the Autumn term to parents/carers of students in Year 6 at maintained Local Authority primary schools. If your child does not attend a maintained school, you should contact your Local Authority for information. Applications for all school places must be made on the Common Application Form (CAF) provided by your home Local Authority, with the opportunity to nominate schools, ranked in order of preference. For residents living in Worcestershire, transfer information and the CAF are also available on-line at <http://www.worcestershire.gov.uk/schooladmissions>. Your completed application must be received by your home Local Authority by their deadline.

For applications for entry to Year 7 in September 2027, the closing date for Worcestershire LA is **31 October 2026**. Our DfE number is 885 4501.

Parents/carers are strongly recommended to check all the information they have given on application forms. The Admissions Authority cannot be held responsible for any places offered or refused according to ranking of applications based on incorrect or incomplete information received.

Procedure

With only 224 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

The following procedure for applications is designed to ensure that the Admissions Policy is applied as fairly and consistently as possible.

All applications submitted to the home Local Authority that name King Charles I School, in any position of preference, will be forwarded to the school. The Admissions Committee will rank all applications only against the published Oversubscription Criteria. We are not permitted to take into account information such as ability, aptitude, behaviour, previous achievement, or references from current schools, etc, either for the applicant or any member of their family.

The deadline for receipt of applications published by the Local Authority must be adhered to and applications received after this date will be at a disadvantage in the event of oversubscription.

Education, Health, and Care Plan (EHCP)

Please note that if your child has an EHCP, even if this names King Charles I you should also submit an application in the usual way via your Local Authority under the co-ordinated scheme (see above).

Children for whom an EHCP has been agreed to be named King Charles I School on the EHC: where places required by students with an EHCP are known before the Admissions Committee meets, the number of students with EHCPs naming this school will be deducted from the 224 places available to be offered. Such students are automatically offered places at the school and the Headteacher and the Admissions Committee will consider each application for a student with an EHCP individually.

If parents/carers are considering whether King Charles I School should be named on their child's EHCP, King Charles I School should be involved in the appropriate review. A response of concern may be raised if the school considers that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

Please note that if your child has an EHCP and this names King Charles I School, you must also submit an application in the usual way via your home Local Authority under the coordinated scheme.

“Summer-born” children who have deferred entry to primary school by a year.

The Trust have agreed that such children will be treated as part of their current cohort; for example, a summer-born child who is taught in Year 6 whose parents/carers chose to defer entry to primary school by a year and therefore whose date of birth would otherwise put him/her in Year 7, would be treated as a Year 6 child.

Late Applications

Applications received after the closing date published in the Local Authority's co-ordinated admissions scheme (31 October 2026) are classed as late and will be ranked lower than all applications received on time. As Haybridge is heavily oversubscribed, late applications are usually unlikely to result in an offer of a place.

The LAB may at their discretion consider an application received after 31 October as “on time” only where a family is making a first application for Haybridge because they have been prevented from applying on time in the following circumstances: where a family has moved **home** between 1 November 2026 and 15 January 2027; or where it is agreed by Governors that extenuating circumstances apply and the delay was reasonable given the circumstances of the case. Late applications received after 15 January 2027 will not be considered before 1 March 2027.

Please see also the information on **home** address and house moves.

Offers of Places for Year 7 transfer

The Admissions Panel will rank all applications received by the deadline in order of priority as described in the ‘Oversubscription Criteria.’ The names of applicants to whom places could be offered will then be provided to the Local Authority who will make offers on our behalf. This will be a single offer to the parent/carer of a place at the school for which their child ranks highest, where a place is available. If it is possible to make a potential offer at more than one school, the final offer will be for the school identified as higher preference. If

King Charles I School is notified that you will be offered a higher preference school, we cannot offer you a place. If parents/carers have named King Charles I School as their first preference school but have not been offered a place, they will be advised of their right to appeal by the Local Authority.

Offers of Year 7 places will not be made directly by King Charles I School and you should contact your Local Authority if you have not received notification of an offer. Parents/carers must reply to the Local Authority's offer as soon as possible, indicating whether they are accepting the place. If you withdraw your application or wish to decline an offer of a place at King Charles School you must inform the Headteacher and Student Admissions and Transfers at your home Local Authority immediately in writing. You must also notify any change of the student's home address, contact details or school immediately in writing to the Headteacher and to Student Admissions and Transfers at your home Local Authority.

Governors have the right to withdraw an offer of a place where it is found that:

- the offer of a place has been obtained through a fraudulent or intentionally misleading application, for example, the use of an inappropriate home address; or
- the parent/carer has not responded to the offer within a reasonable period of time of the offer being made and after a reminder has been issued.

If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

Waiting Lists

If your child does not receive an offer of a place at King Charles I in the normal round of applications, and only if you were allocated a school which was a lower preference than King Charles I, your child will automatically be placed on our waiting list. If you wish, you may contact us in writing to confirm this.

If you did not name King Charles I as one of your preferences in your original application, you must contact your Local Authority to make an application to King Charles I. We can only process an application when a fully completed valid application has been received. If you were allocated a school which was a higher preference than King Charles I, we will not automatically place your child's name on our waiting list; if you subsequently wish to name King Charles I as your first preference you must contact your Local Authority to make a late change of preference.

If a place becomes available, it will be allocated from the waiting list according to the oversubscription criteria listed below, after the deadline for the return of acceptances. There is no priority for children who have been on the list longer than others. This waiting list is maintained until 31 December 2027. If you wish your child's name to remain on the waiting list for Year 7 after the end of December 2027 you must write to the Headteacher at King Charles I High School at the start of each new term confirming this. After December, the waiting list will be held for one term at a time.

In-Year Admissions for all Year Groups

Generally, students only transfer from one school to another when there has been a change of home address. Parents/carers are recommended to read the information provided by their Local Authority. If you feel that there are problems with your child's current school, you should attempt to resolve these with the Headteacher of that school before applying to transfer.

Worcestershire County Council co-ordinate all in-year transfer applications to Worcestershire schools. The coordinated admissions schemes can be viewed at <https://www.worcestershire.gov.uk/schools-education-and-learning/school-admissions-policies>. All schools in the Trust take part in the Local Authority's coordinated scheme for in-year admissions.

King Charles I School intends to hold waiting lists for any oversubscribed year group after 1 September. Each term the waiting lists for each year group are re-compiled. Parents/carers must write to or email the Headteacher at King Charles I School at the start of each new term confirming that they wish their child's name to remain on the list. If a place should become available, applications currently on the waiting list will be ranked according to our Oversubscription Criteria as described below and an offer will be made to the child who ranks highest at that time. If you wish your application to carry forward to a new academic year in September, you must submit a fresh in-year transfer application no earlier than the summer half term.

Applications for in-year transfer may be made within half a term of the date that the place is required. For example, if you require a place at the start of the September term, you may apply after the summer half term break.

All schools in the Trust have signed up to the local Fair Access Protocol. We have to admit any student who is the subject of a direction by the Secretary of State or is allocated to us according to the Worcestershire Fair Access Protocol. In such cases we may exceed our Published Admission Number, and these students take precedence over those on the waiting list.

Applications for places outside of the normal age group

Parents/carers can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. Applications for entry to Year 7 for children outside this age group must be made as part of the co-ordinated process if possible; all other applications will be treated as in-year applications. Parents/carers must make it clear in their application that they are seeking a place outside the normal age group.

We may need to carry out an educational assessment to determine whether or not it is appropriate for the child to delay or accelerate their entry into the school and be taught outside their chronological age group. The Local Academy Board will make a decision based on the circumstances of each case.

Parental Responsibility

Where more than one parent/carer applies for a school place for their child, or where there is a parent/carer not in agreement with the preferences, the Local Authority and any admission authority applied for legally has to comply with the preferences expressed. If parental preferences are not the same, then parents/carers will have to seek resolution and if necessary legal resolution. This may delay the processing of your application. It may be necessary for the courts to determine which parent/carer can make the final decision on schooling. Neither the Local Authority nor the school is able to intervene in disputes between parents/carers over school applications and will request that these are resolved privately. This will also apply to in-year transfer applications. If it is subsequently determined that agreement was not reached prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was intentionally misleading or fraudulent.

Appeals

The parents/carers of children who are unsuccessful in gaining a place at King Charles I School may appeal to an Independent Appeals Panel. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code effective from 1 October 2022. Please refer to the latest guidance published by the Department for Education on admission appeals at <https://www.gov.uk/schools-admissions/appealing-a-schools-decision>.

If you wish to appeal you should write, setting out **in full** your grounds for appeal, to the clerk to the Local Academy Board within 20 school days of receipt of notification that your application was unsuccessful. You will receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances you have the right to waive this notice.

Any additional evidence which you wish to submit after lodging an appeal **must be in writing and must be received by the school at least five school days before the hearing** to allow for efficient administration of the appeal hearing. If you submit information or evidence after this deadline it might not be considered at the appeal, or the appeal hearing might need to be postponed.

For on-time applications for Year 7 entry, appeals will be heard within 40 school days of the deadline for lodging appeals. For late applications, appeals will be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged. For in-year transfer applications, appeals will be heard within 30 school days of the deadline for lodging appeals. Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical.

Parents/carers are invited to attend the hearing of their appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. You may be

represented by or accompanied by a friend. You must inform the school in advance if you wish to call any witnesses or be represented at the hearing.

Only one appeal is permitted in respect of the same academic year. In exceptional circumstances only, the Local Academy Board may allow a second appeal to be heard if they have considered a second application because there is a significant and material change in circumstances, but they have refused this.

The statutory right to appeal does not apply if a place has been offered at the school in the usual year group for the child's age, but this is not the year group preferred.

Section 3: Oversubscription Criteria

Where there are more applications than places students will be offered places in the following order of priority (for definitions of the words in bold, see the section below on 'Definitions'):

- 1. Children Looked After and previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**
2. Students with a **sibling** on roll at King Charles I and living **within the catchment area** of the school.
3. Students whose **home** is within the **catchment** area of the school.
4. Students whose **home** is outside the **catchment** area but who would still have a **sibling connection** at school at the time of admission.
5. Students who are on roll at a **feeder school**.
6. Students whose **home** is nearest to the school by the shortest straight-line distance.

Note: Eligibility for any category which is met at the time of application must apply at least until the closing date for applications for such eligibility to remain valid. When applying for Year 7 at the normal time of transfer, parents/carers must amend their application if their circumstances change between application and the deadline on 31 October, for example change of address or school.

Any change to circumstances at any time which affects eligibility for any oversubscription category must be notified without delay to the Local Authority and to the school.

Definitions

Children Looked After and previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

"Looked after" means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

Catchment Area

Our catchment area is defined on the map which may be viewed at the school on request, and which is available on the school website or from School Admissions at Worcestershire County Council.

If you wish to check whether your address falls within the catchment area for King Charles I School, you may also visit <http://www.worcestershire.gov.uk/schoolsearch> and use the on-line postcode catchment area checker.

While there is no guarantee of a place for children living in our catchment area, it has been the case in the last few years that places have been offered to most or all applicants resident in catchment. This cannot be relied upon for the future as demographic and other changes may make it less likely.

Sibling

Applicants who have a sibling on roll at King Charles I School at the time of application who would still be on roll at the time of admission may claim a sibling connection. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent, or who have birth or legally adoptive parents living at the same **home** address as partners. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings. In order to claim a sibling connection, applicants must live at the same **home** address as the sibling. There is no guarantee of a place at King Charles I for applicants who have qualifying siblings on roll.

The Local Academy Board cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. If it is not possible to make an offer for all children from a multiple birth, the Local Academy Board will randomly allocate the place(s) available.

Feeder Schools

Our feeder primary schools are:

- Chaddesley Corbett Endowed Primary
- Comberton Primary
- Heronswood Primary
- Offmore Primary
- St George's CE Primary
- Cutnall Green C of E Primary

Applicants must be on roll at one of these schools at the time of application to qualify under this category. There is no guarantee of a place at King Charles I School for applicants attending a feeder primary school.

Home

Home is defined as the only or main residential address at the closing date of application where the child normally resides, and which is the usual address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, for example usually as a result of separation or divorce, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time) and who has main responsibility for the child. Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address used will be determined by random selection (lottery). Someone independent of the Local Academy Board will supervise this process.

Places cannot be offered on the basis of a possible future address. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission and that any previous home has been permanently relinquished. Applications considered by the Local Academy Board to use an invalid address may be rejected and while a further application may be submitted from an alternative address if this is received after the closing date it will be placed below all on-time applications in accordance with our policy on late applications. An offer of a place at King Charles I School may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

House moves: parents/carers must apply from the **home** address where they and the child live at the date of application and must amend their application address if they move **home** between application and 31 October. **Changes of address after 31 October will not usually be taken into consideration by Haybridge for the purposes of offers made on 1 March.** Changes of address after 31 October may, at the Governors' discretion and if supported by appropriate evidence, be taken into consideration for the purposes of the waiting list which will be compiled after 1 March. See also the section on Late Applications.

For children of UK service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place, as long as one is available, in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. We may require documentary evidence of the intended address in order to establish how the application meets our oversubscription criteria, for example catchment area and/or distance from home to school. Parents/carers of service children may, if they wish, provide this evidence of their intended address in the form of an official letter that declares a Unit or quartering address which may be taken as the home address for a

service child. For children of UK service personnel or crown servants, we will not refuse to process an application and will not refuse a place, where one is available, solely because the family do not yet have an intended home address or do not yet live in the area.

If applications have to be ranked according to distance from home to school, the measurement will be taken using GIS software from the geocode point for each property to the geocode point for the school. In the unlikely event of this software not being available due to circumstances beyond our control, we will use the most similar means available which will be consistently applied.

Where home addresses are within the same block of flats or apartments, the number of the flat or apartment will be taken into account, with lower numbers taking priority (e.g. Flat 1 or 1a takes priority over Flat 2 or 1b). In the event of equi-distant addresses, any place will be allocated by random selection (lottery). Someone independent of the Local Academy Board will supervise this process.

Section 4: Useful contact details

King Charles I School

Tel: 01562 512880

Web: www.kingcharlesschool.co.uk

Email: office@kingcharles1.worcs.sch.uk

Worcestershire School Admissions

Tel: 01905 822700

Email: schooladmissions@worcschildrenfirst.org.uk

Web: <https://www.worcestershire.gov.uk/schools-education-and-learning>

Postcode catchment area on-line check

Web: <https://www.worcestershire.gov.uk/schools-education-and-learning/find-school>

Special Educational Needs and Disabilities Information, Advice and Support Service. SENDIASS (formerly the Parent Partnership Service)

Email: sendiass@worcestershire.gov.uk

Web: <https://www.worcestershire.gov.uk/sendiass>

Transport Assistance

Free transport to school may be provided by the Local Authority in certain circumstances. Full details are available from your Local Authority. The contact details for Worcestershire are:

Tel: 01905 765765

Web: <https://www.worcestershire.gov.uk/schools-education-and-learning>

The information contained in this policy is correct at the time of publication but amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the admission authority including information published by Worcestershire County Council.