

# ADMISSIONS ARRANGEMENTS 2027-2028

---



Senior Leadership Team Lead	Principal
Date of Adoption	September 2025
Review Frequency	Annual
Ratified by	LAGB
Signed	To be ratified
Position on the Board	Chair of LAGB
Ratification Date	03.12.2025
Policy Tier	School/WHHS

**The school is an Academy belonging to a Multi Academy Trust and the Trust is our admissions authority, but we have taken the decision to carry on working closely with the Local Authority and adopted the central admissions process of Worcestershire Local Authority to ensure that all arrangements are both transparent and fair.**

The school takes part in the Co-ordinated Admissions Scheme for In-Year Applications for Schools in Worcestershire and the Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol':

<https://www.worcestershire.gov.uk/coordinatedschemes>

[https://www.worcestershire.gov.uk/sites/default/files/202209/fair\\_access\\_protocol\\_for\\_worcestershire\\_schools.pdf](https://www.worcestershire.gov.uk/sites/default/files/202209/fair_access_protocol_for_worcestershire_schools.pdf)

<https://www.worcestershire.gov.uk/policiesandappeals>

The planned admission limit for Year 7 in September 2026 is 178 and children are admitted to Waseley Hills High School in accordance with this Admissions Policy.

## **Admissions Process – Entry to the school at the normal transfer phase (Year 7)**

Applications for all school places must be made on the Application Form provided by the parent[s]/carer[s] home Authority, with the opportunity to nominate schools, ranked in order of preference. Alternatively, if you are a Worcestershire resident, you can complete the form online at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). If you are resident in another Local Authority, you will need to visit their website. Once completed, the application form must be received by your home Local Authority (Worcestershire if you live in Worcestershire, Birmingham if you live in Birmingham etc) by the 31st October. The home Local Authority will notify parents of the outcome of their application for a place.

## **Offers of Places**

All applications are ranked in order of priority as described below. This list of pupils for whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you, of your highest ranked school, where a place is available. Those for whom no place can be offered are advised of their right to appeal within fourteen days of the date of posting of the letter.

Offers will be made by the home Local Authority on the 1<sup>st</sup> March and not Waseley Hills High School.

The Trust reserves their right to withdraw an offer of a place before the student is admitted to the school where it is found that the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim, or where a parent/carers has not responded to the offer within 14 days of the offer being made.

## **When Applications for Admission exceed the number of places available**

When there are more applications than places, children are admitted in the following order of priority:

- i) 'Looked after' children and previously \*'Looked after' children;
- ii) Siblings (see below for definition) of pupils attending the school and living within the catchment area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area;
- iii) Pupils living within the catchment area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- iv) Pupils living outside of the catchment area but who would still have a sibling connection (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- v) Pupils who were attending a feeder school at the time of application;  
Beaconside Primary and Nursery School  
Holywell Primary and Nursery School  
Lickey Hills Primary School
- vi) Children of all staff at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage;
- vii) Pupils who live nearest to the school by the shortest straight-line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the school. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process);

In accordance with legislation, an Educational, Health & Care Plan will be offered a place at the school named in the Plan.

\*'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, residence or special guardianship order including those who appear to have been in state care outside of English and ceased to be in state care as a result of being adopted.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e., sibling connection, attendance at feeder school, children of staff, then according to distance, each assessed as indicated above. Where there are too many applications from within the out of area sibling criteria, priority will be decided in the following order, i.e., attendance at feeder school,

children of staff, then according to distance, each assessed as indicated above and so on with all other criteria.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, stepsiblings, or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated place(s), all of the children from that multiple birth will be admitted, even if this takes the school over PAN.

## Late Applications

The Council has agreed in its coordinated scheme to accept late applications within the timeframe set out in the scheme, and treat them as being on time, only in the following circumstances:

- i) where a family have just moved address, (refer to Information for Parents booklet at [Apply for a school place | Worcestershire County Council](#));
- ii) where it is agreed by the Directorate of Children's Services, 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 the date set out in the scheme, late applications will receive a lower priority and will only be considered after the applications received (or deemed to be) on time.

## Waiting Lists

If your application is unsuccessful, you will be automatically added to the school's waiting list, which will be kept until 31st December 2027. 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.

After 31st December 2027, if you still wish to be considered for a space at Waseley Hills High School, parents will need to apply, in order to be included. You can do this by emailing your request and child's details to [admissions@waseleyhills.worcs.sch.uk](mailto:admissions@waseleyhills.worcs.sch.uk)

## Shared Catchment Areas

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

- i) pupils who would still have a sibling connection at the school at the time of admission;

ii) pupils who were attending a feeder school at the time of application;

iii) children of all staff at the mainstream school to which they apply, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage;

iv) pupils living nearer to the oversubscribed school than to the alternative school.

If places still exist after consideration of i) to iii) above, they will then be allocated to other pupils who live nearest to the school by the shortest straight-line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for School. The Local Authority uses a software package called ArcView GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).

## **Over-subscription for places in the Sixth Form**

The County Council has agreed the following criteria:

i) General Entry Requirements

- for courses at NQF level 3 e.g., GCE A level, Advanced or Advanced progression Diploma, BTEC National Diploma, Five 9-4 grades at GCSE (or equivalent NQF 2 qualifications);
- for courses at NQF level 2 e.g., Higher Diploma, BTEC First Diploma - a pass at NQF level 1 (5 GCSE 3-1 or equivalent);
- for courses at NQF level 1 – two 9-1 grades at GCSE (or equivalent).

The above are general entry requirements for a Sixth Form course. Some subjects/ courses will require more specific qualifications to have been achieved in order to study that subject/course;

ii) in the event of there being more applications from qualifying students than places available, the normal admissions criteria priorities as set out above will apply.

## **'In Year' transfer arrangements**

Parents/Carers completing an application form for 'In Year' transfers for Schools in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Team.

<https://www.worcestershire.gov.uk/schooladmissions>

The information is also available in the admissions section of our website:

[Waseley Hills High School - Admissions \(waseleyhillsschool.org.uk\)](http://waseleyhillsschool.org.uk)

## Admission of children outside the normal age group

Parents may seek a place for their child outside of their normal age group. The governors will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking 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. They will also consider the views of the Principal/Executive Principal.

When informing a parent of their decision on the year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governors will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## Appeals

Any parent whose child has been unsuccessful in securing a place can appeal. Appeals are heard by an Independent Appeals Panel, following procedures laid down in the School Admission Appeals Code (October 2022). Appeals must be made in writing to [schoolappeals@warwickshire.gov.uk](mailto:schoolappeals@warwickshire.gov.uk) within twenty school days of receiving notification of an unsuccessful application.

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