



Witton Middle School - Admissions Policy 2026

Our normal year of entry for pupils is Year 5 and we have a Published Admission Number of 150.

The admissions process is part of the Worcestershire Local Authority scheme. In the event of the school being oversubscribed, The Governors will apply the following criteria to all applications.

They have agreed that applications will be ranked in order against the following oversubscription criteria:

1. Looked after children and all previously looked after children including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Definition of Looked After – see Notes)
2. Who will have a Sibling at the school at the time of admission (see Notes).
3. From the area designated as the 'catchment area' within Droitwich Spa. [Witton Catchment Area Map](#)
4. Attendance at a named feeder school. Our named feeder schools are: Chawson First School WR9 8BW, Hindlip C of E First School WR3 8RJ, Ombersley Endowed First School WR9 0DR, St Peter's C of E First School WR9 7AN, Tibberton C of E First School WR9 7NL, Westlands First School & Nursery WR9 9EQ and Wychbold First & Nursery School WR9 7PU.
5. Children of All Staff who are currently employed by the school on a permanent contract and have been for the last two years at the date of application or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Pupils who live nearest to the school by straight-line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the school. The Governing Body will utilise the Local Authority 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-distant applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process.

Any parent seeking a place for Year 5 intake within this school must apply on-line at www.worcestershire.gov.uk . Applications for Year 5 intake should be received before the date given since all late applications will be treated after those that have been received on time.

Applications for places other than at the start of Year 5 (the usual intake time) are called in-year applications and must be made on the common application form (CA1) obtainable at www.worcestershire.gov.uk . Both the CA1 form and an Education History Form must be completed and submitted to the Worcestershire County Council School Admissions Team. Parents are invited to state up to three preferences for CA1 schools in priority order. Applications are considered by the school and places allocated according to the criteria outlined above, and in accordance with the School Admissions Code

(2021). Parents are notified in writing of the outcome of their CA1 application by the Local Authority within 15 school days of its receipt.

Admission for children outside of their normal age group:

If you wish your child to be admitted outside of their chronological age group **irrespective of whether this has been the case at any other school**, please contact the office as your request will need to be considered as per procedures outlined below.

Procedures are set out by the Worcestershire County Council as shown on p27, section 1.16 of the Admissions to Middle Schools Information for Parents booklet (link below)

[JN2425.061 Information for Parents Book - Admissions to Middle Schools 2025-26](#)

(Please note 2026-27 booklet not yet available)

Please refer to the following Worcestershire County Council guidance with regards to making an application to admit your child outside of their chronological year group (all of which are found on the 'Delayed and Accelerated Transfer Policy' drop down on the following page):

[Deferred, delayed or accelerated entry into a school | Worcestershire County Council](#)

Prepared by:	Suzie Bourne	Responsibility of:	Headteacher
Agreement Date:	September 2025	Review Date:	July 2026
This Policy was prepared giving due regard to the disabilities and/or special education needs, age, race, religion or belief, sex/sexual orientation, gender/gender reassignment, marriage and civil partnership, pregnancy and maternity of the children and staff at Witton Middle School and its community.			

Notes

In accordance with legislation, children with an Educational Health and Care Plan will be allocated a place at school if it is the named provision. Children with an EHCP which stipulates that Witton Middle School is the agreed named provision at the point of application will be admitted first, before oversubscription criteria are applied.

In the event that there are too many applications in any category, priority will be decided in the order indicated on the published policy.

Waiting List – In the event of any year group being oversubscribed, the Governors operate a 'waiting list' continuously throughout the whole academic year. Places are allocated in accordance with the priority criteria as set out in the policy. Each time an applicant is added to the waiting list, the criteria will be applied and the waiting list will be ranked.

Appeals – The School Standards and Framework Act 1998 provides parents with the right to an Independent Appeal Panel in cases where an application for admission is refused. If

parents wish to appeal, they should write to the Chair of Governors, c/o the school, within 20 days of the notification of the refusal of a place.

The Local Authority, on behalf of the Governors, will notify all parents of the outcome of their application for the September intake into Year 5.

'Looked after' and 'previously looked after' children means all those currently in the care of, 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.

Siblings – The sibling link, as well as brother or sister, also includes half-siblings, (that is children who share one birth parent), multiple births, legally adopted children, or a child of the parent / carers partner. They must also be living at the same 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.

Fair Access – In exceptional circumstances, the Governors will consider exceeding the Published Admission Number with regard to the Worcestershire Fair Access Protocol.

Admission of children outside of 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. A child may, therefore, be admitted effectively in the year group below or above their chronological age group.

The following steps will apply:

Step 1: Parent/carers can request that their child be admitted into a year group that is either below or above their chronological age group. This is known as delayed or accelerated entry.

Step 2: Parent/carers should discuss their request with the Headteacher in the first instance. The Headteacher must make the decision based on the circumstances of each case and in the best interests of the child concerned.

Step 3: The Headteacher must take account of the following areas when making a decision as to whether or not it is appropriate for the individual child to either accelerate or delay their entry into school and be taught permanently ahead of, or behind their chronological age group.

- 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;
- whether they may naturally have fallen into a lower age group had they not been born prematurely; and / or

- where relevant evidence from specialist (SEND, The Virtual School) agencies supporting the child.

Step 4: This process must be completed in advance of the closing date of **15th January** prior to the child's usual start date. For more information on the time frames please follow link:

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

Step 5: Delayed / Accelerated entry is AGREED (if denied please go to step 8)

Delayed entry agreed by the Head Teacher and Schools Admissions Authority (Witton Middle School Local Governing Board / Spire C of E Learning Trust).

Step 6: The Delayed / Accelerated Transfer Recording Sheet is to be completed by the Headteacher and copied to WCF Schools Admissions, and parents are informed by the head teacher that the Delayed / Accelerated Transfer has been agreed.

Step 7: Parent/carers will receive details of how to proceed with an application for the following year. Contact: WCF School Admissions Department on: 01905 843111 or Witton Middle School 01905 776632

Step 8: Delayed / Accelerated entry is DENIED

Delayed entry is declined by the Schools Admissions Authority and Headteacher.

Step 9: Parent/carers will need to make an application in time for the chronological intake. Please refer to the Information for Parents Book:

[JN2425.061 Information for Parents Book - Admissions to Middle Schools 2025-26](#) (2026-27 not yet available)

Home address – is determined as the address that a child ordinarily resides at for the majority of the school week (e.g. three or more days out of five, Monday to Friday during term-time.) Where care is split equally, parents / carers must provide documentary evidence that care is equally split. In such cases the address will be determined by random selection. Someone independent of the Governing Body will supervise this process.

Named Feeder Schools - Chawson First School WR9 8BW, Hindlip C of E First School WR3 8RJ, Ombersley Endowed First School WR9 0DR, St Peter's C of E First School WR9 7AN, Tibberton C of E First School WR9 7NL, Westlands First School & Nursery WR9 9EQ and Wychbold First & Nursery School WR9 7PU

[Witton Catchment Area Map](#)