

APPLICATION FOR ADMISSION/ TRANSFER TO A FIRST, PRIMARY OR MIDDLE SCHOOL FOR THE SCHOOL YEAR 2025/2026

IA Form
2025/2026

Important notes to be read before completion of the application form.

Please read these notes in conjunction with the relevant **Information for Parents** book. The book contains important information, which you need to read and understand so that you can complete this form. Not all information is on this form itself, so you must read the book as well.

The book is available to view online at www.worcestershire.gov.uk/schooladmissions

Where application is being made to an **Academy, Foundation, Free or Voluntary Aided School** it is **essential** that you refer to the **School Prospectus**, available from the School.

***NB If you are unsure as to the different types of school or require details on individual schools, this information can be viewed in the relevant Information for Parents book at the website address above.**

Note 1: Parental responsibility

Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Failure to ensure agreement prior to submission, may result in a delay in the application being processed and in some instances a legal resolution may be required. When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed. If it is subsequently determined that agreement was not made 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 misleading or fraudulent.

Note 2: Change of Address

If you are moving address, you must notify the Headteacher and School Admissions of any change to your child's home address as this might affect your application. Please refer to the Information for Parents book for details on late changes of address, including any late changes to on time preferences. Any change of address will require independent supporting information to be provided with the application on or before the 28th February for First/Primary and Middle Schools, for full details please refer to the Information for Parents Book.

Note 3: The catchment area school

In all cases, you are advised to refer to the Information for Parents book which sets out the importance of knowing the catchment area school for your child's home address. If you are unsure of your catchment area school(s), you can find out by either telephoning: **01905 822700** or by visiting www.worcestershire.gov.uk/schooladmissions and following the link to school catchment areas.

Note 4: Nursery school attendance

Please be aware: Attendance at a particular nursery/pre-school does not give a child priority in gaining a place at the school where the nursery/pre-school is located. **Parents/carers must still apply for their child to go to a First/Primary school even if the child already attends the nursery on site at the school.** Places are allocated in line with the Admissions Policy of the school.

Note 5: Children of staff at the school

Please note that in order to qualify for this category, the member of staff must have been employed for 2 or more years at the time of application or recruited to fill a vacant post for which there is a skill shortage.

Note 6: Applications to Academy, Foundation, Free and Voluntary Aided Schools

If you are applying for a place at an **Academy, Foundation, Free or Voluntary Aided School** you are advised to check that this is the school serving your area.

- If you are applying for a school place at a **Catholic School** please complete **Section E**.
- If you are applying for a school place at a **Church of England School** please complete **Section F**.

It is **essential** that you refer to the school's prospectus for further details relating to admission arrangements as you may wish to include relevant information in **Section D** of this form. Some schools also require supplementary application forms to be completed. Admissions are the responsibility of the School Governing Body/Trust

Note 7: Applications to Community and Voluntary Controlled Schools

Admissions to Community and Voluntary Controlled Schools are administered by School Admissions. The Headteacher of the school involved is not in a position to offer your child a place;

All preferences for all types of schools will be treated equally, and places are allocated in accordance with the published admissions criteria.

Admission of a child to a school of your preference does not mean that younger siblings will automatically gain admission to the same school, or mean that your child will be able to obtain a place at the follow on Middle or High School.

Note 8: Transport

Details of Worcestershire County Council's transport assistance policy are explained on the Worcestershire County Council website at the following address:

http://www.worcestershire.gov.uk/homepage/18/school_and_college_transport

- Please be aware that any transport arrangements approved for this application will not set a precedent for siblings. Each application for transport will be dealt with on an individual basis. The information contained on this application may be shared with School Transport to aid in their planning and assessment

Note 9: Withdrawal of Application

You should inform School Admissions as soon as possible if you are withdrawing your application for any reason.

Note 10: Additional Information

Please note that, if your preferred school is oversubscribed, admission authorities have to use a fair method of deciding how places should be allocated. For **Academy, Foundation, Free and Voluntary Aided schools** it is essential that you refer to the relevant **School Prospectus** for details relating to the admission arrangements and definitions. For **Community and Voluntary Controlled Schools** please refer to the Information for Parents book for the admission policy and definitions.

For a full copy of our Privacy Notice that sets out how we store and use your data, please visit:

www.worcestershire.gov.uk/privacy.

Note 11: Submitting your Application

Completed application forms need to be returned to: schooladmissions@worcestershire.gov.uk

School Admissions, County Hall, Spetchley Road, Worcester, WR5 2NP.

Please detach and retain these notes for your information

Please ensure that the receipt below has been signed and dated by the School or School Admissions and retain as proof of submission. School Admissions will not accept proof of submission unless this receipt had been completed, retained and can be produced as evidence. If you require proof of receipt, please complete the slip below and we will send you an acknowledgment by email. If you are sending your form in the post, you will need to include a Self Addressed Envelope (SAE) including postage.



I acknowledge receipt of application form, in respect of (name of child):

Signed:

Date:

Position at School or School Admissions:

APPLICATION FOR ADMISSION TO A FIRST, PRIMARY OR MIDDLE SCHOOL FOR THE SCHOOL YEAR 2025/2026 FOR CHILDREN RESIDENT IN WORCESTERSHIRE FOR SCHOOL INTAKE AT NORMAL POINT OF ENTRY

IA Form
2025/2026

Please complete and return this form to: schooladmissions@worcestershire.gov.uk

School Admissions, County Hall, Spetchley Road, Worcester, WR5 2NP.

Application may be made for **any** maintained school whether it is an Academy, Community, Foundation, Free, Voluntary Aided or Voluntary Controlled school. **It is important to complete this form** in order to make your preference of school clear. Failure to do so could result in your child not being allocated a place at the school you prefer. **Please also complete this form to indicate if you are applying for your child to attend a school in another county in order that we can notify the appropriate Local Authority.**

Section A - Child's Details

Child's Surname			
Child's First Name(s)			
Child's Gender	Male <input type="radio"/>	Female <input type="radio"/>	
Date of Birth	DD	MM	YY
Age			
Child's Home Address (in full) (If this changes between now and September 2025 please remember to inform School Admissions - see note 2)			
Postcode			
Moving Address if applicable			
Postcode			
Date new address effective from	DD	MM	YY
Title of Parent/Carer	Mr <input type="radio"/>	Mrs <input type="radio"/>	Ms <input type="radio"/> Miss <input type="radio"/>
Surname and initials of Parent/Carer			
Contact Telephone Numbers			
Contact Email Address			

Section B - Current School

Child's Present School (if applicable)			
Does your child have an Education and Health Care Plan under the Children and Families Act 2014?	Yes <input type="radio"/>	No <input type="radio"/>	
Has this child ever been Looked After by a Local Authority?	Yes <input type="radio"/>	No <input type="radio"/>	
If yes please name the Local Authority			

If the Local Authority is not Worcestershire, please provide documentary evidence with the application.

Section C – Preferences

First Preference School	
If your child has a sibling currently attending this school, please give their name and date of birth	
Please tick this box if the sibling named will still be attending the school in September 2025	<input type="checkbox"/>
Please tick this box if the child is a staff child (see note 5 for details)	<input type="checkbox"/>
Staff Members Name	
Second Preference School	
If your child has a sibling currently attending this school, please give their name and date of birth	
Please tick this box if the sibling named will still be attending the school in September 2025	<input type="checkbox"/>
Please tick this box if the child is a staff child (see note 5 for details)	<input type="checkbox"/>
Staff Members Name	
Third Preference School	
If your child has a sibling currently attending this school, please give their name and date of birth	
Please tick this box if the sibling named will still be attending the school in September 2025	<input type="checkbox"/>
Please tick this box if the child is a staff child (see note 5 for details)	<input type="checkbox"/>
Staff Members Name	

Section D - Reasons for Preferences

Please state any reasons for your preferences. For applications to Academy, Foundation, Free or Voluntary Aided schools, please include information as specified in the admissions criteria (refer to the school prospectus). If there is insufficient space for you to include your reasons, please include a separate word document when sending your form.	
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Dependent upon the category of school for which you are applying, please complete Section E & F as appropriate.

Section E - Catholic School

Child's Religion	
Date of Baptism	
Please attach a photocopy of the Baptismal Certificate. If you do not have this please contact your Parish Priest.	
Parish/Church to which you are attached	
Please refer to the School Prospectus to see if it is necessary to attach a letter of support from your Parish Priest.	
Have you attached a copy of a Baptismal Certificate?	<input type="checkbox"/>
Have you attached a letter of support from Parish Priest?	<input type="checkbox"/>

Section F - Church of England

Child's Religion	
Do you (parent/carer) attend church regularly?	Yes <input type="radio"/> No <input type="radio"/>
Does the child attend church regularly?	Yes <input type="radio"/> No <input type="radio"/>
If YES please give name of Church and name of Priest/Minister	
It is essential that you refer to the school prospectus and/or application pack. Please complete all the necessary forms and details. Please indicate if you have attached this information.	Yes <input type="radio"/> No <input type="radio"/>

Section G – Applicant Declaration, Terms & Conditions and Consent

For a full copy of our Privacy Notice that sets out how we store and use your data, please visit:

www.worcestershire.gov.uk/privacy

To facilitate the provision of the School Admissions Service we share personal information with:

Worcestershire County Council, Medical Education Team, Education Transport, Provision Planning, Education Improvement, Education Investigation, Virtual School, Special Educational Needs, Social Care, Worcestershire Schools, Other Local Authorities, Other Local Authority Schools, Department for Education, Office of the Schools Adjudicator, Education Skills Funding Agency and where we are required to comply with other legal, statutory and/ or regulatory obligations/requirements/for auditing.

There is a statutory duty to share the information collected with schools in order for them to determine where your application should be ranked in line with admission policies and or the allocation of school places, waiting list collation and school appeals.

By signing this declaration you are providing your consent for us to process your application, share the information on this form as stated above.

1. I agree that I have read the relevant Information for Parents Book 2025/2026, the co-ordinated scheme, together with the explanatory leaflet and the notes attached to this form.
2. I have read and understood the admission criterion for all of my preferred schools.
3. I am aware and understand that a place may be lawfully withdrawn if it has been offered on the basis of a fraudulent or misleading application.
4. I agree that everyone who has parental responsibility for this child, agrees with the content, information and preferences included on this form. I understand that failure to do so may result in a delay to this application and legal resolution may need to be sought.
5. I certify that the information, which I have provided is correct and that I am aware that giving false information may result in any offer of a school place being withdrawn.
6. I give consent for the School Admissions Team to share the information provided on this form as specified above and contact any relevant agencies in order to validate this application.
7. I agree that my email address can be used to contact me in future, to notify me when my child may be eligible to move onto another phase of education.

Name of Parent/Carer/Applicant	
Signed (Parent/Carer)	
Date	DD MM YY

The completed form must be returned to: schooladmissions@worcestershire.gov.uk

School Admissions, County Hall, Spetchley Road, Worcester WR5 2NP

Closing Date – Forms MUST be received by the following date:

First/Primary/Junior or Middle Schools - 15th January 2025

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