Pebworth First and Blackminster Middle Schools Federation

Admissions Policy
Blackminster Middle School

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Reviewed by:	
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Community | Aspiration | Respect | Excellence

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Principles

The School has an Inclusive Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible so that they discover and make the most of their skills and talents.

The Governors do not support the use of selective policies based on aptitude or academic achievement and will adopt the Admissions Policy of Worcestershire County Council.

Admissions Policy for Normal Age of Entry in September 2026-2027

The Published Admission Number for 2026-2027 will be 130.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2006.

The Local Authority School Admissions Service will, on behalf of the Governors, manage the admissions procedure.

Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools is available to view online at www.worcestershire.gov.uk/schooladmissions

A copy of the book is also available to view in schools, Libraries and at your Worcestershire Hub.

The information for Parents book contains full details on the application process, including the oversubscription admission criteria for each school. You are advised to read the book prior to making an application. The information below briefly explains:

How to apply for a school place in the normal round of admissions 2026/2027

The parents of ALL students resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, seeking a place at any First/Primary or Middle School, including any Academy, Foundation or Voluntary Aided Schools, and any School outside Worcestershire, must complete a Worcestershire LA Common Application Form (PA1) by the closing date. Applications can be made online until the closing date by visiting www.worcestershire.gov.uk/schooladmissions Forms are available on request by phoning 01905 765765.

For student's resident in Worcestershire, the offer letters will be emailed, where an email address has been supplied, or posted via second class postage. They will be sent direct to parents, by the Pupil Admissions and Transfers department, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA. 1

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with

available places.
The offer letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.
For students not resident in Worcestershire, the offer or refusal letters will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

Admissions to schools during the year outside the normal round of admissions. Any applications for a school made outside the normal year of entry to the school must be made directly to the Local Authority. In accordance with their statutory duty, the LA will be responsible for offering school places to children on behalf of the Governing Body within their In-Year Co-ordinated admission scheme for the current school year.

The procedure for in-year admissions for Worcestershire residents is as follows:

1. Parent / Carer to obtain an application form (CA1)
2. Parent / Carer to complete the application form and ensure form is counter-signed by current Headteacher (if already attending a Worcestershire School).
3. The parent should then forward the form onto their Home Authority Admissions Team to be processed.
4. The Home Local Authority will co-ordinate with any relevant admission authorities on behalf of the parent to determine which is the highest ranked offer that can be made.
5. The Home Local Authority will write to parents, on behalf of the relevant admission authority, normally within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of the right of an appeal, on behalf of the relevant admission authority and in most cases, an alternative school will be offered.
6. If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the Pupil Admissions and Transfers Section and are operated in line with the admissions criteria for the school. Parents must apply in writing direct to the Pupil Admissions and Transfers Section if they wish to put their son / daughter on a waiting list. Only on receipt of an acknowledgement slip from Pupil Admissions will that child be on the list. The LA will not accept application requests by telephone or via email. Waiting list application forms are available from www.worcestershire.gov.uk/schoolwaitinglist

If you wish your child to be on the waiting list for the next term you will need to confirm this in writing at the beginning of each term to:

Pupil Admissions and Transfers Section
Children's Services Directorate
PO Box 73
Worcester WR5 2YA
Telephone: 01905 822700

Application letters will be destroyed at the end of the preceding term so that waiting list is accurate and active.

Community and Controlled Schools

MIDDLE/HIGH SCHOOLS ADMISSIONS POLICY for 2026/27

When there are more applications than places, in a Community or Voluntary Controlled Middle or High school, children are admitted in the following order of priority:

i) Relevant *'Looked after' children.

ii) Siblings (see below for definition) of students 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, students 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) Students living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA; iv) Students 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;

iv) students who were attending a feeder school at the time of application;

v) students who live **nearest** to the school by the shortest available walking route. The measurement will be taken from the front entrance of the student's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply 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, a child with a Statement of Special Educational Needs will be offered a place at the school named in the Statement.
*'Looked after' means all those currently accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the order indicated above to all catchment area applicants, i.e. sibling connection, attendance at feeder school 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 order indicated above to all out of area sibling applicants, i.e. attendance at feeder school then according to distance, each assessed as indicated above and so on with all other criterion.
The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings 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 of a multiple birth

where not all children from that multiple birth can be allocated a place(s), any place(s) will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).

Late Applications

The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the timeframe set out in the scheme, and treat them as being on time, only in the following circumstances:

a) where a family have just moved address, (refer to Information for Parents booklet);

b) 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

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the School Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of the Autumn term. At that stage parents will need to reapply at the start of the following term if they wish to be included.

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) students who would still have a **sibling connection** at the school at the time of admission;

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

iii) students living **nearer** to the oversubscribed school than to the alternative school. If places still exist after consideration of i) and ii) above, they will then be allocated to other students who live **nearest** to the oversubscribed school **by the shortest available walking route**. The measurement will be taken from the front entrance of the student's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply 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 Year' criteria for Key Stages 2, 3 and 4

All schools with Key Stage 2,3 and 4 classes can be required to exceed the published admission number by up to 2 places in each year group to admit students from any of the following groups:

a. Children who are looked after;
b. Children whom the Local Authority deems to have been or are at high risk of being permanently excluded from school;
c. Schools can be required to admit students recognised by the Local Authority as being 'hard to place' within the 'Fair Access Protocol.' This will apply to students who have had their case reviewed by the relevant 'Headteacher Fair Access Panel.'

'In Year' transfer arrangements

Parents/Carers completing an application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Section. Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forwarded the application to the individual schools.

In line with the Code of Practice, all own admission authority schools **must**, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.