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| September 2020 | **Our ref:** | PA14/ |
|  | **Contact:** |  |
|  | **Tel:** | 01905  |

Parent/Carer of

Dear Parent/Carer

**Pupil Transfers September 2021**

As the Council's records show your child will be due to transfer to the next stage of education in September 2021, I am writing to inform you on 1st September 2020 the facility to make an online application opens at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

**Important Information**

The Information for Parents book 2021/22 sets out all of the information you will need to know about the admission arrangements and can be found on the Worcestershire website [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

You must complete an online application to indicate which schools you would prefer your child to attend. You can name up to three schools on your application. You are strongly advised to use all three preferences to increase your chance of getting a preferred school. It is very important to consider alternative schools, as it is not always possible to meet your **first preference**.

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 any application being processed and in some instances, where agreement cannot be reached a legal resolution may need to be sought.

Your child's home address as shown above has been supplied by your child's present school. If this address is not correct, then you **must** supply independent documentary evidence of your new address to this office as soon as possible.

If you do not know which school catchment area your address falls into, you should visit [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

It is vital for you to give careful consideration to the possible problems if you prefer a school other than the catchment area school for your home address, particularly if the related middle or high school becomes oversubscribed, or your child has younger siblings.

**How do I apply?**

**From 1st September 2020 onwards, parents must make their School Application**

**Children's Services online by the stated Closing date (see bottom of this letter).**

* **You will need an email address to register, prior to making your application.**
* **If you do not have access to the internet or you need assistance in completing an online application, please contact Worcestershire Hub on 01905 822700 who will provide you with assistance**.

When making your online application, you will be asked to supply a Unique Identifier Number (UID), which is:

**UID**

You may state preferences for **any** schools, but before doing so it is recommended that you

* Ensure your read the **admission criteria** for all schools you may wish to apply for, these can be found at the website above.
* Read the **Information for Parents book**; available on the website.
* Pay particular attention to Part D which gives the **area pyramids** indicating **feeder links**.
* Pay particular attention to Part A **School Transport** and consider how your child will travel to your preferred schools and whether you wish to apply for **Transport Assistance.**
* Read the School Admissions Guide provided with this letter.
* Arrange to visit schools and obtain a copy of the school prospectus.

**How will Places be allocated?**

**It is essential that the completed online application, indicating a first, second and third preference is completed and submitted on time. Places are allocated on the basis of applications received on or before the closing date.**

**If you do not submit an application on time, you may not be considered for places until after those that applied by the closing date. Applications received after the deadline may be classed as late and you may be refused a place, even if you live in the catchment, have a child at the school already or live very close to the school.**

School places will be allocated in accordance with the admission policy. Whilst it cannot be guaranteed that you will be allocated a place for your child at any of your preferred schools, priority will be given in the initial allocation of places to those parents who indicate their preferences by the closing date. In exceptional circumstances late applications may be deemed to be on time. The late application policy applicable to each school can be found at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) and further detail is included in the Information for Parents Book.

**You are strongly advised to refer to Information for Parents book (Section 5 for middle schools and Section 6 for high schools) for full details of the admissions procedures, as well as the oversubscription criteria in Section 7.**

**How will I find out the outcome of my application?**

**All Worcestershire resident parents will be notified by this office of the outcome of their applications.** In the case of Academy, Foundation, Free and Voluntary Aided Schools or schools in another Local Authority, the notification will be made by **Worcestershire Local Authority on behalf** of the Academy Trust, governing body or other Local Authority.

**Important Dates**

**Closing Dates**

* **High Schools 31st October 2020**
* **Middle Schools 15th January 2021**

**Offer Dates**

* **High Schools 31st October 2020**
* **Middle Schools 15th January 2021**

**These are the statutory dates for all high and middle schools in England.**

If you need further information, which is not included in the book, please do not hesitate to contact the Worcestershire Hub on 01905 822700.

Yours faithfully

School Admissions