

Woodrush High School

An Academy for Students Aged 11-18

Admission Policy

2026-27



Policy author / reviewer	D Monk
Responsible LGB committee	FGB
Date ratified	Feb 2024
Status	Statutory
Date of next review	Feb 2025



Applying for Places

Applications are welcomed from all who wish their children to attend Woodrush High School. Students and their parent[s]/carer[s] who are considering applying are warmly invited to visit the School. The school holds an Open Evening and Open Mornings for Year 6 students and their parent[s]/carer[s] in the September of the year prior to intended admission. The School will be pleased to provide information and answer questions by letter or telephone, or to meet parents to discuss possible applications.

The Governors have a Published Admission Number (PAN) of 180 places for Year 7. This sets the highest number of year 7 students the school will take in the academic year. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

Age of Pupils

Students normally enter the School in Year 7 in the September after they reach the age of 11 and leave at the end of Year 11 (unless they stay on into the sixth form).

Admissions Process

Applications for all school places for year 7 must be made online **using the Online Common Application Form (CAF) provided by the parent[s]/carer[s] home Authority**, with the opportunity to nominate schools, ranked in order of preference.

If you are a Worcestershire resident, you can complete the CAF on-line at <http://www.worcestershire.gov.uk/schooladmissions>. (Different links can be used if you are resident in another Local Authority).

Once completed the CAF must be submitted to the home local authority by their deadline. The home Local Authority will notify parents of the outcome of their application for a place.

Date of Application

For Worcestershire residents, information on completing the Worcestershire online CAF form is available at <http://www.worcestershire.gov.uk/schooladmissions> and further information can be received from your primary school. The deadline for school admissions is usually Midnight on the 31st of October in each year.

Information will be provided direct to parents via primary schools from their home Local Authority, for parents of students living outside of Worcestershire. The online CAF must be received by your home Local Authority by their published deadline.

Procedure

Once the deadline for all applications for secondary places has been met, your home Local Authority will sort applications into preference order and will send those nominating Woodrush in any position to the Governing Body for assessment. The Common Application



Form information will then be used to place applications in order of priority according to the admissions criteria outlined below.

Applications will be sorted in descending order according to the Admissions Criteria. With 180 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received. All places must be filled.

N.B. Deadlines for applications will be adhered to **strictly** and applications received after the closing date will be at a disadvantage in the event of oversubscription. Late Applications made after the deadline or after offers have been made will not be given a place even if their priority is higher than those students offered places. Parents[s]/carer[s] can place their child's name on the schools waiting list and also go through the appeals process if they choose to do so.



Some Definitions

Statemented Students - Students for whom a statement of SEN and EHC Plans (Education, Health and Care Plan) have been agreed naming the School on the Statement.

These pupils are automatically admitted to the school. Where places required by students with an EHCP are known before the Admissions Committee meets, the number of pupils with an EHCP naming this School will be deducted from the 180 places available to be offered.

Looked After Children and Previously Looked After Children

A 'Looked After' child means a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority under the terms of the Children Act 1989 at the time of making an application to a school. A Previously Looked After child means a child who was 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. This also includes children previously looked after outside of the UK.

Other Definitions

- **Parent[s]/carer[s]** – parent, carer and others who have actual care of a student and whose address appears on the student benefit book or other legal agreement confirming the care of the student.
- **Contributory School** – These are Coppice Primary School, Meadow Green Primary School, Hollywood Primary School and Tidbury Green School – being at a contributory school does not guarantee an offer of a place at the school as there may be more applicants with a higher admissions priority.
- **Sibling** – a brother or sister including half-brother, half-sister, legal stepbrother or legal stepsister, or any child who lives in the home as part of the family. The sibling must be on roll and in years 8-11 when the child starts school.
- **Home** – must be the address where the student usually lives. Places cannot be offered on the basis of a possible future address. If you move to a different address but have not sold or given up the tenancy of your previous home, this will not count as a change of address. Also, if you allow your child to live with someone in a different area, the student's usual home will be taken as their home address for the measurement of distance. If you are moving, the Governors will need one of the following before they can consider your new address when applying the Oversubscription Criteria for a place at this School:
 - a letter from a solicitor confirming that you have exchanged contracts to buy a property
 - a tenancy agreement confirming that you will be renting a specific property
 - a letter from a housing association confirming that you will be living at a specific address



- **Catchment Area** - The catchment area for this school is defined and can be viewed on the Woodrush High Schools website at: [Woodrush High School - Admissions](#) – living within the catchment area does not guarantee an offer of a place at the school as there may be more applicants living in the catchment area than the number of places available



Criteria for Admission to Woodrush

The purpose of the published Admission Criteria is to give everyone a fair opportunity to apply for a place at the school.

The Local Authority and Governors Admissions Committee take considerable time and the utmost care to ensure that the system is applied fairly.

At Age 11:

Students will be admitted in the following order of priority once applications have been received:

Students with an Educational Health and Care Plan (EHCP) naming Woodrush High School – These students will be automatically admitted

1. "Looked After" Children and Previously "Looked After" Children
2. Young people who have a sibling attending Woodrush High School at the time when the student starts the school.
3. Children of all staff employed within the academy for at least two years or recruited to meet a skills shortage
4. Young people who attend our main contributory schools i.e. The Coppice Primary School, Meadow Green Primary School, Hollywood Primary School and Tidbury Green School, and whose home address is within the Woodrush Catchment Area
5. Other Young People who live in the Woodrush Catchment Area but are not at a contributory primary school.
6. Young people who attend our main contributory schools i.e. The Coppice Primary School, Meadow Green Primary School, Hollywood Primary School and Tidbury Green School, and whose home address is outside the school's catchment area. Priority is given in order of distance between the child's home and school (shortest distance = highest priority).
7. Young people living outside of Woodrush Catchment Area and do not attend a contributory school. Distance from Woodrush High School - priority is given in order of distance between the child's home and school (shortest distance = highest priority).

For applicants allocated the same criterion, priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre-point of Woodrush High School. (All distances are subject to changes which may occur with updates of mapping data). In the event of students living equal distance from the school, the place will be allocated by random selection (lottery). However, in the exceptional circumstance of children of multiple birth within the same family home, all children will be allocated a place. Note: Someone totally independent of the school will supervise this process. This also applies to students living at the same address.



We remind you that you will only receive a single offer of a school place under the Co-ordinated Admissions process. This offer will be of your highest ranked school, where a place is available.

Admissions outside the 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, effectively in the year group below or above their chronological age group. The Head Teacher must make the decision based on the circumstances of each case and in the best interests of the child concerned.

The Head Teacher will take 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 in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.



Offers of Places

The Governors' Admissions Committee will rank all applications received in order of priority as described above. This list of students 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.

Firm offers will be made by the home Local Authority on the published date. They will not be made by Woodrush High School.

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.

The parent[s]/carer[s] of students who are unsuccessful in gaining a place will have to request for their child's name to be placed on a waiting list for a place at Woodrush irrespective of whether they make an appeal against the decision not to offer them a place. If a place does become available, places will be allocated to students on the waiting list which are ranked in order of priority of admission at the time that place becomes available. This process will operate in keeping with the principles outlined in this Policy i.e. when a place becomes available, it will be allocated according to the oversubscription criteria listed above.

The waiting list will be held for the duration of each academic year. At the end of the academic year (31st August of each year) the waiting list will no longer be maintained. Parents wishing to stay on the waiting list into the next academic year will need to do so by writing to our admissions officer at school.

The Governors reserve 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.

Appeals

The parent[s]/carer[s] of children who are unsuccessful in gaining a place at Woodrush will be able to appeal to an Independent Appeals Panel. Parent[s]/carer[s] wishing to exercise this right should contact in writing to the Admissions Administration Co-ordinator in school within fourteen days of receipt of notification.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parent[s]/carer[s] may attend the hearing of their appeal and make their case to the panel. Each child can appeal once in any admission year and the decision of the appeal is binding on the school and parent[s]/carer[s].



In Year Applications for Admission

The parent[s]/carer[s] of children seeking admission to the school should apply for a place by completing an in-year admission form available from the Local Authority.

[Apply for a school place | Worcestershire County Council](#)

In Year Admissions – Fair Access Protocol

As part of the Local Authority's Fair Access Protocol, the Academy with Key Stage 2, 3 and 4 classes will exceed the published admission number to admit pupils covered by the protocol.