



**Welcome to**  
Upton-upon-Severn CofE  
(VC) Primary and Pre School

*SCHOOL INFORMATION*

Offering inspiration to young lives

'Anything is possible, we can all succeed'

'To inspire ..... To aspire'

Information that may be useful to know  
as your child starts our school.



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## General Information

### Address

Upton-upon-Severn CofE (VC) Primary School  
School Lane  
Upton upon Severn  
Worcester  
WR8 0LD

Telephone No: 01684 592259 (from 8.30am to 1.00pm and 1.30pm to 3.30pm)  
Fax No: 01684 594341

E-mail address: [office@uptonuponsevern.worcs.sch.uk](mailto:office@uptonuponsevern.worcs.sch.uk)  
Website: [uptonprimaryschool.education](http://uptonprimaryschool.education)

### Headteacher

Mrs Julie Wills

### Chair of Governors

Mrs Tracy Kelly-Freer  
*(Contact via the school telephone number  
or a letter addressed to the school office)*

### Local Education Authority (L.A.)

Worcestershire Children Services  
County Hall  
Spetchley  
Worcester WR5 2NP

**[SchoolAdmissions@worcschildrenfirst.org.uk](mailto:SchoolAdmissions@worcschildrenfirst.org.uk)**

Telephone: 01905 843204

## **SAFEGUARDING**

The safety of our children is of paramount importance to us and systems are in place to ensure that children are supervised and all staff who have contact with them are appropriately qualified and DBS checked.

At the end of the day Reception and Key Stage 1 children (Years 1 and 2) are dismissed by their class teacher into the care of a parent/carer at 3.00pm. Key Stage 2 children, (Years 3, 4, 5, and 6), will be dismissed by their class teacher at 3.05pm and instructed to come straight back in if their parent/carer is not on the playground to collect them and report to the school office. Parents/carers are required to personally inform the school of any changes to their child's normal travel arrangements either by writing in their 'school home liaison book' or by phone call. The school is not able to accept verbal messages from children to change travel arrangements.

### **OFFICE HOURS**

Monday to Friday      8.30am to 1.00pm  
   1.30pm to 3.30pm

### **SCHOOL HOURS\***

#### **Reception to Year 2**

Morning: 8.45am to 11.45am  
Afternoon: 12.45pm to 3.00pm

#### **Year 3 to Year 6**

Morning: 8.45am to 12.30pm  
Afternoon: 1.15pm to 3.05pm

*\*under regular review due to COVID regulations*

## **ARRIVAL AT SCHOOL**

Please ensure that your child is in their class by 8.45am for registration and start of their first lesson. Staff will be on duty to supervise pupils on the playground from 8.35am and the children may go straight into their class. Children must not be left prior to 8.35am. Reception children are to be dropped off and picked up by the Reception class playground door.

If you bring younger children with you please remember they are your responsibility and must be under your supervision at all times.

## **UNFORESEEN SCHOOL CLOSURES**

Should the school be closed for any reason, such as particularly severe weather, an announcement will be made on the following websites:

[uptonprimaryschool.education](http://uptonprimaryschool.education)  
[www.worcestershire.gov.co.uk](http://www.worcestershire.gov.co.uk)

Also a text will be sent via the Teachers2Parents system and announcements made on **Free Radio** and **BBC Hereford and Worcester**.

## **SCHOOL TRANSPORT**

A number of our pupils live some distance from school and some of these children are entitled to free school transport. Children under 8 years old living 2 miles from school and children 8 to 11 years old living over 3 miles from their allocated school are entitled to free transport to and from school. Other children may purchase a bus pass to use the school bus, subject to space being available. Our school bus currently covers the villages of:

Ripple	Baughton
Uckinghall	Kinnersley
Naunton	Holly Green
Ryall	Earls Croome

Application forms for school transport are available from Worcester County Council (Tel: 01906 763763).

If your child is to be travelling on the school bus please write a letter into school with your child's name and class, together with the bus route number and which days they will be using the both (both arriving to school and going home). If any day their bus routine changes, please notify the school by writing the change in the home school liaison book or by contacting the office either by email or phone. A written note must also be sent into school at the beginning of every academic year confirming bus route and days.

## **SCHOOL STAFF**

### **TEACHING STAFF**

Mrs Julie Wills (Head)	Mr Chris Tomkins (Deputyhead)
Mrs Emma Davies (Assistant Head and Safeguarding Lead)	Miss Jo Ludlow (SENDCo)
Miss Katie Adamson	Mrs Debbie Johnson (Early Years Lead)
Mrs Laura Berryman (Nursery Manager)	Miss Helena Lacon (PE Co-ordinator)
Mr Mark Farmer	Mrs Emma Malpass
Mrs Sarah Gabriel (Forest School Co-ordinator)	Miss April Merrick
Miss Heidi Teague	Mrs Kate Moroni

### **TEACHING ASSISTANTS**

Mrs Lyn Baldock	Miss Sarah Fletcher
Mrs Fiona Barnett	Mrs Sarah Hollier (Breakfast Club)
Miss Emma Diamond	Mrs Jo Martin
Mrs Sally Dodd (Breakfast Club Co-ordinator and After School Care)	Mrs Ana Miles
Mrs Rita Furze (Breakfast Club)	Mrs Julie Oliver

### **ADMINISTRATION STAFF**

Mrs Melanie Cooper (Secretary)	Mrs Alison Marlow (Finance Manager)
Mrs Shirley Dobbin (Receptionist)	

### **LUNCHTIME SUPERVISORS**

Mrs Lee-Anne Buxton (Senior Lunchtime Supervisor)	Mrs Asheeta Marriott
Mrs Helen Brown	Mrs Michelle Roberts
Miss Emily Gregory	Mrs Jennifer Rowberry

### **CLEANERS**

Miss Lee-Anne Buxton	Miss Emily Gregory
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### **SITE MANAGER**

Mr Rob Miles
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## ADMISSIONS

The statutory age of admission to school is five, which means that children must be in full time education the term following their fifth birthday.

We can take 30 children, each year, into Reception. All children who have their fifth birthday between 1st September and 31st August are offered to begin school full time in September.

Where parents feel a part time start to school may be beneficial, we will be willing to work with them to provide an individual timetable for their child.

Most children completing their primary education at our school transfer to Hanley Castle High School for Year 7.

### County Admissions Policy

When there are more applications than places, in a Voluntary Controlled School such as ours, children are admitted on the basis of the published education authority policy in the following order of priority:

- (a) relevant Local Authority 'looked after' children\*;
- (b) pupils living within the catchment area of the school;
- (c) pupils who would still have a brother or sister at the school at the time of admission;
- (d) pupils who have a special reason for admission, the validity of which will be determined by the County Education Department, including medical, physical or social circumstances. You are required to produce a medical certificate or other appropriate information, preferably from an independent source. **Special reasons will not be considered unless supporting information is attached to your application form when you apply.**
- (e) pupils who live nearest to the school by the shortest available walking route.

Where there are too many pupils seeking places from within the catchment area, the priorities will be applied in the sequence indicated above, i.e. catchment area, siblings first, special reasons second, then according to distance, each assessed as indicated above.

If all pupils from the catchment area can be accommodated, but there are insufficient places for all out-area siblings, priorities will be decided first by reference to special reasons, then according to distance, each assessed as indicated above.

If no place is available for your child to attend the school provided for the home address and this was your first preference, the County Council will name an alternative school or schools.

Please see Appendix 1 and 2 for further details.

*\* Relevant is all those in care of the Local Authority or provided with accommodation by the Local Authority under the terms of the Children Act 1989. 'Looked After' at the time of the application for admission and who will still be 'looked after' at the time of admission.*

## **WORKING WITH PARENTS**

### **Starting School**

Before your child begins their Reception Year, a number of induction events are planned to prepare the children. You will be invited to attend an induction meeting to gain information about starting school. It will give you an opportunity to meet the Headteacher, Reception class teacher and other members of staff. Your child will also be offered opportunities to meet the class teacher and their new peers within their new classroom. We work in partnership with you to provide a sound foundation for your child's schooling.

Parents are welcome into the Reception class to settle your child in the morning and the teacher will provide support to ensure that the children are happy in their new class (*under regular review due to COVID regulations*).

### **Home School Links**

In order for your children to receive, the best possible education we believe that it is essential for the school to work closely with parents. We try to achieve this not only through our regular Friday Newsletters and access to the school website, but in particular through:

#### **Contact with your child's class teacher**

We encourage parents to either keep in touch with their child's class teacher on an informal basis or by appointment; a note requesting an appointment should be addressed to the class teacher, or if the matter is more urgent, parents should come directly to school.

#### **Parents' Evenings**

We encourage parents to attend two Parents' Evenings each year:

- ✓ before half term in the Autumn Term, you are invited into school to discuss how your child has settled into his/her new class and the progress they are making towards their own curriculum targets
- ✓ in the Spring Term we invite you to come into school with your child to discuss their work so far and to review their own curriculum targets again

#### **Written Reports**

During the Summer Term, all parents will receive a written report. You will be invited into school to discuss this report with your child's class teacher should you wish to.

#### **Homework**

The school has a clear homework policy to ensure that your child's education is appropriate both at home and at school, and therefore as beneficial as possible. Please help your child achieve his/her potential by giving your full support.

#### **Home school agreement**

A signed agreement showing parents' full support for the schools policies to build a happy and vibrant learning community.

#### **Parental Help in School**

We aim to make our school a vibrant and challenging environment. All our parents will have something to offer which will enable this to happen. You may be able to help us in school. Here are some examples of how you might do that:

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| ✓ Accompanying class trips        | ✓ Reading with children         |
| ✓ Making costumes                 | ✓ Repairing books and equipment |
| ✓ Helping with after school clubs | ✓ Teaching playground games     |

*If you wish to help please speak to either your child's class teacher or Mrs Wills (under regular review due to COVID regulations).*

## **BREAK-TIME**

During mid-morning break, children will be given an opportunity to have a snack.

All children in Reception and Key Stage 1 are provided with a free piece of fruit each day. In Key Stage 2 children are welcome to bring a healthy snack for mid-morning break - fruit or vegetables are suitable.

Water is available in school and every child should bring a clearly labelled water bottle into school. All children under 5 years of age receive free milk each day, which needs to be ordered through Coolmilk. For all other children milk is available to purchase on a termly basis through Coolmilk. Application forms can be obtained from the school office.



## **LUNCHTIME**

### **Free School Meals**

If your child is in Reception and Key Stage 1 they are entitled to universal free school meals and these need to be ordered online through Black Pepper Lunches. Also, if you are in receipt of certain benefits your child, if in Years 3 to 6, will qualify for a free lunch. Please contact the school office if you think you may be eligible for this.

### **Hot Dinners**

These are to be ordered in advance with Black Pepper Lunches and can be done weekly or termly, up to midnight the previous night. If your child is absent from school you must either notify Black Pepper online by midnight the previous night or by telephone by 8.30am on the day of absence to cancel their lunch.

If your child is going on a school trip, Black Pepper can prepare a packed lunch for your child's trip. However, this must be ordered by the deadline date indicated in the trip letter. Alternatively, you can cancel your child's hot lunch order for that day (again before the deadline date) and provide a packed lunch on the day of the trip.

### **Packed Lunches**

Children having lunch in school can bring a packed lunch. These are normally eaten in the school hall. The children are supervised by Lunchtime Supervisors during the lunch break, and there is always a member of the teaching staff available in school.

Please make packed lunches child friendly – only unbreakable drink bottles (no fizzy drinks please) and spoons with yoghurts.

In line with our policy of encouraging children to eat healthy food and not allowing them to have sweets in school, please do not include sweets or chocolate bars as part of a packed lunch.

## **CLASS ORGANISATION**

This school covers school years from Reception to Year 6. The children are currently split into seven classes.

All children are individuals. Each class will naturally comprise of a mixture of children with varying degrees of maturity, intellect, awareness, background, experience and needs. Therefore, whichever class a child finds itself in, teachers will be aiming to match the levels of work and experience to the child.

## **THE SCHOOL CURRICULUM**

At Upton we aim to provide a broad, balanced, relevant and differentiated curriculum which covers the Early Years Foundation Stage Statutory Framework in Reception and the National Curriculum, Religious Education, Personal, Social, Modern Foreign Languages and Health Education and Sex and Relationships Education in Years 1 to 6.

### **Religious Education and Collective Worship**

**Religious Education** is taught in line with the Worcestershire Agreed Syllabus.

**An Act of Collective Worship** takes place each day and is Christian in nature. These assemblies are led by different members of staff and by visiting members of the clergy.

Parents have the right to withdraw their children from Religious Education and Collective Worship. Parents who wish to exercise this right should contact the Headteacher. Children withdrawn from Religious Education will not be set alternative work.

### **Sex and Relationships Education**

We aim to support parents in preparing their children for adult life by providing appropriate Sex and Relationships Education lessons for all children. The sessions cover the emotional and physical changes that take place as we grow up and are taught within a framework of values which advocate respect, and loving, caring relationships. An understanding of the morals, practices and values of different individuals and cultures is also considered.

The School Sex and Relationships Education Policy may be viewed in school. Should you wish to withdraw your child from Sex Education for any reasons please contact the Headteacher.

### **Swimming**

Children in Years 2, 3 and 4 receive swimming lessons at a local swimming pool in the Summer Term. During this time children work towards Water Skills awards.

## Music

We have a school orchestra/band and a number of children participate in our school choir at a lunchtime club (*under regular review due to COVID regulations*).

We also provide peripatetic lessons including flute, clarinet, saxophone, violin, brass, keyboard, guitar and singing. Places are limited for these lessons and a charge is payable to cover the cost of tuition.

## Sport

We aim to develop fitness and sporting skills in all our pupils through physical education lessons, a range of extra-curricular activities and activities at break and lunch time.

Our physical education curriculum covers gymnastics, outdoor and adventurous activities, dance, games, athletics and swimming. As part of the curriculum children in Years 2, 3 and 4 work towards Water Skills awards in their swimming lessons.

All Key Stage 2 (years 3, 4, 5 and 6) children have the opportunity to partake in a residential course in Outdoor and Adventurous Education.

Extra-curricular sport can include netball, football, rounders and tag rugby. We participate in Malvern Schools' Tournaments as well as various events and festivals. All children in years 4 and 6 are offered the opportunity to undertake cycle training which we run in co-operation with the Road Safety Department.

## **EXTRA-CURRICULAR ACTIVITIES**

Throughout the year we offer a variety of extra-curricular activities at lunchtimes and after school. Recent clubs have included:

Football	Orchestra	Netball
Tennis	Rounders	Choir
Tag Rugby	Gardening	Cooking
Gymnastics	Kwik Cricket	Bellboating
Art	Dodgeball	Lacrosse

## **INCLUSION**

### Children's Learning

At Upton, we aim to include all children in all aspects of school life. For some children, this means having a little extra support or specific programmes of work. These children are described as having special needs. Through our Inclusion policy we aim:

- ☺ To recognise all children with special needs and to provide appropriate access to the school curriculum working with parents, carers and outside agencies.
- ☺ To ensure appropriate differentiation through planning, teaching and review following the SEND code of practice.
- ☺ To create a safe, supportive and inclusive environment, which promotes children's self-esteem and celebrates the achievements of every pupil.

We always involve parents from the first signs of concern to ensure that we work in partnership to achieve the very best for all of our children. We encourage parents to discuss their child's Individual Provision Map, share concerns, seek help and advice from teachers whenever necessary and actively support their child at home. We believe the closer parents and teachers can work together, the more successful the help for a child with a particular need can be. No decisions or actions affecting these children will be taken without prior parental consultation, taking into account any concerns or worries they may have.

### Children's Behaviour

Our approach to behaviour is to ensure that everyone in school is **caring, co-operative** and **conscientious** at all times. We strive to provide a calm, purposeful atmosphere within a happy and caring environment in which children feel supported and challenged to reach their potential in all aspects of learning development.

In the interest of health, safety and security for all of our children we also ask for your support in the following:

#### ⊕ **Cycling to School:**

We ask children to wear a cycle helmet. Whilst cycles may be stored in our cycle shed, the school accepts no responsibility for any loss or damage.

⊕ **Road Safety:**

Through County Road Safety Training undertaken in school children are encouraged to be safe on their journeys to and from school as well as their everyday lives.

⊕ **Sweets/chocolate:**

Please do not allow your child to bring sweets or chocolate to school either for snacks or as part of a packed lunch. We encourage children to bring fruit for a morning snack but please do not send crisps or biscuits for break-time. All children receive a piece of fruit each day and fresh, filtered chilled water is available as part of the School's Healthy Eating Scheme.

⊕ **Jewellery:**

The **only** jewellery we allow children to wear is one pair of simple studs for pierced ears and a watch. **All** jewellery must be removed for P.E. activities and is the child's own responsibility.

## **ATTENDANCE AT SCHOOL**

### Absence

The safety of your children is important. If your child is absent from school please let us know by 8.45am on the first day of absence. Staff are also available in our Breakfast Club from 7.30am. An answer phone is available at other times. **Please send in a written explanation on their return.**

If your child needs to attend a dental or medical appointment during school hours, please let us know in advance **giving details in writing** of the time of the appointment and the arrangements being made for your child's collection and return. Children arriving or leaving school during the day must be collected and their departure and return reported to the school office. **Parents must sign their children in and out.**

Requests to be excused from PE games or swimming should be made in writing to the class teacher before the lesson. However, if you have any doubts about your child's health please inform the school by telephone and keep your child at home.

### Term Time Holiday/Absence

As a school we consider that all absences from school will disrupt a child's continuity of learning. As a consequence it believes that absences should be kept to a minimum in order to maximise your child's potential. In accordance with the school policy it states that leave will not be granted unless in extenuating circumstances.

Regulations make it clear that parents do not have any right or entitlement to take a child out of school. Therefore, the purposes of any long term absence will be considered on an individual basis. The Headteacher will not accept as an exceptional circumstance the fact that a holiday is cheaper during term-time. It is the decision of the Headteacher as to what might constitute as exceptional circumstances and each request for term-time absence will be considered on an individual absence. Applications should be filled in at least 4 weeks in advance of the proposed holiday dates. Parents are advised to apply for leave before they confirm their holiday arrangements.

## **MEDICAL INFORMATION**

Please inform the Headteacher of any relevant medical history that may affect your child's general development and education in school. A register of all children with medical conditions is kept so that children can be cared for appropriately and effectively. It is therefore important that parents keep the school updated so that appropriate care can be given.

**Epipens:** children who need an Epipen must have two kept in school and a school medication plan must be completed. Parents need to be aware of the expiry date of the medication and organise replacements in advance of these.

**Asthma Sufferers:** An inhaler must be kept in school and it should be clearly labelled with their name, and ensure it is available at all times. A school's asthma plan must be completed. Parents need to be aware of the expiry date of the medication and organise replacements in advance of these.

**Medicine:** This can only be given in school as part of a doctor's prescribed course of treatment.

Any medication that is prescribed to be taken three times a day **DOES NOT** have to be administered in school, unless your child is attending The Moorings up to 6.00pm. However, any medication that is to be administered four times a day must be handed to the school office when arriving into school. The medication must have a prescribed label on it and you will also need to provide a dated letter clearly detailing the name of medicine, dosage, time of dose and name of child.

In the interests of all children's safety it is the school's policy that no child is allowed to have any form of creams or medicines in their possession. If found on the child, it will be taken away and returned to the parents at the end of the school day. This applies to Calpol Melts, Bonjela, throat sweets and such other non-prescription products.

**Menstruation:** Please inform the school if your daughter commences menstruation in order that any problems that may arise are dealt with sympathetically. Your daughter can approach any female member of staff in school, should she wish to speak to someone about this and there are provisions held in the school office.

**Head Lice:** Unfortunately these appear from time to time and if spotted we will contact you personally so that you can treat your child as soon as is practicable.

**The School Nurse:** When children first start school they may have a health check with the school nurse. Parents are invited to attend this examination at the school and will be given advance warning of the appointment. This usually takes place during the term following a child's 5th birthday. Audiology tests are also carried out in Year 1.

### **'FRIENDS' OF THE SCHOOL**

The 'Friends' organise fundraising and social events throughout the year. All parents of children at the school are automatically 'Friends' and are welcome to attend meetings. The 'Friends' is a registered charity with a written constitution, its own bank account and elected officers.

Events such as children's discos, film nights, quiz nights and summer barbeques are great fun for parents and children alike. The funds raised from these have enabled the school to improve the facilities available for all of the children.

The continued success of the 'Friends' is dependent on the support of all parents and you will be notified of events and meetings through regular Newsletters. New ideas for fundraising and offers of help are always appreciated.

### **PERSONAL ACCIDENT INSURANCE**

It is important for parents to realise that their children are not insured for personal accident whilst on the school premises unless negligence on the part of a Local Authority employee is involved.

When children are participating in an educational activity off-site, the school, through the county, has taken out Personal Accident Cover on behalf of all participating pupils. The school's liability is limited to the terms of the policy; details of which are available from the school.

### **PRIVATE PROPERTY IN SCHOOL**

It should be noted that under normal circumstances property in the form of clothing, equipment, toys, mobile phones, electronic toys, books etc. belonging to parents or children is not insured by the authority.

### **CHARGING AND REMISSIONS POLICY**

We aim to provide a high quality education for all of our pupils within the constraints of the funds provided by the education authority. The school acknowledges the fact that education within normal school hours is free of any charges. However, the full range of opportunities we offer is not possible within these financial constraints so financial assistance from parents is often sought through voluntary contributions for such things as educational visits or special events in school. However, these contributions are voluntary and no child will be excluded from an activity because a voluntary contribution has not been made. When a visit or event is dependent on voluntary contributions this is made clear to parents in a letter and, should insufficient contributions be received, then the occasion will not take place.

There are occasions when the school will make a permitted charge and these are as follows:

#### **Residential Visits during Term Time**

Charges are made for board and lodging. However, some pupils whose parents are in receipt of certain benefits may be entitled to Pupil Premium and may not be obliged to pay these charges, please check with the school office.

#### **Musical Instrument Tuition**

Charges can be made for individual and group music lessons for up to four children. Peripatetic teachers and Worcestershire Youth Music manage these lessons in school with payments being made directly to them.

#### **Education Outside School Hours**

For extra-curricular activities, a charge may be made to cover costs. However, other organisations running activities in school may make a charge. We aim to provide the best we can for all of our pupils and would not wish for any child to miss an opportunity because of voluntary contributions or legitimate charges. Parents are urged to talk to the Headteacher, should they have any concerns about payments requested for an activity.

## **SCHOOL UNIFORM**

We encourage **all** children to wear school uniform. It is designed to be practical and appropriate for school as well as helping your child to feel a part of their school. Our school uniform is as follows:

- ✓ Grey flannel shorts, trousers, tunic or skirt
  - ✓ White polo shirt preferably with school logo
  - ✓ Royal blue sweatshirt with school logo or royal blue cardigan
  - ✓ Grey socks for boys; grey or white socks/tights for girls
  - ✓ Flat black shoes (**no light up shoes, trainers, boots or open-toed sandals**)
  - ✓ In the summer girls may wear royal blue gingham dresses.
  - ✓ School baseball cap for the summer.
- If any hair is covering the eyes or face, it should be securely tied back at all times.
  - Watches, if worn, must be named
  - **No** jewellery to be worn except for **plain stud earrings** (these are to be covered with plasters if worn during PE).

### For Physical Education

- ✓ Royal blue shorts
- ✓ White t-shirt with school logo
- ✓ Pumps or trainers for outdoor PE (not football boots)
- ✓ White socks
- ✓ PE bag



### Art

Please provide an apron or old shirt for your child to wear during art activities. An old adult shirt worn back to front with the sleeves cut off at the elbows is ideal.

Sweatshirts, polo shirts, PE t-shirts, PE shorts, baseball caps, book bags and PE bags can all be purchased from Schooltogs either at 32 Church St, Malvern - Tel: 01684 578785 or 31A New Street, Worcester - Tel: 01905 28658.

**Please ensure ALL ITEMS OF CLOTHING ARE LABELLED WITH YOUR CHILD'S NAME to enable them to be traced if lost or mislaid.**

**Any item of uniform not having a name will be placed in the pre-loved uniform sale.**

BOOK BAG



PE/SWIM BAG



POLO TOP



REVERSIBLE COAT



CARDIGAN



JUMPER



## APPENDIX 1

### SCHOOL ADMISSIONS

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](http://www.worcestershire.gov.uk/schooladmissions)

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

The Information for Parents book contains full details on the application and allocation 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

The parents of ALL pupils 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 up until the closing date by visiting:

[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

If you do not have access to the internet Application Forms are available from the Local Worcestershire Hub (Babcock Prime) on Tel no: 01905 678200.

**The parents of pupils' resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the 'home' Local Authority. (The 'home' LA is defined as the Local Authority relevant to the Child's home address). The 'home' Local Authority will ensure that the application details are passed onto Worcestershire Local Authority for consideration in the allocation of school places.**

#### When are decisions made?

For pupils resident in Worcestershire, the offer letters will be posted via second class postage. They will be sent direct to parents by the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring Local Authority.

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 pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents by the home Local Authority, even if it is for a school in Worcestershire.**

## APPENDIX 2

### **ADMISSIONS TO SCHOOLS DURING THE YEAR, OUTSIDE THE NORMAL ROUND OF ADMISSIONS**

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

- 1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;
  - Child's current school (if in Worcestershire).
  - School being applied for (if in Worcestershire)
  - Babcock Prime (Tel 01905 678200)
  - Download form from website ([www.worcestershire.gov.uk](http://www.worcestershire.gov.uk))
- 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 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 the highest ranked offer that can be made is.
- 5) The Home Local Authority will write to parents, on behalf of the relevant admission authority, normally within ten 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.

The parents of pupils' resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the 'home' Local Authority. (The 'home' Local Authority is defined as the Local Authority relevant to the child's home address). The 'home' Local Authority will ensure that the application details are passed onto Worcestershire Local Authority for consideration in the allocation of school places, the 'home' Local Authority will notify of the decision – see item 4 above).

#### Is there a waiting list for schools that have too many applicants?

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 Local Authority will not accept application requests by telephone or via email.

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  
Norton  
Worcester  
WR5 2PT

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