



Admissions Policy for admissions in September 2025

Admissions Process

Applications for all school places must be made online at www.worcestershire.gov.uk/schooladmissions , with the opportunity to nominate schools, ranked in order of preference. Information regarding this will be provided direct to parents via primary schools from their home Local Authority. Once completed, the application form must be received by your home local authority by their deadline. If applicants do not have access to the internet they should telephone 01905 822700 for assistance.

The home Local Authority not the school will notify parents of the outcome of their application for a place.

Applications arising later in the year will follow a similar process as explained in the Co-ordinated Scheme published by Worcestershire County Council.

Applying for Places

Applications are welcomed from all who wish their children to attend The Bewdley School. Students and their parent[s]/Guardians[s] who are considering applying are warmly invited to visit the School. The school holds an Open Evening for Year 6 students and their parent[s]/Guardians[s] in the October of the year prior to intended admission. The Governors have a Published Admission Limit of 180 places for Year 7. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

Admission of Children Outside their 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. Applications should be submitted in the normal way and the School will make the decision on the basis of the circumstances of each case and in the best interests of the child concerned. Please note; that whilst parents have the legal right to request that the child be admitted outside of their normal age group, the final decision rests with the School.

Procedure

All applications submitted to the home Local Authority naming The Bewdley School will be forwarded to the school. The Governing Body will rank all applications against the published Admission Criteria. Your home Local Authority will sort applications and will send those nominating The Bewdley School in any position to the Governing Body for assessment.

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



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Students with Education Health and Care Plans - Students for whom an Education Health and Care Plan has been agreed naming the School.

These students are automatically admitted to the School. Where places required by these students are known before the Admissions Committee meets, the number of pupils with Education Health and Care Plans naming this School will be deducted from the 180 places available to be offered.

Looked After Children (including all previously looked after children)

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Parent[s]/Guardians[s] – parent, guardian and others who have actual care of a student and who are in receipt of the student benefit or other legal agreement confirming the care of the student.

Sibling – students who would still have a **sibling connection** attending the school at the time of application and still attending at the time of admission. The sibling connection, as well as brother and sister will include half-siblings (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.

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. Students who have parent[s]/Guardians[s] with shared responsibility will have the address of the parent/Guardians closest to the school. 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 School - is the school allocated by the LA to take children for the geographical area within which your address falls. It is likely to be the school nearest to your home address but this will not always be the case. For clarification of the catchment area please contact Worcestershire County Council on 01905 822700. You can identify your catchment school using: <https://www.worcestershire.gov.uk/schoolsearch>.

Fair Access Protocol - As part of the Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.



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Criteria for Admission to The Bewdley School

The Bewdley School is a popular school. The purpose of the published over subscription criteria is to give everyone a fair opportunity to apply for a place at the school. The Governors' Admissions Committee take considerable time and the utmost care to ensure that the system is applied fairly.

When there are more applications than places students will be admitted in the following order of priority:

- i) Current or previously 'Looked after' children as per definition above.
- i) Students living within the **catchment** area of the school. In the event of a school catchment area change being approved, students who would still have a **sibling connection** (as defined in our policy) at the time of admission and who are identified as 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, are included in this category.
- iii) Students who would still have a **sibling connection**: (as defined in our policy) attending the school at the time of application and still attending at the time of admission.
- iv) Children of any member of staff employed at the school in either of the following circumstances:
 - i. Where that member of staff has been employed for two or more years at the time at which the application for admission is made, or
 - ii. the member of staff is recruited to fill a post for which there is a demonstrable skill short
- v) Students who have a **significant reason** for admission, such reasons, the validity of which will be determined by the Admissions Committee of the Governing Body, will include medical, social or compassionate grounds. To be considered under this category it has to be shown that only this school can meet the medical, social or compassionate needs.
Parents/carers are required to produce a medical certificate or other appropriate information from an independent source. **(Significant reasons will not be considered unless independent supporting information is attached to your application form when submitted);**
- vi) Students who were attending a **feeder** school (The Bewdley Pyramid includes: Bayton C.E. Primary School; Bewdley Primary School; Far Forest Lea Memorial C.E. Primary School; St. Anne's C.E. Primary School; Upper Arley C.E. Primary School) at the time of application;
- vii) Students who live **nearest** the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points from the centre of the building of the home address (centroid) to the Geocode point for the centre of the School buildings (centroid). This will be done by using the Local Authority's software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system.

Where there are too many applications from within any of the categories the next criteria will be applied. In the event of equi-distance e.g. multiple births, all students at this distance will be allocated a place.

This deadline will be adhered to **strictly** and applications received after this date will be at a disadvantage in the event of oversubscription. Late applications are added to the bottom of the ranked list, where they will be prioritised as above, and considered **after** all applications received before the deadline. **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.**



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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. Those for whom no place can be offered are advised of their right to appeal within twenty school days of the date of the Local Authority posting the letter.

- *Firm offers will be made by the home Local Authority on the published date. They will not be made by The Bewdley 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/Guardian has not responded to the offer within 14 days of the offer being made.

Waiting Lists

The parent[s]/Guardian[s] of students who are unsuccessful in gaining a place will have the student's name placed on a waiting list for a place at The Bewdley School irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated according to the oversubscription criteria listed above. Each term the waiting list is rewritten and a renewed expression of interest to remain on the waiting list must be received by the school at the start of each new term.

Appeals

The parent[s]/Guardian[s] of children who are unsuccessful in gaining a place at The Bewdley School will be able to appeal to an Independent Appeals Panel. Parent[s]/Guardian[s] wishing to exercise this right should contact in writing the Clerk to the Governing Body of The Bewdley School within twenty school 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]/Guardian[s] may attend the hearing of their appeal and make their case to the panel.

'In Year' Transfer Arrangements

Parents/Carers with a first preference application for 'In Year' transfers into any maintained school in Worcestershire must forward the application to the Local Authority, who will then contact the school to determine if a place is available. This can be accessed at:

www.worcestershire.gov.uk/inyearapplications

For schools in other Local Authorities, you will need to apply directly to the school or the Local Authority in which they are located.