



ST EGWIN'S C.E.
MIDDLE SCHOOL

Admissions Arrangements

Dated – September 2022

Review date – September 2023

If you would like your child to attend our school, please see full details of our admissions arrangements below:

Admissions

If you would like to come and visit the school then contact the school office on 01386 446924 and we will be happy to make an appointment for you. Or if you have already visited, and would like your child to join our school, then please follow the instructions below regarding admissions.

If you live in Worcestershire and your child is due to start school in Y6 during the current school year, then you must apply to Worcestershire County Council for your child / children's school place – the opening and closing dates for applications are published annually on the School Admissions website below. Mid-year Transfer if you wish your child / children to join St. Egwin's during the school year then you can download the required CA1 application form from <http://www.worcestershire.gov.uk/schooladmissions>. This paper form then needs to be brought to us, and we will do the rest.

In-Year School Admissions

For in-year school admissions, please visit:

http://www.worcestershire.gov.uk/info/20099/school_admissions/706/in-year_applications

Parents of children resident outside Worcestershire

If you wish to apply for a place at any Worcestershire school, you must complete an application provided by your "home" LA. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places. If you are not resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire. The Admissions and Transfers to Schools Information for Parents Book and the Starting School parental guide, Transfer to Middle School and Transfer to Secondary School parental guides are available on the website:

<http://www.worcestershire.gov.uk/schooladmissions>

How do you apply?

Apply online at <http://www.worcestershire.gov.uk/schooladmissions>

- You will need an email address
- You will need to register an account on the 'Citizen Portal'
- You will be sent an email to acknowledge receipt of your submitted application.

- Support and contact:
For username/password issues, email:
support@worcschildrenfirst.org.uk
For support with School Admissions applications, email:
schooladmissions@worcschildrenfirst.org.uk
Address:
School Admissions, Worcestershire Children First, County Hall, Spetchley Road, Worcester, WR5 2NP
Phone: 01905 822700
- If you do not have access to the internet, you can get online at any Worcestershire library.
- Training on "How to get online" is available free to all Worcestershire Library members.
- Or telephone School Admissions on 01905 822700 if you need assistance.

Guidance & Policies

- [School Admissions Booklet and Guides | Worcestershire County Council](#)
- [School Admissions Policies and Appeals | Worcestershire County Council](#)

Delayed and Accelerated Transfer policy & supporting documentation

- [Delayed and Accelerated Transfer policy | Delayed and Accelerated Transfer policy | Worcestershire County Council](#)

Guidance on Educating Children with an EHC Plan Out of year group

- [Delayed and Accelerated Transfer policy | Delayed and Accelerated Transfer policy | Worcestershire County Council](#)

Fair Access Protocol

- [School Admissions Policies and Appeals | Worcestershire County Council](#)

Appeals – Process, Guidance & Documentation

- [Appealing an Admissions Decision | Appealing an Admissions Decision | Worcestershire County Council](#)
- [ACE Education Advice CIC & ACE Education Training LLP | Home \(ace-ed.org.uk\)](#)

