worcestershire county council

Wildwood | Wildwood Drive | Worcester | WR5 2QT
SchoolAdmissions@worcestershire.gov.uk

September 2026

Our ref: PA14/SW
Contact: Sally Wehling
Tel: 01905 844644

Dear Parent/Carer

Pupil Transfers September 2027

As the Council's records show your child will be due to transfer to the next stage of education in September 2027, I am writing to inform you on 1st September 2026 the facility to make an online application opens at Apply for a school place | Worcestershire County Council.

Important Information

The Information for Parents book 2027/28 sets out all of the information you will need to know about the admission arrangements. It is **very** important that you read this information prior to completing any application. The book can be found on the Worcestershire County Council website Apply for a school place | Worcestershire County Council.

If your child currently has an Education, Health Care Plan (EHCP), a school move can only take place following a review of the Plan at the current school or setting and consultation(s) with the school(s) or setting(s) that are being considered. This will be led by the local authority SEND Team where the child/young person resides, not School Admissions, you cannot apply to School Admissions. Please contact your school or setting SENDco to discuss. If you require further information please contact SENDIASS.

If your child does **not** currently have an Education Health Care Plan, 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**.

The law allows any parent/carer that has parental responsibility for a child, (which in most cases will mean more than one parent/carer), to express preferences on an application, for the school/s they would like their child to attend. To avoid multiple applications parents/carers should agree on the preferences expressed and submit only one application. If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult them before expressing a preference for a school.

Not a Worcestershire Resident?

If your address is not within the County of Worcestershire you **must** make contact with your home Local Authority (LA), in order to obtain details on how to make an application. The application must be completed and returned to your home LA by the relevant closing date. A list of all the neighbouring LAs and their contact details is given in the Information for Parents Book, which you will find on the Worcestershire website Apply for a school place | Worcestershire County Council.

If you do not know which school catchment area your address falls into, you should visit Find a School.

How do I apply?

From 1st September 2026 onwards, parents must make their School Application online by the stated closing date (see bottom of this letter).

- You will need an email address to register in order to submit your application. If you do not have access to the internet or you need assistance in completing an online application, please contact the Customer Contact Centre on 01905 822700.

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

- Ensure you read the **admission criteria** for all schools you may wish to apply for, these can be found on the website School admissions policies | Worcestershire County Council.
- Read the **Information for Parents Book,** available on the website Apply for a school place | Worcestershire County Council.
- Pay particular attention to the section which gives the **area pyramids** indicating **feeder links on the website Feeder School Pyramids**.
- Arrange to visit schools and obtain a copy of the school prospectus.
- Consider how your child will travel to your preferred schools and whether you wish to apply for Transport Assistance. Full details can be found at School and college travel | Worcestershire County Council.

How will Places be allocated?

It is essential that your completed online application indicating your preferences is completed and submitted on time. Places are allocated on the basis of applications received by 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 area, have a child at the school already or live very close to the school. This year we are expecting significant pressure across the county for places in Year 7, particularly in Worcester City and the surrounding towns.

Please be aware that if you are unsuccessful in obtaining your preferred schools, if you have not applied on time for your catchment area/designated school as a higher preference, you will not be eligible for transport assistance to any alternative school that may be offered

School places will be allocated in accordance with the admission policy for each school.

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/Secondary Schools** **31st October 2026**
- **Middle Schools** **15th January 2027**

Offer Dates

- **High/Secondary Schools** **1st March 2027**
- **Middle Schools** **16th April 2027**

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

If you require further assistance, please do not hesitate to contact the Customer Contact Centre on 01905 822700.

School Admissions