

Admissions Policy (Sept 2025 entry)

Review Period: Annually – Autumn Term

Review By: Shires Trust Board

This policy is derived from the Worcestershire County Council Admission Arrangements and Coordinated Admissions Scheme and is based on the School Admissions Code which came into effect on 1st September 2021.

Admission Arrangements

This document sets out the admission arrangements for Ridgeway Secondary School, Astwood Bank, and should be read in conjunction with Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools, which is available to view online at [School Admissions Booklet and Guides | Worcestershire County Council](#) . The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. Parents/carers are advised to read the book prior to making an application.

Students will be considered for admission, without reference to ability or aptitude, on the following criteria. These are in accordance with Worcestershire L.A. The agreed Pupil Admission Number (PAN) for year 7 is **108**. Where fewer than the relevant number of applications are received, the school will offer places to all those who have applied.

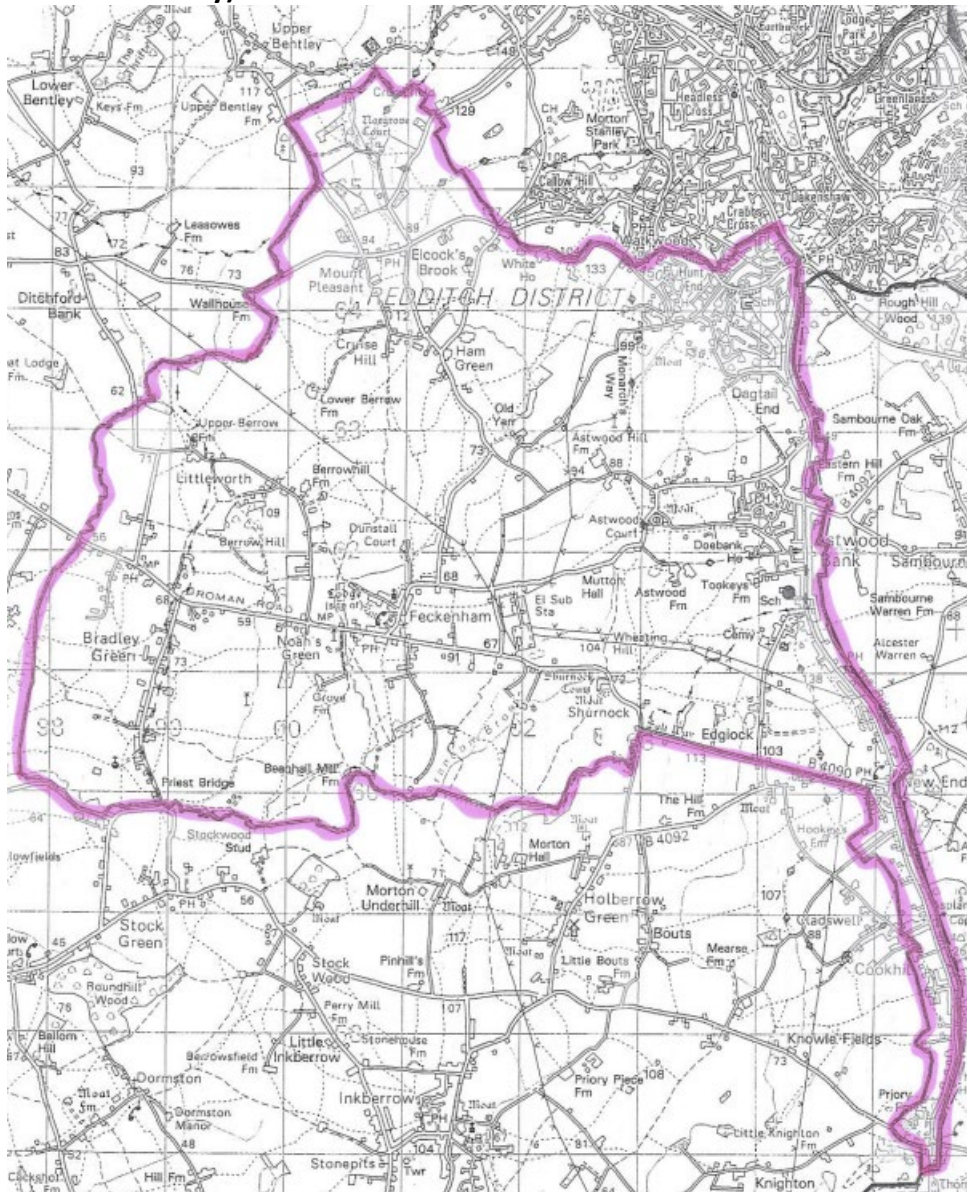
Worcestershire L.A. Admissions administer applications for places in Year 7 for the following year.

Criteria for admission in the event of over-subscription

1. Children in the care of, or provided with accommodation by, a L.A. and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the priority area who will have a sibling at the school at the time of admission.
3. Other pupils living in the priority area.
4. Children living outside the priority area who will have a sibling at the school at the time of admission.
5. Children of staff employed in the school for two or more years at the time the application is made, or those recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. Children living outside the priority area and attending the following feeder schools: Astwood Bank Primary School, Feckenham C of E Primary School or Webheath Academy Primary School.
7. Children living outside the priority area and attending Coughton C of E Primary School, Mappleborough Green C of E Primary School or Studley St Marys C of E Academy.
8. Other children living outside the priority area.

Within these criteria, first priority is given in order of distance between the child's home and school (shortest distance = highest priority). The measurement will be taken using the Geocode Points for each property and the Geocode point for the school. The Academy Trust will utilise the Local Authority software package called ArcView GIS to determine distance. This applies equally to those living inside and outside the County's boundary.

Ridgeway Secondary School's Priority Area (general map- please see Worcestershire CC for further accuracy)



Appeals

Parents will be informed by their home authority of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered. Appeal forms are available from the Local Authority.

Waiting Lists

These will be held by the Local Authority, who administer the admissions process for Ridgeway Secondary School, Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting list as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to the waiting list and the amount of time a child has been on a school's waiting list is irrelevant. Waiting lists will be maintained until the end of each term and those wishing to keep their child's name on the list for the next term or academic year should keep in direct contact with the school. If parents/guardians do not register their continued interest the child will be removed from the relevant list.

In Year Admissions

Parents should apply directly to Worcestershire County Council.

In Year Fair Access Protocol

The School adopts Worcestershire County Council's Protocol.

Definitions applying to all the criteria

Definition of sibling

Brother or sister attending the school at the time of admission:

Sibling refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that child.

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

Definition of Home Address:

Where the child normally resides/sleeps when s/he attends schools. Addresses involved in child minding arrangements (professional or with relatives) are excluded.

N.B. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.

Flats/Apartments

Where applications are made from the same multiple dwelling sharing a single PAF or Postal Address File (the address point location coordinate of the applicant's home address as set by Ordnance Survey), such applications in a single criterion will be considered initially by distance between the PAF and the school in the normal way.

Where there are insufficient places to admit all those applicants, the individual priority for each applicant will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service, Children, Young People and Families Directorate in the presence of the Senior Solicitor, Legal Services, Performance and Development Directorate. The order of draw will be recorded and countersigned at the time. NB Any further offers made at a later time from the waiting list will be freshly drawn in the same manner.

Split Parents

Where a child lives with two parents in separate addresses, the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes.

Twins, Triplets etc.

Where the final place in a year group is offered to one of twins (or triplets etc) it is normally our policy to admit the other twin, etc. too, even if that means going above the admission number.

Staff

Staff are employees of Ridgeway Secondary School

Admissions above PAN

Looked after children: Except where a child is placed in an emergency, no care placement should be made by Social Services without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where education provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays necessitated by the local appeals procedure Ridgeway Secondary School may admit, without appeal, looked after children from within the priority area even though the admission limit has already been reached or exceeded.

Exclusion: Pupils who are **permanently excluded from school** are referred to Area Behaviour Management Panels in order that consideration can be given as to the appropriateness of a return to mainstream school. On the recommendation of the Behaviour Management Panel, schools may offer places to previously excluded pupils even though the school is full in the year group.

Managed Moves: On the recommendation of the Behaviour Management Panel, schools may offer places to pupils on a **Managed Move** even though the school is full in the year group.

Children with a **statement of special educational needs** that names Ridgeway Secondary School will be admitted. This may reduce the number of places available to applicants.

Offers of places in the **secondary** transfer group (for entry in September 2025) will be posted to the child's home address on 1st March 2025.

The date for the return of application forms to the Admissions Service by 31st October 2024.

If the school is full in the year group another place can be offered provided that:

- **no other applicants have been refused places in the same year group – wherever they live**
- **the child is living or moving into the school's priority area**
- **the school is willing.**

Under Age and Over Age applications

It is the policy of Ridgeway Secondary School, and that of the Worcestershire County Council Education Services, that all children should be educated within their appropriate age group. In a very few rare cases where it might not be appropriate for the child to be in their age-appropriate year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

Late Applications (including due to an impending move)

Late applications will be processed in accordance with Worcestershire County Council's coordinated scheme https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools

All applications must be submitted to the LA in accordance with their outlined procedure and by the date specified. ALL SCHOOL PLACES ARE OFFERED ON THE BASIS THAT THE INFORMATION PROVIDED IS CORRECT. THE SCHOOL RESERVES THE RIGHT TO WITHDRAW ANY OFFER ON THE BASIS OF A FRAUDULENT OR INTENTIONALLY MISLEADING APPLICATION.