

Tenbury CE Primary Academy In-Year Admissions Process



This document outlines the procedure if you wish to apply for a place for your child at Tenbury CE Primary Academy, other than starting school in the Reception Class at the beginning of the academic year. (If you are applying for a Reception place for your child please see our Admissions Policy.)

If you are considering moving your child to Tenbury CE Primary Academy, you are welcome to contact the school office to arrangement a date and time to have a tour around if you wish. **Please note, this does not guarantee that a place will be available and the online application procedure below must be followed:**

- Go to www.worcestershire.gov.uk
- Go to 'School Admissions'
- Go to 'In-year applications'
- Download the 'In-year Application form'
- Complete the form and ensure Section 6 of the form is completed by your child's current or most recent school
- (The application form is editable so can be completed and saved to your own device)
- Email the completed form to the School Admissions Team:
schooladmissions@worcschildrenfirst.org.uk
- The School Admissions Team then contact us to see whether there is a place available (normally within 10 school days of receiving the application)
- The School Admissions Team then contact you in writing to let you know whether a place is available or not. If you are offered a place at our school, the offer letter will then instruct you to make direct contact with us to arrange a mutually convenient start date. If it is not possible to offer a place at our school, then an alternative will be advised to parents by the Admissions Team. This will normally be the nearest schools with vacancies, for which parents can express additional preferences. The Admissions Team will also include information about the right to appeal, if your child has been refused a place.
- At Tenbury Primary Academy we do maintain a waiting list for in-year admissions, if we have been unable to offer a place, and you are welcome to contact the school office if you wish your child to be included. Priority on the waiting list is determined according to our over-subscription criteria (see Admissions Policy) and not the date a child is added to the list. If a place were then to become available, we would notify the School Admissions Team and they will notify parents of the vacancy on behalf of school.
- Waiting lists are maintained until the end of each term. Parents will need to reapply if they wish to be included on the list for the following term.