

September 2026

Dear Parent/Carer

Potential Pupil Transfers September 2027 to 14 to 19 Schools outside of Worcestershire

The Government has introduced legislation requiring all Local Authorities to write to parents of children currently in Year 9 in schools in their area, that may wish to apply for a place in Year 10 at a 14 to 19 school. Examples of these schools may be University Technical Colleges, Studio Schools, or 14 to 19 Academies. These are schools that admit children with a normal year of entry being Year 10.

Worcestershire will have new 14-19 provision at Pershore College from September 2027, and there are a number of settings in other local authority areas. The legislation specifies that we must write to parents of any children that may be in Worcestershire schools that could reasonably travel to these schools inside and outside of the county.

Should you wish for your child to remain at their current school for September 2027, then you need take no further action and they will simply stay on roll at their current school. In which case you are asked to discard this letter.

Important Information

The Information for Parents Booklet 2027/28 sets out all the information on those schools that admit children into Year 10 and provides contact details. Details can be found on the Worcestershire website [Apply for a school place | Worcestershire County Council](#)

Before completing an application form (14-19), it is very important that you contact the school directly and attend information events to understand the courses they offer and their admission criteria. You can also discuss the implications of a move for your child with the Head and staff.

- It is a parent/carers responsibility to ensure that their application is submitted on time.
- Parents/carers must apply directly to the school or the Local Authority in which the school is located, for their child to go to any 14 to 19 school.
- If your child leaves their current school that place may be offered to another child from the school's waiting list and they may not be able to return.

If you do wish your child to transfer school, you will need to contact the individual schools directly to find out how to apply. A Local Authority Preference Form (14-19) can also be found at the above web address should the school require you to complete a form from your own Local Authority. **(NB This form is not to be used for making applications to transfer between schools in Worcestershire.)** You can name up to three schools on your application.

Please be aware that different LAs and Academies, Studio Schools and University Technical Colleges may have different admissions criteria, definitions and Supplementary Application Forms, therefore it is strongly advised that you ensure that you have understood the information that is available from each LA/School, before stating a preference on an application.

It is vital for you to give careful consideration to the consequences of being offered a place in a 14-19 school, pay particular attention to how your child will get to school and the length of travel time this may mean for your child. It is very unlikely that any form of transport assistance would be provided.

How do I apply if I wish to transfer my child?

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

- Pay particular attention to the school's own website for information on how and when to apply. Ensure you read the admission criteria for all schools you may wish to apply for, these can be found on the school website.
- Arrange to visit schools and obtain a copy of the school prospectus.
- Read the **Information for Parents Booklet** available on the website.
- Pay particular attention to **School Transport** and consider how your child will travel to your preferred schools and whether you wish to apply for **Transport Assistance**.

How will Places be allocated?

It is essential that the completed application is submitted on time. Places are allocated on the basis of applications received on or before the closing date.

If you do not submit an application on time, you may not be considered for places until after those applications received by the closing date. Applications received after the deadline may be classed as late and you may be refused a place.

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

You are strongly advised to refer to the Information for Parents Booklet for full further details.

How will I find out the outcome of my application?

You will need to contact the school to find out when this will be and how the decision will be communicated to you.

Yours sincerely

School Admissions