PRINCE HENRY'S HIGH SCHOOL
*An "Outstanding" Academy for Students aged 13-18*
Headteacher: Dr A A L Evans BSc(Hons), PhD

# SCHOOL ADMISSIONS POLICY
# For Students Transferring in September 2027

**Date Updated: 01/09/2026**
**Date Approved by Governors: 15/09/2026**
**Review Date: Autumn Term 2027**
**Committee: Pupil Admissions**

Students will be admitted at age 13 without reference to ability and aptitude. At age 16 entry on to courses is dependent on prior achievement at GCSE or equivalent as outlined later on in this Policy. Further details about courses are published in the Sixth Form Prospectus and advice about suitability on certain courses is available from experienced staff at school. The Pupil Admission Number (PAN) for the year commencing September 2027 will be:

**a)** 315 at age 13.
**b)** 30 at age 16, in addition to Prince Henry's students continuing from Year 11.

When applications for admission exceed the number of places available, the following criteria will be applied, in the order of priority set out below **(please refer to the Appendix for explanatory notes regarding the catchment area)**:

## At Age 13

**1.** "Looked after" children and previously "looked after" children.[1]

**2.** Children who attend the designated contributory Middle Schools ie Bredon Hill Academy and St Egwin's CE Middle School and who live in the catchment areas for these schools.

**NB** These two catchment areas together form the Prince Henry's catchment area. Details of our catchment area are available on our website www.princehenrys.worcs.sch.uk or on request from the school.

**3.** Children who attend either Bredon Hill Academy or St. Egwin's CE Middle School but who do not live in the Prince Henry's catchment area.

**4.** At the point of application children who have a sibling currently attending Prince Henry's.[2]

**5.** Other children who live in the Prince Henry's catchment area.

**6.** Children who have strong medical, social or compassionate grounds for admission[3].

**7.** Children of Prince Henry's staff who are employed by the school on a permanent contract and have been so for two or more years at the time of application for admission.

**8.** Children whose parents/carers choose the school on grounds other than as above with priority being given to those who live nearest to Prince Henry's by the shortest straight line distance.[4]

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[1] A "looked after child" has the same meaning as in Section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents/carers) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted.

[2] The sibling connection, as well as brother and sister, will include half siblings (that is children who share one birth parent, including step children) and legally adopted children who permanently reside at the same address.

[3] The validity of such reasons will be determined by the Governors' Admissions Committee. Parents/carers will need to show that attendance at Prince Henry's, as opposed to any other school, is essential and that only Prince Henry's can meet the medical, social or compassionate need of their child. Parents/carers will be required to attach supporting information from a Health professional or a Social Worker to the application form when it is submitted. Without such information no special consideration will be given. However, provision of such information does not guarantee the offer of a place.

[4] In the case of oversubscription places will be allocated (for all the listed criteria) to pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points from the home address to the Geocode point for the School. This will be done by using the Local Authority's software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (***In the event of equi-distance applicants, any place will be allocated by random selection (lottery). This process will be conducted by a suitable person independent of the school.***)

**A child in receipt of an Education, Health and Care Plan will be admitted before any of the above criteria are applied, if Prince Henry's High School is named in the Education, Health and Care Plan.**

**N.B.** Parents/carers must apply online at www.worcestershire.gov.uk/schooladmissions by **31st October 2026.** The Governors Admissions Committee has agreed to accept late applications between 1st November 2026 and 31st January 2027 and treat them as being on time, **only** in the following circumstances;

a) Where a family has just moved address,

b) Where it is agreed by the Governors Admissions Committee that individual circumstances apply and the delay was reasonable given the circumstances of the case.

**In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 31st January 2027, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time. Any change of preference will be treated in the same way as a late application.**

The parents/carers of children not on roll in a maintained Worcestershire Authority school are advised that the requirements relating to the deadline referred to above also apply to them. These parents/carers must also fill in an application form (CA1) which is available from Prince Henry's or Worcestershire Local Authority. Applications should be made through their home Local Authority.

Any child who is unsuccessful in gaining a place in Year 9 will be automatically placed on the waiting list for a place at Prince Henry's. This waiting list will be maintained until 31st December 2027. Where a child is added to the waiting list, the Governors Admissions Committee will undertake a re-ranking exercise. The allocation of places on the waiting list will be made in strict accordance with the criteria outlined in this Admissions Policy and not on a first-come first-served basis. In the case of over-subscription, all multiple birth children from the same family (ie twins, triplets, etc) will occupy the same position on the waiting list. The parents of children who are unsuccessful in gaining a place at Prince Henry's will be able to appeal to an Independent Appeals Panel. Parents wishing to exercise this right should contact in writing the Clerk to the Governors at Prince Henry's High School within fourteen days of receipt of notification.

Applications for places "in year" or outside the normal round of admissions will be dealt with in line with the criteria outlined above[5]. However, applicants must fill in a CA1 form and submit this directly to School Admissions. If the relevant year group(s) is oversubscribed, then the Admissions Criteria will be applied. School Admissions will write to parents/carers, normally within 10 school days, of the form being received to notify them of the decision. Where it is not possible to offer a place, parents/carers will be notified of the right of an appeal and in most cases, the Local Authority will offer a place at an alternative school.

Although most children will be admitted to the Academy within their own age group, Prince Henry's will consider requests from parents/carers for their child(ren) to be educated outside of their normal age group. Parents/carers are advised to contact Prince Henry's to discuss such a request and submit any relevant evidence with their formal application. The decision whether to offer a place out of year group rests with Prince Henry's Admissions Authority and decisions will be taken in line with the School Admissions Code. Parents/Carers will have a right of appeal if a place is refused at the academy. Parents/Carers do not have a right of appeal if a place is offered in a year group other than the year group for which they applied.

Prince Henry's will adhere to the obligations of the Fair Access Protocol.

[5] Details of the Co-ordinated Scheme for In-Year Admissions for Worcestershire Schools can be found at https://www.worcestershire.gov.uk/coordinatedschemes

## At Age 16

In addition to Prince Henry's students continuing from Year 11, where applications for admission exceed the number of places available, the following criteria will be applied in order of priority set out below:

**1.** "Looked after" children and previously "looked after" children defined on Page 2.

**2.** Students who live in the Prince Henry's catchment area.

**3.** Children who have a sibling currently attending Prince Henry's.

**4.** Students who have strong medical, social or compassionate grounds for admission.

**5.** Children of Prince Henry's staff who are employed by the school on a permanent contract and have been so for two or more years at the time of application for admission.

**6.** Students who choose, or whose parents/carers choose, the school on grounds other than as above.

**N.B.** The definitions outlined above relating to siblings ([2]), the validity of medical, social or compassionate grounds ([3]) and the allocation of places on the basis of the shortest straight line distance ([4]) also apply at age 16.

Further to the above, the following entry requirements to courses will apply:

**1.** All students starting courses in Year 12 must have a minimum of 30 points across their best six GCSEs, including English (Language or Literature) and Mathematics.

**2.** The numeric grades attained in both English (Language or Literature) and Mathematics must meet the government's recommended threshold (which is currently numeric 4) at the time of examination and entry to the Sixth Form.

**3.** There are minimum grade requirements relating to some individual subjects. Even though students may meet the general criteria for entry into the Sixth Form (see 1 and 2 above), they will not be admitted on to certain individual courses unless they also meet the minimum grade requirement for that course. Further details will be included in the Sixth Form prospectus.

**4.** Students who have attained 30 points in GCSE courses, but have not attained a Grade 4 (or the government's recommended threshold at the time of examination and entry to the Sixth Form) in either or both Mathematics and English (Language or Literature) may be admitted in exceptional circumstances.

**September 2026**

## APPENDIX
## Living in the School Catchment Area[6] – Explanatory Notes

1. In order to qualify as living within the catchment area of Prince Henry's, the Governors' Admissions Committee will need to be satisfied that children actually do live within that area at the relevant time. Children will be regarded as "living" within the catchment area in the following circumstances:
   a) At the time of application, where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (eg three or more days out of five Monday to Friday during term time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split.
   b) Where the parents/carers of a child of UK Service Personnel or Crown Servants are returning to live in the catchment area under an extant posting order.

2. If the parents/carers of children are in the process of moving to live in the catchment area at the time of their application, they need to provide the Governors Admissions Committee with some firm independent evidence of when they will actually begin to live there. This evidence must be provided before the relevant closing date for applications.

3.
   a) If the move into the catchment area involves the purchase of a property there, parents/carers will need to provide appropriate written independent evidence (in the form of a letter from their solicitors if they are using solicitors) that contracts for the purchase have been exchanged and of the actual or expected completion date.
   b) If the move into the catchment area involves the renting of a relevant property parents/carers will need to provide appropriate independent written evidence (eg from an estate agent or solicitor) of the tenancy agreement or lease including the start date.
   c) If the move into the catchment area involves parents/carers returning to live in property they already own they will need to provide appropriate independent written evidence of the date when they will resume living in the property and that they intend to remain living there for the present.
   d) If the move into the catchment area involves any other circumstances parents/carers will need to provide appropriate written independent evidence of the date when they begin to live there, the arrangements they will have for living there and the length of time for which they envisage staying there.

4. Please note that unless the written evidence which parents/carers provide proves, to the satisfaction of the Governors Admissions Committee, that they will actually have commenced living in the catchment area by the relevant admission date for their child at the school, the application cannot be considered as a catchment priority within the criteria of the admissions policy.

5. Please also note confirmation of living within the catchment area does not guarantee a place for children at Prince Henry's

6. It is vital that parents/carers inform Prince Henry's of any change of their address throughout the admission process.

7. Where information provided by parents/carers in support of their preference is found to be fraudulent or intentionally misleading this could lead to the withdrawal of any place that has been allocated. If parents/carers knowingly give false information in order to obtain a particular school place they could be guilty of an offence under the Perjury Act 1911. Due to problems in previous years it may be necessary for the Admissions Service, on behalf of the Governors Admissions Committee to carry out checks to confirm that information given in relation to children's home addresses is genuine. Parents/Carers may be asked to produce documentary evidence of the address given.

[6] Worcestershire County Council Catchment area map for Prince Henry's High School is available on the school website https://www.princehenrys.worcs.sch.uk/wp-content/uploads/2022/04/PHHS-Catchment-Area-Map-WCC-version.pdf