

## Cabinet

25 January 2018

### School Admissions – 2019/20

#### Recommendations

1. That the 2019 entry Coordinated Schemes as set out at Appendices A1 – A4 are adopted.
2. That the in-year admissions process for entry during the 2019/20 academic year is adopted for all schools where Warwickshire County Council is the admission authority, and other admission authorities as agreed as set out at Appendix B.
3. That the Joint Managing Director be authorised to agree the published admission numbers for community and voluntary controlled schools in Warwickshire.

#### 1.0 Introduction

- 1.1 Local Authorities are required to consult annually on admission arrangements. In accordance with the School Admissions Code (2014), consultation must take place for a minimum of six weeks between 01 October and 31 January of the school year before arrangements apply. For the 2019 entry year, the admission arrangements must then be determined (finalised) by 28 February 2018 and published on the Council website by 15 March 2018.
- 1.2 These admission arrangements will apply to all community and voluntary controlled schools - where Warwickshire County Council is the admission authority.
- 1.3 The admission arrangements relating to the coordinated schemes specifically will apply to all state-funded, mainstream infant, junior, primary and secondary schools within the county, regardless of who the admission authority is for those schools (for example, the admission authority for a school which has academy status will be the academy trust).

## **2.0 Background**

- 2.1 Local Authorities are required to consult annually on their admission arrangements. In accordance with the School Admissions Code (2014), consultation must take place for a minimum of six weeks, between 01 October and 31 January of the school year before the admissions process begins. For the 2019 entry year, the admission arrangements must then be determined (finalised) by 28 February 2018 and published on the County Council website by 15 March 2018.
- 2.2 The proposed admission arrangements are very similar to those approved for operation in previous years, although, any significant changes are highlighted further in this document.
- 2.3 The proposed admission arrangements apply to both school admissions at a 'normal point of entry' (i.e.: starting school in Reception, transfer from Year 2 in an infant or primary school to Year 3 at a junior, and starting in Year 7 at a secondary school) and to all other admissions during the school year (up to Year 11, inclusive).
- 2.4 Included within the admission arrangements is the process which parents should follow if they would like to defer their child's entry to Reception, to the academic year following their fifth birthday. This is in response to guidance previously issued by the Department for Education and an increase in such requests.
- 2.5 The above process is also applicable to parents with children who will be commencing in all other year groups (other than Reception) and who wish to request that their child is educated outside of their chronological year group.
- 2.6 As part of their admission arrangements, all admission authorities are required to have a Published Admission Number (PAN). This is the maximum number of places offered at the normal point of entry. Appendix C shows all Warwickshire Schools and their Published Admission Number, along with any proposed changes for 2019/20. This list includes schools where Warwickshire County Council is not the admission authority. Please note that these figures are subject to change. This is due to own admission authority schools carrying out their own consultations and ongoing discussions between the local authority and schools.
- 2.7 An Equalities Impact Assessment has been undertaken. This is included at Appendix D.

## **3.0 Coordinated Schemes**

- 3.1 The coordinated schemes set out how the County Council will operate its statutory responsibility to ensure that every child residing in Warwickshire is offered one school place through their home authority, ready for when they start school or transfer to Year 7 (the schemes also apply to children

transferring to Year 3, in certain cases). This process is in line with the School Admissions Code 2014, the Education Act 2002 and the School Standards and Framework Act 1998.

3.2 The following outline specific sections of the coordinated schemes for 2019 entry where significant changes are proposed:

- a) **Acceptance of offers:** In previous years, we have removed the requirement whereby parents needed to formally accept the school place their child was offered and, instead, operated an 'automatic acceptance' process. However, the 2019/20 schemes will re-introduce the process of formal acceptance and, where families do not comply with this requirement, places will be withdrawn, where necessary. This is in response to feedback from schools, who have expressed concerns over the uncertainty of final numbers, based on automatic acceptance.
- b) **Offers made over PAN:** The 2019 entry arrangements set out clearly the process through which own admission authority schools must make a request to admit children over and above the determined and Published Admissions Number (PAN), as part of the coordinated schemes. Failure to comply by the deadlines outlined within the schemes may result in a school's request to admit children over PAN not being complied with, as part of the coordinated schemes, in line with the relevant National Offer Day.
- c) **Applying for a place in Year 3 at a primary school:** In previous years, a small number of primary schools within the local authority have opted to offer additional places for Year 3 entry, as part of the coordinated admissions scheme. However, as Year 3 is not the 'normal point of entry' for primary schools, for the 2019/20 entry year, the coordinated admissions process will only operate in respect of children transferring from Year 2 in an infant or primary school to Year 3 in a junior school. The coordinated admissions process will not apply to any Warwickshire primary schools.
- d) **Over-subscription criteria for Junior schools (Year 3 transfers):** In line with the above, the over-subscription criteria for junior school places (ie: Year 3 transfers) has been amended in relation to the 2019 entry year. The new order of criteria gives higher priority to children attending the partner infant school of the junior school for which they are applying, regardless of where they live. This is to ensure that as many children as possible, who attend an infant school in the county, can attend the partner junior of that school.
- e) **Late applications/Re-allocation dates:** As in previous years, under the coordinated schemes, late applications will not be considered prior to National Offer Day, and will instead be considered and receive an offer on one of a fixed number of

reallocation dates. This process is intended to make the reallocation process easier for parents to understand and to make it easier to identify areas where extra capacity in schools may be required.

## 4.0 In-Year Admissions

4.1 It is proposed that the administration of in-year admissions for 2019/20 remain with the Local Authority. While it is no longer a legal requirement for Local Authorities to process such applications, retaining this function provides numerous benefits, especially around safeguarding, the tracking of vulnerable children and the operation of the Fair Access Protocol. The majority of admission authorities have indicated they are happy for the Local Authority to continue to carry out this function. No extra resources are required to do this.

## 5.0 Consultation

5.1 A consultation exercise into the proposed admission arrangements took place between 27 November 2017 and 8 January 2018.

5.2 No consultation responses were received within the consultation period..

## 6.0 Timescales associated with the decision and next steps

6.1 If Cabinet approve the proposed admission arrangements for School Admissions then they will apply to applications received for the 2019 entry year (coordination) and for in-year admissions during the 2019/20 academic year.

## Background papers

None

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This report was circulated to the following members prior to publication.

Councillors Dahmash, Hayfield, C. Davies, Morgan, Roodhouse and Williams

## Appendix A1

### Warwickshire County Council Secondary Coordinated Admissions Scheme – 2019 entry

#### Section 1 – Timetable for Secondary Coordinated Admissions Scheme, for entry in September 2019

DATE	EVENT
April 2018	Warwickshire School Admissions Service (the 'Admissions Service') to obtain data of Warwickshire children due to start secondary school in September 2019. Data obtained from Commissioning Support Service, MIS Team, other local authorities and Independent schools located in Warwickshire.
May 2018	Secondary packs posted directly to parents of children due to transfer to Secondary school in September 2019. Copies of publicity materials available on website.
Tuesday 08 May 2018	Warwickshire 11+ Selection Test - Registration opens.
Wednesday 13 June 2018 (5pm)	Deadline for parents to request special testing arrangements for their child for 11+ test, due to special educational needs and/or medical issues. Relevant 'Special Testing Requirements' form to be completed and received by the Admissions Service by 5pm on this date.  Special testing arrangement request forms received after this date may not be considered, or may make the application for a grammar school place late.
Friday 29 June 2018 (4pm)	Warwickshire 11+ Registration deadline, in order to be classed as on time. Registrations received after this date will be considered as late, unless the family are/will be moving into/within the county by 31 <sup>st</sup> December 2018.
Monday 02 July 2018	Secondary application process opens (online and telephone applications).  Application data will be available via SAM (the School Admissions Module) to Voluntary Aided, Trust, Foundation schools and Academies who purchase the Admissions Service so that oversubscription criteria can be added and sibling/staff details checked. Data will include straight-line measurements.

Saturday 08 and Sunday 09 September 2018	11+ testing sessions ( <i>at least one testing session per day</i> ) (on time candidates will be given priority to attend these testing sessions)
Monday 10 September 2018	Parents must inform the Admissions Service, by no later than 4pm, if their child was not fit or well to attend the 11+ selection test on 08 or 09 September.
Wednesday 12 September 2018	Proof of the illness/condition must be received by the Admissions Service by no later than noon (12pm), in order for the child to remain as an on time candidate for the 11+ testing.  If sufficient evidence is not received by this date then the registration for the child to sit the 11+ test will be withdrawn. If the family still wishes for the child to sit the Warwickshire 11+ test then they must submit a new registration and this will be classed as late.  Late candidates will not be tested until after 01 March 2019.
Tuesday 18 September 2018	Supplementary 11+ test date ( <i>at least one testing session</i> ) 11+ testing session for children who were initially invited to testing on either 8th or 9th September, but could not attend due to illness or prior engagements, and evidence has been submitted of such.  <i>Further testing sessions will be scheduled as and when there is demand.</i>
Friday 04 October 2018	First reminder letter sent to parents who have not applied for a Secondary school place. Reminder emails to schools encouraging them to remind parents of the need to apply for a school place.
From Monday 15 October 2018	11+ results letters will be sent to all families where children have sat the Warwickshire 11+ selection test, as on time candidates, in the previous month of September 2018. Results may be sent electronically or via post.
Friday 19 October 2018	Second reminder letter sent to parents who have not applied for a Secondary school place. Reminder emails to schools encouraging them to remind parents of the need to apply. For a school place.

<b>Wednesday 31 October 2018 (5pm)</b>	<p><b>National Closing date for on time secondary school applications.</b></p> <p>Applications received after this date will be considered as late and will not be processed until after National Offer Day (01 March 2019), in line with scheduled reallocation dates (unless the family is moving into the area – residency requirements must be adhered to – see below for more information).</p>
From Monday 12 November 2018	<p>Exchange of ADT files with other local authorities.</p> <p><i>(ADT = Electronic files relating to application details)</i></p>
Monday 19 November 2018	<p>Applications will be sent to own admission authority schools who DO NOT purchase the Admissions Service, via an Excel spreadsheet so that oversubscription criteria can be added and sibling/staff details checked. Data will not include straight-line measurements, unless this service has been purchased by the school.</p>
From 03 December 2018	<p>Proof of address will be requested for all children where a Warwickshire grammar school has been named on the application. This is regardless of which home authority they reside in.</p>
Friday 21 December 2018	<p>Deadline for own admission authority schools to request admitting over and above the determined PAN for the relevant entry year, in order for this to be considered in line with the coordinated admissions process and National Offer Day.</p>
Monday 31 December 2018	<p>Extended deadline date for families moving into/within the county to have provided proof of their new residence and completed new/amended application for secondary school in order for application to be considered as on-time (see residency requirements below).</p>
Friday 04 January 2019 (4pm)	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided as part of a family's application for a place.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p> <p>SAM will be closed to secondary schools from Monday 07 January 2019.</p>
Friday 11 January 2019	<p>First exchange of ALT files with other local authorities.</p> <p><i>(ALT = Electronic files relating to offers of school places)</i></p>

Monday 21 January 2019	Second exchange of ALT files with other local authorities.
Monday 04 February 2019	Provisional offers available to all schools via SAM, other than academies who do not purchase the Admissions Service, in which case offers will be sent via Excel spreadsheet. Schools must notify Warwickshire Admissions Service of any issues by 08 February 2019. Offer data <b>must</b> remain confidential.
Friday 08 February 2019	Schools to have notified the Admissions Service of any issues with provisional offers.
Monday 11 February 2019	Final exchange of ALT files with other authorities.
Monday 11 February 2019	Special Educational Needs Disability and Review Team (SENDAr) must have input relevant offers/offers on hold via Synergy.
<b>Friday 01 March 2019</b>	<b>National Offer Day.</b> Offers released to parents by Admissions Service (Statutory).  Late applications will be available to schools via SAM, other than own admission authority schools who do not purchase the admissions service, in which case any late applications will be sent via Excel spreadsheet.
Friday 08 March 2019	Deadline to accept or decline offer made.
Monday 11 March 2019	Reminder letter sent to any Warwickshire parents that have not accepted or declined the offer made. If no response received by 4pm on Friday 15 March then offer will be withdrawn.
Wednesday 13 March 2019 (5pm)	Cut-off date for new applications to be made in order to be considered in first reallocation round.
Friday 15 March 2019 (4pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in first reallocation round.  This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.
From Monday 18 March 2019	First reallocation round commences.



Friday 29 March 2019 (midnight)	<p>Deadline by which appeals must be lodged in order to be classed as on time. On time appeals must be heard within 40 school days from the deadline.</p> <p>Appeals lodged after this date will be heard within 40 school days of the deadline, where possible, or within 30 schools days of the date the appeal is lodged.</p> <p>Appeals lodged after 21 June 2019 may not be heard before the start of the new academic year in September 2019.</p>
Wednesday 03 April 2019	Cut-off date for new applications to be made in order to be considered in second reallocation round.
Friday 05 April 2019 (4pm)	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
Monday 08 April 2019	Second reallocation round commences.
Wednesday 24 April 2019 (5pm)	<p>Cut-off date for new applications to be made in order to be considered in third reallocation round.</p> <p>Late applications received after 24 April will be processed as and when they are received, up to, and including, Friday 30 August 2019. The in-year admissions process will then commence from Monday 02 September 2019.</p>
Friday 26 April 2019 (4pm)	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>

Monday 29 April 2019	Third reallocation round commences.
From Monday 29 April 2019	Appeal hearings commence, for Year 7 entry in September 2019.
From Tuesday 07 May 2019	Places allocated to Warwickshire children due to transfer to secondary school in September 2019, where an application has not been submitted previously. Parents will be advised of these offers via post.
From Monday 03 June 2019	In-Year applications for secondary school places starting in September 2019 can be submitted. (Year groups 8 -11 only. Applications for Year 7 places for September 2019 will continue to be processed through the coordinated scheme until 30 August 2019).
From Monday 10 June 2019	In-year applications, for places starting in September 2019 (for year groups 8 – 11), will start being processed.
Friday 14 June 2019	Appeals lodged by midnight on 29 March 2019 will be heard by this date.
Wednesday 31 July 2019	Appeals lodged after the deadline of 29 March 2019, but before 21 June 2019, will be heard by the 31 July 2019, where possible.
Monday 02 September 2019	In-Year admissions process commences. All applications made in accordance with the coordinated admissions rounds will be moved to In-Year status and will be held on any relevant waiting lists until 31 December 2019.

## **Section 2 - Secondary (Year 7) Coordinated Admissions process for entry in September 2019**

### **Terms**

The term '**school**', in this document, refers to both maintained schools and own admission authority schools. It does not relate to special schools or private (fee-paying) schools, as these schools have their own admission processes.

The term '**parent**', in this document, refers to biological parents, all those with Parental Responsibility, and other person with primary care for a child.

The term '**own admission authority**' school, in this document, refers to state schools for whom the local authority is not the admissions authority, including; Academies; Voluntary Aided; Trust; and Foundation schools. The admission authority for such schools is the governing body or the academy trust.

The term '**secondary**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 7 until (at least) the end of Year 11.

The terms '**UTC**' and '**Studio schools**', in this document, refer to schools which admit children at the beginning of Year 10.

### **Coordinated Admissions**

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (eg: academies) within their area. The term 'school' in this document refers to both maintained schools and own admissions authority schools.

Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures, as far as is reasonably practicable, every parent of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Local authorities and other admission authorities - such as the academy trust, or the governing body of a Voluntary Aided school - then exchange application data. This is to determine which children can be offered a place at which school. Parents then receive a single offer of a school place from their home authority.

Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission criteria, application process and scheme for offering places. Parents should contact the relevant school directly if they wish to apply for a place.

Only parents of children who are resident in the county of Warwickshire, or who are able to satisfy the relevant address requirements as laid out in this document, should make an

application through the Warwickshire Admissions Service.

Warwickshire residents must apply for school places through the Admissions Service. Where parents approach schools directly, the school must direct the parent to the Admissions Service. Any Warwickshire resident who does not make an application through the Admissions Service, even if they applied directly to a school, will have any subsequent application which they make through the Admissions Service considered as late, if this is then received after the relevant deadline, as laid out in this document.

The Admissions Service will manage the process of allocating schools places in line with the Coordinated Admissions Scheme. Application data relating to schools in other local authorities will be forwarded via S2S. This system is part of the DfE's Secure Access website and is designed to securely transfer data between local authorities and schools.

This scheme primarily relates to children who are due to start secondary school (Year 7) in September 2019. However, the deadlines and key dates for applications and offers also apply to children transferring to Year 10 in a 14-19 UTC or Studio School in September 2019, whose applications will also be processed in line with this scheme.

## Admission Arrangements

All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted. These arrangements need to include the criteria that will be applied if there are more applications received than places available at the school for the relevant entry year ('oversubscription criteria'). Admission arrangements are determined by admission authorities, in line with the School Admissions Code (2014).

In Community and Voluntary Controlled schools the local authority is the admission authority and has responsibility for determining admission arrangements. In Voluntary Aided, Trust and Foundation schools, the Governing Body has responsibility for determining admission arrangements. In Academies and Multi-Academy-Trusts, the Trust has responsibility for determining admission arrangements.

A school's admission arrangements must contain:

- The school's **Published Admission Number (PAN)** for each 'relevant age group'. This is the number of places that will normally be offered to children joining the school at the normal point of entry (for secondary schools this is Year 7).
- The **school's oversubscription criteria**. These are used to decide which children are offered places when there are more applications than places available. Each child is assigned a criterion with places offered in criteria order to fill the school.
- **Definition of sibling**. Admission authorities must state in their arrangements what they mean by sibling (eg: does it include step-siblings). Where priority is given to siblings of former pupils, admission authorities must set out a clear and simple definition of such former pupils. Some schools give priority to siblings of pupils attending another state funded school. Where this is the case, this priority must be clearly set out in the arrangements.
- **Distance from school**. Admission authorities must clearly set out how distance

from home to school will be measured, and make it clear how the 'home address' will be determined and the point in the school from which all distances are measured. This should include provision for parents who have shared responsibility for a child.

The School Admissions Code also requires that:

- All children whose Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan names a school must be admitted.
- The highest priority in a school's oversubscription criteria must also be given, unless otherwise allowed in the Admissions Code, to Looked After Children and all Previously Looked After Children.

'Previously Looked After Children' are children who were looked after (ie: who were under local authority care – eg: placed in foster care), but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

- If a school is not oversubscribed, all applicants must be offered a place (with the exception of designated grammar schools).

The admission arrangements of any school must be such as to enable relevant decisions to be made in line with the timetable of this scheme.

### **Information for parents**

In April of each year, the Admissions Service receives data from Warwickshire County Council's Commissioning Support Service, MIS Team, other local authorities and Independent schools located in Warwickshire, relating to children due to start secondary school in September of the following year. This data is then used to distribute information about the admissions process to the families concerned.

In May of each year, information leaflets explaining the school admissions process are sent to the parents of children resident in Warwickshire who are due to start secondary school the following year.

Copies of the leaflet will also be available to schools and on the County Council's website. Schools are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines.

Also available on the Warwickshire County Council website will be the local authority's Composite Prospectus (from September 2018). This is an expanded version of the leaflet which is sent to parents and will contain the full admission arrangements of each state school in Warwickshire (not independent fee-paying schools or special schools, as applications for these schools are not considered under the coordinated admissions process).

### **Applying for a school place**

Parents apply for school places using a Common Application Form (CAF). Parents are

encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 08.30am on National Offer Day.

The online application process allows parents to:

- Apply for places at their preferred schools by naming these on the application. Warwickshire parents can name a maximum of six schools on their application.
- Rank their preferred schools in the order they would like their child to be offered a place (parents should name their most preferred school(s) as their first/highest preference on the application).
- Give reasons for each preference.
- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied.
- Give details of any parent who is a staff member at the school which has been named as a preference, in line with the oversubscription for some own admission authority schools.
- Provide details of social or medical issues, in line with the oversubscription for some own admission authority schools.
- Indicate if the child has a Statement of Special Educational Needs or an Education, Health and Care Plan.
- Confirm details in relation to faith, in line with the oversubscription for some own admission authority schools (faith schools may require additional evidence as part of the application. This should be submitted directly to the school for which a place is being sought. Further information about this can be found in the admission arrangements for each school concerned).
- Confirm if the child falls within the classification of 'Looked After'\* or 'Previously Looked After'\*\*, in line with paragraph 1.7 of the School Admissions Code (2014).

*\*'Looked After' refers to a child who is currently under the care of the Local Authority (eg: in foster care under a full or interim care order).*

*\*\*'Previously Looked After' refers to a child who was looked after (as outlined above), but ceased to be so because they were adopted straight after leaving care, or they became subject to a child arrangements order – including a residency order - or special guardianship order.*

Alternatively, parents can contact the Admissions Service and make an application over the telephone. This allows parents to provide the same information as the online system, but in this case the offer of a school place will be sent via second class post, so may not be received as quickly as an online offer, which will be sent via email.

Completed application forms, regardless of the method used to make the application, should be received by the home authority (Warwickshire Admissions Service) by no later than 5.00pm on the statutory closing date of 31 October 2018. Completed application forms received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadline (see 'Changes of address' section below).

Amendments to the application (eg: an additional preference being named, or the order of the ranked preferences being changed) will be permitted prior to the closing date of 31 October 2018. Any changes made to an application after this date will be classed as late (unless they are made in line with the change of address requirements detailed below).

### **Supplementary Information Forms**

Some schools require parents to complete a Supplementary Information Form (SIF) in order to assign the oversubscription criteria. If a SIF is required by the admission authority of a school, this will be detailed in Warwickshire County Council's Composite Prospectus and on the Warwickshire County Council website. It will also be detailed in the admission arrangements for the school concerned.

Admission authorities within Warwickshire will not use Supplementary Information Forms (SIFs) except where the information which is collated through the Common Application Form is insufficient for consideration against the school's published oversubscription criteria. Where SIFs are used by admission authorities in Warwickshire, every effort will be made to ensure that only the information which is required in relation to the published oversubscription criteria is requested. This is in accordance with paragraph 2.4 of the School Admissions Code.

SIFs must not ask for any of the information prohibited in paragraph 1.9 of the Admissions code, or:

- a) Any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates).
- b) The first language of parents or the child.
- c) Details about any disability, special educational needs or medical conditions which either the child or a parent has been diagnosed with.
- d) Require that parents agree to support the ethos of the school in a practical way.
- e) Require that both parents sign the form, or ask for the child to complete the form.

When a school receives a SIF, Warwickshire Admissions Service will not consider the parents to have applied for a place at that school unless the parent has also submitted the Common Application Form and named the school as a preference on that form. SIFs should be submitted directly to the school concerned for their consideration against the oversubscription criteria. Warwickshire Admissions Service will not process any SIFs.

When a school's admission arrangements require a SIF and one is not completed, but the parent has listed the school on the CAF and submitted this to their home local authority,

the application must still be considered without the additional information. If a SIF is not received then the application can only be considered in accordance with the information available to the governing body from the CAF, and this may result in the application being given lower priority for a place, in line with the admission arrangements and oversubscription criteria for that school.

Where a SIF is required it must be returned to the school which is requesting such additional information by the application deadline of 31 October 2018. The school concerned may not process any additional information received after this date. Please contact the school you are interested in directly for further information about the additional information they require.

#### **14 – 19 UTCs and Studio Schools (Year 10 applications)**

Warwickshire County Council does not yet contain any 14-19 schools, such as University Technical Colleges (UTCs) and Studio Schools, which admit students from the beginning of Year 10.

However, the Admissions Service will write to all Year 9 students attending a Warwickshire state-funded secondary school in September 2018 to inform them of their eligibility to apply for a 14-19 school place, for entry into Year 10 at such schools in September 2019.

Applications for Year 10 places at these schools (in other authority areas) should be made through the Local Authority (through the Admissions Service), either over the telephone or by using the appropriate paper application form (copies available on request from the Admissions Service or on the County Council's website). Applications for places at these schools cannot be made through the online system.

Such applications will be processed in line with the deadlines and processes associated with Warwickshire's secondary coordinated admissions process, where possible, and in liaison with the schools/authorities concerned.

Where such applications are received by the deadline of 31 October 2018 (for September 2019 entry) they will be processed in line with this coordinated scheme and offers will be released to parents on National Offer Day – 1 March 2019.

Applications received after 31 October 2018 will be processed when possible, in liaison with the schools/authorities concerned, and may be treated as late applications.

For any application for a place in Year 10 of a school which does not have Year 10 as the 'normal point of entry' for that school, the in-year admissions process should be followed. Applications, for places for Year 10 entry in September 2019, can be made on or after 4 June 2019. Such applications will not be processed before this date.

If the family are happy for the child to remain at their current secondary school when they transfer from Year 9 to Year 10 then there will be no further action required and the student will transfer into the next year group automatically.



## Changes of address

School places will be allocated using the home address which is named on the Common Application Form at the point of the National closing date (31 October 2018), unless any of the following three conditions are met:

- 1. House move prior to 31 October 2018:** Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and, if required, will be permitted to amend their school preferences. Parents will need to contact the Admissions Service to update the application.

Some admission authorities may have additional residency requirements which parents must abide by in order for their application to be classed as on time. See each school's admission arrangements for clarification.

- 2. House move after 31 October 2018, but on, or before, 31 December 2018:** Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents can contact the Admissions Service and will be permitted to submit or amend their application, so long as this is done prior to 31 December 2018.
- 3. House move after 31 December 2018:** Where an application is made by the National Closing date of 31 October, but a house move happens after 31 December, the application will be considered using the previous address which was named on the application.

Where a house move has occurred after the 31 December extended deadline and no application has previously been made to Warwickshire, an application must be made and suitable proof of the new address must be submitted.

In this case, the application will be classed as late and will not be considered in the first round of offers (National Offer Day = 1 March 2019). The application will be given consideration in the first reallocation round, commencing on 18 March 2019, as long as both the application for a school place and suitable proof of the new address is received by the relevant reallocation round deadline (first reallocation round deadline = 13 March 2019).

Late applications received from 14 March 2019 will be considered in line with the second and third reallocation dates, or after 10 June 2019, depending on the date the application is received by the Admissions Service.

Proof of the new address will be required prior to this information being recorded against the child's application. Suitable proof of address in these circumstances is a full copy of the signed tenancy agreement (which must terminate on, or after, 1 September 2019), or a letter from the solicitor confirming that there has been an exchange of contracts

## **Applications for schools in other local authorities and applications for Warwickshire schools from families living in other local authorities**

Applications for schools in other local authorities, and any relevant additional / supplementary information, will be electronically forwarded to the relevant coordinating local authority, in line with the timetable found at the beginning of this document.

Warwickshire Admissions Service will also receive applications from other local authorities in line with the timetable found at the beginning of this document. These will be recorded and passed to admission authorities, as appropriate. If the application is for a Community or Voluntary Controlled school then the Admissions Service will give consideration for places alongside other applicants, in line with the relevant oversubscription criteria.

### **Multiple applications made by the same parent**

If more than one application is made prior to the closing date of 31 October 2018, by the same parent, then only the newest application will be processed (ie: the last application made before the deadline). Any applications made previously will not be processed.

If the newest application is submitted after the closing date then it will be treated as a late application (unless there has been a change of address, in line with the requirements detailed above) and any previous applications will be disregarded.

If a school place has been offered by Warwickshire Admissions Service and an applicant then chooses to submit further applications, the newest application will take priority over any previous applications. Further applications made after the deadline date will be classed as late.

If it is possible to offer a place at one of the preferences on the newest application, the offer will be made and the previous school place offered will be withdrawn without further notice to the applicant.

Applicants may withdraw an application for any of their named school preferences at any time either via telephone, email or in writing.

If a request is received for an application for a school to be withdrawn which coincides with National Offer Day, or one of the reallocation rounds, then the offer may already have been processed and the parent will be notified of this. In this instance, the applicant must notify the Admissions Service that the place at that school is no longer required and the offer will be declined and withdrawn by the Admissions Service.

### **Multiple applications made by Separated Parents**

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where parents cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parents to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter then the Admissions Service reserves the right to consider only the application made by the parent with whom the child resides for the majority of nights during the school week.

Where the child spends 50% of their time with each parent, and a decision cannot be reached between them by the relevant closing date for the submission of applications, the local authority will use a random number generator to determine the result. This will determine which application (including address details and school preferences) to consider when allocating the child a school place.

The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved and both parents will be notified of the outcome in writing. Random allocation will take place prior to the first exchange of application data. All other applications will then be disregarded.

### **How offers are determined**

Subject to the above, admission authorities must consider all applications. If there are more applications received for a school than there are places available then the relevant oversubscription criteria for the school will be assigned to each application. Warwickshire Admissions Service carries out this function for all Community and Voluntary Controlled schools (as Warwickshire is the 'admission authority' for these schools), and by prior agreement for other admission authorities, such as academies and voluntary aided schools. No offers will be made without first liaising with the appropriate admission authority for that school.

If a school is oversubscribed then the admission authority must produce an intake list, in ranked order, which must include all those who have expressed a preference for the school. The ranked list must be returned to Warwickshire Admissions Service. Where it has been agreed that the Admissions Service will carry out this function for an own admission authority school, it is the admission authority's responsibility to ensure that they are in agreement with the intake list. Any issues must be raised with the Admissions Service by the date set out in the timetable at the beginning of this document.

In the case of Community and Voluntary Controlled schools, the Admissions Service will apply the oversubscription criteria.

In the majority of cases, and where possible, the aim will be to offer a place at the school named as the highest preference. Where it is possible to offer a place at more than one of the preferred schools named on the application, a place will be offered at the school listed as the highest preference. Any applications for schools which are listed as lower preferences than the school offered will then be automatically withdrawn.

Where the Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school which has availability. If the next nearest school has an admission authority other than Warwickshire County Council, then permission will be sought from that admission authority to make such offers. The next nearest school with availability will be identified based on distance, calculated as set out below.

A single school place should be identified for each child by the end of the coordinated admissions process.

### **Distance**

Distance will be calculated by a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

### **Published Admission Number (PAN)**

Where schools have more applications to consider than there are places available, offers will be made in accordance with the school's Published Admission Number (PAN), as part of the coordinated admissions process. Where an admission authority wishes to admit over its PAN, as part of the coordinated process, the process outlined in the following paragraph – 'Offers over PAN' - should be followed.

### **Offers over PAN**

Where an admission authority wishes to admit children into Year 7, over and above their PAN, as part of the coordinated admissions scheme, they must make this request in writing to the Admissions Service by no later than the end of the Autumn term prior to the relevant entry year (ie: 21 December 2018 for September 2019 entry). The Local Authority will agree to such requests, where the request is received in good time (ie: by the above deadline), where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where such a request is received after the date outlined above then the determined PAN will be honoured, in relation to the coordinated admissions scheme, and offers made up to PAN (where possible) in line with National Offer Day – 1 March 2019. The request will then be taken into account in line with the specified reallocation dates, where possible to do so, and only where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where further capacity is required to provide every child in Warwickshire with an appropriate school place, a discussion will be held with the school by members of the Admissions team and officers in School Place Planning to reach an agreement.

### **Notification of offers**

National Offer Day is 1 March 2019.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on time** application (ie: by the deadline of 31 October 2018, or the extended deadline for families who are moving house), regarding the school place which has been offered. This applies to schools offered within either Warwickshire or

another local authority, and will give the reason as to why schools which were named as higher preferences have not been offered, if applicable.

All applicants who made an on time application online will receive notification of the school place offered, **from** 8.30am on 1 March 2019. These offers will be sent via email and will also be available to view via the online system.

Offer letters will only be sent to parents who completed an application over the telephone or via hard copy. Letters will be sent second class, with the intention of them being received by the recipient **from** 1 March 2019.

When a parent is not offered their first preference school they will be provided with the following information (this may be via an electronic link to such documents, where the offer is sent by email):

- a) Information about their right of appeal against any refusal of a place.
- b) A breakdown of the offers made for each school.
- c) Information about the waiting list process.

## Appeals

Where applicable, parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal. Parents cannot, however, appeal for a place at a school listed as a lower preference than the school place offered. This is because the application will not have been automatically withdrawn.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For other schools which do not have Warwickshire County Council as its admission authority, such as academies and voluntary aided schools, parents should contact the school directly for details of the appeals process. A list of these schools is available on the Warwickshire County Council website.

## Late applications

Every effort will be made to encourage parents to submit their application by the closing date of 5pm on 31 October 2018. However, if an application is received after this deadline then it will be classed as late (unless the rules on a change of address prior to 31 December 2018 apply) and will not be processed until **after** National Offer Day.

Instead, the application will be considered as part of the relevant reallocation round, depending on when the application is received. Late applications will be considered on the reallocation dates listed in the timetable at the beginning of this document.

If the applicant requests that new preferences are added to the application, and the 31 October deadline has passed, these amendments will be classed as late. Any schools named on the application prior to 31 October deadline will not be affected and will remain as on time.

Each application will be limited to a maximum of six active preferences at any one time during the coordination admissions process. Where adding a further school preference, at

the request of the applicant, would cause the application to contain more than six preferences, then a preference of the applicant's choosing must first be withdrawn from the process, otherwise the new preference school will not be added to the application.

In respect of admission authorities who have bought into the coordinated admissions process for 2019 entry, information about late applications will be made available to those admission authorities after National Offer Day, for consideration as part of the reallocation rounds. The admission authorities will be required to assign relevant oversubscription criteria, as well as carrying out any relevant checks, and they will also be made aware of any offers made through the reallocation process.

In the case of a late application, where it is possible to offer a place at more than one of the preferred schools through one of the reallocation rounds, a place will be offered at the school listed as the highest preference on the application.

### **'Unplaced' offers**

Where the local authority is unable to allocate a place at any of the preferred schools named on the child's application, either on National Offer Day or through any of the reallocation rounds, a place will be allocated at the next nearest school which still has availability at that time. The next nearest school with availability will be identified based on distance calculated by straight line measurement. This school offer will be referred to as 'unplaced' as it will be an offer for a school which the family did not name on their application.

### **Waiting lists**

Only one school place will be offered as part of the coordinated admissions process.

Where a school is offered on National Offer Day, and this was named as a lower preference school on the application than a re-offer which can be made as part of one of the reallocation rounds (or any point afterwards), the initial school offer will be withdrawn and a re-offer for the higher preference school which can be offered from the waiting list will be made.

The parent may not receive notification that a school place has been withdrawn until they receive formal notification that a re-offer has been made, but the Admissions Service will attempt to contact the family prior to a re-offer being made, to obtain the family's continued interest in an alternative school, where possible.

Children will automatically be added to the waiting lists of schools listed as a higher preference than the school at which a place is initially offered.

The waiting lists for Warwickshire schools will not order children based on the date the application was received, so there will be no distinction between on time applications and those which have been classed as late. Waiting lists will be held in the order of the admission authority's oversubscription criteria.

Waiting lists will be re-ranked prior to each reallocation round, and when a new application is received thereafter. Admission authorities will be required to assign oversubscription criteria where new applications are received, or a previous application is amended (eg: a change of address).

Applications made after National Offer Day, in respect of schools admission authorities that do not buy into the Admissions Service, will be made available to those schools in order for criteria to be assigned and waiting lists ranked, in line with the relevant reallocation dates (and thereafter when new applications are received).

Applications made for selective schools in Warwickshire, where a place has not been offered, will only be placed on to the relevant waiting list if the academic criteria, as set through a Local Review Process, have been met. This usually means that there is a minimum 11+ test score required in order for a child to be placed on to the waiting list for each grammar school. Further information about this will be sent to parents on National Offer Day.

The local authority will continue to operate the coordinated admission scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 31 August 2019.

For every over-subscribed Community and Voluntary Controlled school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (20 December 2019). At that point all waiting lists will be cleared and all applicants will be removed from the lists.

If the parent wishes for their child to remain on the waiting list after this period then they will need to complete and submit a Change of School application form, a copy of which will be available on the County Council's website. Applications received after 20 December 2019 will then follow the In-Year admissions process.

Waiting lists will be cleared at the end of each term (Autumn, Spring and Summer) and parents must submit a new Change of School application each term, in order to remain on the waiting list for a school.

For other admission authorities – eg: academies and voluntary aided schools - parents should contact the school for details of their waiting list policy. For the majority of these schools, the waiting list will continue to be held by the local authority, but in some cases there will be no waiting list held at all after 20 December 2019.

### **Accepting the school place offered**

Warwickshire parents will be asked to respond to the offer of a school place by the deadline of 8 March 2019. Acceptance of the place can be done through the online application portal, or via email or over the telephone through the Admissions Service.

Failure to respond to the offer by the deadline stated above will result in a letter being sent to the family on 11 March 2019, giving a further deadline of 18 March 2019 to respond and confirm acceptance or a decline of the school place offered.

Failure to respond to this further correspondence will then result in the school offer being withdrawn from the child. Parents will continue to receive correspondence from Warwickshire County Council regarding the child's school destination for September 2019 and may also be referred to the Attendance, Compliance and Enforcement team (ACE), who may take legal action against a parent, where deemed necessary.

Where an offer is made through one of the specified reallocation rounds, or thereafter, the family will be notified, in writing, of the deadline to accept or decline the offer. Failure to

comply with this will result in the offer being withdrawn and the child will retain their previous offer of a school place.

### **Declining the school place offered**

Where a family wish to decline the place offered, this cannot be done via the online portal and must be done either over the telephone or via email through the Admissions Service.

### **Coordination after National Offer Day**

The School Admissions Code makes it clear that parents must continue to apply through their home authority for school places as part of the coordinated transfer admissions round (i.e.: between 1 March and 31 August for Secondary transfer). This will ensure that as places become available they are reallocated effectively and duplicate offers are avoided. All admission authorities must continue to follow the coordinated scheme until 1 September 2019 and not begin allocating school places themselves during this period.

Cooperation between admission authorities will ensure that each child is offered only one school place and that it is the highest preference that can be offered from the child's application.

From 1 September the coordinated scheme will cease and the In-Year Admissions process will begin.

### **Applications from overseas residents**

#### ***UK Military families/Crown Servants***

For families of UK Service Personnel with a confirmed posting within the county, or crown servants returning from overseas to live in the county, admission authorities:

- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.
- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.
- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
- **Must not** reserve blocks of places for these children.

The application will follow the coordinated admissions process in all other respects, as outlined in this document. No other specific provision will be given to children of military



families or Crown Servants, and no priority will be given within the over-subscription criteria to such children, unless this is stipulated specifically within the admission arrangements for this entry year for a school by an admission authority.

### ***Families moving to, or back to, the UK (Non-Military)***

There is no legal requirement to process applications from other families coming from overseas who are not yet resident within Warwickshire, except as set out above.

Applications in all other cases will therefore only be processed from parents who are resident in Warwickshire (or can provide evidence of an imminent move into a property in Warwickshire). For an overseas application to be processed, the child in question must also be resident in the UK, or be moving to the UK imminently. Proof of residence and visa status may be requested at any time during the application process.

For other applicants who live overseas, but who will be moving to Warwickshire, we will only process your application once confirmation of a Warwickshire address can be provided. For some admission authorities, residency requirements state that the child for whom an application is being made must physically be living in the property in order for that address to be used on the application. This requirement will be stated in the admission arrangements for those schools concerned.

For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will still be in residence at the address used to allocate a place from the start of term. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn, even when the child has started at the school concerned. Other admission authorities have similar provisions in their own admission arrangements. Please contact individual schools for further information on this.

### **Children educated outside of their chronological year group**

As required by the School Admissions Code, Warwickshire County Council operates a process for the transfer of all children to secondary school (Year 7) in the September following their eleventh birthday.

However, some parents may feel their child is not ready to start in a secondary school at that point, perhaps due to a medical issue which has caused them to miss a significant amount of time in primary education, or a special educational need. Some schools may have agreed for a child to be accelerated to the year group above within their current school and the family/school may wish for this arrangement to continue as part of the child's secondary school education. Other children may be educated outside of their chronological year group for alternative reasons, under which circumstances it may be appropriate for this arrangement to continue.

Parents who wish to request that their child be educated outside of their chronological year group and will therefore transfer to secondary school a year earlier or a year later than normal, should read the ***'Guidance and Policy relating to the education of children outside of their chronological year group'*** and complete the relevant request form, which can both be found on the website: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making such a request. Where a child should chronologically be transferring to secondary school in September 2019, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2020) is 1 December 2018 (or the next working day if the 1 December 2018 falls on a weekend). Requests received after this deadline may not be given consideration until after National Offer Day on 1 March 2019.

Request forms will not be processed unless approval has been given from the schools concerned, as noted on the specific request form. An agreement for a child to be educated out of year group is **not** a guarantee of a school offer.

### **Transport Assistance**

An offer of a school place does not mean that transport assistance will be available between the child's home address and the school.

Applications for transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, or is being provided, and an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up.

Where transport assistance is requested in the case of a child who has been given an 'unplaced' school offer, such cases will be considered on an individual basis.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:  
**[www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel)**

It is important that parents consider their child's transport to school when making an application for school places.

*Please note: At time of consulting on these documents, the Home-to-School Transport Policy was completing its own consultation period. This could result in changes to that policy which will apply to the 2019 entry cohort.*

## **Appendix A2**

### **Warwickshire County Council** **Oversubscription Criteria for Community Secondary Schools**

#### **2019/20 Academic Year**

In the event that a Warwickshire Community or Voluntary Controlled secondary school is oversubscribed, then the following oversubscription criteria will be used when allocating places, in the order as set out below:

- 1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements 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. Other children living outside the priority area.**

#### **Please note:**

- a) Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

**The following terms and definitions apply to the oversubscription criteria for Warwickshire Community Secondary Schools.**

➤ **Priority Areas**

Each community and voluntary controlled school has an area identified as its priority area (some admission authorities refer to this as a 'catchment area').

A small number of schools share priority areas; these are known as 'shared priority areas'. Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Secondary School Priority Area Maps can be accessed at:  
**<http://www.warwickshire.gov.uk/mapsecondaryschools>**

Secondary School Priority Area Descriptions can be accessed at:  
**<http://www.warwickshire.gov.uk/wp-content/uploads/2013/02/SecondarySchoolPriorityAreaDetails1.pdf>**

➤ **Priority within each oversubscription criterion**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

➤ **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

➤ **Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2019) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits

➤ **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

➤ **Applications made from the same multiple dwelling which shares a single Postal Address File (PAF), and;**

➤ **Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

## Warwickshire County Council

### Appendix A3

#### Reception and Junior (Year 3) Coordinated Admissions Scheme 2019 entry

##### **Section 1 – Timetable for Primary, Infant and Junior Coordinated Admissions Scheme, for entry in September 2019** *(Including children due to start school in Reception and those transferring to Year 3 in Junior school)*

<b>DATE</b>	<b>EVENT</b>
August 2018	Warwickshire School Admissions Service (the 'Admissions Service') to obtain data from Census, Early Years and the NHS, relating to children eligible to start school, or transfer from infant to junior school, in September 2019.
From Friday 01 September 2018	Information packs posted directly to parents of children eligible to start school, or transfer from infant to junior school, in September 2019. Copies of publicity materials sent to schools.
Monday 03 September 2018	<p>Application process opens (online and telephone application processes available).</p> <p>Applications will be received and processed for children due to start school in Reception, and those due to transfer from Year 2 in an infant school to Year 3 at a junior school, in September 2019.</p> <p>Applications will also be received and processed for children in Year 2 at a primary school who wish to transfer to Year 3 at a junior school.</p> <p>Applications for children in Year 2 at an infant school, who wish to move to a primary school for Year 3 in September 2019, should follow the in-year admissions process, as outlined below, from June 2019. Such applications will not be processed as part of the coordinated admissions scheme.</p>

	Applications for children in Year 2 at a primary school, who wish to change to a different primary school for Year 3 in September 2019, should follow the in-year admissions process, as outlined below, from June 2019. Such applications will not be processed as part of the coordinated admissions scheme.
From Monday 03 September 2018	Application data will be available via SAM (the School Admissions Module) to Voluntary Aided, Trust, Foundation schools and Academies who purchase the Admissions Service so that oversubscription criteria can be added and sibling/staff details checked. Data will include straight-line measurements.
Monday 26 November 2018	First reminder letter sent to parents who have not applied for a Reception or Junior school place. Reminder emails to schools encouraging them to remind parents of the need to apply for a school place.
Monday 03 December 2018	Deadline for requesting deferred entry, for those chronologically due to start school in September 2019.
Monday 17 December 2018	Final reminder letter sent to parents who have not applied for a Reception or Junior school place.
Friday 21 December 2018	Deadline for own admission authority schools to request admitting over and above the determined PAN for the relevant entry year, in order for this to be considered in line with the coordinated admissions process and National Offer Day.
<b>Tuesday 15 January 2019 (5pm)</b>	<b>National Closing date for on time applications.</b>  Applications received after this date will be considered as late and will not be processed until after National Offer Day (16 April 2019), in line with scheduled reallocation dates (unless the family is moving into the area – residency requirements must be adhered to – see below for more information).
From Monday 28 January 2019	Exchange of ADT files with other local authorities.  <i>(ADT = Electronic files relating to application details)</i>
Friday 01 February	Extended deadline date for families moving into/within the county to have provided proof

2019	of their new residence and completed new/amended application for school places in order for application to be considered as on-time (see residency requirements below).
From Monday 04 February 2019	Applications sent to own admission authority schools who DO NOT purchase the Admissions Service so that oversubscription criteria can be added and sibling/staff details checked. Data will be presented in an Excel spreadsheet but will not include straight-line measurements.
Monday 11 February 2019	Special Educational Needs Disability and Review Team (SENdaR) must have input relevant offers/offers on hold via Synergy.
Monday 18 February 2019 (5pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided as part of a family's application for a place.  This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.  SAM will be closed to schools from Tuesday 19 February 2019.
Monday 04 March 2019	First exchange of ALT files with other local authorities.  <i>(ALT = Electronic files relating to offers of school places)</i>
Monday 25 March 2019	Final exchange of ALT files with other authorities.
01 April 2019	Provisional offers available to all schools via SAM, other than academies who do not purchase Warwickshire's Admissions Service, in which case offers will be sent via Excel spreadsheet. Schools must notify the Admissions Service of any issues by 4pm on Friday 05 April 2019.  Offer data <b>must</b> remain confidential.
<b>Tuesday 16 April 2019</b>	<b>National Offer Day.</b> Offers released to parents by Warwickshire's Admissions Service (Statutory).  Late applications will be available to schools via SAM, other than own admission authority



	schools who do not purchase the Admissions Service, in which case any late applications will be sent via Excel spreadsheet.
Wednesday 23 April 2019	Deadline to accept or decline offer made.
Friday 26 April 2019	Reminder letter sent to any Warwickshire parents that have not accepted or declined the offer made. If no response received by 4pm on Friday 03 May then offer will be withdrawn.
Wednesday 01 May 2019 (5pm)	Cut-off date for new applications to be made in order to be considered in first reallocation round.
Friday 03 May 2019 (4pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in first reallocation round.  This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.
From Monday 06 May 2019	First reallocation round commences.
Monday 03 June 2019 (midnight)	Deadline by which appeals must be lodged in order to be classed as on time. On time appeals must be heard within 40 school days from the deadline.  Appeals lodged after this date will be heard within 40 school days of the deadline, where possible, or within 30 schools days of the date the appeal is lodged.  Appeals lodged after 21 June 2019 may not be heard before the start of the new academic year in September 2019.
Wednesday 22 May 2019 (5pm)	Cut-off date for new applications to be made in order to be considered in second reallocation round.
Friday 24 May 2019 (4pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation

	<p>round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
Tuesday 28 May 2019	Second reallocation round commences.
From Monday 03 June 2019	In-Year applications for school places starting in September 2019 can be submitted (Year groups 1 – 6 only. Applications for Reception and Year 3 transfers to junior schools will continue to be processed through the coordinated scheme until 30 August 2019).
From 17 June 2019	Appeal hearings commence, for Reception 2019 entry and Year 3 - 2019 entry transfers.
Wednesday 05 June 2019	<p>Cut-off date for new applications to be made in order to be considered in third reallocation round.</p> <p>Late applications received after 05 June will be processed as and when they are received, up to, and including, Friday 30 August 2019. The in-year admissions process will then commence from Monday 02 September 2019.</p>
Friday 07 June 2019	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
Monday 10 June 2019	Third reallocation round commences.
From Monday 10 June	In-year applications, for places starting in September 2019 (for year groups 1 – 6), will

2019	start being processed.
Friday 14 June 2019	Places allocated to Warwickshire children due to start school in Reception in September 2019, as well as children due to transfer from Year 2 in an infant school to Year 3 at a junior school, where an application has not been submitted previously. Parents will be advised of these offers via post.
Wednesday 31 July 2019	Appeals lodged after the deadline of 03 June 2019, but before 21 June 2019, will be heard by the 31 July 2019, where possible. However, 40 school days from the deadline for submitting an on time appeal is Friday 06 September 2019.
Monday 02 September 2019	In-Year admissions process commences. All applications made in accordance with the coordinated admissions rounds will be moved to In-Year status and will be held on any relevant waiting lists until 31 December 2019.

## **Section 2 – Reception and Junior Co-ordinated Admissions process - September 2019 entry**

**(including children due to start school and those transferring from Year 2 in an Infant school)**

### **Terms**

The term '**school**', in this document, refers to maintained schools, and academy and free schools. It does not relate to special schools or private (fee-paying) schools, as these schools have their own admission processes.

The term '**parent**', in this document, refers to biological parents, all those with Parental Responsibility, and other person with primary care for a child.

The term '**own admission authority**' school, in this document, refers to state schools for whom the local authority is not the admissions authority, including; Academies; Voluntary Aided; Trust; and Foundation schools. The admission authority for such schools is the governing body or the academy trust.

The term '**infant**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 2.

The term '**junior**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 3 until the end of Year 6.

The term '**primary**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 6.

### **Coordinated Admissions**

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (eg: academies) within their area. The term 'school' in this document refers to both maintained schools and own admissions authority schools.

Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Local authorities and other admission authorities - such as the academy trust, or the governing body of a Voluntary Aided school - then exchange application data. This is to determine which children can be offered a place at which school. Parents then receive a single offer of a school place from their home authority.

Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission criteria, application process and scheme for offering places. Parents should contact the relevant school directly if they wish to apply for a place.

Only parents of children who are resident in the county of Warwickshire, or who are able to satisfy the relevant address requirements as laid out in this document, should make an application through the Warwickshire School Admissions Service.

Warwickshire residents must apply for school places through the Admissions Service. Where parents approach schools directly, the school must direct the parent to the Admissions Service. Any Warwickshire resident who does not make an application through the Admissions Service, even if they applied directly to a school, will have any subsequent application which they make through the Admissions Service considered as late, if this is then received after the relevant deadline, as laid out in this document.

The Admissions Service will manage the process of allocating schools places in line with the Coordinated Admissions Scheme. Application data relating to schools in other local authorities will be forwarded via S2S. This system is part of the DfE's Secure Access website and is designed to securely transfer data between local authorities and schools.

## **Admission Arrangements**

All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted. These arrangements need to include the criteria that will be applied if there are more applications received than places available at the school for the relevant entry year ('oversubscription criteria'). Admission arrangements are determined by admission authorities, in line with the School Admissions Code (2014).

In Community and Voluntary Controlled schools the local authority is the admission authority and has responsibility for determining admission arrangements. In Voluntary Aided, Trust and Foundation schools, the Governing Body has responsibility for determining admission arrangements. In Academies and Multi-Academy-Trusts, the Trust has responsibility for determining admission arrangements.

A school's admission arrangements must contain:

- The school's **Published Admission Number (PAN)** for each 'relevant age group'. This is the number of places that will normally be offered to children joining the school at the normal point of entry (for infant and primary schools this is Reception and for junior schools this is Year 3).
- The **school's oversubscription criteria**. These are used to decide which children are offered places when there are more applications than places available. Each child is assigned a criterion with places offered in criteria order to fill the school.
- **Definition of sibling**. Admission authorities must state in their arrangements what they mean by sibling (eg: does it include step-siblings). Where priority is

given to siblings of former pupils, admission authorities must set out a clear and simple definition of such former pupils. Some schools give priority to siblings of pupils attending another state funded school. Where this is the case, this priority must be clearly set out in the arrangements.

- **Distance from school.** Admission authorities must clearly set out how distance from home to school will be measured, and make it clear how 'home address' will be determined and the point in the school from which all distances are measured. This should include provision for parents who have shared responsibility for a child.

The School Admissions Code also requires that:

- All children whose Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan names a school must be admitted.
- The highest priority in a school's oversubscription criteria must also be given, unless otherwise allowed in the Admissions Code, to Looked After Children and all Previously Looked After Children.

'Previously Looked After Children' are children who were looked after (ie: who were under local authority care – eg: placed in foster care), but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

- If a school is not oversubscribed, all applicants must be offered a place (with the exception of designated grammar schools).

The admission arrangements of any school must be such as to enable relevant decisions to be made in line with the timetable of this scheme.

### **Information for parents**

In August of each year, the Admissions Service receives data from the NHS relating to children who are due to start school in September of the following year. Data is also received from Infant schools relating to children who are due to transfer to Year 3 in September of the following year. This data is then used to distribute information about the admissions process to the families concerned.

In September of each year, information leaflets explaining the school admissions process are sent to the families of children who are resident in Warwickshire who either:

- Have a child due to start school in Reception in the following September, *or*;
- Have a child attending Year 2 in an Infant school, who will be due to transfer to Year 3 at a Junior school in the following September

Copies of the leaflet will also be available to schools and on the County Council's website. Schools are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines.

Also available on the Warwickshire County Council website will be the local authority's Composite Prospectus (from September 2018). This is an expanded version of the leaflet which is sent to parents and will contain the full admission arrangements of each state school in Warwickshire (not independent fee-paying schools or special schools, as applications for these schools are not considered under the coordinated admissions process).

### **Applying for a school place**

Parents apply for school places using a Common Application Form (CAF). Parents are encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 08.30am on National Offer Day.

The online application process allows parents to:

- Apply for places at their preferred schools by naming these on the application. Warwickshire parents can name a maximum of six schools on their application.
- Rank their preferred schools in the order they would like their child to be offered a place (parents should name their most preferred school(s) as their first/highest preference on the application).
- Give reasons for each preference.
- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied.
- Give details of any parent who is a staff member at the school which has been named as a preference, in line with the oversubscription for some own admission authority schools.
- Provide details of social or medical issues, in line with the oversubscription for some own admission authority schools.
- Indicate if the child has a Statement of Special Educational Needs or an Education, Health and Care Plan.
- Confirm details in relation to faith, in line with the oversubscription for some own admission authority schools (faith schools may require additional evidence as part of the application. This should be submitted directly to the school for which a place is being sought. Further information about this can be found in the admission arrangements for each school concerned).

- Confirm if the child falls within the classification of 'Looked After' or 'Previously Looked After', in line with paragraph 1.7 of the School Admissions Code (2014).

Alternatively, parents can contact the Admissions Service and make an application over the telephone. This allows parents to provide the same information as the online system, but in this case the offer of a school place will be sent via second class post, so may not be received as quickly as an online offer, which will be sent via email.

Completed application forms, regardless of the method used to make the application, should be received by the home authority (Warwickshire School Admissions Service) by no later than 5.00pm on the statutory closing date of 15 January 2019. Completed application forms received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadline (see 'Changes of address' section below).

Amendments to the application (eg: an additional preference being named, or the order of the ranked preferences being changed) will be permitted prior to the closing date of 15 January 2019. Any changes made to an application after this date will be classed as late (unless they are made in line with the requirements detailed below).

### **Supplementary Information Forms**

Some schools require parents to complete a Supplementary Information Form (SIF) in order to assign the oversubscription criteria. If a SIF is required by the admission authority of a school, this will be detailed in Warwickshire County Council's Composite Prospectus and on the Warwickshire County Council website. It will also be detailed in the admission arrangements for the school concerned.

Admission authorities within Warwickshire will not use Supplementary Information Forms (SIFs) except where the information which is collated through the Common Application Form is insufficient for consideration against the school's published oversubscription criteria. Where SIFs are used by admission authorities in Warwickshire, every effort will be made to ensure that only the information which is required in relation to the published oversubscription criteria is requested. This is in accordance with paragraph 2.4 of the School Admissions Code.

SIFs must not ask for any of the information prohibited in paragraph 1.9 of the Admissions code, or:

- a) Any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates).
- b) The first language of parents or the child.
- c) Details about any disability, special educational needs or medical conditions which either the child or a parent has been diagnosed with.
- d) Require that parents agree to support the ethos of the school in a practical way.
- e) Require that both parents sign the form, or ask for the child to complete the form.

When a school receives a SIF, Warwickshire Admissions Service will not consider the parents to have applied for a place at that school unless the parent has also submitted the Common Application Form and named the school as a preference on that form. SIFs



should be submitted directly to the school concerned for their consideration against the oversubscription criteria. Warwickshire Admissions Service will not process any SIFs.

When a school's admission arrangements require a SIF and one is not completed, but the parent has listed the school on the CAF and submitted this to their home local authority, the application must still be considered without the additional information. If a SIF is not received then the application can only be considered in accordance with the information available to the governing body from the CAF, and this may result in the application being given lower priority for a place, in line with the admission arrangements and oversubscription criteria for that school.

Where a SIF is required it must be returned to the preferred school by the application deadline of 15 January 2019. The school concerned may not process any additional information received after this date. Please contact the school you are interested in directly for further information about the additional information they require.

### **Changes of address**

School places will be allocated using the home address which is named on the Common Application Form at the point of the National closing date (15 January 2019).

- **House move prior to 15 January 2019:** Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and, if required, will be permitted to amend their school preferences. Parents will need to contact the Admissions Service to update the application.

Some admission authorities may have additional residency requirements which parents must abide by in order for their application to be classed as on time. See each school's admission arrangements for clarification.

- **House move after 15 January 2019, but on, or before, 1 February 2019:** Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents can contact the School Admissions Service and will be permitted to submit, or amend, their application, as long as this is done on, or prior to, 1 February 2019.
- **House move after 1 February 2019:** Where an application is made by the National closing date of 15 January, but a house move happens after this date and no evidence could be submitted by the extended deadline of 1 February, the application will be considered using the previous address which was named on the application.

Where a house move has occurred after the 1 February deadline, and no application has previously been made to Warwickshire, an application must be made and suitable proof of the new address must be submitted.

In this case, the application will be classed as late and will not be considered in the first round of offers, which will be released on 16 April 2019. However, the application will be given consideration in the first reallocation round, commencing

on 6 May 2019, as long as the application and suitable proof of the new address is received by the relevant deadline (i.e.: 1 May 2019).

Late applications received from 2 May 2019 will be considered in line with the second and third reallocation dates, or after 10 June 2019, depending on the date the application is received by the School Admissions Service.

Proof of the new address will be required prior to this information being recorded against the child's application. Suitable proof of address in these circumstances is a full copy of the signed tenancy agreement (which must terminate on, or after, 1 September 2019), or a letter from the solicitor confirming that there has been an exchange of contracts.

### **Applications for schools in other local authorities and applications for Warwickshire schools from families living in other local authorities**

Applications for schools in other local authorities, and any relevant additional / supplementary information, will be electronically forwarded to the relevant coordinating local authority, in line with the timetable found at the beginning of this document.

Warwickshire School Admissions Service will also receive applications from other local authorities in line with the timetable found at the beginning of this document. These will be recorded and passed to admission authorities, as appropriate. If the application is for a Community or Voluntary Controlled school then the Admissions Service will give consideration for places alongside other applicants, in line with the relevant oversubscription criteria.

### **Multiple applications made by the same parent**

If more than one application is made prior to the closing date of 15 January 2019, by the same parent, then only the newest application will be processed (ie: the last application made before the deadline). Any applications made previously will not be processed.

If the newest application is submitted after the closing date then it will be treated as a late application (unless there has been a change of address, in line with the requirements detailed above) and any previous applications will be disregarded.

If a school place has been offered by School Admissions Service and an applicant then chooses to submit further applications, the newest application will take priority over any previous applications. Further applications made after the deadline date will be classed as late.

If it is possible to offer a place at one of the preferences on the newest application, the offer will be made and the previous school place offered will be withdrawn without further notice to the applicant.

Applicants may withdraw an application for any of their named school preferences at any time either via telephone, email or in writing.

If a request is received for an application for a school to be withdrawn which coincides with National Offer Day, or one of the reallocation rounds, then the offer may already have been processed and the parent will be notified of this. In this instance, the applicant must notify the Admissions Service that the place at that school is no longer required and the offer will be declined and withdrawn by the Admissions Service.

### **Multiple applications made by Separated Parents**

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where parents cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parents to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter then the Admissions Service reserves the right to consider only the application made by the parent with whom the child resides for the majority of nights during the school week.

Where the child spends 50% of their time with each parent, and a decision cannot be reached between them by the relevant closing date for the submission of applications, the local authority will use a random number generator to determine the result. This will determine which application (including address details and school preferences) to consider when allocating the child a school place.

The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved and both parents will be notified of the outcome in writing. Random allocation will take place prior to the first exchange of application data. All other applications will then be disregarded.

### **How offers are determined**

Subject to the above, admission authorities must consider all applications. If there are more applications received for a school than there are places available then the relevant oversubscription criteria for the school will be assigned to each application.

Warwickshire Admissions Service carries out this function for all Community and Voluntary Controlled schools (as Warwickshire is the 'admission authority' for these schools), and by prior agreement for other admission authorities, such as academies and voluntary aided schools. No offers will be made without first liaising with the appropriate admission authority for that school.

If a school is oversubscribed then the admission authority must produce an intake list, in ranked order, which must include all those who have expressed a preference for the school. The ranked list must be returned to Warwickshire Admissions Service. Where it has been agreed that the Admissions Service will carry out this function for an admission authority, it is that admission authority's responsibility to ensure that they are in agreement with the intake list. Any issues must be raised with the Admissions Service by the date set out in the timetable at the beginning of this document.

In the case of Community and Voluntary Controlled schools, the Admissions Service will apply the oversubscription criteria.

In the majority of cases, and where possible, the aim will be to offer a place at the school named as the highest preference. Where it is possible to offer a place at more than one of the preferred schools named on the application, a place will be offered at the school listed as the highest preference. Any applications for schools which are listed as lower preferences than the school offered will then be automatically withdrawn.

Where the Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school has availability. If the next nearest school has an admission authority other than Warwickshire County Council, then permission will be sought from that admission authority to make such offers. The next nearest school with availability will be identified based on distance, calculated as set out below.

A single school place should be identified for each child by the end of the coordinated admissions process.

### **Distance**

Distance will be calculated by a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

### **Published Admission Number (PAN)**

Where schools have more applications to consider than there are places available, offers will be made in accordance with the school's Published Admission Number (PAN), as part of the coordinated admissions process. Where an admission authority wishes to admit over its PAN, as part of the coordinated process, the process outlined in the following paragraph – 'Offers over PAN' - should be followed.

### **Offers over PAN**

Where an admission authority wishes to admit children over and above their PAN, as part of the coordinated admissions scheme, they must make this request in writing to the Admissions Service by no later than the end of the Autumn term prior to the relevant entry year (ie: 21 December 2018 for September 2019 entry). The Local Authority will agree to such requests, where the request is received in good time (ie: by the above deadline), where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where such a request is received after the date outlined above then the determined PAN will be honoured, in relation to the coordinated admissions scheme, and offers

made up to PAN (where possible) in line with National Offer Day – 16 April 2019. The request will then be taken into account in line with the specified reallocation dates, where possible to do so, and only where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where further capacity is required to provide every child in Warwickshire with an appropriate school place, a discussion will be held with the school by members of the Admissions team and officers in School Place Planning to reach an agreement.

## **Notification of offers**

National Offer Day is 16 April 2019.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on time** application (i.e.: by the deadline of 15 January 2019 or, if relevant, by the extended deadline for a house move), regarding the school place which has been offered. This applies to schools offered within either Warwickshire or another local authority, and will give the reason as to why schools which were named as higher preferences have not been offered, if applicable.

All applicants who made an on time application online will receive notification of the school place offered, from 8.30am on 16 April 2019. These offers will be sent via email and will also be available to view via the online system.

Offer letters will only be sent to parents who completed an application over the telephone or via hard copy. Letters will be sent second class, with the intention of them being received by the recipient **from** 16 April 2019.

When a parent is not offered their first preference school they will be provided with the following information (this may be via an electronic link to such documents, where the offer is sent by email):

- a) Information about their right of appeal against any refusal of a place.
- b) A breakdown of the offers made for each school.
- c) Information about the waiting list process.

## **Appeals**

Where applicable, parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal. Parents cannot, however, appeal for a place at a school listed as a lower preference than the school place offered. This is because the application will not have been automatically withdrawn.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For other schools which do not have Warwickshire County Council as its admission authority, such as academies and voluntary aided schools, parents should contact the school directly for details of the appeals process. A list of these schools is available on the Warwickshire County Council website.

## **Late applications**

Every effort will be made to encourage parents to submit their application by the closing date of 5pm on 15 January 2019.

However, if an application is received after this deadline then it will be classed as late (unless the rules on a change of address prior to 1 February 2019 apply) and will not be processed until **after** National Offer Day.

Instead, the application will be considered as part of the relevant reallocation round, depending on when the application is received. Late applications will be considered on the reallocation dates listed in the timetable at the beginning of this document.

If the applicant requests that new preferences are added to the application, and the 15 January deadline has passed, such amendments will be classed as **late**. Any schools named on the application prior to 15 January deadline will not be affected and will remain as on time.

Each application will be limited to a maximum of six active preferences at any one time during the coordination admissions process. Where adding a further school preference, at the request of the applicant, would cause the application to contain more than six preferences, then a preference of the applicant's choosing must first be withdrawn from the process, otherwise the new preference school will not be added to the application.

In respect of admission authorities who have bought into the coordinated admissions process for 2019 entry, information about late applications will be made available to those admission authorities after National Offer Day, for consideration as part of the reallocation rounds. The admission authorities will be required to assign relevant oversubscription criteria, as well as carrying out any relevant checks, and they will also be made aware of any offers made through the reallocation process.

In the case of a late application, where it is possible to offer a place at more than one of the preferred schools through one of the reallocation rounds, a place will be offered at the school listed as the highest preference on the application.

## **'Unplaced' offers**

Where the local authority is unable to allocate a place at any of the preferred schools named on the child's application, either on National Offer Day or through any of the reallocation rounds, a place will be allocated at the next nearest school which still has availability at that time. The next nearest school with availability will be identified based on distance calculated by straight line measurement. This school offer will be referred to as 'unplaced' as it will be an offer for a school which the family did not name on their application.

## **Waiting lists**

Only one school place will be offered as part of the coordinated admissions process.

Where a school is offered on National Offer Day, and this was named as a lower preference school on the application than a re-offer which can be made as part of one of the reallocation rounds (or any point afterwards), the initial school offer will be withdrawn and a re-offer for the higher preference school which can be offered from the waiting list will be made.

The parent may not receive notification that a school place has been withdrawn until they receive formal notification that a re-offer has been made, but the Admissions Service will attempt to contact the family prior to a re-offer being made, to obtain the family's continued interest in an alternative school, where possible.

Children will automatically be added to the waiting lists of schools listed as a higher preference than the school at which a place is initially offered.

The waiting lists for Warwickshire schools will not order children based on the date the application was received, so there will be no distinction between on time applications and those which have been classed as late. Waiting lists will be held in the order of the admission authority's oversubscription criteria.

Waiting lists will be re-ranked prior to each reallocation round, and when a new application is received thereafter. Admission authorities will be required to assign oversubscription criteria where new applications are received, or a previous application is amended (eg: a change of address).

Applications made after National Offer Day, in respect of schools admission authorities that do not buy into the Admissions Service, will be made available to those schools in order for criteria to be assigned and waiting lists ranked, in line with the relevant reallocation dates (and thereafter when new applications are received).

Applications made for selective schools in Warwickshire, where a place has not been offered, will only be placed on to the relevant waiting list if the academic criteria, as set through a Local Review Process, have been met. This usually means that there is a minimum 11+ test score required in order for a child to be placed on to the waiting list for each grammar school. Further information about this will be sent to parents on National Offer Day.

The local authority will continue to operate the coordinated admission scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 31 August 2019.

For every over-subscribed Community and Voluntary Controlled school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (20 December 2019). At that point all waiting lists will be cleared and all applicants will be removed from the lists.

If the parent wishes for their child to remain on the waiting list after this period then they will need to complete and submit a Change of School application form, a copy of which will be available on the County Council's website. Applications received after 20 December 2019 will then follow the In-Year admissions process.

Waiting lists will be cleared at the end of each term (Autumn, Spring and Summer) and parents must submit a new Change of School application each term, in order to remain on the waiting list for a school.

For other admission authorities – eg: academies and voluntary aided schools - parents should contact the school for details of their waiting list policy. For the majority of these schools, the waiting list will continue to be held by the local authority, but in some cases there will be no waiting list held at all after 20 December 2019.

### **Applying for a place in a junior school**

The normal point of entry to a Junior school is Year 3. The local authority coordinates the process of allocating places to these schools.

Parents who have a child in Year 2 at an Infant school, who will need to transfer to Year 3 in a Junior school from September 2019, will be eligible to apply for a place through the coordinated admissions scheme using the Common Application Form (CAF).

Applications will also be received and processed in line with the coordinated admissions scheme, for children in Year 2 at a primary school who wish to transfer to Year 3 at a junior school.

As Year 3 is not the 'normal point of entry' in a primary school, applications for children in Year 2 at an infant school, who wish to move to a primary school for Year 3 in September 2019, should follow the in-year admissions process, from June 2019. Such applications will not be processed as part of the coordinated admissions scheme.\*

Applications for children in Year 2 at a primary school, who wish to change to a different primary school for Year 3 in September 2019, should also follow the in-year admissions process, from 3 June 2019. Such applications will not be processed as part of the coordinated admissions scheme.

*\*Please note that the Local Authority may request that a small number of primary schools within the county make 'unplaced' offers to children, as part of the coordinated admissions process, where it is concluded that there is not enough capacity within junior schools in the local area to satisfy need. This will be an agreement made between the Local Authority and the schools concerned only.*

### **Accepting the school place offered**

Warwickshire parents will be asked to respond to the offer of a school place by the deadline of 23 April 2019. Acceptance of the place can be done through the online application portal, or via email or over the telephone through the Admissions Service.

Failure to respond to the offer by the deadline stated above will result in a letter being sent to the family on 26 April 2019, giving a further deadline of 3 May 2019 to respond and confirm acceptance of the school place offered.

Failure to respond to this further correspondence will then result in the school offer being withdrawn from the child. Parents will continue to receive correspondence from Warwickshire County Council regarding the child's school destination for September 2019 and may also be referred to the Attendance, Compliance and Enforcement team (ACE), who may take legal action against a parent, where deemed necessary.



Where an offer is made through one of the specified reallocation rounds, or thereafter, the family will be notified, in writing, of the deadline to accept or decline the offer. Failure to comply with this will result in the offer being withdrawn and the child will retain their previous offer of a school place.

### **Coordination after National Offer Day**

The School Admissions Code makes it clear that parents must continue to apply through their home authority for school places as part of the coordinated admissions scheme (ie: between 16 April and 31 August for Reception, Infant and Junior transfers). This will ensure that as places become available they are reallocated effectively and duplicate offers are avoided. All admission authorities must continue to follow the coordinated scheme until 31 August 2019 and not begin allocating school places themselves during this period.

Cooperation between admission authorities will ensure that each child is offered only one school place and that it is the highest preference that can be offered from the child's application.

From 1 September the coordinated scheme will cease and the In-Year Admissions process will begin.

### **Applications from overseas residents**

#### ***UK Military families/Crown Servants***

For families of UK Service Personnel with a confirmed posting within the county, or crown servants returning from overseas to live in the county, admission authorities:

- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.
- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.
- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
- **Must not** reserve blocks of places for these children.

The application will follow the coordinated admissions process in all other respects, as outlined in this document. No other specific provision will be given to children of military families or Crown Servants, and no priority will be given within the over-subscription

criteria to such children, unless this is stipulated specifically within the admission arrangements for this entry year by an admission authority.

### ***Families moving to, or back to, the UK (Non-Military)***

There is no legal requirement to process applications from families coming from overseas who are not yet resident within Warwickshire, except as set out above.

Applications in all other cases will therefore only be processed from parents who are resident in Warwickshire (or can provide evidence of an imminent move into a property in Warwickshire). For an overseas application to be processed, the child in question must also be resident in the UK, or be moving to the UK imminently. Proof of residence and visa status may be requested at any time during the application process.

For other applicants who live overseas, but who will be moving to Warwickshire, we will only process your application once confirmation of a Warwickshire address can be provided. For some admission authorities, residency requirements state that the child for whom an application is being made must physically be living in the property in order for that address to be used on the application. This requirement will be stated in the admission arrangements for those schools concerned.

For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will still be in residence at the address used to allocate a place from the start of term. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn, even when the child has started at the school concerned. Other admission authorities have similar provisions in their own admission arrangements. Please contact individual schools for further information on this.

### **Deferred Entry into Reception**

*(ie: requests for children to be educated outside of their chronological year group)*

As required by the School Admissions Code, Warwickshire County Council operates a process for the admission of all children to start school in the September following their fourth birthday.

However, some parents may feel their child is not ready to start school at this point, perhaps due to a medical issue or special educational need which has caused some level of developmental delay.

Parents can request for their child to be educated out of their chronological year group and start Reception a year later. This is referred to as '**deferred entry**'.

Parents who wish to request that their child be educated outside of their chronological year group, and therefore start school a year later (or a year earlier, in some cases) than normal, should read the '**Guidance and Policy relating to the education of children outside of their chronological year group**' and complete the relevant request form, which can both be found on the website: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making such a request. Where a child should chronologically be starting school in September 2019, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2020) is 1 December 2018 (or the next working day if 1 December 2018 falls on a weekend). Requests received after this deadline may not be given consideration until after National Offer Day on 16 April 2019, in line with the above.

Request forms will not be processed unless approval has been given from the schools concerned, as noted on the specific request form. An agreement for a child to be educated out of year group is **not** a guarantee of a school offer.

Requests to defer entry into Reception will not be agreed if the only reason is that a place has not been offered at one of the preferred schools through the coordinated admissions process for the correct chronological year group.

Parents are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

### **Delayed entry into Reception**

Parents may consider it appropriate for a child to start school in Reception later in the academic year, perhaps due to medical issues or because they are a summer-born child and are not felt to be ready to start school in the September.

An application for a school place must be made in line with the coordinated admissions process, and all relevant deadlines adhered to, so that a school offer can be made prior to the request for delayed entry being made by the parent.

This request must then be made (after school offers have been released on 16 April 2019), in writing, directly to the head teacher of the school at which an offer has been made and accepted. If delayed entry is agreed then the school place will be held until the date it is agreed between the parent and the school that the child will start at the school.

This may be a preferable alternative than deferring entry completely until a whole year later as it will give the child the opportunity to settle into Reception, make friends and become familiar with the educational setting, and then be prepared to start in Year 1 the following September.

The parent is responsible for sourcing any childcare provision which is required prior to the child starting at school later in the academic year, and the child will still receive their free entitlement until they start school.

Parents are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

## **Part-time attendance in Reception**

When a child starts school in Reception, the offer of a place is made on the assumption that attendance will be on a full-time basis, from the September after their fourth birthday, as is the child's entitlement.

However, part-time attendance can be arranged in certain cases. This is where the child will still start in Reception in September but will attend for fewer hours, either for a short period or more long-term. Part-time attendance could be appropriate for a child who tires easily, possibly due to a medical condition.

An application for a school place must be made in line with the coordinated admissions process, and all relevant deadlines adhered to, so that a school offer can be made prior to the request for part-time attendance being made by the parent.

This request must be made in writing directly to the head teacher of the school at which an offer has been made and accepted. This may be a preferable alternative than delaying entry until later in the year as it will give the child the opportunity to settle in gradually but they will still be able to make friends and become familiar with the educational setting.

If you wish to combine a part-time school place with any other childcare provider, your child's free entitlement will be used to pay for the school provision. You will need to pay the childcare provider for the hours used at the private provision.

Parents are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

## **Transport Assistance**

An offer of a school place does not mean that transport assistance will be available between the child's home address and the school.

Applications for transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, or is being provided, and an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up.

Where transport assistance is requested in the case of a child who has been given an 'unplaced' school offer, such cases will be considered on an individual basis.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:  
**[www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel)**

It is important that parents consider their child's transport to school when making an application for school places.

*Please note: At time of consulting on these documents, the Home-to-School Transport Policy was completing its own consultation period. This could result in changes to that policy which will apply to the 2019 entry cohort.*

Appendix 1

**Warwickshire Infant and Junior schools**

<b>Area</b>	<b>Infant schools</b>	<b><i>PARTNER OF</i></b>	<b>Junior schools</b>
<b>Nuneaton &amp; Bedworth</b>			
	Abbey C of E Infant School	<i>PARTNER OF</i>	Queen's C of E Academy
	Arden Forest Infant School (Bulkington)	<i>PARTNER OF</i>	St James C of E Academy (Bulkington)
	Chilvers Coton Community Infant School and Nursery	<i>PARTNER OF</i>	Queen's C of E Academy Middlemarch (Foundation) Junior School
	Exhall Cedars Infant School, Exhall	<i>PARTNER OF</i>	St Giles Junior School, Bedworth
	Galley Common Infant School Nathaniel Newton Infant School	<i>PARTNER OF</i>	Michael Drayton Junior School (Hartshill)
	Glendale Infant School	<i>PARTNER OF</i>	Croft Junior School Middlemarch Junior School
	Race Leys Infant School (Bedworth)	<i>PARTNER OF</i>	Race Leys Junior School (Bedworth)
	Whitestone Infant School	<i>PARTNER OF</i>	Chetwynd Junior School
<b>East (Rugby)</b>			
	Abbots Farm Infant School	<i>PARTNER OF</i>	Abbots Farm Junior School

	Bawnmore Community Infant School	<i>PARTNER OF</i>	Bilton C of E Junior School
	Bilton Infant School		
	Boughton Leigh Infant School	<i>PARTNER OF</i>	Boughton Leigh Junior School
	Brownsover Community Infant School		
	Dunchurch (Foundation) Infant School	<i>PARTNER OF</i>	Dunchurch Boughton C of E (Aided) Junior School
	Leamington Hastings C of E Academy		
	Henry Hinde Infant School	<i>PARTNER OF</i>	Henry Hinde Junior School
<b>Central/South</b>			
	Briar Hill Infant School, Whitnash	<i>PARTNER OF</i>	St Margaret's C of E Junior School, Whitnash
	Emscote Infant School, Warwick	<i>PARTNER OF</i>	All Saint's C of E Junior School, Warwick
	Telford Infant School, Leamington	<i>PARTNER OF</i>	Telford Junior School, Leamington
	Thorns Community Infant School, Kenilworth	<i>PARTNER OF</i>	Park Hill Junior School, Kenilworth
	Studley Community Infant School	<i>PARTNER OF</i>	Studley St Mary's C of E Academy, Studley

## **Appendix A4**

### **Warwickshire County Council** **Oversubscription Criteria for Community and Voluntary Controlled** **Primary, Infant and Junior Schools**

**2019/20 Academic Year**

#### **Primary Schools** ***(Reception entry)***

In the event that a Warwickshire Community or Voluntary Controlled primary school is oversubscribed, then the following oversubscription criteria will be used when allocating places:

- 1. Children in the care of, or provided with accommodation by, a local authority, and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements 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 children 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. Other children living outside the priority area**

#### **Please note:**

- a) Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) Children attending, or with a place at, a nursery class do not have a higher priority for - and are not guaranteed - a place at the attached primary school.
- c) \* Time of admission relates to the time the applicant would start at the school –



not the time of application or offer.

**Infant Schools**  
***(Reception entry)***

In the event that a Warwickshire Community or Voluntary Controlled infant school is oversubscribed, then the following oversubscription criteria will be used when allocating places.

**1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements 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. Children living in the priority area who will have a sibling at the partner junior school at the time of admission;**

**4. Other children living in the priority area;**

**5. Children living outside the priority area who will have a sibling at the school at the time of admission;**

**6. Children living outside the priority area who will have a sibling at the partner junior school at the time of admission;**

**7. Other children living outside the priority area**

**Please note:**

- a) Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) Children attending, or with a place at, a nursery class do not have a higher priority for - and are not guaranteed - a place at the attached infant school.
- c) \* Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

## **Junior Schools (Year 3 entry)**

In the event that a Warwickshire junior school is oversubscribed, then the following over-subscription criteria will be used when allocating places:

- 1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);**
- 2. Children who attend Year 2 at the partner infant school;**
- 3. Children living in the priority area, who will have a sibling at the school at the time of admission\*;**
- 4. Children living in the priority area who will have a sibling at the partner infant school at the time of admission;**
- 5. Other children living in the priority area;**
- 6. Children living outside the priority area, who will have a sibling at the school at the time of admission;**
- 7. Children living outside the priority area who will have a sibling at the partner infant school at the time of admission;**
- 8. Other children living outside the priority area.**

### Please note:

- a) Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) \*Time of admission relates to the time the applicant would start at the school –

not the time of application or offer.  
**Warwickshire Infant and Junior Schools**

<b>Area</b>	<b>Infant schools</b>	<b><i>PARTNER OF</i></b>	<b>Junior schools</b>
<b>Nuneaton &amp; Bedworth</b>			
	Abbey C of E Infant School	<i>PARTNER OF</i>	Queen's C of E Academy
	Arden Forest Infant School (Bulkington)	<i>PARTNER OF</i>	St James C of E Academy (Bulkington)
	Chilvers Coton Community Infant School and Nursery	<i>PARTNER OF</i>	Queen's C of E Academy Middlemarch (Foundation) Junior School
	Exhall Cedars Infant School, Exhall	<i>PARTNER OF</i>	St Giles Junior School, Bedworth
	Galley Common Infant School Nathaniel Newton Infant School	<i>PARTNER OF</i>	Michael Drayton Junior School (Hartshill)
	Glendale Infant School	<i>PARTNER OF</i>	Croft Junior School Middlemarch Junior School
	Race Leys Infant School (Bedworth)	<i>PARTNER OF</i>	Race Leys Junior School (Bedworth)
	Whitestone Infant School	<i>PARTNER OF</i>	Chetwynd Junior School
<b>East (Rugby)</b>			
	Abbots Farm Infant School	<i>PARTNER OF</i>	Abbots Farm Junior School
	Bawnmore Community Infant School Bilton Infant School	<i>PARTNER OF</i>	Bilton C of E Junior School

	Boughton Leigh Infant School	<i>PARTNER OF</i>	Boughton Leigh Junior School
	Brownsover Coomunity Infant School		
	Dunchurch (Foundation) Infant School	<i>PARTNER OF</i>	Dunchurch Boughton C of E (Aided) Junior School
	Leamington Hastings C of E Academy		
	Henry Hinde Infant School	<i>PARTNER OF</i>	Henry Hinde Junior School
<b>Central/South</b>			
	Briar Hill Infant School, Whitnash	<i>PARTNER OF</i>	St Margaret's C of E Junior School, Whitnash
	Emscote Infant School, Warwick	<i>PARTNER OF</i>	All Saint's C of E Junior School, Warwick
	Telford Infant School, Leamington	<i>PARTNER OF</i>	Telford Junior School, Leamington
	Thorns Community Infant School, Kenilworth	<i>PARTNER OF</i>	Park Hill Junior School, Kenilworth
	Studley Community Infant School	<i>PARTNER OF</i>	Studley St Mary's C of E Academy, Studley

**The following terms and definitions apply to the oversubscription criteria for  
Warwickshire Community and Voluntary Controlled  
Infant, Primary and Junior Schools.**

➤ **Priority Areas**

Each community and voluntary controlled school has an area identified as its priority area (this is sometimes referred to as a 'catchment area').

A small number of schools share priority areas; these are known as 'shared priority areas'. Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Infant and Primary School Priority Area Maps can be accessed at:  
**<http://www.warwickshire.gov.uk/mapinfantprimaryschools>**

Junior and Primary School Priority Area Maps can be accessed at:  
**<http://www.warwickshire.gov.uk/mapjuniorprimaryschools>**

Some own admission authority schools do not have a priority ('catchment') area. Full details can be found in the individual admission arrangements for own admission authority schools.

➤ **Priority within each oversubscription criterion**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

➤ **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

### ➤ **Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2019) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits

### ➤ **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

#### ➤ **Applications made from the same multiple dwelling which shares a single Postal Address File (PAF), *and*;**

#### ➤ **Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

## Appendix B

### Warwickshire County Council In-Year Admissions Process

#### 2019/20 Academic Year

#### **Terms**

The term '**school**', in this document, refers to maintained schools, and academy and free schools. It does not relate to special schools or private (fee-paying) schools, as these schools have their own admission processes.

The term '**parent**', in this document, refers to biological parents, all those with Parental Responsibility, and other person with primary care for a child.

The term '**own admission authority**' school, in this document, refers to state schools for whom the local authority is not the admissions authority, including; Academies; Voluntary Aided; Trust; and Foundation schools. The admission authority for such schools is the governing body or the academy trust.

The term '**infant**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 2.

The term '**junior**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 3 until the end of Year 6.

The term '**primary**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 6.

The term '**secondary**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 7 until (at least) the end of Year 11.

#### **Introduction**

The School Admissions Code no longer requires local authorities to coordinate in-year applications for school places. In-year applications are those relevant to when a parent wishes to move their child from one school to another outside of the normal admissions round, for example, because of a house move.

Warwickshire County Council does, however, still coordinate in-year applications for all community and voluntary controlled schools, and the vast majority of own admission authority schools, such as academies. At the time of writing, only the following schools are not part of Warwickshire's In-Year Admissions Scheme:

- All Saints Bedworth C of E Primary School
- Southam St James C of E (VA) Primary School
- St Lawrence C of E (VA) Primary School (Napton)
- St Nicolas C Of E Academy (Nuneaton)

- Studley St Mary's C of E Junior School
- Rugby Free Primary School
- Etone College
- North Leamington School
- Rugby Free Secondary School
- The Queen Elizabeth Academy

Warwickshire residents wishing to apply for a place at the above schools should contact them directly. Non-Warwickshire residents should instead contact the local authority in which they live to establish the in-year admissions process in relation to their home authority.

In-year admissions also apply where parents would like to move their child from Year 2 in a Primary School into Year 3 of a different Primary school. This is because Year 3 is not the normal point of entry for primary schools.

However, a change of school from Year 2 in an Infant school to Year 3 in a Junior school is classed as a normal point of entry – or 'transfer round' - and these applications must follow the coordinated admissions process, which is explained in the Warwickshire County Council admission arrangements for the relevant entry year.

## **The application process**

Parents follow the in-year admissions process by completing a Change of School application form for their child.

This process allows parents to:

- Name up to six schools on the application form, in their order of preference
- Rank their preferred schools in the order they would like their child to be offered a place
- Give reasons for each preference
- Give details of any siblings who will be attending one of the preferred schools at the time of requested admission
- Indicate if one of the parents is a member of staff at one of the preferred schools
- Provide details of the child's faith
- Indicate if the child has a Statement of Special Educational Needs or an Education, Health and Care Plan (in which case, a different admissions process must be followed), *and*
- Indicate if the child is Looked After\* or was Previously Looked After\*\*

*\*'Looked After' refers to a child who is currently under the care of the Local Authority (eg: in foster care under a full or interim care order).*



*\*\*Previously Looked After' refers to a child who was looked after (as outlined above), but ceased to be so because they were adopted straight after leaving care, or they became subject to a child arrangements order – including a residency order - or special guardianship order.*

The Change of School application form consists of 3 sections: Sections A and C, which must be completed by the parent/, and Section B, which should be completed by the child's current, or previous, school.

Completion of Section B will help to ensure that discussions have taken place between the child's current, or previous, school and the parent(s) regarding any outstanding issues.

It may delay the processing of the application if Section B of the application form has not been completed.

Copies of the Change of School application form are available on the Warwickshire County Council website and from Warwickshire's Admissions Service.

A guide to the Change of School application process is also available to parents, carers and any other organisations who are interested in the process. Copies of this guidance can be found on the County Council website, or hard copies can be requested through the Admissions Service. A further guide is also available specifically for schools, by request through the Admissions Service.

Once the Change of School form is completed it should be returned to the Admissions Service at Warwickshire County Council.

### **Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after a school offer has been made, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process and home visits are also carried out through this process.

### **Evidence of Home Address**

As part of the application process, two documents which confirm the child's home address **must** be submitted with the Change of School application form.

The first document **must** be **either**;

- a full, signed copy of a current tenancy agreement, **or**,
- a copy of a letter from the solicitor confirming that there has been an exchange of contracts or a copy of the completion letter from the solicitor

The second document must be a **copy of one** of the following:

- Utility bill (electricity, gas, water or landline phone), *dated within the last 3 months*
- Council tax bill for the current financial year
- Housing benefit letter, *dated within the last 3 months*
- Universal Credit award notice letter, *dated within the last 3 months*

Copies of documents are required – **do not send originals as these documents will not be returned**.

### **Children of split parent families**

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

As part of the disclaimer found in Section C of the Change of School application, it is expected that all parties with parent responsibility of the child will be aware of the application being made and will agree to all the information disclosed within, including the schools named as preferences on that application.

Where parents do not agree that an in-year application should be made for the child (in order for them to change school during the academic year), then the parent who does not agree should contact the Admissions Service, in writing, to confirm this. In such cases, the application will not be processed.

Where it is agreed that an in-year application should be made, but the home address and/or the school preferences to name on an application cannot be agreed to, the Admissions Service will contact both parents to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, where necessary.

Where two different Change of School applications are submitted by each parent, stating different addresses and/or school choices, and the child spends 50% of their time with each parent, the local authority will use a random number generator to determine which application to process.

This draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved and both parents will be notified of the outcome in writing. All other applications will then be disregarded.

## **Applications from overseas residents**

### ***UK Military families/Crown Servants***

For families of UK Service Personnel with a confirmed posting to within the county, or crown servants returning from overseas to live in the county, admission authorities:

- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.
- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.
- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
- **Must not** reserve blocks of places for these children.

The application will follow the in-year admissions process in all other respects, as outlined in this document. No other specific provision will be given to children of military families or Crown Servants, and no priority will be given within the over-subscription criteria to such children, unless this is stipulated specifically within the admission arrangements for this entry year for a school which is their own admission authority.

### ***Families moving to, or back to, the UK (Non-Military)***

There is no legal requirement to process applications from other families coming from overseas who are not yet resident within Warwickshire, except as set out above.

Applications in all other cases will therefore only be processed from parents who are resident in Warwickshire (or can provide evidence of an imminent move into a property in Warwickshire). For an overseas application to be processed, the child in question must also be resident in the UK, or be moving to the UK imminently. Proof of residence and visa status may be requested at any time during the application process.

For other applicants who live overseas, but who will be moving to Warwickshire, we will only process your application once confirmation of a Warwickshire address can be provided. For some admission authorities, their residency requirements state that the child for whom an application is being made must physically be living in the property in order for that address to be used on the application. This requirement will be stated in the admission arrangements for those schools concerned.

For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will still be in residence at the address used to allocate a place from the start of term. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn, even when the child has started at the school concerned. Other admission authorities have similar provisions in their own admission arrangements. Please contact individual schools for further information on this.

### **How the offer of a place is determined**

Upon receipt of a completed Change of School application form the Admissions Service will send it to the school listed as the first preference on the application form. Schools must inform the Admissions Service within **two school days** if they are able to offer a place. If the first preference school is able to offer a place then the parents will be notified in writing and no further consideration will be given to any remaining preferences.

Where the first preference school is not able to offer a place then the relevant oversubscription criteria will be used to determine the child's place on the school's waiting list.

### **Over-subscription criteria (Community and Voluntary Controlled Schools)**

For community and voluntary controlled schools, the Admissions Service will apply the oversubscription criteria. This will be taken from one of the following documents, depending on the year group for which admission is being sought:

- Applications for places into Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 - at a Warwickshire Community or Voluntary Controlled Primary, Infant or Junior School - will utilise the over-subscription criteria as laid out in the document entitled, **'Warwickshire County Council Reception and Junior (Year 3) Coordinated Admissions Scheme'**.

The above will also apply to in-year applications for places into Reception, but only where the application is made **after** 31 August 2019.

- Applications for places into Year 8, Year 9, Year 10 and Year 11 - at a Warwickshire Community or Voluntary Controlled Secondary School - will utilise the over-subscription criteria as laid out in the document entitled, **'Warwickshire County Council Secondary Coordinated Admissions Scheme'**.

The above will also apply to in-year applications for places into Year 7, but only where the

application is made **after** 31 August 2019.

### **Over-subscription criteria (Own Admission Authority Schools)**

Where it has been agreed that the Admissions Service will carry out the in-year application process for own admission authority schools, it is the admission authority's responsibility to determine the over-subscription criteria to allocate to each application. The oversubscription criteria can be viewed by the school via the School Admissions Module.

Other own admission authority schools are responsible for assigning their own oversubscription criteria.

Own admission authority schools will have their own set of determined admission arrangements for the relevant academic year, which should outline the over-subscription criteria to follow in relation to in-year applications.

### **Refusal of an offer**

Where the first preference school is not able to offer a place then the second preference school will be sent the application and the process set out above is repeated, and so on, until a place can be offered at one of the schools named on the application, or all preferences have been exhausted.

Should it not be possible to offer a place at **any** of the preferences named on the application, and the applicant does not want their child to remain at their current school, then a place will be allocated at the next nearest school with availability (this could be either a community or voluntary controlled school maintained by Warwickshire or an own admission authority school which has a space, including voluntary aided schools and academies). The next nearest school with availability will be identified based on distance calculated by a straight line measurement.

Where a school preference is considered and a place is not offered to the applicant, the parent's legal right to appeal is triggered.

### **Appeals**

Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any school preference where they have received a refusal. Parents cannot, however, appeal for a place at a school listed as a lower preference than the school place offered. This is because the place will not have been considered and the application for that school preference will have been automatically withdrawn.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For own admission authority schools, such as academies and voluntary aided schools, parents should contact the school directly for details of the appeals process. A list of these schools is available on the Warwickshire County Council website.

## Waiting Lists

Children will be automatically added to the waiting lists of all Warwickshire community and voluntary controlled schools listed as a higher preference than the school at which a place is allocated. Waiting lists for all community and voluntary controlled schools will be held by the Admissions Service.

Waiting lists will then be cleared at the end of each term. If parents wish to remain on a waiting list then they will need to complete a **new** Change of School application form, which is available on the website or by request from the Admissions Service.

For own admission authority schools, such as academies and voluntary aided schools, parents should contact the school directly for further details about how their waiting lists operate.

## Distance

Distance will be calculated by a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

## Timescales

Warwickshire County Council aims to process all in-year applications within ten school days.

However, applications may take longer to process in certain circumstances, for example:

- Where the application names more than one school – as each school preference will need to be considered individually
- Where the application names one, or more, Grammar Schools - as the child's academic ability will need to be assessed and compared to the relevant cohort
- Where it is determined that the child's application should be considered through the 'Fair Access Protocol' – as this process is carried out separately to the normal admissions process

Once a place is offered parents have ten working days to accept the place. Parents must accept the place by contacting the Admissions Service. If a place is not accepted within this period then the offer may be withdrawn.

Places must normally be taken up (ie: the child must start at the school) within twenty school days of the place being offered. The only exception to this is where the place offered

is for the following academic year, when the place should be taken up at the start of the academic year or within 20 school days of the offer being made.

Where applications are not completed in full, the applicant will be notified and the application will not be processed any further.

### **Applying for a Year 3 place at a primary school starting in September 2019**

There is **no requirement** for parents to make an application for a Year 3 place at the primary school which their child is currently attending in Year 2, if they wish for them to remain at that same school. The child will automatically transfer from Year 2 at that school into Year 3 in September 2019.

However, if a parent who currently has a child in Year 2 at a primary school wishes to make an application for a different primary school, for entry into Year 3 in September 2019, then they must follow the in-year admissions process, as outlined in this document. This is also the case where a child currently in Year 2 at an infant school wishes to make an application for a Year 3 place at a primary school, for entry in September 2019.

In-year applications for Year 3 places at primary schools, for entry in September 2019, can be submitted from Monday 3 June 2019. Places will then be offered **from** Monday 10 June 2019.

Where the child attends Year 2 in an infant or primary school, and the family wish to make an application for a Year 3 place at a Warwickshire **junior school**, for entry in September 2019, then the coordinated admissions process must be followed. Please see the document entitled, '**Warwickshire County Council - Reception and Junior (Year 3) Coordinated Admissions Scheme**' for further information about this process.

### **Warwickshire residents applying for a place at schools outside of Warwickshire**

Warwickshire residents wishing to apply for a place at a school outside of Warwickshire should contact the relevant admission authority for that school for advice about their individual application process. For example, parents wanting to apply for a place at a Coventry school should contact Coventry School Admissions Service **and** the school concerned directly for further advice, as the school may operate their own in-year admissions process.

Parents may then be directed to apply for schools in other authorities through Warwickshire County Council's In-Year admissions process, in which case, the above process should be followed.

### **Non-Warwickshire residents applying for a place at a Warwickshire school**

Non-Warwickshire residents wishing to apply for a place at a Warwickshire school should, in the first instance, contact their local authority and the school concerned to establish the application process. Parents may then be directed to apply using Warwickshire County Council's In-Year admissions process, in which case, the above process should be

followed.

### **Children educated outside of their chronological year group**

As required by the School Admissions Code, Warwickshire County Council operates an application process for the transfer of pupils to the next key stage, as appropriate, and an in-year application process.

In some cases, children will not follow the chronological process for their age group. This may be due to a medical issue which has caused the child to miss a significant amount of time in school, or a special educational need, in which case the parent may request that they be educated in the year group below. Other children may already be educated outside of their chronological year group and it may be appropriate for this arrangement to continue.

Parents following the in-year admissions process, who wish to request that their child be educated out of year group at a new school, should read '**Guidance and Policy relating to the education of children outside of their chronological year group**' and complete the relevant request form, which can be found online at:  
**[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)**

The completed request form should be sent with the completed Change of School application.

Request forms will not be processed unless approval has been given from the schools concerned, as noted on the specific request form. An agreement for a child to be educated out of year group is **not** a guarantee of a school offer.

Requests for a child to be educated outside of their chronological year group will not be agreed if the only reason is that a place cannot be offered at one of the preferred schools.

### **Fair Access Protocol**

Some applications may need to be considered under Warwickshire County Council's 'Fair Access Protocol' (FAP). This will apply to some children when it has not been possible to secure a school place for them through the normal in-year admissions process.

If your child's application is being considered under the FAP then you will be notified of this as soon as possible after submitting your application.

Further information on the FAP can be found in the appendices and at:  
**[www.warwickshire.gov.uk/changingschools](http://www.warwickshire.gov.uk/changingschools)**

### **Transport Assistance**

An offer of a school place does not mean that transport assistance will be available between the child's home address and the school.



Applications for transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, or is being provided, and an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up.

Where transport assistance is requested in the case of a child who has been given an ‘unplaced’ school offer, such cases will be considered on an individual basis.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:  
**[www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel)**

It is important that parents consider their child’s transport to school when making an application for school places.

*Please note: At time of consulting on these documents, the Home-to-School Transport Policy was completing its own consultation period. This could result in changes to that policy which will apply to the 2019/20 academic year.*

## **Appendix 1**

### **What is the 'Fair Access Protocol' (FAP)?**

The School Admissions Code 2014, issued under section 84 School Standards and Framework Act 1998, requires each local authority to have in place a Fair Access Protocol (FAP) agreed with the majority of schools in its area. The requirement is supplemented by further advice from the Department for Education (DFE) 'Fair Access Protocols: Principles and Process' published in November 2012. This sets out some principles to clarify the expectations on all state funded schools (including academies and free schools etc) as well as all other admission authorities to ensure that FAP's operate effectively at a local level.

The purpose of the Protocol is to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Protocol also seeks to ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

Fair Access Protocols should not be used as a means to circumvent the normal in year admissions process. A parent can apply for a place as an in year admission for their child at any time, to any school outside the normal admissions round and is entitled to an appeal when a place is not offered.

All admission authorities **must** participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

## **Appendix 2**

### **Primary Fair Access Protocol – The Process**

- Once an in year admissions application has been identified as having the potential to fall under the Protocol a clear process (attached at Annex A) will be consistently followed.
- This process applies to all schools, including those which are full in the appropriate year group:
- The application will be referred to the Primary Fair Access Panel. The Panel will meet at the end of each month, will compose of EIS representatives, Manager for Fair Access and In Year, Area Managers for ACE, Manager for CME and will be chaired by the Manager of Pupil Services.
- The Panel will first determine whether the application does indeed fall under the Protocol. If the application does not clearly fall into one of the above then the application will return to the in-year admissions process.
- If it is agreed that the application falls under the Protocol then the nearest mainstream school by straight line from the front of the home address to the front entrance of the school will be identified. If this school has not taken a child in this key stage via the Protocol in this academic year, this school will be identified to admit the child. The only exception to this will be if the child has already attended that school and the Panel agrees that there is evidence that it is not appropriate for the child to return, in which case the next nearest school will be allocated. Safe walking routes will be considered where appropriate
- If the school identified to admit has already admitted a child to the relevant key stage via the Protocol this academic year, the next nearest school will be identified. This school will then be required to admit the child unless this school has also admitted a child under the Protocol in this key stage this academic year. If this does not result in an admission then the process will continue to identify the next nearest school until a school is found which has not admitted a child in the given key stage under the Protocol this academic year. The use of academic years is for reporting processes, schools that have taken a child spanning over the summer term will be considered as having accepted a child.
- All schools are bound by the provisions of the Protocol without exception. The decision of the panel is final, if challenged this may result in referral to the Schools Adjudicator for direction, if a maintained school, the LA will direct the Governing Body.
- Once a decision is made, the school will be expected to admit the child to a full time place within 10 working days. Please note the child must be placed on roll however, work with EIS may continue until the placement has settled.

## **Appendix 3**

### **Primary Fair Access Protocol – Assessing eligibility**

Assessing eligibility of children to be considered under this Protocol In line with the School Admissions Code children of compulsory school age will be considered within the scope of the Protocol if they are judged by the council or a school which is its own admissions authority to be likely to have difficulty in securing a school place. In WCC this means that a child meeting one or more of the following categories will be considered eligible:

1. Children who are in the Criminal Justice system and/or Pupil Referral Units (including Alternative Provision) who need to be reintegrated into mainstream education (statutory)
2. Children who have been out of education for two months or more (statutory)
3. Children of Gypsy, Roma, Traveller communities, refugees and asylum seekers (statutory)
4. Children who are homeless (statutory)
5. Children with unsupportive family backgrounds from whom a place has not been sought (statutory)
6. Children who are carers (statutory)
7. Children with special educational needs, disabilities or a medical condition (but without a statement) where there is professional evidence to support this (statutory)
8. Children referred by schools under paragraph 3.12 of the School Admissions Code which states, “where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate when a school has a particularly high proportion of children with challenging behaviour or previously excluded children” where this can be robustly evidenced (statutory).
9. Children of UK service personnel (UK Armed Forces) (local)
10. Children who have a persistent record (below 80% for each of two consecutive terms) of absence at the current or last school (local)

## Appendix 4

### Secondary Fair Access Protocol

#### The Process:

The Fair Access Protocol's aim is to ensure every pupil residing within Warwickshire, eligible to be placed via the protocol, has access to the most appropriate education provision within a timely manner, thus avoiding time out of education. Once a pupil is identified as requiring a placement by use of the protocol, the process timeline will be followed as set out in appendix 2. **Parental preference does not need to be considered.**

The local authority **must** ensure that no school – including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.' (Disproportionate number will be assessed by the use of the points system. WCC will administer the protocol in a fair and transparent way by taking account of the % of pupils on roll with challenging behaviours as agreed by the weightings agreed by the steering group) It is anticipated that no school will be asked to accept two pupils from the FAP within the same academic year within a 6 week period) **(SA Code 3.9)**

'When seeking to place a pupil under the Fair Access Protocol, all schools should be treated in a fair, equitable and consistent manner.' **(DFE Guidance Nov 12)**

'All schools should work together collaboratively, taking into account the needs of the pupil and those of the school.' **(DFE Guidance Nov 12)**

'To ensure that outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school quickly, to ensure the amount of time any pupil is out of school is kept to a minimum. The use of the word unplaced within WCC protocol will also cover children already on roll at a school but who are experiencing difficulties finding a new school, if the managed move system is not appropriate, relations may have broken down or a house move is the reason coupled with behaviour issues. **All schools are expected to respond to requests by the local authority to admit a pupil under the Fair Access Protocol within 7 days, 5 of which include school days. This is a response to state their intentions not a start date for pupils.** **(DFE Guidance Nov 12)**

All details of the pupil's previous history, contact details etc will be made available and passed to the identified school within the protocol letter sent to the identified school for their consideration. Schools must open dialogue with admissions/Fair Access regarding their ability to meet the needs of the pupil within 2 school days of the first approach being made/ receipt of letter. **It is expected that a school will agree a starting date for the pupil within 5 school days or set out its reasons for refusal in writing to the local authority within that 5 school days after receipt of the first approach.**

All schools must accept and enrol, pupils placed via the protocol, within the agreed timeframes set out. Additional funding requirements for pupils placed via the protocol are to be met by the school or accessed via Area Behaviour Partnerships. Additional funds will only be identified if a school is able to demonstrate the needs of the pupil in question exceed the funds available within the school's budget. It is expected that the school has utilised all of its support

mechanisms within school and engaged external partnerships as per the usual ABP procedure. Factors taken into account in identifying the most appropriate education provision will include:

- *distance from home address,*
- *year group,*
- *pupil's previous history,*
- *available transport (including public transport links),*
- *the points system showing the ranked order of schools within the local area,*
- *local associations such as peer groups,*
- *previous association with a particular school.*

### **The difference between In Year Admissions and Fair Access Protocol?**

In Year Admissions ( see appendix 1) relate to all admissions to school from reception to Year 11 which are not covered by the reception or secondary transfer schemes. In most cases the admissions process is straightforward. The parent arrives in the area, applies for a place in a school where there is a vacancy and the child is admitted to school. It may also be a parent wishing to change schools with no house move.

In other cases there may be extenuating circumstances as to why the child's admission should be treated as an exception and the child placed in a school via the Fair Access Protocol. The circumstances can include;

- a newly arrived child who was not previously permanently excluded but who was attending a Pupil Referral Unit (PRU) possibly in another area
- a newly arrived child who had previously attended two or more Warwickshire primary or secondary schools whose school history shows they have attended a number of different schools.
- a newly arrived child whose parent/carer states that the child has medical or educational needs but does not have a statement of special educational need (All information will be explored to determine the best possible route for admission. WCC officers may refer to the Headteacher Protocol Steering Group members for advice.)
- a newly arrived child who has not previously attended a mainstream school or who has not attended a mainstream school for more than 1 school term (possible home educated or persistent non-attender)

All applicants are required to complete an In Year Common Application Form and return the forms direct to the Local Authority. The Admissions team will determine, based on the details supplied within the application, whether the child qualifies for admission under the normal In Year process or via the Fair Access Protocol. All pupils must complete a Common Application Form.

However, all applications will be considered for their preferred schools in order. If an application is deemed to fit the criteria for placement under the Fair Access protocol, see chart 1, a school may refer the case back to the Local Authority and refuse admission, even if they have places available. Parents retain the right to appeal this decision. However, the Admissions Team will then process the application via the protocol and identify the next school that is able to accept a protocol placement. It may be a school will accept a pupil even though they are not next on the points system to be considered, in which case they will be given the points for the child as if placed via the protocol.

The groups of children and young people placed via the protocol are in many cases likely to be vulnerable. If after admission, a school identifies that a child presents issues of concern, they should initiate the Common Assessment Framework (CAF).

vii) The list of children to be included in a FAP is to be agreed with the majority of schools in the area but **must** as a minimum, include the following children of compulsory school age who have difficulty securing a school place: each of these categories is weighted as agreed by the steering group. **SA Code 2014, 3.15 –**

## Appendix 5

### Secondary Fair Access Protocol

#### Eligibility:

a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;	1	50
b) children who have been out of education for two months or more; ( <i>not to include children taken off roll with no education provision identified. In these circumstances the local authority will challenge the school and refer to the EFA if necessary</i> )	6	30
c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;	2	50
d) children who are homeless;	10	20
e) children with unsupportive family backgrounds for whom a place has not been sought;	9	20
f) children who are carers; and	12	20
g) children with special educational needs, disabilities or medical conditions (but without a statement/Education Health care plan).	3	50

#### **In addition to the minimum requirements listed in the SA Code 2014, Warwickshire's protocol includes the following:**

h) children whose parents have been unable to find a place after moving to the area, due to a shortage of places or refusal by local schools to admit; ( <i>if this process has taken more than 7 days the LA will identify a school and approach via the protocol</i> )	15	10
i) children known to other professional agencies who may present as 'vulnerable' but with no obvious behavioural problems; ( <i>this could include persistent non-attenders, victims of bullying who may already be on a school roll</i> )	14	10
j) children who, following an overturn of an exclusion review, have no school place;	4	40
k) Year 11 pre January census who are finding it difficult to secure a place quickly, over 7 days;	7	30
l) Year 11 post January census who are finding it	8	20



difficult to secure a place quickly, over 7 days;		
m) children presenting with significant behavioural problems, who have not previously been permanently excluded, nor necessarily known to other agencies and any child who has returned to the area, including those who had left the country, and who were previously attending a Warwickshire school within the same academic year or within one term. The expectation is that these children will be referred to their previous school if the child is living in the same area and that the school either readmits the child or makes arrangements for a managed move locally	5	40
n) children with known behavioural problems, who have transferred between two or more Warwickshire secondary schools and who have not been permanently excluded. This may be due to parents withdrawing a pupil to avoid exclusion, or parents moving pupils to avoid other professional teams becoming involved. We reserve the right to refer cases to other professional bodies within Warwickshire and beyond where we feel it is in the interest of the child's welfare.	11	20
o) children who have been removed by their parents from a school roll to be educated 'otherwise' and are now seeking another school place. The expectation is that these children will be referred to their previous school and that school either readmits the child or makes arrangements for a managed move. It is hoped to reduce the amount of parents removing their child to avoid sanctions. However we must be aware this clause can only be applied if there are known behavioural issues documented.	13	10

DfE Number	School Name	PAN 2017/18	PAN 2018/19	PAN 2019/20	Type	Address	Telephone	E-mail	School Start Age	Leave Age	Establishment Type	Admission Authority/Arrangements
3103	Abbey C of E Infant School	60	60	60	Infant	Aston Road, Nuneaton, Warwickshire, CV11 5EL	024 7638 6101	admin3103@welearn365.com	4	7	Voluntary Controlled	WCC
2410	Abbots Farm Infant School	60	60	60	Infant	Abbots Way, Rugby, Warwickshire, CV21 4AP	01788 543093	admin2410@welearn365.com	4	7	Community	WCC
2421	Abbots Farm Junior School	66	66	66	Junior	Abbots Way, Rugby, Warwickshire, CV21 4AP	01788 576074	admin2421@welearn365.com	7	11	Community	WCC
2639	Acorns Primary School	10	10	10	Primary	School Close, Long Compton, Shipston-On-Stour, Warwickshire, CV36 5LA	01608 684654	admin2639@welearn365.com	4	11	Academy Trust ( <i>Stour Federation Trust</i> )	School's Own
3588	All Saints C of E (VA) Primary School, Leek Wootton	20	20	20	Primary	Warwick Road, Leek Wootton, Warwick, Warwickshire, CV35 7QR	01926 400498	admin3588@welearn365.com	4	11	Voluntary Aided	School's Own
3301	All Saints Bedworth C of E Primary School and Nursery	30	30	30	Primary	The Priors off Mitchell Road, Bedworth, Warwickshire, CV12 9HP	024 7631 3387	admin3301@welearn365.com	4	11	Voluntary Aided	School's Own
3154	All Saints C of E Junior School, Warwick	75	60	60	Junior	Nelson Avenue, Warwick, Warwickshire, CV34 5LY	01926 492991	admin3154@welearn365.com	7	11	Voluntary Controlled	WCC
3101	All Saints C of E Primary School and Nursery, Nuneaton	30	30	30	Primary	Knebley Crescent, Nuneaton, Warwickshire, CV10 7AT	024 7638 2123	admin3101@welearn365.com	4	11	Voluntary Controlled	WCC
3002	Alveston C of E Primary School	30	30	30	Primary	Knight's Lane, Tiddington, Stratford-upon-Avon, Warwickshire, CV37 7BZ	01789 293412	admin3002@welearn365.com	4	11	Voluntary Controlled	WCC
2630	Arden Forest Infant School	60	60	60	Infant	Weston Lane, Bulkington, Bedworth, Warwickshire, CV12 9RT	024 7631 5913	admin2630@welearn365.com	4	7	Community	WCC
2012	Arley Primary School	45	45	45	Primary	Gun Hill, New Arley, Coventry, Warwickshire, CV7 8HB	01676 540347	admin2012@welearn365.com	4	11	Community	WCC
3007	Austrey C of E Primary School	15	15	15	Primary	St. Nicholas Close, Austrey, Atherstone, Warwickshire, CV9 3EQ	01827 830248	admin3007@welearn365.com	4	11	Academy Trust ( <i>Heartwood Church of England Academy Trust</i> )	School's Own
4190	Aylesford School and Sixth Form College	30	30	30	Primary (Reception places) - All through school	Tapping Way, Warwick, Warwickshire, CV34 6XR	01926 747100	office@aylesford-elearning.net	4	18	Academy Trust ( <i>Aylesford School and Sixth Form College Trust</i> )	School's Own
3587	Barford St. Peter's C of E Primary School	30	30	30	Primary	Church Street, Barford, Warwick, Warwickshire, CV35 8EW	01926 624244	admin3587@welearn365.com	4	11	Voluntary Aided	School's Own
2423	Bawnmere Community Infant School	60	60	60	Infant	Bawnmere Road, Rugby, Warwickshire, CV22 6JS	01788 810065	admin2423@welearn365.com	4	7	Community	WCC
3011	Bidford-On-Avon C of E Primary School	45	45	45	Primary	Bramley Way, Bidford-on-Avon, Alcester, Warwickshire, B50 4QG	01789 773201	admin3011@welearn365.com	4	11	Voluntary Controlled	WCC
3205	Bilton C of E Junior School	105	105	105	Junior	Plantagenet Drive, Bilton, Rugby, Warwickshire, CV22 6LB	01788 810675	office@biltonjuniorschool.co.uk	7	11	Voluntary Controlled	WCC
2420	Bilton Infant School	60	60	60	Infant	Magnet Lane, Bilton, Rugby, Warwickshire, CV22 7NH	01788 811549	admin2420@welearn365.com	4	7	Community	WCC
2626	Binley Woods Primary School	30	30	30	Primary	Coombe Drive, Binley Woods, Coventry, Warwickshire, CV3 2QU	024 7654 3754	admin2626@welearn365.com	4	11	Community	WCC

2619	<b>Birchwood Primary School</b>	59	59	59	Primary	Birchwood Avenue, Dordon, Tamworth, Staffordshire, B78 1QU	01827 892913	admin2619@welearn365.com	4	11	Academy Trust (Communities Academy Trust)	School's Own
2014	<b>Bishops Itchington Primary School</b>	30	30	30	Primary	Ladbroke Road, Bishops Itchington, Southam, Warwickshire, CV47 2RN	01926 612297	admin2014@welearn365.com	4	11	Community	WCC
3141	<b>Bishops Tachbrook C of E Primary School</b>	30	30	30	Primary	Kingsley Road, Bishops Tachbrook, Leamington Spa, Warwickshire, CV33 9RY	01926 426020	admin3141@welearn365.com	4	11	Voluntary Controlled	WCC
2603	<b>Bishopton Primary School</b>	30	30	30	Primary	Drayton Avenue, Stratford-Upon-Avon, Warwickshire, CV37 9PB	01789 205058	admin2603@welearn365.com	4	11	Community	WCC
2598	<b>Boughton Leigh Infant School</b>	90	90	90	Infant	Wetherell Way, Brownsover, Rugby, Warwickshire, CV21 1LT	01788 571679	admin2598@welearn365.com	4	7	Community	WCC
2590	<b>Boughton Leigh Junior School</b>	120	120	120	Junior	Wetherell Way, Brownsover, Rugby, Warwickshire, CV21 1LT	01788 577914	admin2590@welearn365.com	7	11	Community	WCC
3215	<b>Bournebrook C of E Primary School</b>	20	20	20	Primary	Coventry Road, Fillongley, Coventry, West Midlands, CV7 8ET	01676 540390	admin3215@welearn365.com	4	11	Voluntary Controlled	WCC
3014	<b>Brailes C of E Primary School</b>	15	15	15	Primary	Lower Brailes, Brailes, Banbury, Oxfordshire, OX15 5AP	01608 685253	admin3014@welearn365.com	4	11	Voluntary Controlled	WCC
2327	<b>Briar Hill Infant School</b>	90	90	90	Infant	Coppice Road, Whitnash, Leamington Spa, Warwickshire, CV31 2JF	01926 422834	admin2327@welearn365.com	4	7	Community	WCC
2053	<b>Bridgetown Primary School</b>	60	60	60	Primary	Byron Road, Stratford-Upon-Avon, Warwickshire, CV37 7JP	01789 205092	admin2053@welearn365.com	4	11	Community	WCC
2330	<b>Brookhurst Primary School</b>	60	60	60	Primary	Ullswater Avenue, Leamington Spa, Warwickshire, CV32 6NH	01926 420051	admin2330@welearn365.com	4	11	Community	WCC
2616	<b>Brownsover Community Infant School</b>	60	60	60	Infant	Webb Drive, Brownsover, Rugby, Warwickshire, CV23 0UP	01788 547660	admin2616@welearn365.com	4	7	Community	WCC
2033	<b>Budbrooke Primary School</b>	45	45	45	Primary	Styles Close, Hampton Magna, Warwick, Warwickshire, CV35 8TP	01926 492045	admin2033@welearn365.com	4	11	Academy Trust (Communities Academy Trust)	School's Own
3143	<b>Burton Green C of E Primary School</b>	15	15	15	Primary	Hob Lane, Burton Green, Kenilworth, Warwickshire, CV8 1QB	024 7646 4130	admin3143@welearn365.com	4	11	Voluntary Controlled	WCC
2640	<b>Camp Hill Primary School</b>	60	60	60	Primary	Holly Stitches Road, Nuneaton, Warwickshire, CV10 9QA	024 7638 3230	admin2640@welearn365.com	4	11	Community	WCC
3594	<b>Cawston Grange Primary School</b>	60	60	60	Primary	Scholars Drive, Cawston, Rugby, Warwickshire, CV22 7GU	01788 816820	admin3594@welearn365.com	4	11	Academy Trust (Cawston Grange Primary School)	School's Own
2581	<b>Chetwynd Junior School</b>	90	90	90	Junior	Caroline Close, Nuneaton, Warwickshire, CV11 4SE	024 7634 0154	admin2581@welearn365.com	7	11	Community	WCC
2103	<b>Chilvers Coton Community Infant School</b>	60	60	60	Infant	Fitton Street, Nuneaton, Warwickshire, CV11 5RB	024 7638 7001	admin2103@welearn365.com	4	7	Community	WCC
2312	<b>Clapham Terrace Community Primary School and Nursery</b>	30	30	30	Primary	Clapham Terrace, Leamington Spa, Warwickshire, CV31 1HZ	01926 423404	admin2312@welearn365.com	4	11	Community	WCC
2017	<b>Claverdon Primary School</b>	30	30	30	Primary	Breach Lane, Claverdon, Warwick, Warwickshire, CV35 8QA	01926 842403	admin2017@welearn365.com	4	11	Community	WCC
3177	<b>Clifton-Upon-Dunsmore C of E Primary School</b>	30	30	30	Primary	Station Road, Clifton-upon-Dunsmore, Rugby, Warwickshire, CV23 0BT	01788 542027	admin3177@welearn365.com	4	11	Voluntary Controlled	WCC

2308	Clinton Primary School	30	30	30	Primary	Caesar Road, Kenilworth, Warwickshire, CV8 1DL	01926 852334	admin2308@welearn365.com	4	11	Community	WCC
3586	Coleshill C of E Primary School	30	30	30	Primary (Reception places)	Wingfield Road, Coleshill, Birmingham, West Midlands, B46 3LL	01675 463672	admin3586@welearn365.com	4	11	Voluntary Aided	School's Own
3586	Coleshill C of E Primary School	30 (60 total)	30 (60 total)	30 (60 total)	Primary (Junior places)	Wingfield Road, Coleshill, Birmingham, West Midlands, B46 3LL	01675 463672	admin3586@welearn365.com	4	11	Voluntary Aided	School's Own
2623	Coten End Primary School	90	90	90	Primary	Coten End, Warwick, Warwickshire, CV34 4NP	01926 491329	admin2623@welearn365.com	4	11	Community	WCC
3021	Coughton C of E Primary School	25	25	25	Primary	Coughton Lane, Coughton, Alcester, Warwickshire, B49 5HN	01789 762444	admin3021@welearn365.com	4	11	Voluntary Controlled	WCC
2601	Croft Junior School	90	90	90	Junior	Northumberland Avenue, Stockingford, Nuneaton, Warwickshire, CV10 8ER	024 7638 7319	admin2601@welearn365.com	7	11	Community	WCC
3144	Cubbington C of E Primary School	30	30	30	Primary	Church Hill, Cubbington, Leamington Spa, Warwickshire, CV32 7JY	01926 422967	admin3144@welearn365.com	4	11	Voluntary Controlled	WCC
2502	Curdworth Primary School	17	17	17	Primary	Farthing Lane, Curdworth, Sutton Coldfield, West Midlands, B76 9HF	01675 470379	admin2502@welearn365.com	4	11	Community	WCC
2010	Dordon Community Primary School	30	30	30	Primary	Roman Way, Dordon, Tamworth, Staffordshire, B78 1PJ	01827 892422	admin2018@welearn365.com	4	11	Academy Trust (Communities Academy Trust)	School's Own
3391	Dunchurch Boughton C of E (Voluntary Aided) Junior School	66	66	66	Junior	Dew Close, Dunchurch, Rugby, Warwickshire, CV22 6NE	01788 811028	admin3391@welearn365.com	7	11	Voluntary Aided	School's Own
5204	Dunchurch Infant School	60	60	60	Infant	School Street, Dunchurch, Rugby, Warwickshire, CV22 6PA	01788 810292	office@dunchurchinfants.co.uk	4	7	Foundation	School's Own
5203	Dunnington C of E Primary School	15	15	15	Primary	Dunnington, Alcester, Warwickshire, B49 5NT	01789 772200	admin5203@welearn365.com	4	11	Voluntary Aided	School's Own
2415	Eastlands Primary School	30	30	30	Primary	Lansdowne Place, Rugby, Warwickshire, CV21 3RY	01788 575328	admin2415@welearn365.com	4	11	Community	WCC
2332	Emscote Infant School	60	60	60	Infant	All Saints' Road, Warwick, Warwickshire, CV34 5NH	01926 491433	admin2332@welearn365.com	4	7	Community	WCC
3564	English Martyrs Catholic Primary School	30	30	30	Primary	High Street, Hillmorton, Rugby, Warwickshire, CV21 4EE	01788 543423	admin3564@welearn365.com	4	11	Voluntary Aided	School's Own
3024	Ettington C of E Primary School	25	30	30	Primary	Churchill Close, Ettington, Stratford-Upon-Avon, Warwickshire, CV37 7SP	01789 740236	admin3024@welearn365.com	4	11	Voluntary Controlled	WCC
2635	Exhall Cedars Infant School	60	60	60	Infant	Trenance Road, Exhall, Coventry, West Midlands, CV7 9FJ	024 7631 6034	admin2635@welearn365.com	4	7	Community	WCC
2107	Galley Common Infant School	50	50	50 (under review)	Infant	Plough Hill Road, Galley Common, Nuneaton, Warwickshire, CV10 9NZ	024 7639 2219	admin2107@welearn365.com	4	7	Community	WCC
2585	Glendale Infant School	90	90	90	Infant	Skye Close, Nuneaton, Warwickshire, CV10 7LW	024 7634 9672	admin2585@welearn365.com	4	7	Community	WCC
2634	Goodyers End Primary School	60	60	60	Primary	Bowling Green Lane, Bedworth, Warwickshire, CV12 0HP	024 7636 4448	admin2634@welearn365.com	4	11	Community	WCC
2024	Great Alne Primary School	16	16	16	Primary	School Road, Great Alne, Alcester, Warwickshire, B49 6HQ	01789 488247	admin2024@welearn365.com	4	11	Community	WCC
3031	Hampton Lucy C of E Primary School	15	15	15	Primary	Church Street, Hampton Lucy, Warwick, Warwickshire, CV35 8BE	01789 840398	admin3031@welearn365.com	4	11	Voluntary Controlled	WCC

3032	<b>Harbury C of E Primary School</b>	30	30	30	Primary	Mill Street, Harbury, Warwickshire, CV33 9HR	01926 612656	admin3032@welearn365.com	4	11	Voluntary Controlled	WCC
2056	<b>Heathcote Primary School</b>	30	30	30	Primary	Vickers Way, Warwick, Warwickshire, CV34 7AP.	01926 290330	admin2056@welearn365.com	4	11	Academy Trust <i>(Communities Academy Trust)</i>	School's Own
2059	<b>Henley-In-Arden C of E Primary School</b>	30	30	30	Primary	Arden Road, Henley-In-Arden, Warwickshire, B95 5FT	01564 792766	admin2059@welearn365.com	4	11	Academy Trust ( <i>Henley-In-Arden Church of England Primary School Trust</i> )	School's Own
2424	<b>Henry Hinde Infant School</b>	60	60	60	Infant	Grenville Close, Bilton, Rugby, Warwickshire, CV22 7JQ	01788 814848	office@henryhindeinfantschool.co.uk	4	7	Academy Trust <i>(Transforming Lives Educational Trust)</i>	School's Own
2022	<b>Henry Hinde Junior School</b>	70	70	70	Junior	Cornwallis Road, Bilton, Rugby, Warwickshire, CV22 7HN	01788 811392	admin2022@welearn365.com	7	11	Academy Trust ( <i>NET Academies Trust</i> )	School's Own
2569	<b>High Meadow Infant School</b>	30	30	30	Infant	Norton Road, Coleshill, Birmingham, West Midlands, B46 1ES	01675 462312	admin2569@welearn365.com	4	7	Community	WCC
2628	<b>Hillmorton Primary School</b>	60	60	60	Primary	Watts Lane, Hillmorton, Rugby, Warwickshire, CV21 4PE	01788 544309	admin2628@welearn365.com	4	11	Community	WCC
2032	<b>Hurley Primary School</b>	30	30	30	Primary	Heanley Lane, Hurley, Atherstone, Warwickshire, CV9 2HY	01827 872207	admin2032@welearn365.com	4	11	Community	WCC
3035	<b>Ilmington C of E Primary School</b>	15	15	15	Primary	Back Street, Ilmington, Shipston-On-Stour, Warwickshire, CV36 4LJ	01608 682212	beard.j1@welearn365.com	4	11	Voluntary Controlled	WCC
2034	<b>Keresley Newland Primary Academy</b>	30	30	30	Primary	Grove Lane, Keresley End, Coventry, West Midlands, CV7 8JZ	024 7633 2434	office.keresleynewland@netacademies.net	4	11	Academy Trust ( <i>NET Academies Trust</i> )	School's Own
3308	<b>Kineton C of E (VA) Primary School</b>	30	30	30	Primary	King John's Road, Kineton, Warwick, Warwickshire, CV35 0HS	01926 640397	admin3308@welearn365.com	4	11	Voluntary Aided	School's Own
3596	<b>Kingsbury Primary School</b>	45	45	45	Primary	Bromage Avenue, Kingsbury, Tamworth, Staffordshire, B78 2HW	01827 872275	admin3596@welearn365.com	4	11	Community	WCC
2638	<b>Kingsway Community Primary School</b>	30	30	30	Primary	Baker Avenue, Leamington Spa, Warwickshire, CV31 3HB	01926 426896	admin2638@welearn365.com	4	11	Community	WCC
3590	<b>Knightlow C of E Primary School</b>	30	30	30	Primary	Hill Crescent, Stretton-on-Dunsmore, Rugby, Warwickshire, CV23 9NF	024 7654 3751	admin3590@welearn365.com	4	11	Voluntary Aided	School's Own
3147	<b>Lapworth C of E Primary School</b>	30	30	30	Primary	Station Lane, Lapworth, Solihull, West Midlands, B94 6LT	01564 783225	admin3147@welearn365.com	4	11	Voluntary Controlled	WCC
3180	<b>Leamington Hastings Church of England Academy</b>	18	18	18	Infant	Birdingbury Road, Hill, Leamington Hastings, Rugby, Warwickshire, CV23 8EA	01926 632359	admin3180@welearn365.com	4	7	Academy Trust ( <i>The Diocese of Coventry Multi Academy Trust</i> )	School's Own
2064	<b>Lighthorne Heath Primary School</b>	13	13	13	Primary	Stratford Road, Lighthorne Heath, Leamington Spa, Warwickshire, CV33 9TW	01926 640326	admin2064@welearn365.com	4	11	Community	WCC
2621	<b>Lillington Nursery and Primary School</b>	60	60	60	Primary	Cubbington Road, Lillington, Leamington Spa, Warwickshire, CV32 7AG	01926 425114	admin@lillingtonschool.org	4	11	Community	WCC
3211	<b>Long Itchington C of E Primary School</b>	28	30	30	Primary	Stockton Road, Long Itchington, Southam, Warwickshire, CV47 9QP	01926 814819	admin3211@welearn365.com	4	11	Voluntary Controlled	WCC
2405	<b>Long Lawford Primary School</b>	90	90	90	Primary	Holbrook Road, Long Lawford, Rugby, Warwickshire, CV23 9AL	01788 543332	admin2405@welearn365.com	4	11	Community	WCC

3040	<b>Loxley C of E Community Primary School</b>	6	6	6	Primary	Loxley, Warwick, Warwickshire, CV35 9JT	01789 840211	admin3040@welearn365.com	4	11	Voluntary Controlled	WCC
3041	<b>Mappleborough Green C of E Primary School</b>	17	17	17	Primary	Henley Road, Mappleborough Green, Studley, Warwickshire, B80 7DR	01527 852240	admin3041@welearn365.com	4	11	Voluntary Controlled	WCC
2028	<b>Michael Drayton Junior School</b>	128	150	150	Junior	The Woodlands, Hartshill, Nuneaton, Warwickshire, CV10 0SZ	024 7639 2272	admin@mdjs.co.uk	7	11	Community	WCC
5202	<b>Middlemarch School</b>	60	60	60	Junior	College Street, Nuneaton, Warwickshire, CV10 7BQ	024 7632 8009	admin5202@welearn365.com	7	11	Foundation	School's Own
2631	<b>Milby Primary School</b>	60	60	60	Primary	Milby Drive, Nuneaton, Warwickshire, CV11 6JS	024 7638 2587	admin2631@welearn365.com	4	11	Community	WCC
2606	<b>Milverton Primary School</b>	45	45	45	Primary	Greathed Road, Leamington Spa, Warwickshire, CV32 6ES	01926 424043	admin2606@welearn365.com	4	11	Community	WCC
5205	<b>Moreton Morrell C Of E Primary School</b>	15	15	15	Primary	Moreton Morrell, Warwick, Warwickshire, CV35 9AN	01926 651355	admin5205@welearn365.com	4	11	Foundation	School's Own
2029	<b>Nathaniel Newton Infant School</b>	90	90	90	Infant	Victoria Road, Chapel End, Hartshill, Nuneaton, Warwickshire, CV10 0LS	024 7639 2236	admin2029@welearn365.com	4	7	Community	WCC
3214	<b>Newbold And Tredington C of E Primary School</b>	15	15	15	Primary	Manor Farm Road, Tredington, Shipston-On-Stour, Warwickshire, CV36 4NZ	01608 661568	admin3214@welearn365.com	4	11	Voluntary Controlled	WCC
2325	<b>Newburgh Primary School</b>	60	60	60	Primary	Kipling Avenue, Warwick, Warwickshire, CV34 6LD	01926 775453	admin2325@welearn365.com	4	11	Community	WCC
2633	<b>Newdigate Primary School</b>	45	60	60	Primary	Anderton Road, Bedworth, Warwickshire, CV12 0HA	024 7636 1662	admin2633@welearn365.com	4	11	Community	WCC
3047	<b>Newton Regis C of E Primary School</b>	17	17	17	Primary	Austrey Lane, Newton Regis, Tamworth, Staffordshire, B79 0NL	01827 830220	admin@newtonregis.heartwoodmat.co.uk	4	11	Academy Trust (Heartwood Church of England Academy Trust)	School's Own
2417	<b>Northlands Primary School</b>	30	30	30	Primary	Pinder's Lane, Rugby, Warwickshire, CV21 2SS	01788 542440	admin2417@welearn365.com	4	11	Community	WCC
2001	<b>Nursery Hill Primary School</b>	25	25	25	Primary	Ansley Common, Nuneaton, Warwickshire, CV10 0PY	024 7639 2318	admin2001@welearn365.com	4	11	Community	WCC
2008	<b>Oakfield Primary Academy</b>	60	60	60	Primary	Oakfield Road, Rugby, Warwickshire, CV22 6AU	01788 565021	head2419@welearn365.com	4	11	Academy Trust (REACH2 Academy Trust)	School's Own
3546	<b>Our Lady &amp; St. Teresa's Catholic Primary School</b>	30	30	30	Primary	Windmill Hill, Cubbington, Leamington Spa, Warwickshire, CV32 7LN	01926 424420	admin3546@welearn365.com	4	11	Voluntary Aided	School's Own
3584	<b>Our Lady and St Joseph's Catholic Primary School</b>	70	68	70	Primary	Riversley Park, Coton Road, Nuneaton, Warwickshire, CV11 5TY	02476 383807	<a href="mailto:admin3584@welearn365.com">admin3584@welearn365.com</a>	4	11	Academy Trust (The Holy Spirit Catholic Multi Academy)	School's Own
3500	<b>Our Lady's Catholic Primary School, Alcester</b>	15	15	15	Primary	St. Faith's Road, Alcester, Warwickshire, B49 6AG	01789 762555	head3500@welearn365.com	4	11	Academy Trust (Holy Family Catholic Multi Academy Company)	School's Own
3561	<b>Our Lady's Catholic Primary School, Princethorpe</b>	17	17	17	Primary	Leamington Road, Princethorpe, Rugby, Warwickshire, CV23 9PU	01926 632385	admin3561@welearn365.com	4	11	Voluntary Aided	School's Own
2083	<b>Outwoods Primary School</b>	60	60	60	Primary	Southlands, Atherstone, Warwickshire, CV9 1EH	01827 712372	admin2083@welearn365.com	4	11	Community	WCC
2625	<b>Paddox Primary School</b>	90	90	90	Primary	Fareham Avenue, Rugby, Warwickshire, CV22 5HS	01788 572340	admin2625@welearn365.com	4	11	Community	WCC
2309	<b>Park Hill Junior School</b>	66	66	66	Junior	Parkfield Drive, Kenilworth, Warwickshire, CV8 2JJ	01926 855974	admin2309@welearn365.com	7	11	Community	WCC
2015	<b>Park Lane Primary School</b>	50	60	60	Primary	Park Lane, Nuneaton, Warwickshire, CV10 8NL	024 7638 2924	admin2636@welearn365.com	4	11	Academy Trust (The Griffin School's Trust)	School's Own
2605	<b>Priors Field Primary School</b>	30	30	30	Primary	Clinton Lane, Kenilworth, Warwickshire, CV8 1BA	01926 853015	admin2605@welearn365.com	4	11	Community	WCC
3212	<b>Provost Williams C of E Primary School</b>	30	30	30	Primary	Sodens Avenue, Ryton-on-Dunsmore, Coventry, West Midlands, CV8 3FF	024 7630 2166	admin3212@welearn365.com	4	11	Voluntary Controlled	WCC

2025	<b>Queens Church of England Academy</b>	90	90	90	Junior	Bentley Road, Nuneaton, Warwickshire, CV11 5LR	024 7638 2906	admin@queenscofe.org.uk	7	11	Academy Trust ( <i>The Diocese of Coventry Multi Academy Trust</i> )	School's Own
2043	<b>Quinton Primary School</b>	30	30	30	Primary	Lower Quinton, Stratford-Upon-Avon, Warwickshire, CV37 8SA	01789 720317	admin2043@welearn365.com	4	11	Community	WCC
2614	<b>Race Leys Infant School</b>	60	60	60	Infant	Hurst Road, Bedworth, Warwickshire, CV12 8AD	024 7631 2221	admin2614@welearn365.com	4	7	Community	WCC
2003	<b>Race Leys Junior School</b>	64	64	64	Junior	Barton Road, Bedworth, Warwickshire, CV12 8HG	024 7649 0644	schooloffice@raceleys-jun.warwickshire.sch.uk	7	11	Academy Trust ( <i>The Griffin School's Trust</i> )	School's Own
2019	<b>Racemeadow Primary Academy</b>	60	60	60	Primary	Ratcliffe Road, Atherstone, Warwickshire, CV9 1LT	01827 713284	admin2019@welearn365.com	4	11	Academy Trust ( <i>REAch2 Academy Trust</i> )	School's Own
3152	<b>Radford Semele C.Of E. Primary School</b>	30	30	30	Primary	School Lane, Radford Semele, Leamington Spa, Warwickshire, CV31 1TQ	01926 426940	admin3152@welearn365.com	4	11	Voluntary Controlled	WCC
3597	<b>Rokeyby Primary School</b>	30	30	30	Primary	Anderson Avenue, Rugby, Warwickshire, CV22 5PE	01788 814399	admin3597@welearn365.com	4	11	Community	WCC
2038	<b>Rugby Free Primary School</b>	60	60	60	Primary	Bailey Road, Central Park, Rugby, CV23 0PD	01788 222088	office@rugbyfreeprimary.co.uk	4	11	Free School ( <i>Knowledge School's Trust</i> )	School's Own
3056	<b>Salford Priors C of E Primary School</b>	15	15	15	Primary	School Road, Salford Priors, Evesham, Worcestershire, WR11 8XD	01789 772497	admin3056@welearn365.com	4	11	Voluntary Controlled	WCC
5206	<b>Shipston-on-Stour Primary School</b>	60	60	60	Primary	Station Road, Shipston-On-Stour, Warwickshire, CV36 4BT	01608 661266	primary@shipston.warwickshire.sch.uk	4	11	Academy Trust ( <i>Stour Federation Trust</i> )	School's Own
3057	<b>Shottery St. Andrew's C of E Primary School</b>	15	15	15	Primary	Hathaway Lane, Shottery, Stratford-Upon-Avon, Warwickshire, CV37 9BL	01789 551508	admin3057@welearn365.com	4	11	Voluntary Controlled	WCC
2637	<b>Shrubland Street Community Primary School</b>	30	30	30	Primary	Shrubland Street, Leamington Spa, Warwickshire, CV31 2AR	01926 426976	admin2637@welearn365.com	4	11	Community	WCC
3207	<b>Shustoke C of E Primary School</b>	30	30	30	Primary	Forge Road, Shustoke, Coleshill, Birmingham, B46 2AU	01675 481319	admin3207@welearn365.com	4	11	Voluntary Controlled	WCC
2046	<b>Snitterfield Primary School</b>	15	15	15	Primary	School Road, Snitterfield, Stratford-Upon-Avon, Warwickshire, CV37 0JL	01789 731301	admin2046@welearn365.com	4	11	Community	WCC
2624	<b>Southam Primary School</b>	42	42	42	Primary	St. James Road, Southam, Warwickshire, CV47 0QB	01926 812520	admin2624@welearn365.com	4	11	Community	WCC
3585	<b>Southam St. James (Voluntary Aided) C of E Primary School</b>	30	30	30	Primary	Toll Gate Road, Southam, Warwickshire, CV47 1EE	01926 812127	admin3585@welearn365.com	4	11	Voluntary Aided	School's Own
3591	<b>St. Andrew's Benn C of E (Voluntary Aided) Primary School</b>	45	45	45	Primary	Chester Street, Rugby, Warwickshire, CV21 3NX	01788 574697	admin3591@welearn365.com	4	11	Voluntary Aided	School's Own
2035	<b>St. Anne's Catholic Primary School</b>	30	30	30	Primary	Camp Hill Drive, Nuneaton, Warwickshire, CV10 0JX	024 7639 2877	admin3583@welearn365.com	4	11	Academy Trust ( <i>The Holy Spirit Catholic Multi Academy</i> )	School's Own
3544	<b>St. Anthony's Catholic Primary School</b>	30	30	30	Primary	Sydenham Drive, Leamington Spa, Warwickshire, CV31 1NJ	01926 428800	admin3544@welearn365.com	4	11	Voluntary Aided	School's Own
3541	<b>St. Augustine's Catholic Primary School</b>	30	30	30	Primary	Hollis Lane, Kenilworth, Warwickshire, CV8 2JY	01926 852943	admin3541@welearn365.com	4	11	Voluntary Aided	School's Own
3501	<b>St. Benedict's Catholic Primary School</b>	30	30	30	Primary	Church Walk, Atherstone, Warwickshire, CV9 1PS	01827 712320	admin3501@welearn365.com	4	11	Academy Trust ( <i>The Holy Spirit Catholic Multi Academy</i> )	School's Own
3503	<b>St. Edward's Catholic Primary School</b>	30	30	30	Primary	Packington Lane, Coleshill, Birmingham, West Midlands, B46 3JE	01675 463249	admin3503@welearn365.com	4	11	Voluntary Aided	School's Own
3502	<b>St. Francis Catholic Primary School</b>	30	30	30	Primary	Rye Piece Ringway, Bedworth, Warwickshire, CV12 8JN	024 7631 5279	admin3502@welearn365.com	4	11	Academy Trust ( <i>The Holy Spirit Catholic Multi Academy</i> )	School's Own



2054	<b>St Gabriel's C of E Academy</b>	0	30	30	Primary	TBC	01788 422800	enquiries@stgabrielshoulton.org.uk	4	11	Academy Trust (Houlton Church of England )	School's Own
2571	<b>St. Giles' Junior School</b>	60	60	60	Junior	Hayes Lane, Exhall, Coventry, West Midlands, CV7 9NS	024 7631 3375	admin2571@welearn365.com	7	11	Community	WCC
3506	<b>St. Gregory's Catholic Primary School</b>	30	30	30	Primary	Avenue Road, Stratford-Upon-Avon, Warwickshire, CV37 6UZ	01789 204517	admin3506@welearn365.com	4	11	Academy Trust (Holy Family Catholic Multi Academy Company)	School's Own
2026	<b>St. James Church of England Academy</b>	60	60	60	Junior	Barbridge Road, Bulkington, Nuneaton, Warwickshire, CV12 9PF	024 7631 3227	admin3015@welearn365.com	7	11	Academy Trust ( <i>The Diocese of Coventry Multi Academy Trust</i> )	School's Own
2620	<b>St. John's Primary School and Nursery</b>	30	30	30	Primary	Mortimer Road, Kenilworth, Warwickshire, CV8 1FS	01926 854450	admin2620@welearn365.com	4	11	Community	WCC
3547	<b>St. Joseph's Catholic Primary</b>	30	30	30	Primary	Rowley Road, Whitnash, Leamington Spa, Warwickshire, CV31 2LJ	01926 427552	admin3547@welearn365.com	4	11	Voluntary Aided	School's Own
3589	<b>St. Lawrence C of E (Voluntary Aided) Primary School</b>	26	26	26	Primary	Dog Lane, Napton, Southam, Warwickshire, CV47 8LU	01926 812447	office@stlawrenceprimarieschool.co.uk	4	11	Voluntary Aided	School's Own
3157	<b>St. Margaret's C of E Junior School</b>	90	90	90	Junior	Coppice Road, Whitnash, Leamington Spa, Warwickshire, CV31 2JF	01926 426216	admin3157@welearn365.com	7	11	Voluntary Controlled	WCC
3598	<b>St. Marie's Catholic Primary School and Nursery</b>	60	60	60	Primary	Merttens Drive, Rugby, Warwickshire, CV22 7AF	01788 543636	admin3598@welearn365.com	4	11	Voluntary Aided	School's Own
3545	<b>St. Mary Immaculate Catholic Primary School</b>	20	20	20	Primary	Wathen Road, Warwick, Warwickshire, CV34 5BG	01926 493959	admin3545@welearn365.com	4	11	Voluntary Aided	School's Own
3508	<b>St. Mary's Catholic Primary School, Henley in Arden</b>	12	12	12	Primary	Arden Road, Henley-in-Arden, Warwickshire, B95 5LT	01564 792316	admin3508@welearn365.com	4	11	Academy Trust (Holy Family Catholic Multi Academy Company)	School's Own
3505	<b>St. Mary's Catholic Primary School, Southam</b>	30	30	30	Primary	Daventry Road, Southam, Warwickshire, CV47 1PS	01926 812512	admin3505@welearn365.com	4	11	Voluntary Aided	School's Own
3507	<b>St. Mary's Catholic Primary School, Studley</b>	30	30	30	Primary	Pool Road, Studley, Warwickshire, B80 7QU	01527 852140	admin3507@welearn365.com	4	11	Voluntary Aided	School's Own
3213	<b>St. Matthew's Bloxam C of E Primary School</b>	30	30	30	Primary	Webb Ellis Road, Rugby, Warwickshire, CV22 7AU	01788 542610	admin3213@welearn365.com	4	11	Voluntary Controlled	WCC
2039	<b>St. Michael's Church of England Academy</b>	60	60	60	Primary	Hazel Grove, Bedworth, Warwickshire, CV12 9DA	024 7631 3204	admin2039@welearn365.com	4	11	Academy Trust ( <i>The Diocese of Coventry Multi Academy Trust</i> )	School's Own
3595	<b>St. Nicholas' C of E Primary School, Alcester</b>	60	60	60	Primary	St. Faith's Road, Alcester, Warwickshire, B49 6AG	01789 762578	admin3595@welearn365.com	4	11	Academy Trust ( <i>St Nicholas C of E School Trust</i> )	School's Own
3146	<b>St. Nicholas C of E Primary School, Kenilworth</b>	60	60	60	Primary	The Blundells, Priory Road, Kenilworth, Warwickshire, CV8 2PE	01926 853257	admin3146@welearn365.com	4	11	Voluntary Controlled	WCC
3592	<b>St. Nicolas C of E Academy</b>	60	60	60	Primary	Windermere Avenue, Nuneaton, Warwickshire, CV11 6HJ	024 7638 2583	admin3592@welearn365.com	4	11	Academy Trust ( <i>The Diocese of Coventry Multi Academy Trust</i> )	School's Own
2041	<b>St. Oswald's C of E Academy</b>	30	30	30	Primary	Addison Road, Rugby, Warwickshire, CV22 7DJ	01788 543882	admin2041@welearn365.com	4	11	Academy Trust ( <i>The Diocese of Coventry Multi Academy Trust</i> )	School's Own
3543	<b>St. Patrick's Catholic Primary School</b>	30	30	30	Primary	Cashmore Avenue, Leamington Spa, Warwickshire, CV31 3EU	01926 425958	admin3543@welearn365.com	4	11	Voluntary Aided	School's Own
3371	<b>St. Paul's C of E Primary School, Leamington Spa</b>	45	45	45	Primary	Upper Holly Walk, Leamington Spa, Warwickshire, CV32 4JZ	01926 425361	admin3371@welearn365.com	4	11	Voluntary Aided	School's Own
3106	<b>St. Paul's C of E Primary School, Nuneaton</b>	60	60	60	Primary	Wiclif Way, Stockingford, Nuneaton, Warwickshire, CV10 8NH	024 7638 3323	admin3106@welearn365.com	4	11	Voluntary Controlled	WCC



3542	<b>St. Peter's Catholic Primary School</b>	15	15	15	Primary	Augusta Place, Leamington Spa, Warwickshire, CV32 5EL	01926 427497	admin3542@welearn365.com	4	11	Voluntary Aided	School's Own
2121	<b>Stockingford Primary School</b>	120	120	120	Primary	Cross Street, Nuneaton, Warwickshire, CV10 8JH	024 7638 2277	admin2121@welearn365.com	4	11	Community	WCC
2049	<b>Stockton Primary School</b>	18	18	18	Primary	School Street, Stockton, Rugby, Warwickshire, CV47 8JE	01926 812483	admin2049@welearn365.com	4	11	Community	WCC
2042	<b>Stratford-upon-Avon Primary School</b>	30	30	30	Primary	Broad Street, Stratford-Upon-Avon, Warwickshire, CV37 6HN	01789 293201	admin2042@welearn365.com	4	11	Academy Trust ( <i>Communities Academy Trust</i> )	School's Own
2055	<b>Studley Community Infant School</b>	60	60	60	Infant	High Street, Studley, Warwickshire, B80 7HJ	01527 852491	admin2055@welearn365.com	4	7	Community	WCC
2027	<b>Studley St Mary's C of E Academy</b>	60	60	60	Junior	New Road, Studley, Warwickshire, B80 7ND	01527 852153	admin3310@welearn365.com	7	11	Academy Trust ( <i>The Diocese of Coventry Multi Academy Trust</i> )	School's Own
2622	<b>Sydenham Primary School</b>	60	60	60	Primary	Calder Walk, Sydenham, Leamington Spa, Warwickshire, CV31 1SA	01926 339138	admin2622@welearn365.com	4	11	Community	WCC
3311	<b>Tanworth-in-Arden C of E Primary School</b>	30	30	30	Primary	The Green, Tanworth-in-Arden, Warwickshire, B94 5AJ	01564 742284	tanworthschool@welearn365.com	4	11	Academy Trust ( <i>Tanworth-in-Arden Academy Trust</i> )	School's Own
2326	<b>Telford Infant School</b>	90	90	90	Infant	Kelvin Road, Lillington, Leamington Spa, Warwickshire, CV32 7TE	01926 425544	admin2326@welearn365.com	4	7	Community	WCC
2315	<b>Telford Junior School</b>	90	90	90	Junior	Telford Avenue, Lillington, Leamington Spa, Warwickshire, CV32 7HP	01926 424664	admin2315@welearn365.com	7	11	Community	WCC
3066	<b>Temple Grafton C of E Primary School</b>	15	15	15	Primary	Church Bank, Temple Grafton, Alcester, Warwickshire, B49 6NU	01789 772384	admin3066@welearn365.com	4	11	Voluntary Controlled	WCC
2610	<b>Temple Herdewyke Primary School</b>	15	15	15	Primary	Falkland Place, Temple Herdewyke, Southam, Warwickshire, CV47 2UD	01926 641316	admin2610@welearn365.com	4	11	Community	WCC
3302	<b>The Canons C of E Primary School</b>	90	90	90	Primary	Derwent Road, Bedworth, Warwickshire, CV12 8RT	024 7631 2220	admin3302@welearn365.com	4	11	Voluntary Aided	School's Own
3216	<b>The Dasset C of E Primary School</b>	30	30	30	Primary	Memorial Road, Fenny Compton, Southam, Warwickshire, CV47 2XU	01295 770267	admin3216@welearn365.com	4	11	Voluntary Controlled	WCC
3210	<b>The Ferncumbe C of E Primary School</b>	30	30	30	Primary	The Green, Hatton, Warwick, Warwickshire, CV35 7EX	01926 484318	admin3210@welearn365.com	4	11	Voluntary Controlled	WCC
2011	<b>The Nethersole C of E Academy</b>	45	45	45	Primary	High Street, Polesworth, Tamworth, Staffordshire, B78 1DZ	01827 892357	admin3209@welearn365.com	4	11	Academy Trust ( <i>The Nethersole Church of England Primary School Trust</i> )	School's Own
2000	<b>The Priors School</b>	10	12	12	Primary	School Lane, Priors Marston, Southam, Warwickshire, CV47 7RR	01327 260527	admin@thepriorschool.co.uk	4	11	Free (The Priors School Trust)	School's Own
3593	<b>The Revel C of E (Aided) Primary School</b>	45	45	45	Primary	Brockhurst Lane, Monks Kirby, Rugby, Warwickshire, CV23 0RA	01788 832264	admin3593@welearn365.com	4	11	Voluntary Aided	School's Own
2006	<b>Riverside Academy</b>	30	30	30	Primary	Newbold Road, Rugby, Warwickshire, CV21 1EH	01788 544096	admin2006@welearn365.com	4	11	Academy Trust ( <i>REAch2 Academy Trust</i> )	School's Own
3204	<b>The Willows C of E Primary School</b>	60	60	60	Primary	The Willows North, Stratford-upon-Avon, Warwickshire, CV37 9QN	01789 205811	admin3204@welearn365.com	4	11	Voluntary Controlled	WCC
2052	<b>Thomas Jolyffe Primary School</b>	60	60	60	Primary	Clopton Road, Stratford-upon-Avon, Warwickshire, CV37 6TE	01789 267015	admin2052@welearn365.com	4	11	Community	WCC

2307	<b>Thorns Community Infant School</b>	60	60	60	Infant	Blackthorn Road, Kenilworth, Warwickshire, CV8 2DS	01926 853875	admin2307@welearn365.com	4	7	Community	WCC
5200	<b>Tudor Grange Primary Academy, Haselor</b>	15	15	15	Primary	Haselor, Alcester, Warwickshire, B49 6LU	01789 488211	office@haselor.tgacademy.org.uk	4	11	Academy Trust ( <i>Tudor Grange Academies Trust</i> )	School's Own
3068	<b>Tysoe C of E Primary School</b>	30	30	30	Primary	Saddleton Street, Tysoe, Warwick, Warwickshire, CV35 0SH	01295 680244	admin3068@welearn365.com	4	11	Voluntary Controlled	WCC
3072	<b>Warton Nethersole's C of E Primary School</b>	22	22	22	Primary	Maypole Road, Warton, Tamworth, Staffordshire, B79 0HP	01827 894182	admin3072@welearn365.com	4	11	Academy Trust ( <i>Heartwood Church of England Academy Trust</i> )	School's Own
2618	<b>Water Orton Primary School</b>	45	45	45	Primary	Attleborough Lane, Water Orton, Birmingham, West Midlands, B46 1SB	0121 747 2851	admin2618@welearn365.com	4	11	Community	WCC
2632	<b>Weddington Primary School</b>	60	60	60	Primary	Winchester Avenue, Nuneaton, Warwickshire, CV10 0DR	024 7634 0729	admin2632@welearn365.com	4	11	Community	WCC
2058	<b>Welford-on-Avon Primary School</b>	30	30	30	Primary	Headland Road, Welford-on-Avon, Stratford-upon-Avon, Warwickshire, CV37 8ER	01789 750214	admin2058@welearn365.com	4	11	Community	WCC
3073	<b>Wellesbourne C.Of E. Primary School</b>	60	60	60	Primary	Mountford Close, Wellesbourne, Warwick, Warwickshire, CV35 9QG	01789 840311	admin3073@welearn365.com	4	11	Voluntary Controlled	WCC
2629	<b>Wembrook Primary School</b>	90	90	90	Primary	Avenue Road, Nuneaton, Warwickshire, CV11 4LU	024 7638 2961	admin2629@welearn365.com	4	11	Community	WCC
2322	<b>Westgate Primary School</b>	30	30	30	Primary	Bowling Green Street, Warwick, Warwickshire, CV34 4DD	01926 492015	head2322@welearn365.com	4	11	Community	WCC
2021	<b>Wheelwright Lane Primary School</b>	30	30	30	Primary	Wheelwright Lane, Ash Green, Coventry, West Midlands, CV7 9HN	024 7636 4505	admin2021@welearn365.com	4	11	Community	WCC
2123	<b>Whitestone Infant School</b>	90	90	90	Infant	Magyar Crescent, Nuneaton, Warwickshire, CV11 4SQ	024 7634 7813	admin2123@welearn365.com	4	7	Community	WCC
2324	<b>Whitnash Primary School</b>	45	45	45	Primary	Langley Road, Whitnash, Leamington Spa, Warwickshire, CV31 2EX	01926 426773	admin2324@welearn365.com	4	11	Community	WCC
3313	<b>Wilmcote C of E (Voluntary Aided) Primary School</b>	16	16	16	Primary	Church Road, Wilmcote, Stratford-upon-Avon, Warwickshire, CV37 9XD	01789 204395	admin3313@welearn365.com	4	11	Voluntary Aided	School's Own
3192	<b>Wolston St. Margaret's C of E Primary School</b>	30	30	30	Primary	Brookside, Main Street, Wolston, Coventry, West Midlands, CV8 3HH	024 7654 2212	admin3192@welearn365.com	4	11	Voluntary Controlled	WCC
5201	<b>Wolverton Primary School</b>	15	15	15	Primary	Wolverton Fields, Norton Lindsey, Warwick, Warwickshire, CV35 8JN	01926 842214	admin5201@welearn365.com	4	11	Foundation	School's Own
3193	<b>Wolvey C of E Primary School</b>	30	30	30	Primary	Bulkington Road, Wolvey, Hinckley, Leicestershire, LE10 3LA	01455 220279	admin3193@welearn365.com	4	11	Voluntary Controlled	WCC
2023	<b>Wood End Primary School</b>	30	30	30	Primary	Wood Street, Wood End, Atherstone, Warwickshire, CV9 2QL	01827 872237	admin2023@welearn365.com	4	11	Academy Trust ( <i>Communities Academy Trust</i> )	School's Own
5207	<b>Woodloes Primary School</b>	60	60	60	Primary	Deansway, Woodloes Park, Warwick, Warwickshire, CV34 5DF	01926 497491	admin5207@welearn365.com	4	11	Academy Trust ( <i>Communities Academy Trust</i> )	School's Own
2642	<b>Woodside C of E Primary School</b>	40	30	30	Primary	Maypole Lane, Grendon, Atherstone, Warwickshire, CV9 2BS	01827 715507	admin2642@welearn365.com	4	11	Academy Trust ( <i>Heartwood Church of England Academy Trust</i> )	School's Own
3074	<b>Wootton Wawen C of E Primary School</b>	24	24	24	Primary	Alcester Road, Wootton Wawen, Solihull, West Midlands, B95 6AY	01564 792574	admin3074@welearn365.com	4	11	Voluntary Controlled	WCC

4240	<b>Alcester Academy</b>	130	130	130	Secondary	Gerard Road, Alcester, Warwickshire, B49 6QQ	01789 762285	admin@alcesteracademy.org.uk	11	16	Academy Trust ( <i>Alcester Academy</i> )	School's Own
5407	<b>Alcester Grammar School</b>	150	150	150	Secondary ( <i>Selective Co-ed School</i> )	Birmingham Road, Alcester, Warwickshire, B49 5ED	01789 762494	office@alcestergs.com	11	18	Academy Trust ( <i>Alcester Grammar School</i> )	School's Own
5401	<b>Ash Green School</b>	170	170	170	Secondary	Ash Green Lane, Exhall, Coventry, West Midlands, CV7 9AH	024 7636 6772	enquiries@ashgreenschool.org.uk	11	16	Academy Trust ( <i>Creative Education Trust</i> )	School's Own
4241	<b>Ashlawn School</b>	256	256	256	Secondary ( <i>bi-lateral</i> )	Ashlawn Road, Hillmorton, Rugby, Warwickshire, CV22 5ET	01788 573425	info@ashlawn.org.uk	11	18	Academy Trust ( <i>Transforming Lives Educational Trust</i> )	School's Own
4190	<b>Aylesford School and Sixth Form College</b>	206	206	206	Secondary ( <i>All through Primary and Secondary</i> )	Tapping Way, Warwick, Warwickshire, CV34 6XR	01926 747100	office@aylesford-elearning.net	4	18	Academy Trust ( <i>Aylesford School and Sixth Form College Trust</i> )	School's Own
4238	<b>Bilton School</b>	210	210	210	Secondary	Lawford Lane, Bilton, Rugby, Warwickshire, CV22 7JT	01788 840600	office@biltonmail.com	11	18	Academy Trust ( <i>Stowe Valley Multi Academy Trust</i> )	School's Own
4192	<b>Campion School</b>	155	155	210	Secondary	Sydenham Drive, Leamington Spa, Warwickshire, CV31 1QH	01926 743200	head@campion.warwickshire.sch.uk	11	18	Academy Trust ( <i>Campion Academy Trust</i> )	School's Own
4004	<b>Etone College</b>	120	120	120	Secondary	Leicester Road, Nuneaton, Warwickshire, CV11 6AA	024 7675 7300	admissions@etonecollege.co.uk	11	18	Academy Trust ( <i>Matrix Academy Trust</i> )	School's Own
4006	<b>Harris C of E Academy</b>	182	156	156	Secondary	Harris Drive, Overslade Lane, Rugby, Warwickshire, CV22 6EA	01788 812549	office@harriscofeacademy.co.uk	11	16	Academy Trust ( <i>The Diocese of Coventry Multi Academy Trust</i> )	School's Own
5402	<b>Hartshill School</b>	210	210	210	Secondary	Church Road, Hartshill, Nuneaton, Warwickshire, CV10 0NA	024 7639 2237	admin5402@welearn365.com	11	16	Academy Trust ( <i>The Midland Academies Trust</i> )	School's Own
4108	<b>Henley in Arden School</b>	123	123	123	Secondary	Stratford Road, Henley-in-Arden, Warwickshire, B95 6AF	01564 792364	admin@henleyschool.com	11	16	Academy Trust ( <i>Henley in Arden School Trust</i> )	School's Own
4153	<b>Higham Lane School</b>	246	246	246	Secondary	Shanklin Drive, Nuneaton, Warwickshire, CV10 0BJ	024 7638 8123	highamlane@we-learn.com	11	18	Academy Trust ( <i>Higham Lane School Trust</i> )	School's Own
4236	<b>Kenilworth School and Sixth Form</b>	270	270	270	Secondary	Leyes Lane, Kenilworth, Warwickshire, CV8 2DA	01926 859421	school@ksnadmin.ksn.org.uk	11	18	Foundation ( <i>Kenilworth Education Trust</i> )	School's Own
4110	<b>Kineton High School</b>	150	150	180	Secondary	Banbury Road, Kineton, Warwick, Warwickshire, CV35 0JX	01926 640465	enquiries@kinetonhighschool.org.uk	11	18	Community	WCC
4601	<b>King Edward VI School</b>	81	87	87	Secondary ( <i>Selective Boys' School</i> )	Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HB	01789 293351	office@kes.net	11	18	Academy Trust ( <i>The Grammar School of King Edward VI at Stratford-upon-Avon</i> )	School's Own
4008	<b>Kingsbury School - A Specialist Science and Mathematics Academy</b>	126	126	126	Secondary	Tamworth Road, Kingsbury, Tamworth, Staffordshire, B78 2LF	01827 872316	admin4111@welearn365.com	11	16	Academy Trust ( <i>Castle Phoenix Trust</i> )	School's Own
4620	<b>Lawrence Sheriff School</b>	120	120	120	Secondary ( <i>Selective Boys' School</i> )	Clifton Road, Rugby, Warwickshire, CV21 3AG	01788 542074	lss@lawrencesherriffschool.com	11	18	Academy Trust ( <i>The Lawrence Sheriff School Academy Trust</i> )	School's Own
5403	<b>Myton School</b>	275	275	275	Secondary	Myton Road, Warwick, Warwickshire, CV34 6PJ	01926 493805	head@myton.co.uk	11	18	Academy Trust ( <i>Myton School Trust</i> )	School's Own
4003	<b>Nicholas Chamberlaine Technology College</b>	300	300	300	Secondary	Bulkington Road, Bedworth, Warwickshire, CV12 9EA	024 7631 2308	enquiries@nicholaschamberlaine.co.uk	11	18	Academy Trust ( <i>Griffin School's Trust</i> )	School's Own
4237	<b>The North Leamington School Academy</b>	240	240	240	Secondary	Sandy Lane, Blackdown, Leamington Spa, Warwickshire, CV32 6RD	01926 338711	nls@northleamington.co.uk	11	18	Academy Trust ( <i>The North Leamington School Academy</i> )	School's Own

4009	<b>Rugby Free Secondary School</b>	180	180	180	Secondary	Anderson Avenue, Rokeby, Rugby, CV22 7PE	01788 222060	catherine.pierce@rugbyfreesecondary.co.uk	11	18	Free School ( <i>Knowledge School's Trust</i> )	School's Own
5406	<b>Rugby High School</b>	120	120	120	Secondary ( <i>Selective Girl's School</i> )	Longrood Road, Bilton, Rugby, Warwickshire, CV22 7RE	01788 810518	rhsadmin@rugbyhighschool.co.uk	11	18	Academy Trust ( <i>Rugby High School Trust</i> )	School's Own
4113	<b>Shipston High School</b>	120	120	120	Secondary	Darlingscote Road, Shipston-On-Stour, Warwickshire, CV36 4DY	01608 661833	info@shipstonhigh.co.uk	11	16	Academy Trust ( <i>Shipston High School</i> )	School's Own
4114	<b>Southam College</b>	270	270	270	Secondary	Welsh Road West, Southam, Warwickshire, CV47 0JW	01926 812560	southamcollege@aol.com	11	18	Academy Trust ( <i>Stowe Valley Multi Academy Trust</i> )	School's Own
4730	<b>St. Benedict's Catholic High School</b>	140	140	140	Secondary	Kinwarton Road, Alcester, Warwickshire, B49 6PX	01789 762888	admin@st-benedicts.org	11	18	Academy Trust (Holy Family Catholic Multi Academy Company)	School's Own
4803	<b>St. Thomas More Catholic School and Sixth Form College</b>	156	160	160	Secondary	Greenmoor Road, Nuneaton, Warwickshire, CV10 7EX	024 7664 2400	admin@st-thomas-more.net	11	18	Academy Trust ( <i>The Holy Spirit Catholic Multi Academy</i> )	School's Own
4002	<b>Stratford Girls' Grammar School</b>	120	120	120	Secondary ( <i>Selective Girl's School</i> )	Shottery Manor, Shottery, Stratford-upon-Avon, Warwickshire, CV37 9HA	01789 293759	lawrence.j@siggs.org.uk	11	18	Academy Trust ( <i>Stratford Girls' Grammar School Trust</i> )	School's Own
4124	<b>Stratford-upon-Avon School</b>	290	290	290	Secondary	Alcester Road, Stratford-upon-Avon, Warwickshire, CV37 9DH	01789 268051	staff@stratfordschool.co.uk	11	18	Academy Trust ( <i>Stratford-upon-Avon School</i> )	School's Own
5408	<b>Studley High School</b>	150	150	150	Secondary	Crooks Lane, Studley, Warwickshire, B80 7QX	01527 852478	office@studleyhighschool.org.uk	11	16	Academy Trust ( <i>Studley High School Trust</i> )	School's Own
5400	<b>The Avon Valley School and Performing Arts College</b>	220	220	220	Secondary	Newbold Road, Rugby, Warwickshire, CV21 1EH	01788 542355	admin@avonvalleyschool.org	11	16	Foundation	School's Own
4233	<b>The Coleshill School</b>	210	210	210	Secondary	Coventry Road, Coleshill, Birmingham, West Midlands, B46 3EX	01675 462435	enquiries@thecoleshillschool.org.uk	11	18	Academy Trust ( <i>The Arthur Terry Learning Partnership Trust</i> )	School's Own
4000	<b>The George Eliot School</b>	190	190	190	Secondary	Raveloe Drive, Nuneaton, Warwickshire, CV11 4QP	024 7674 4000	info@george-eliot.warwickshire.sch.uk	11	16	Academy Trust ( <i>The Midland Academies Trust</i> )	School's Own
6905	<b>The Nuneaton Academy</b>	210	210	210	Secondary	Radnor Drive, Nuneaton, Warwickshire, CV10 7PD	024 7634 1134	info@nuneatonacademy.co.uk	11	18	Academy Trust ( <i>The Midland Academies Trust</i> )	School's Own
4112	<b>The Polesworth School</b>	224	224	224	Secondary	Dordon Road, Dordon, Tamworth, Staffordshire, B78 1QT	01827 702205	admin@thepolesworthschool.com	11	18	Academy Trust ( <i>Communities Academy Trust</i> )	School's Own
4005	<b>The Queen Elizabeth Academy</b>	120	120	120	Secondary	Witherley Road, , Atherstone, Warwickshire, CV9 1LZ	01827 712477	info@tqea.org.uk	11	16	Academy Trust ( <i>The Academy Transformation Trust</i> )	School's Own
4752	<b>Trinity Catholic School</b>	150	150	150	Secondary	Guy's Cliffe Avenue, Leamington Spa, Warwickshire, CV32 6NB	01926 428416	trinityschooloffice@welearn365.com	11	18*	Voluntary Aided	School's Own

# EQUALITY IMPACT ASSESSMENT/ ANALYSIS (EqIA)

## School Admission Arrangements and Coordinated Schemes – 2019/20

**Equality Impact Assessment/ Analysis (EqIA)**

<b>Group</b>	Communities
<b>Business Units/Service Area</b>	Education and Learning
<b>Plan/ Strategy/ Policy/ Service being assessed</b>	School Admission Arrangements and Coordinated Schemes for 2019 entry and 2019/20 academic year
<b>Is this is a new or existing policy/service?</b>	Existing policy
<b>If existing policy/service please state date of last assessment</b>	November 2014
<b>EqIA Review team – List of members</b>	Amy Taylor Collette Naven-Jones
<b>Date of this assessment</b>	01 December 2017
<b>Signature of completing officer (to be signed after the EqIA has been completed)</b>	<b>Amy Taylor</b>  Signature: <i>altaylor</i>
<b>Are any of the outcomes from this assessment likely to result in complaints from existing services users and/ or members of the public? If yes please flag this with your Head of Service and the Customer Relations Team as soon as possible.</b>	No
<b>Name and signature of Head of Service (to be signed after the EqIA has been completed)</b>	<b>Chris Malone</b>  Signature .....
<b>Signature of GLT Equalities Champion (to be signed after the EqIA is completed and signed by the completing officer)</b>	<b>Phil Evans</b>  Signature .....

**A copy of this form including relevant data and information to be forwarded to the Group Equalities Champion and the Corporate Equalities & Diversity Team**



## Form A1

### INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

**Note:**

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																										
	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/ Maternity			Marriage/ Civil Partnership (only for staff)		
State the Function/Policy /Service/Strategy being assessed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>School Admission Arrangements and Coordinated Schemes – 2019 entry and 2019/20 academic year</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? <b>If yes please explain how.</b>																								<b>YES/ NO</b>			



Are your proposals likely to impact on a **carer** who looks after older people or people with disabilities? **If yes please explain how.**

**YES/ NO**

*The arrangements could have an impact as they contain provisions for children with Statements or Education, Health and Care (EHC) Plans. Such children are offered places where the Statement or EHCP names the school, even if there are no places available at the named school.*

**Form A2 – Details of Plan/ Strategy/ Service/ Policy**

**Stage 1 – Scoping and Defining**

(1) What are the aims and objectives of Plan/Strategy/Service/Policy?

Local Authorities are required to operate a system of coordinated admissions when children start school or transfer to secondary school. This allows parents to submit a single application for a school place to their home authority (the authority they pay their Council Tax to). Local Authorities and other admission authorities then exchange data, with parents then receiving a single offer of a school place.

This policy sets out Warwickshire’s coordinated admissions schemes for 2019 entry, in relation to primary/infant and secondary admissions. The policy includes key information, such as closing dates for applications and the number of places available at each school in the county.

The Local Authority (Warwickshire County Council) is the admission authority for many schools in Warwickshire. Admission authorities are responsible for determining arrangements for entry to the school. This includes oversubscription criteria, which are used to determine which children will be offered a place in the event of there being more applications received than there are places available to offer.

The policy also sets out the admission arrangements for all Warwickshire schools, where the local authority is the admission authority, in relation to in-year admissions. Although there is no longer a requirement for Local Authorities to coordinate in-year admissions, Warwickshire County Council encourage this process and have a set of admission arrangements in place accordingly. This also incorporates the Fair Access Protocol, through which specific consideration is given to children who are considered to be some of the most vulnerable and/or disadvantaged.

<p>(2) How does it fit with Warwickshire County Council's wider objectives?</p>	<p>As it relates to students securing places at schools It is central to two strands of the Learning and Achievement 'Vision' that students will:</p> <ul style="list-style-type: none"> <li>• Achieve well whatever their starting point or circumstances; and</li> <li>• Go on to positive destinations</li> </ul> <p>It also links to wider policies such as the Council's Sufficiency Strategy for School Places and by ensuring that there are sufficient places appropriately located that expenditure in areas such as home to school transport is kept to a minimum.</p>
<p>(3) What are the expected outcomes?</p>	<p>That the Local Authority (including its role as the admission authority for a number of schools) will comply with all relevant legislation.</p> <p>That the Local Authority will operate a coordinated scheme which will allow parents to submit an application for a school place and to receive a school offer via a clear, consistent and transparent process.</p> <p>That places at schools will be offered in line with the arrangements and in line with the relevant legislation.</p>
<p>(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)</p>	<p>Primarily those with disabilities as there are special provisions for children with Statements or EHC Plans.</p> <p>There are also specific provisions for Looked After Children, Previously Looked After Children, and children of Military families.</p>
<p><b><u>Stage 2 - Information Gathering</u></b></p>	

<p>(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?</p>	<p>Many of the operational aspects of the scheme (such as key dates) are based around the School Admissions Code and are, therefore, statutory.</p> <p>The arrangements are also well-established and have operated in Warwickshire over a number of years; a consultation exercise is carried out into the arrangements each year. Any interested party is free to comment.</p> <p>The arrangements will also be reviewed by Cabinet in January 2018 and any relevant comments/feedback will be actioned accordingly.</p>
<p>(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?</p>	<p>The policy is currently undergoing a consultation process. This is due to finish on 8 January 2018. The policy has been distributed to all schools in the county, other Local Authorities in the surrounding area, and it is also available on the County Council website for public viewing. The policy will be made available to Cabinet and Elected Members specifically before their next meeting on 25 January 2018.</p>
<p>(3) Which of the groups with protected characteristics have you consulted with?</p>	<p>None: however, the consultation exercise on the proposed admission arrangements will allow any interested party to put forward their views.</p>

**Stage 3 – Analysis of impact**

<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE</p> <p>No</p>	<p>DISABILITY</p> <p>No</p>	<p>GENDER</p> <p>No</p>
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	MARRIAGE/CIVIL PARTNERSHIP No	AGE No	GENDER REASSIGNMENT No
	RELIGION/BELIEF No	PREGNANCY MATERNITY No	SEXUAL ORIENTATION No
(2) If there is an adverse impact, can this be justified?	N/A		
(3) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)	N/A		
(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?	The Councils' admission arrangements set out a process which is designed to ensure that all parents have the opportunity to apply for school places via a clear system, with applications assessed against objective criteria. Special provisions also exist to help disadvantaged groups, such as Looked After Children, and those with special educational needs.		

<p>(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>By establishing a clear, fair and objective system it promotes positive relationships between parents, schools and the local authority. We also liaise and collaborate with the surrounding local authorities to ensure that the process is administered in a timely and efficient manner across other counties.</p>
<p>(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>Every effort is made to ensure that it is as easy as possible to access the information required to make an application for a school place.</p> <p>Applications can be made over the telephone, by paper application form or via the internet (around 85% of parents now apply through the online portal).</p> <p>As a Local Authority, we access NHS data to identify parents who should be applying for a school place. If an application is not received we do all we can to personally contact the parents, including the utilisation of telephone and email communication.</p> <p>We also conduct outreach work within the most vulnerable areas of the county, including areas of high social deprivation.</p>
<p>(7) What are the likely positive and negative consequences for health and wellbeing as a result of this plan/strategy/service/policy?</p>	<p>The positive impacts are that the policy provides parents with the opportunity to apply for a place at their preferred school(s), even if they are not ultimately offered a place. This is central to two strands of the Learning and Achievement 'Vision' that students will:</p> <ul style="list-style-type: none"> <li>• Achieve well whatever their starting point or circumstances; and</li> <li>• Go on to positive destinations</li> </ul> <p>Children who do well at school are much more likely to go on to positive destinations and require less support from external agencies such as Social Services or the PCT.</p> <p>It is not anticipated that there will be any significant negative or adverse impacts on population health.</p>

(8) What actions are going to be taken to reduce or eliminate negative or adverse impact on population health? (This should form part of your action plan under Stage 4.)	As indicated above, it is not anticipated that there will be any significant negative or adverse impacts on population health.
(9) Will the plan/strategy/service/policy increase the number of people needing to access health services? If so, what steps can be put in place to mitigate this?	No
(10) Will the plan/strategy/service/policy reduce health inequalities? If so, how, what is the evidence?	As previously indicated, the policy gives specific provision to those with a statement of special educational need/EHC Plan – many such children also have health issues and the specific provisions incorporated in the policy will ensure they can attend the school deemed most appropriate to support their needs.

**Stage 4 – Action Planning, Review & Monitoring**

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

**EqlA Action Plan**

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring  
State how and when you will monitor policy  
and Action Plan

None required.

Please annotate your policy with the following statement:

**'An Equality Impact Assessment/ Analysis on this policy was undertaken on (date of assessment) and will be reviewed on (date three years from the date it was assessed).'**