

Cabinet

14 February 2019

School Admissions – 2020/2021

Recommendations

1. That the 2020 entry Coordinated Schemes are adopted in line with our statutory responsibility, as set out in Appendices A1 – A4.
2. That the in-year admissions process, for entry during the 2020/21 academic year, are 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 published admission numbers are adopted as set out in Appendix C.

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 2020 entry year, the admission arrangements must then be determined (finalised) by 28 February 2019 and published on the Council website by 15 March 2019.
- 1.2 These admission arrangements will apply to all community and 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 governing body of that school or the academy trust).

2.0 Background

- 2.1 Local Authorities are required to consult annually on their admission arrangements. For the 2020 entry year, the admission arrangements must then be determined (finalised) by 28 February 2019.
- 2.2 The majority of the proposed admission arrangements are similar to those approved for operation in previous years, although, the 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 when they would like to request that their child's entry to Reception is deferred for a year, 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 the 2020 entry year. 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.

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 outlines specific sections of the coordinated schemes for 2020 entry where significant changes, or updates on previous changes, are proposed:

- a) **Over-subscription criteria for Warwickshire maintained infant, primary and junior schools:** The 2020 entry arrangements have taken into account the aims and challenges as outlined within the local authority's 'Education Strategy: 2018-2023'. In order to accommodate the strategy within the School Admissions Service, priority for places at local authority maintained infant, primary and junior schools within the county will be given to children who are classed as vulnerable and/or disadvantaged. This includes children who are in receipt of the Early Years Pupil Premium, as well as young people who are under a Child in Need Plan and/or a Child Protection Plan.

The aim of introducing such criteria is to assist families who are vulnerable and/or disadvantaged and present them with the opportunity to send their child to their preferred school. This may be the closest school to the family home, or the school where a sibling already attends, so as to assist with transportation and logistics, even if the preferred school is not the family's catchment school. The views of Children's Services and Social Workers may also be beneficial in allocating specific school places to those children who should not attend their local school due to safeguarding issues.

The allocation of places in such categories will be limited to a certain % of each school's Published Admission Number, so as not to create a disproportionate number of disadvantaged children within any one school.

These proposals are in addition to the legal requirements placed upon the local authority to give highest priority of places to children who are Looked After (or Previously Looked After) and young people who have been issued with an Education, Health and Care Plan.

The proposed over-subscription criteria also include a new category concerning children who have been privately adopted, or adopted from overseas. This is in line with guidance received from the Department of Education, which aims to give a similar level of priority of school places to children who are in care/were in care, regardless of where they live.

Although this is not yet a legal requirement for local authorities, it is the aim of Warwickshire County Council to adopt this approach, with effect from the September 2020 entry year, to provide more children with opportunities to receive a good or outstanding education, regardless of any disadvantage placed upon them in their early lives.

- b) **Offers made over PAN:** Continuing from the 2019 entry arrangements, the 2020 entry admission arrangements clearly set

out 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, the 2020 entry year will adopt a revised admissions process, as first followed in the 2019 entry year, whereby 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) for the 2020 entry year has continued from the 2019 entry coordinated arrangements. This relatively 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 a school 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 2020/21 remain with the Local Authority. While it is not 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, but there is specific work currently being undertaken by the service to incorporate an online application function for families to utilise as part of this

process. This will be introduced as and when construction and testing of the online system is completed.

5.0 Consultation

- 5.1 A consultation exercise into the proposed admission arrangements took place between 16 November 2018 and 11 January 2019.
- 5.2 Copies of any responses to the consultation will be made available to Elected Members prior to the Cabinet meeting. No objections have been received.
(Appendices E1 and E2)

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 2020 entry year (coordination) and for in-year admissions during the 2020/21 academic year.

Background paper

Equality Impact Assessment – conducted in January 2018.

	Name	Contact Information
Report Author	Amy Taylor	amytaylor@warwickshire.gov.uk
Assistant Director	Paul Senior	paulsenior@warwickshire.gov.uk
Joint Managing Director	Monica Fogarty	monicafogarty@warwickshire.gov.uk
Portfolio Holder	Cllr Colin Hayfield	

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

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

Warwickshire County Council
Secondary School Admission Arrangements – Coordinated Scheme
Year 7 Admission in September 2020



APPENDIX A1

Section 1 – Timetable for Secondary Coordinated Admissions Scheme, for entry in September 2020

DATE	EVENT
April 2019	Warwickshire School Admissions Service (the 'Admissions Service') to obtain data of Warwickshire children due to start secondary school in September 2020. Data obtained from schools, other local authorities and Independent schools located in Warwickshire.
From 7 th May 2019	Secondary packs posted directly to parents of children due to transfer to Secondary school in September 2020. Copies of publicity materials available on website.
Tuesday 7 th May 2019	Warwickshire 11+ Selection Test - Registration opens.
Wednesday 12 th June 2019 (11.59pm)	<p>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 11.59pm on this date.</p> <p>Special testing arrangement request forms received after this date may not be considered, or may make the application for a grammar school place late.</p> <p>Parents who submit such requests by this deadline will be notified our any access arrangements that have been approved for their child, for the 11+ test, by the end of July 2019.</p>
Friday 28 th June 2019 (11.59pm)	<p>Warwickshire 11+ Registration deadline, in order to be classed as on time.</p> <p>Registrations received after this date will be considered as late, unless the family are/will be moving into/within the county by 31st December 2019.</p>

Warwickshire County Council
Secondary School Admission Arrangements – Coordinated Scheme
Year 7 Admission in September 2020



Monday 1 st July 2019	<p>Secondary application process opens (online and telephone applications).</p> <p>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.</p>
From Monday 5 th August 2019	<p>11+ test session invitation packs sent to families who have registered their child to sit the Warwickshire 2020 entry 11+ selection test by the deadline of 28th June 2019.</p> <p>Packs will be sent in batches throughout the month of August.</p> <p>If you registered your child for the 11+ test by the published deadline and you have not received an invitation pack by Friday 23rd August 2019 then you must contact the Admissions Service as a matter of urgency.</p>
Saturday 7 th and Sunday 8 th September 2019	<p>11+ testing sessions (<i>at least one testing session per day</i>) (on time candidates will be given priority to attend these testing sessions)</p>
Monday 9 th September 2019	<p>Parents must inform the Admissions Service, by no later than 11.59pm, if their child was not fit or well to attend the 11+ selection test on 7th or 8th September.</p>
Wednesday 11 th September 2019	<p>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.</p> <p>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.</p> <p>Late candidates will not be tested until after 2nd March 2020.</p>

Warwickshire County Council
Secondary School Admission Arrangements – Coordinated Scheme
Year 7 Admission in September 2020



Monday 16 th /Tuesday 17 th September 2019	Supplementary 11+ test date (<i>at least one testing session, dependent on numbers</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 4 th October 2019	First reminder letter sent to Warwickshire 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 14 th October 2019	11+ results 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 2019. Results may be sent electronically or via post.
Friday 18 th October 2019	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.
Thursday 31st October 2019 (11.59pm)	National Closing date for on time secondary school applications. Applications received after this date will be considered as late and will not be processed until after National Offer Day (2 nd March 2020), 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 11 th November 2019	Exchange of ADT files with other local authorities. <i>(ADT = Electronic files relating to application details)</i>
Monday 18 th November 2019	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 include straight-line measurements.

Warwickshire County Council
Secondary School Admission Arrangements – Coordinated Scheme
Year 7 Admission in September 2020



From 2 nd December 2019	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.
Friday 20 th December 2019	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.
Tuesday 31 st December 2019 (11.59pm)	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). The child must be residing in the new property by this date.
Tuesday 31 st December 2019 (11.59pm)	Sufficient proof of address documentation to have been received by the Admissions Service, where at least one Warwickshire grammar school has been named on the child's secondary school application. Failure to comply with this deadline, and supply the correct documentation requested, will result in the application for the relevant grammar school(s) being classed as late. See the individual schools' admission arrangements for further information.
Monday 6 th January 2020 (11.59pm)	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. The Secondary 2020 round on SAM will then be closed to schools from 5pm on Monday 6 th January 2020.
W/C: Monday 6 th January 2020	11+ testing sessions will be held during this week for candidates who moved house prior to the 31 st December 2019 deadline, and who provided sufficient evidence of such, and who registered for the test by 31 st December 2019, and who have not sat the 2020 entry 11+ test previously.

Warwickshire County Council
Secondary School Admission Arrangements – Coordinated Scheme
Year 7 Admission in September 2020



Friday 10 th January 2020	First exchange of ALT files with other local authorities. <i>(ALT = Electronic files relating to offers of school places)</i>
Monday 20 th January 2020	Second exchange of ALT files with other local authorities.
Monday 3 rd February 2020	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 Friday 7 th February 2020. Offer data must remain confidential.
Friday 7 th February 2020	Schools to have notified the Admissions Service of any issues with provisional offers.
Friday 7 th February 2020	Special Educational Needs, Disability, Assessment and Review team (SENDAR) must have input relevant offers/offers on hold via Synergy.
Monday 10 th February 2020	Final exchange of ALT files with other authorities.
Monday 2nd March 2020	National Offer Day. 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.
W/C: 2 nd March 2020	11+ testing sessions for late candidates will be scheduled to take place during this week, as required. Further testing sessions, to accommodate additional late candidates, will be arranged on an ad hoc basis.

Warwickshire County Council
Secondary School Admission Arrangements – Coordinated Scheme
Year 7 Admission in September 2020



Wednesday 11 th March 2020	Cut-off date for new applications – or amendments to previous applications - to be made in order to be considered in first reallocation round.
Friday 13 th March 2020 (11.59pm)	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.
Friday 13 th March 2020 (11.59pm)	Deadline to accept or decline offer made on 2 nd March.
Monday 16 th March 2020	Reminder letter sent to Warwickshire families who have not confirmed their acceptance or decline of the offer made. If no response received by 11.59pm on Friday 27 th March then the place offered may be withdrawn. Any vacancies created from such an action will be considered in the second reallocation round.
Wednesday 18 th March 2020	First reallocation round commences.
Monday 30 th March 2020 (11.59pm) – <i>Date TBC</i>	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 22 June 2020 may not be heard before the start of the new academic year in September 2020.
Wednesday 1 st April 2020	Cut-off date for new applications to be made in order to be considered in second reallocation round.

Warwickshire County Council
Secondary School Admission Arrangements – Coordinated Scheme
Year 7 Admission in September 2020



Friday 3 rd April 2020 (11.59pm)	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. 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.
Wednesday 8 th April 2020	Second reallocation round commences.
Wednesday 15 th April 2020 (11.59pm)	Cut-off date for new applications to be made in order to be considered in third reallocation round. Late applications received after 15 th April will be processed as and when they are received, up to, and including, Friday 28 th August 2020. The in-year admissions process will then commence from Tuesday 1 st September 2020.
Friday 17 th April 2020 (11.59pm)	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. 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.
Monday 20 th April 2020	Third reallocation round commences.
From Monday 27 th April 2020	Appeal hearings commence, for Year 7 entry in September 2020.

Warwickshire County Council
Secondary School Admission Arrangements – Coordinated Scheme
Year 7 Admission in September 2020



From Tuesday 5 th May 2020	Places allocated to Warwickshire children due to transfer to secondary school in September 2020, where an application has not been submitted previously. Parents will be advised of these offers via post.
From Monday 8 th June 2020	In-Year applications for secondary school places starting in September 2020 can be submitted. (Year groups 8 -11 only. Applications for Year 7 places for September 2020 will continue to be processed through the coordinated scheme until 28 th August 2020). <u>IN-YEAR APPLICATIONS WILL NOT BE PROCESSED UNTIL AFTER 15th JUNE 2020.</u> <u>CONFIRMATION OF SCHOOL OFFERS WILL THEN BE SENT TO FAMILIES FROM 19th JUNE 2020.</u>
Tuesday 16 th June 2020 <i>(Date TBC)</i>	Appeals lodged by 11.59pm on 30 th March 2020 <i>(Date TBC)</i> will be heard by this date.
Friday 17 th July 2020	Appeals lodged after the deadline of 30 th March 2020, but before 8 th June 2020, will be heard by the 17 th July 2020, where possible. <i>(Dates TBC)</i>
Tuesday 1 st September 2020	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 st December 2020.

Section 2 - Secondary (Year 7) Coordinated Admissions process for entry in September 2020

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:

- Where a child has an individual Education, Health and Care (EHC) Plan that names a specific school, then that child must be admitted to that particular school.
- 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 letters explaining the coordinated school admissions process are sent to the parents of children resident in Warwickshire who are due to start secondary school in September of the following year.

A specific information leaflet will also be available on the County Council's website. It is expected that all families following the 2020 entry secondary school coordinated admissions process, as well as all schools within the county, will have read through this leaflet. 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 2020). This is an expanded version of the leaflet which is available online 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.
Some own admission authority schools will also consider sibling links where the sibling attends the preferred school at the time of application, rather than time of admission of the child for whom the application is being made.
- 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 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 31st October 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 31st October 2019. 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 31st October 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.

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 2020.

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 31st October 2019 (for September 2020 entry) they will be processed in line with this coordinated scheme and offers will be released to parents on National Offer Day – 2nd March 2020.

Applications received after 31st October 2019 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 2020, can be made on or after 8th June 2020 (with applications then being processed from 15th June 2020). 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 (31st October 2019), unless any of the following three conditions are met:

1. **House move prior to 31st October 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.

2. **House move after 31st October 2019, but on, or before, 31st December 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 Admissions Service and will be permitted to submit, or amend, an application, as long as this is done before 11.59pm on 31st December 2019.

The child must be residing (living) in the new property by the deadline of 31st December 2019.

3. **House move after 31st December 2019:** Where an application is made by the National Closing date of 31st October 2019, but a house move happens after 31st December 2019, the application will be considered using the address that was originally named at the time the application was made, prior to the 31st October 2019 deadline.

Proof of Address

Address details will not be updated on an application until suitable documentation has been received by the Admissions Service that shows that the family, including the child for whom the application is being made, is resident in the property.

Suitable proof of address in these circumstances can include either: a full copy of the signed tenancy agreement (which should terminate on, or after, 2nd September 2020), or a letter from the family's solicitor confirming that there has been an exchange of contracts on the new property.

It is the family's responsibility to ensure that such documents are received by the Admissions Service.

All emails sent to the service will be automatically acknowledged. If you wish to send documents via post then we would strongly recommend that you use a recorded delivery method.

If you have any difficulty in submitting any of the documents stated above then please contact the Admissions Service, who can advise you further.

Where a house move has occurred after the 31st December 2019, and no application has previously been made to Warwickshire, an application must be made and suitable documentation to confirm 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 2nd March 2020. However, the application will be given consideration in the first reallocation round, commencing on 18th March 2020, 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: 11.59pm on 11th March 2020.

Applications received after 11.59pm on 11th March 2020, but before 11.59pm on 15th April 2020, will be classed as late and will only be considered in line with the second or third reallocation dates, depending on the date the application is received by the School Admissions Service. Applications received after 11.59pm on 15th April 2020 will be processed on an ad hoc basis.

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 / household

If more than one application is made prior to the closing date of 31st October 2019, by the same parent / household, 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.

Applicants may withdraw an application for any of their named school preferences at any

time either via telephone, email or in writing via post.

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 out of the schools where an offer can be made. 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: 20th December 2019 for September 2020 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 – 2nd March 2020. 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 relevant schools by members of the Admissions team and officers in School Place Planning to reach an agreement.

Notification of offers

National Offer Day is 2nd March 2020.

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 31st October 2019, 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, **after** 8.30am on 2nd March 2020. These offers will be sent via email and will also be available to view via the online parent portal system.

Offer letters will only be sent to parents who completed an application over the telephone or via paper copy. Letters will be sent second class, with the intention of them being received by the recipient **after** 2nd March 2020.

When an applicant 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. However, applicants cannot 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 considered for the school listed as a lower preference than the school offered and will 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 11.59pm on 31st October 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 31st December 2019 apply). Late applications will not be processed until **after** National Offer Day on 2nd March 2020.

Late applications 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 31st October 2019 deadline has passed, these amendments will be classed as **late**. Any schools named on the application prior to 31st October 2019 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 own admission authority schools who have bought into the coordinated admissions process for 2020 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 – 'place' - 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 that can be made as part of one of the reallocation rounds (or any point afterwards), a re-offer for the higher preference school that can be offered from the waiting list will be made.

Where the re-offered, higher preference, school is then accepted by the parent, the previous school offered will be automatically withdrawn. The Admissions Service will attempt to contact the family prior to any 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 any non-selective 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 who are their own admission authority but 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 (grammar) 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 families where their child has sat the 2020 entry Warwickshire 1+ test 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 28th August 2020.

For every over-subscribed Community and Voluntary Controlled school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (31st December 2020). 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.

Waiting lists will then be cleared at the end of each subsequent term (Spring and Summer) and parents must contact the Admissions Service to confirm their continued interest in the schools applied for in order to remain on the waiting list for a school.

Failure to make contact with the Admissions Service, to confirm continued interest in a

place at a particular school, by the beginning of both the Spring term and the Summer term (2021), will result in the child being removed from the relevant waiting lists. A new Change of School application will then need to be made if the family would like to maintain their interest in obtaining a place at a different school for their child.

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 31st December 2020.

Accepting the school place offered

Warwickshire parents will be asked to respond to the offer of a school place by the deadline of 13th March 2020. 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 from 15th March 2020, giving a further deadline to respond and confirm acceptance or a decline of the school place offered.

Failure to respond to this further correspondence may 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 2020 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 may 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 admissions scheme (ie: between 1 March and 31 August for Secondary transfer). This will ensure that, as places become available, they are re-allocated effectively and duplicate offers are avoided. All admission authorities must continue to follow the coordinated scheme until 1st September 2020 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 possible that can be offered from the child's application.

From 1st September 2020 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.

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 from overseas families in all other cases will therefore only be processed in line with the coordinated scheme once the family, including the child for whom the application is being made, can show evidence that they will be residing in Warwickshire imminently. Proof of residence may be requested at any time during the application process and the application will only be processed once sufficient documentation, that confirms a Warwickshire address, has been provided to the Admissions Service.

Where both an application for secondary school places AND documentation relating to the family's new address is provided by the extended deadline of 31st December 2019 for families moving into the county, then the application will be treated as on time and processed alongside all other applications. Applications and/or sufficient residency documentation received after this deadline will be treated as late and will not be processed until after 2nd March 2020.

Where schools are their own admission authority, their residency requirements may be different but 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 in September 2020, at least. 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

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 2020, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2021) is 1st December 2019 (or the next working day if the 1st December 2019 falls on a weekend).

Requests received after this deadline may not be given consideration until after National Offer Day on 2nd March 2020, 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.

Home-to-School Transport Assistance

An offer of a school place does not necessarily mean that home-to-school transport assistance will be automatically provided to the child.

Applications for home-to-school 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, but 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.

It is important that parents consider their child's transport options to and from school when making an application for school places. Where families are not eligible for home-to-school transport assistance then it is the legal responsibility of the parent / carer to ensure that the child gets to and from school each day, not the local authority.

Where a child is eligible for home-to-school transport assistance then this responsibility does rest on the local authority. Applications for transport assistance are processed and considered in line with the relevant Transport Policy, using specific criteria.

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

***An Equality Impact Assessment/
Analysis on this policy was
undertaken in:***

January 2018

***It will be reviewed in January
2021.***

Warwickshire County Council
Oversubscription Criteria for LA Maintained Secondary Schools
2020/2021 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 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 2020) 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
Reception and Junior (Year 3) Coordinated Admissions Scheme
2020 entry



APPENDIX A3

Section 1 – Timetable for Primary, Infant and Junior Coordinated Admissions Scheme, for entry in September 2020
(Including children due to start school in Reception and those transferring to Year 3 in Junior school)

DATE	EVENT
August 2019	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 to Year 3 in a junior school, in September 2020.
From Monday 2 nd September 2019	Information packs posted directly to families of children eligible to start school, or transfer to Year 3 in a junior school, in September 2020.
Monday 16 th September 2019	<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 or primary school to Year 3 at a junior school, in September 2020.</p> <p><i>Applications for children in Year 2 at an infant school, who wish to move to a primary school for Year 3 in September 2020, should follow the in-year admissions process, as outlined below, from June 2020. Such applications will not be processed as part of the coordinated admissions scheme.</i></p> <p><i>Applications for children in Year 2 at a primary school, who wish to change to a different primary school for Year 3 in September 2020, should follow the in-year admissions process, as outlined below, from June 2020. Such applications will not be processed as part of the coordinated admissions scheme.</i></p>
From Monday 16 th September 2019	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 2 nd December 2019	Deadline for requesting deferred entry, for those chronologically due to start school in September 2020, but who wish to defer until September 2021.
Friday 13 th December 2019	Reminder letter sent to parents who have not applied for a Reception place and those currently attending Year 2 in an infant school who have not applied for a Junior school place, for entry on September 2020.
Friday 20 th December 2019	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.
Wednesday 15 January 2020 (11.59pm)	National Closing date for on time applications. Applications received after this date will be considered as late and will not be processed until after National Offer Day (16 th April 2020), 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 27 th January 2020	Exchange of ADT files with other local authorities. <i>(ADT = Electronic files relating to application details)</i>
Monday 3 rd February 2020 (11.59pm)	Extended deadline date for families moving into/within the county to have provided proof 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). The child must be residing in the new property by this date.
From Monday 3 rd February 2020	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 and will include straight-line measurements.
Friday 14 th February 2020	Special Educational Needs, Disability, Assessment and Review team (SENDAR) must have input relevant offers/offers on hold via Synergy.
Monday 17 th February 2020 (11.59pm)	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>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>The Reception 2020 and Junior 2020 rounds on SAM will then be closed to schools from 5pm on Monday 17th February 2020.</p>
Friday 28 th February 2020	<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 23 rd March 2020	<p>Final exchange of ALT files with other authorities.</p>
Monday 30 th March 2020	<p>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 3rd April 2020.</p> <p>Offer data must remain confidential.</p>
Thursday 16th April 2020	<p>National Offer Day.</p> <p>Offers released to parents by Warwickshire's Admissions Service (Statutory).</p> <p>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.</p>
Friday 24 th April 2020 (11.59pm)	<p>Deadline to accept or decline offer made.</p>
Monday 27 th April 2020	<p>Reminder letter sent to any Warwickshire parents that have not accepted or declined the offer made. If no response received by 11.59pm on Friday 8th May 2020 then offer may be withdrawn.</p> <p>Any vacancies created from such an action will be considered in the second reallocation round.</p>
Wednesday 29 th April 2020 (11.59pm)	<p>Cut-off date for new applications to be made in order to be considered in first reallocation round.</p>

Friday 1 st May 2020 (11.59pm)	<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 first 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>
From Tuesday 5 th May 2020	First reallocation round commences.
Friday 15 th May 2020 (11.59pm)	Cut-off date for new applications to be made in order to be considered in second reallocation round.
Friday 22 nd May 2020	<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>
Tuesday 26 th May 2020	Second reallocation round commences.
Friday 29 th May 2020 (11.59pm) <i>DATE TBC</i>	<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 22 June 2020 may not be heard before the start of the new academic year in September 2020.</p>

<p>Wednesday 3rd June 2020 (11.59pm)</p>	<p>Cut-off date for new applications to be made in order to be considered in third reallocation round.</p> <p>Applications received after 11.59pm on 3rd June will be processed as and when they are received, up to, and including, Friday 28th August 2020.</p> <p>The in-year admissions process will then commence from Tuesday 1st September 2020.</p>
<p>Friday 5th June 2020 (11.59pm)</p>	<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>
<p>Monday 8th June 2020</p>	<p>Third reallocation round commences.</p>
<p>From Monday 8th June 2020</p>	<p>In-Year applications for infant, primary and junior school places starting in September 2020 can be submitted - Year groups 1, 2, 4, 5 and 6 only, plus Year 3 applications for <u>primary</u> schools.</p> <p>Applications for Reception places at infant and primary schools, as well as Year 3 applications for junior schools, for entry in September 2020, will continue to be processed through the coordinated scheme until 28th August 2020 .</p> <p><u>IN-YEAR APPLICATIONS WILL NOT BE PROCESSED UNTIL AFTER 15th JUNE 2020. CONFIRMATION OF SCHOOL OFFERS WILL THEN BE SENT TO FAMILIES FROM 19th JUNE 2020.</u></p>
<p>From 11th June 2020 <i>(Date TBC)</i></p>	<p>Appeal hearings commence for Reception places at infant and primary schools, as well as Year 3 applications for junior schools, for entry in September 2020.</p>
<p>Friday 12th June 2020</p>	<p>Places will be allocated to children who are due to start school in Reception in September 2020, as well as those due to transfer from Year 2 in an infant school to Year 3 in a junior school, where:</p>

	<ul style="list-style-type: none"> • The Admissions Service has information that indicates that the child is resident in Warwickshire, <i>and</i>; • An application for a school place has not been submitted previously <p>Families will be advised of these offers via post.</p>
From Monday 15 th June 2020	<p>In-Year applications for infant, primary and junior school places starting in September 2020 will be processed - Year groups 1, 2, 4, 5 and 6 only, plus Year 3 applications for <u>primary</u> schools.</p> <p>Families will be notified of the outcome of their in-year application from 19th June 2020.</p>
Friday 10 th July 2020 <i>(Date TBC)</i>	<p>Appeals lodged by 11.59pm on 29th May 2020 <i>(Date TBC)</i> will be heard by this date.</p>
Friday 17 th July 2020	<p>Appeals lodged after the deadline of 29th May 2020, but before 8th June 2020 (11.59pm), will be heard by the 17th July 2020, where possible. <i>(Dates TBC)</i></p>
Tuesday 1 st September 2020	<p>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 31st December 2020.</p>

Section 2 – Reception and Junior Co-ordinated Admissions process – for entry in September 2020

(including children due to start school and those transferring from Year 2 in an infant or primary school to Year 3 in a junior 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:

- Where a child has an individual Education, Health and Care (EHC) Plan that names a specific school, then that child must be admitted to that particular school.
- 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 letters explaining the school admissions process will be 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 or primary school.

A specific information leaflet will also be available on the County Council's website. It is expected that all families following the 2020 entry coordinated admissions process, as well as all schools within the county, will have read through this leaflet. Schools (as

well as nurseries and other childcare providers, in the case of children who are due to start school) 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 2020). This is an expanded version of the leaflet that is available online 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. *Some own admission authority schools will also consider sibling links where the sibling attends the preferred school at the time of application, rather than time of admission of the child for whom the application is being made.*
- 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 over-subscription for some own admission authority schools.
- Indicate if the child has an Education, Health and Care Plan.

- Indicate if the child is in receipt of Pupil Premium (including Early Pupil Premium and Service/Military Premium), in line with the over-subscription criteria for local authority maintained schools in Warwickshire.
- Indicate if the child is, or has ever been, classed as a Child in Need or has been subject to a Child Protection Plan through Children's Services, in line with the over-subscription criteria for local authority maintained schools in Warwickshire.
- 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 School Admissions Service) by no later than 5.00pm on the statutory closing date of 15th January 2020. 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 15th January 2020. 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 (15th January 2020), unless any of the following three conditions are met:

- **House move prior to 15th January 2020:** 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 15th January 2020, but on, or before, 3rd February 2020:** 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, an application, as long as this is done before 11.59pm on 3rd February 2020.

The child must be residing (living) in the new property by the deadline of 3rd February 2020.

- **House move after 3rd February 2020:** Where an application is made by the National closing date of 15th January 2020, but a house move happens after this date and no evidence could be submitted by the extended deadline of 3rd February 2020, the application will be considered using the previous address which was named on the application.

Proof of Address

Address details will not be updated on an application until suitable documentation has been received by the Admissions Service that shows that the family, including the child for whom the application is being made, is resident in the property.

Suitable proof of address in these circumstances can include either: a full copy of the signed tenancy agreement (which should terminate on, or after, 2nd September 2020), or a letter from the family's solicitor confirming that there has been an exchange of contracts on the new property.

It is the family's responsibility to ensure that such documents are received by the Admissions Service.

All emails sent to the service will be automatically acknowledged. If you wish to send documents via post then we would strongly recommend that you use a recorded delivery method.

If you have any difficulty in submitting any of the documents stated above then please contact the Admissions Service, who can advise you further.

Where a house move has occurred after the 3rd February deadline, and no application has previously been made to Warwickshire, an application must be made and suitable documentation to confirm 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 16th April 2020. However, the application will be given consideration in the first reallocation round, commencing on 5th May 2020, as long as the application **and** suitable proof of the new address is received by the relevant reallocation round deadline: 11.59pm on 29th April 2020.

Applications received after 12.01am on 29th April 2020, but before 11.59pm on 3rd June 2020, will be classed as late and will only be considered in line with the second or third reallocation dates, depending on the date the application is received by the School Admissions Service. Applications received after 11.59pm on 3rd June 2020 will be processed on an ad hoc basis.

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 / household

If more than one application is made prior to the closing date of 15th January 2020, by the same parent / household, 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.

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

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 out of the schools where an offer can be offered. 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: 20th December 2019 for September 2020 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 – 16th April 2020. 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 16th April 2020.

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 15th January 2020 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, **after** 8.30am on 16th April 2020. These offers will be sent via email and will also be available to view via the online parent portal system.

Offer letters will only be sent to parents who completed an application over the telephone or via paper copy. Letters will be sent second class, with the intention of them being received by the recipient **after** 16th April 2020.

When an applicant 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. However, applicants cannot 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 considered for the school listed as a lower preference than the school offered and will 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 11.59pm on 15th January 2020. 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 3rd February 2020 apply). Late applications will not be processed until **after** National Offer Day on 16th April 2020.

Late applications 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 15th January 2020 deadline has passed, such amendments will be classed as **late**. Any schools named on the application prior to 15th January 2020 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 own admission authority schools who have bought into the coordinated admissions process for 2020 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 – 'place' - 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 that can be made as part of one of the reallocation rounds (or any point afterwards), a re-offer for the higher preference school that can be offered from the waiting list will be made.

Where the re-offered, higher preference, school is then accepted by the parent, the previous school offered will be automatically withdrawn. The Admissions Service will attempt to contact the family prior to any 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 any non-selective 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 who are their own admission authority but 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).

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 28th August 2020.

For every over-subscribed Community and Voluntary Controlled school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (31st December 2020). 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.

Waiting lists will then be cleared at the end of each subsequent term (Spring and Summer) and parents must contact the Admissions Service to confirm their continued interest in the schools applied for in order to remain on the waiting list for a school.

Failure to make contact with the Admissions Service, to confirm continued interest in a place at a particular school, by the beginning of both the Spring term and the Summer term (2021), will result in the child being removed from the relevant waiting lists. A new

Change of School application will then need to be made if the family would like to maintain their interest in obtaining a place at a different school for their child.

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 31st December 2020.

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 2020, will be eligible to apply for a place through this 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 2020, should follow the in-year admissions process, from 8th June 2020. 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 8th June 2020. 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 issued on 16th April by the deadline of 24th April 2020. 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 27th April 2020, giving a further deadline to respond and confirm acceptance of the school place offered.

Failure to respond to this further correspondence may 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

2020 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 may 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 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 re-allocated effectively and duplicate offers are avoided. All admission authorities must continue to follow the coordinated scheme until 1st September 2020 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 possible that can be offered from the child's application.

From 1st September 2020 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.

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 from overseas families in all other cases will therefore only be processed in line with the coordinated scheme once the family, including the child for whom the application is being made, can show evidence that they will be residing in Warwickshire imminently. Proof of residence may be requested at any time during the application process and the application will only be processed once sufficient documentation, that confirms a Warwickshire address, has been provided to the Admissions Service.

Where both an application for school places AND documentation relating to the family's new address is provided by the extended deadline of 3rd February 2020 for families moving into the county, then the application will be treated as on time and processed alongside all other applications. Applications and/or sufficient residency documentation received after this deadline will be treated as late and will not be processed until after 16th April 2020.

Where schools are their own admission authority, their residency requirements may be different but 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 in September 2020, at least.

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

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 2020, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2021) is 1st December 2019 (or the next working day if 1st December 2019 falls on a weekend). Requests received after this deadline may not be given consideration until after National Offer Day on 16th April 2020, 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 16th April 2020), 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.

Home-to-School Transport Assistance

An offer of a school place does not necessarily mean that home-to-school transport assistance will be automatically provided to the child.

Applications for home-to-school 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, but 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.

It is important that parents consider their child's transport options to and from school when making an application for school places. Where families are not eligible for home-to-school transport assistance then it is the legal responsibility of the parent / carer to ensure that the child gets to and from school each day, not the local authority.

Where a child is eligible for home-to-school transport assistance then this responsibility does rest on the local authority. Applications for transport assistance are processed and considered in line with the relevant Transport Policy, using specific criteria.

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

***An Equality Impact Assessment/
Analysis on this policy was
undertaken in:***

January 2018

***It will be reviewed in January
2021.***

Appendix 1

Warwickshire Infant and Junior schools

Area	Infant schools	<i>PARTNER OF</i>	Junior schools
Nuneaton & Bedworth			
	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
East (Rugby)			
	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
Central/South			
	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

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

2020 / 2021 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:

1a. Children in the care of, or provided with accommodation by, a local authority within England, 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);

(a copy of the interim / full care order, or a copy of the adoption certificate, must be submitted with the application)

1b. Children who have been adopted, either through a local authority or through a voluntary adoption agency that is registered with CVAA UK.

This category applies to all adoptions which do not fit within Category 1a, including those which take place outside of English law;

(a copy of the adoption certificate must be submitted with the application)

2. Children who are in receipt of either the Early Years Pupil Premium or the Service Premium, with no more than 14%* of the places available to be allocated under this category. The child must be in receipt of the premium at the time the application is made, or have been in receipt at any point since the child turned three years old;

Check your eligibility at: www.warwickshire.gov.uk/freeschoolmeals

**14% represents the national figure (13.7%) of children in receipt of Free School Meals, as stated within the Department for Education's Statistical Publication entitled, 'Schools, Pupils and their Characteristics', issued in June 2018.*

If the number of places from the percentage results in a decimal number then this will be rounded down to a whole number if .4 or below, and rounded up to a whole number if .5 or above.

Eg: 14% of 30 = 4.2. In this case, the number of places available to allocate within this category would be a rounded down to a whole number of 4.

3. Children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9% of the places available to be allocated under this category;

Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this category.

***9% represents an average figure (8.7%) within the local authority of children either in need or on a child protection plan (where the conference stage commenced), when compared with cohort sizes of children aged 4 – 16, resident in Warwickshire within the 2017/18 academic year. Data obtained from the Department for Education's statistical publication entitled, 'Characteristics of Children in Need', which contains analysis of data obtained in March 2017.*

*If the number of places from the percentage results in a decimal number then this will be rounded down to a whole number if .4 or below, and round up to a whole number if .5 or above.
Eg: 9% of 30 = 2.7. In this case, the number of places available to allocate within this category would be a rounded up to a whole number of 3.*

If there are more applicants who comply with either category 2 or 3 than the number of places available under that category, places will be allocated based on the distance between home and school, in line with the rules set out in these criteria for 'Priority within each over-subscription criterion'.

4. Children living in the priority area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September 2020;

5. Other children living in the priority area for the school;

6. Children living outside the priority area for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September 2020;

7. Other children living outside the priority area for the school.

Please note:

- a) Children with 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) 'PAN' = Published Admission Number
The PAN for each individual school is confirmed in the local authority's documentation relating to the 2020 entry year, which can be found online at: www.warwickshire.gov.uk/schoollcriteria

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.

1a. Children in the care of, or provided with accommodation by, a local authority within England, 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);

*(a copy of the interim / full care order, or a copy of the adoption certificate, **must** be submitted with the application)*

1b. Children who have been adopted, either through a local authority or through a voluntary adoption agency that is registered with CVAA UK.

This category applies to all adoptions which do not fit within Category 1a, including those which take place outside of English law;

*(a copy of the adoption certificate **must** be submitted with the application)*

2. Children who are in receipt of either the Early Years Pupil Premium or the Service Premium, with no more than 14%* of the places available to be allocated within this category. The child must be in receipt of the premium at the time the application is made, or have been in receipt at any point since the child turned three years old;

Check your eligibility at: www.warwickshire.gov.uk/freeschoolmeals

**14% represents the national figure (13.7%) of children in receipt of Free School Meals, as stated within the Department for Education's Statistical Publication entitled, 'Schools, Pupils and their Characteristics', issued in June 2018.*

If the number of places from the percentage results in a decimal number then this will be rounded down to a whole number if .4 or below, and rounded up to a whole number if .5 or above.

Eg: 14% of 30 = 4.2. In this case, the number of places available to allocate within this category would be a rounded down to a whole number of 4.

3. Children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9% of the places available to be allocated under this category;

Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this category.

***9% represents an average figure (8.7%) within the local authority of children either in need or on a child protection plan (where the conference stage commenced), when compared with cohort sizes of children aged 4 – 16, resident in Warwickshire within the 2017/18 academic year. Data obtained from the Department for Education's statistical publication entitled, 'Characteristics of Children in Need', which contains analysis of data obtained in March 2017.*

If the number of places from the percentage results in a decimal number then this will be rounded down to a whole number if .4 or below, and round up to a whole number if .5 or above.

Eg: 9% of 30 = 2.7. In this case, the number of places available to allocate within this category would be a rounded up to a whole number of 3.

If there are more applicants who comply with either category 2 or 3 than the number of places available under that category, places will be allocated based on the distance between home and school, in line with the rules set out in these criteria for 'Priority within each over-subscription criterion'.

4a. Children living in the priority area for the school, who will have a sibling attending the same school in Year 1 or 2 at the time of admission in September 2020;

4b. Children living in the priority area for the school, who will have a sibling attending the partner junior school in Years 3 - 6 at the time of admission in September 2020*;

5. Other children living in the priority area for the school;

6a. Children living outside the priority area for the school, who will have a sibling attending the same school in Year 1 or 2 at the time of admission in September 2020;

6b. Children living outside the priority area for the school, who will have a sibling attending the partner junior school in Years 3 - 6 at the time of admission in September 2020*;

7. Other children living outside the priority area for the school.

**If you are also applying for a Year 3 place at the partner junior school for another child, for entry in September 2020, please be aware that they will not be considered as a sibling link for the infant school applicant until after that child has been offered a place at the junior school and you have confirmed your acceptance of the Year 3 place.*

Please note:

- a) Children with 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) A table showing a full list of the 'partner' infant and junior schools within the county can be found at Appendix 1 of this document.
- c) 'PAN' = Published Admission Number
The PAN for each individual school is confirmed in the local authority's documentation relating to the 2020 entry year, which can be found online at: www.warwickshire.gov.uk/schoollacriteria

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:

1a. Children in the care of, or provided with accommodation by, a local authority within England, 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);

*(a copy of the interim / full care order, or a copy of the adoption certificate, **must** be submitted with the application)*

1b. Children who have been adopted, either through a local authority or through a voluntary adoption agency that is registered with CVAA UK.

This category applies to all adoptions which do not fit within Category 1a, including those which take place outside of English law;

*(a copy of the adoption certificate **must** be submitted with the application)*

2. Children who are in receipt of either the Early Years Pupil Premium or the Service Premium, with no more than 14%* of the places available to be allocated within this category. The child must be in receipt of the premium at the time the application is made, or have been in receipt at any point since the child turned three years old;

Check your eligibility at: www.warwickshire.gov.uk/freeschoolmeals

**14% represents the national figure (13.7%) of children in receipt of Free School Meals, as stated within the Department for Education's Statistical Publication entitled, 'Schools, Pupils and their Characteristics', issued in June 2018.*

If the number of places from the percentage results in a decimal number then this will be rounded down to a whole number if .4 or below, and rounded up to a whole number if .5 or above.

Eg: 14% of 30 = 4.2. In this case, the number of places available to allocate within this category would be a rounded down to a whole number of 4.

3. Children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9% of the places available to be allocated under this category;

Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this category.

***9% represents an average figure (8.7%) within the local authority of children either in need or on a child protection plan (where the conference stage commenced), when compared with cohort sizes of children aged 4 – 16, resident in Warwickshire within the 2017/18 academic year. Data obtained from the Department for Education's statistical publication entitled, 'Characteristics of Children in Need', which contains analysis of data obtained in March 2017.*

If the number of places from the percentage results in a decimal number then this will be rounded down to a whole number if .4 or below, and round up to a whole number if .5 or above.

Eg: 9% of 30 = 2.7. In this case, the number of places available to allocate within this category would be a rounded up to a whole number of 3.

If there are more applicants who comply with either category 2 or 3 than the number of places available under that category, places will be allocated based on the distance between home and school, in line with the rules set out in these criteria for 'Priority within each over-subscription criterion'.

4. Children who currently attend the partner infant school and who intend to remain at that school until the end of the 2019/20 academic year in July 2020;

5a. Children living in the priority area for the school, who will have a sibling attending the same school in Years 4, 5 or 6 at the time of admission in September 2020;

5b. Children living in the priority area for the school, who will have a sibling attending the partner infant school at the time of admission in September 2020*;

6. Other children living in the priority area for the school;

7a. Children living outside the priority area for the school, who will have a sibling attending the same school in Years 4, 5 or 6 at the time of admission in September 2020;

7b. Children living outside the priority area for the school, who will have a sibling attending the partner infant school at the time of admission in September 2020*;

8. Other children living outside the priority area for the school.

**If you are also applying for a Reception place at the partner infant school for another child, for entry in September 2020, please be aware that they will not be considered as a sibling link for the junior school applicant until after that child has been offered a place at the infant school and you have confirmed your acceptance of the Reception place.*

Please note:

- a) Children with 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) A table showing a full list of the 'partner' infant and junior schools within the county can be found at Appendix 1 of this document.
- c) 'PAN' = Published Admission Number
The PAN for each individual school is confirmed in the local authority's documentation relating to the 2020 entry year, which can be found online at: www.warwickshire.gov.uk/schoollacriteria

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 over-subscription 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 2020) 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 Infant and Junior Schools

Area	Infant schools	PARTNER OF	Junior schools
Nuneaton & Bedworth			
	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
East (Rugby)			
	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
Central/South			
	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

Warwickshire County Council In-Year Admissions Process

2020/2021 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

TO BE UPDATED, AS REQUIRED

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

Families must 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 (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.
Some own admission authority schools will also consider sibling links where the sibling attends the preferred school at the time of application, rather than time of admission of the child for whom the application is being made.
- 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.

- Indicate if the child has an Education, Health and Care Plan
- Provide details of the child's faith
- 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.*

The Change of School application form consists of 3 sections: Sections A and C, which must be completed by the parent / carer , 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 should be a copy of 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 should 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.**

If you have any difficulty in submitting any of the documents stated above then please contact the Admissions Service, who can advise you further.

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, or other parties with parental responsibility for the child, 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 or party who does not agree should contact the Admissions Service, in writing, to confirm this. In such cases, the application will not be processed further, where possible.

If the application has already been processed and a school place offered, then the local authority and the school at which the place has been offered will honour the place. If any person with parental responsibility wishes to dispute the application or school place offered further then they must seek their own, independent legal advice, which may then lead to a court order being made. The local authority will obey any such court order that is then provided.

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.

**The child must then start at the school allocated within the academic year for which the offer relates. For example, a Year 8 place offered in October 2019 must be taken up by the end of the academic year in July 2020, otherwise a new application will need to be submitted and processed for the 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.

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 UK, except as set out above.

Applications from overseas families in all other cases will therefore only be processed in line with the coordinated scheme once the family, including the child for whom the application is being made, can show evidence that they will be residing in Warwickshire imminently. Proof of residence may be requested at any time during the application process and the application will only be processed once sufficient documentation, that confirms a Warwickshire address, has been provided to the Admissions Service.

For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will reside 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, 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 should 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.

Further preferences named on the application will then be considered in order, using the same process as outlined above. It is the intention of the local authority to process a Change of School application within **10 school days***.

**Please be aware that, at busy periods of the school year, the application may take longer to process. Particularly busy periods for both the local authority and schools include the last 4 weeks of the academic year, in June/July, and the first 2 weeks of the new academic year in September. In-year applications submitted at these times of the year are likely to take longer than 10 school days to process.*

Also, due to the requirement for individual schools to be involved in the in-year admissions process, applications are unlikely to be processed during school holidays. This will, therefore, have an impact on the length of time an application is with the local authority and/or school before a place can be offered or refused. For example, in-year applications cannot be processed during the 6 week summer holidays, so any Change of School applications submitted at the end of July are unlikely to be processed until the beginning of September.

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 Oversubscription Criteria for Community and Voluntary Controlled Primary, Infant and Junior Schools - 2020/2021 Academic Year**'.

The above will also apply to in-year applications for places into Reception, but only where the application is made **after** 31 August 2020.

- 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 Oversubscription Criteria for LA Maintained Secondary Schools – 2020/2021 Academic Year**'.

The above will also apply to in-year applications for places into Year 7, but only where the application is made **after** 31 August 2020.

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 over-subscription 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 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. Applicants will be informed of this in their written notification of refusal of a place at the preferred school(s).

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 subsequent term (Spring and Summer) and parents must contact the Admissions Service to confirm their continued interest in the schools applied for in order to remain on the waiting list for a school.

Failure to make contact with the Admissions Service, to confirm continued interest in a place at a particular school, by the beginning of both the Spring term and the Summer term (2021), will result in the child being removed from the relevant waiting lists. A new Change of School application will then need to be made if the family would like to maintain their interest in obtaining a place at a different school for their child.

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 31st December 2020.

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.

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 2020

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 2020.

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 2020, 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 2020.

In-year applications for Year 3 places at primary schools, for entry in September 2020, can be submitted from Monday 8th June 2020. Places will then be offered **from** 19th June 2020.

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 2020, then the coordinated admissions process must be followed. Please see the document entitled, '**Warwickshire County Council - Reception and Junior (Year 3) Coordinated Admissions Scheme – 2020 entry**' 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.

Families 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

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 at the end of this document, as well as online at: www.warwickshire.gov.uk/changingschools

Home-to-School Transport Assistance

An offer of a school place does not necessarily mean that home-to-school transport assistance will be automatically provided to the child.

Applications for home-to-school 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, but 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.

It is important that parents consider their child’s transport options to and from school when making an application for school places. Where families are not eligible for home-to-school transport assistance then it is the legal responsibility of the parent / carer to ensure that the child gets to and from school each day, not the local authority.

Where a child is eligible for home-to-school transport assistance then this responsibility does rest on the local authority. Applications for transport assistance are processed and considered in line with the relevant Transport Policy, using specific criteria.

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

***An Equality Impact Assessment/Analysis on
this policy was undertaken on:
January 2018***

It will be reviewed in January 2021.

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.

TO BE UPDATED, AS REQUIRED

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.

TO BE UPDATED, AS REQUIRED

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)

TO BE UPDATED, AS REQUIRED

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** –

TO BE UPDATED, AS REQUIRED

DRAFT

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

TO BE UPDATED, AS REQUIRED



APPENDIX E1

Amy Taylor <amytaylor@warwickshire.gov.uk>

RE: Warwickshire LA 2020 entry admission arrangements: pre-consultation (ATTACHMENTS ENCLOSED FOR COMMENT)

1 message

Joanne Evans <Joanne.Evans@covcofe.org>

15 November 2018 at 11:43

To: Amy Taylor <amytaylor@warwickshire.gov.uk>

Cc: Collette Naven-Jones/ED/WarksCC <collettenavenjones@warwickshire.gov.uk>, April Gold

<April.Gold@covcofe.org>, Linda Wainscot <Linda.Wainscot@covcofe.org>, Rebecca Tonks <r.tonks@bdes.org.uk>, Jo

Baker <Jo.Baker@covlec.org>, Louise Beale <Louise.Beale@covlec.org>

Hi Amy - thanks for that. Those additions to the oversubscription criteria are very welcome and a really proactive response to the strategic goals for disadvantaged children. It will be interesting to see the impact of this over time.

The documents you have sent seem very comprehensive. I have just a few queries:

- The in-year admissions for own admission authority schools – will there be a charge for this service?
- I'm concerned that using percentages for a cap could be unclear for parents – for example in criteria 3 – 9% of a PAN of 30 is 2.7 – so will that be 2 places or 3?
- 'Partner schools' – this is a stupid question sorry – but are there any infant/junior schools not on this list? i.e. with no/multiple 'partner' school?

Thanks and best wishes

Joanne

Mrs Joanne Evans

Services to Schools Officer

Diocesan Board of Education

Craven Road

Rugby

CV21 3JZ

joanne.evans@covcofe.org

Telephone: 01788 422800

