

Proposed Decision to be taken by the Portfolio Holder for Education and Learning on or after 21 November 2014

School Admission Arrangements - 2016/17 (Including Admission to Nursery Schools)

Recommendation

That the Portfolio Holder for Education and Learning considers the proposed arrangements for School and Nursery School Admissions in 2016/17 and approves consultation on these proposals (as set out in Appendix A and Appendix B).

1.0 Admission Arrangements for Community and Controlled Schools

- 1.1 Local Authorities are required to consult annually on school admission arrangements. In accordance with the School Admissions Code, consultation must take place for a minimum of eight weeks between 01 November and 01 March. Admission arrangements must then be determined (finalised) by 15 April.
- 1.2 The proposed admission arrangements for schools are very similar to those approved for operation in 2015/16. The proposed admission arrangements apply to both admissions at the usual time (ie first admission; transfer to junior school and transfer to secondary school) and to admissions during the school year.
- 1.3 Two minor changes are proposed to the operational aspects of the scheme. The first change is that parents applying for a secondary school place will be able to list six schools (preferences) on their application, instead of the seven currently allowed. This will align the process with primary and in-year applications which already allow only six preferences. Only eleven parents listed seven preferences for 2014 entry.
- 1.4 The second change is that waiting lists will continue to be cleared at the end of each academic term. However, rather than writing to parents and asking if they would like their child to remain on a school's waiting list, the onus will be on parents to contact the Admissions Service. This will be made clear to parents as soon as their child is added to a school's waiting list.
- 1.5 Warwickshire's current (and proposed) admission arrangements are designed to ensure that local children have every opportunity to attend their local

school. The system of priority areas is well-established in Warwickshire and similar arrangements operate in numerous other Local Authorities. The current arrangements also play a vital role in ensuring the Local Authority meets its duty to ensure that sufficient school places are available and that they are located where demand exists.

- 1.6 Under the Council's current arrangements children living in a school's priority area and with a sibling at the school are already given priority over other 'in-area' children. Similarly, children living outside a school's priority area with a sibling at the school are given priority over other 'out-of-area' children. In the case of applications for places in Reception or Year 3, siblings at partner infant or junior schools (where applicable) are also taken into account.
- 1.7 While parents are free to apply for a place at any school there can be no guarantee that a place will be offered at their preferred school - regardless of the admission arrangements in place. This is especially the case when applications are made from outside of a school's priority area. In recent years and under Warwickshire's current arrangements, a small number of parents have been unable to secure a place at a school where a sibling already attends. None of these parents were applying for a place at the local school.
- 1.8 A group of parents have previously raised concerns over the Council's current oversubscription criteria and are of the view that children with a sibling at a school should be given priority over other children who live within a school's priority area.
- 1.9 In May 2014, a Task and Finish Group of the Children Young People's Overview and Scrutiny Committee was established to examine the principle and feasibility of the establishment of a Super Priority Area across the urban areas of Warwickshire. The initial focus was on Warwick and Leamington with recommendations submitted to the Children and Young People Overview and Scrutiny Committee on 02 September 2014. The Task and Finish Group put forward the following recommendations:

Recommendation 1 – That Cabinet does not pursue the previously proposed Super Priority Area for Warwick.

Recommendation 2 – That Cabinet consider consulting on the running of a two year pilot in Warwick and Leamington during the academic year 2016/17 on the basis of the following criteria:

- (1) Children with a statement of Special Educational Needs that names a school will be admitted and then children in the care of, or provided with accommodation by, a local authority and children who are looked after, but ceased to do so because they are adopted (or became subject to a residence order of special guardianship order);
- (2) Children who have a brother or sister at the school at the time of admission;
- (3) Children who have a brother or sister at the partner junior school at the time of admission;

- (4) Other children living within the priority area;
- (5) Other children living outside of the priority area.

Recommendation 3 – That Cabinet request that officers review the annual school admission booklet for schools outside of the pilot area, with a view to make it more explicit that where parents choose schools out of their priority area there is a chance that there will not be a place for siblings in future years and that parent's enter a choice of up to six schools because entering only one choice will not guarantee a place at that school.

1.10 On 18 September 2014 Cabinet considered the recommendations put forward by the Task and Finish Group but felt that the current arrangements should remain. Cabinet therefore recommended the following:

1. That the Council does not pursue the previously proposed Super Priority Area for Warwick.
2. That the Council consults on the admission arrangements for 2016/17 in November 2014 on the basis of the current criteria.
3. That the annual school admissions booklet be revised to make it more explicit that where parents choose schools out of their priority area there is a chance that there will not be a place for siblings in those schools in future years and that parents should enter a choice of up to six schools because entering only one choice will not guarantee a place at that school.

1.11 **In year admissions to schools**

It is proposed that the administration of in-year admissions for 2016/17 remain with the Local Authority. While it is no longer a legal requirement for Local Authorities to process such applications, retaining this function provides numerous benefits, especially around the tracking of vulnerable children and the operation of the In-Year Fair Access Protocol (IYFAP). The majority of 'own admission authority schools', such as academies, have indicated they are happy for the Local Authority to continue to carry out this function. No extra resources are required to do this.

2.0 **Options and Proposal**

- 2.1 The Local Authority's proposed admission arrangements for 2016/17 are attached as Appendix A. These apply to all schools where the Local Authority is the admission authority, while the operational aspects of the scheme apply to all non-selective schools in Warwickshire (unless otherwise indicated).
- 2.2 For the reasons set out above no changes to the oversubscription criteria for 2016/17 are proposed.
- 2.3 The dates in the attached document are subject to change and may need to be amended to bring them in line with our neighbouring authorities. The Published Admission Numbers (PANs) found at the end of the consultation document will also need to be updated as and when these are received from schools / finalised.

- 2.4 Many of Warwickshire's schools are now academies with more due to convert in the near future. In an academy, the Academy Trust is the admission authority, and is therefore responsible for determining its own oversubscription criteria and certain other aspects of the school's admission arrangements.

3.0 Key issues- Admissions to Nursery Schools

- 3.1 Warwickshire County Council has six nursery schools. They are distinctive institutions, established as schools, with qualified teachers, although funded on a different basis. They are exemplars of best practice in early years education, well placed to meet the government's agenda of providing early education to the most vulnerable children of Warwickshire.
- 3.2 Admission to nursery schools is non-statutory and therefore not covered by the Admissions Code, however, the Council needs to have a policy to determine admission to these nursery schools. Headteachers of the nursery schools have also requested that a consistent policy is put in place.
- 3.3 In recognition of their specialist status, the proposed policy would give priority for admission to children from vulnerable groups who would most benefit from early years education in a nursery school setting. The proposed policy is consistent with other early years guidance and the government's funding for disadvantaged two year olds. The proposed arrangements are set out in Appendix B.

4.0 Options and proposal

- 4.1 The proposed policy for admissions to the six nursery schools is set out in Appendix B.

5.0 Timescales associated with the decision and next steps

- 5.1 If the Portfolio Holder is happy with the proposed admission arrangements then a consultation exercise would begin on 3 December 2014. The consultation period would then end on 30 January 2015.
- 5.2 Warwickshire County Council's Cabinet would then be asked to consider the proposed admission arrangements and any comments received at their meeting due to be held on 12 March 2015. The admission arrangements would then be determined and published on the Council's website.

Background papers

None

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**Appendix A
Warwickshire County
Council Admission
Arrangements
2016 / 2017
and
Coordinated**



*Working for
Warwickshire*

The information in this document is believed to be correct at the time of publication and is based on the School Admissions Code which came into effect on 01 February 2012.

Please note that many schools in Warwickshire have converted or are converting to academy status and this may have an impact on the information contained within this document.

Warwickshire County Council accepts no liability for any loss, damage or inconvenience caused as a result of any reliance on information contained within this document.

Please note that admission authorities can change their policies if required, subject to relevant consultation. Please contact the Admissions Service or visit the Warwickshire County Council website for the most up to date information.

Please note there are changes to last year's admission arrangements

- Consultations to change the Published Admission Numbers (PANs) at a number of schools. Full details can be found at Appendix A.
- Timetables for entry do differ each year so please familiarise yourself with details for entry to schools in September 2016.

Admission Arrangements for 2016/2017

1. Background

- 1.1. The local authority is the admission authority for community and controlled schools and is therefore responsible for determining the admission arrangements for these schools. The School Standards and Framework Act 1998 requires local authorities to consult with parties about admission arrangements before determining or varying them and the School Admissions Code lists those who must be consulted.
- 1.2. In voluntary aided, trust, foundation schools, and academies (own admission authority schools), the governing body or academy trust is the admission authority and it must consult on admission arrangements by 01 March of the determination year. This applies unless it is exempt from consulting in accordance with the 2012 School Admissions Code. This states that 'If no changes are made to admission arrangements they must be consulted on at least every 7 years'.
- 1.3. All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and academies within their area.
- 1.4. 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 place at a maintained school or academy is sent a single offer of a school place by the local authority in which their home address falls (their home authority).
- 1.5. As well as containing the oversubscription criteria for schools where the local authority is the admission authority, this document also contains details of Warwickshire's coordinated scheme and that it applies to all Warwickshire schools required to be part of such arrangements.
- 1.6. Parents should be aware that while Warwickshire's grammar schools are part of the local authority's coordinated admission arrangements, the 11+ test plays an important role in determining which children are offered a place at a grammar school. Full details can be found in the grammar school's own admission arrangements.

2. Primary and Junior School Admissions

- 2.1. The relevant area for Warwickshire is the County of Warwickshire.
- 2.2. Children attending infant and primary schools in Warwickshire can be admitted at the beginning of the academic year in which they reach five years of age; this can be in advance of compulsory school age. A child is of compulsory school age from the term following their fifth birthday.

- 2.3. Where a child is offered a place in advance of compulsory school age, parents can request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. However, a place cannot be deferred beyond the academic year for which the application was originally made.
- 2.4. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.
- 2.5. Children will transfer from infant to junior schools at the beginning of Year Three.
- 2.6. Parents of children living in Warwickshire are able to name six schools on their Common Application Form (CAF) in their preferred order.
- 2.7. All schools must have a Published Admission Number (PAN or admission number) for each 'relevant age group'. This is the age group at which pupils are normally admitted to the school. Details of each school's admission number can be found at Appendix A.
- 2.8. In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other local authorities refer to catchment areas). 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 - <http://www.warwickshire.gov.uk/mapinfantprimaryschools>

Junior and Primary School Priority Area Maps - <http://www.warwickshire.gov.uk/mapjuniorprimaryschools>

Infant, Junior and Primary School Priority Area Descriptions - <http://apps.warwickshire.gov.uk/api/documents/WCCC-699-42>
- 2.9. Data on relevant children is requested from the NHS from June onwards and is used to distribute information on the admissions process to parents.
- 2.10. Parents of children identified as being resident in Warwickshire and having a date of birth that falls on or between 01 September 2011 and 31 August 2012 will be sent a primary application pack from September 2015 onwards. Parents are encouraged to apply via Warwickshire's on-line service.
- 2.11. Publications containing details of the closing dates for submitting an application are sent to Warwickshire Schools, Pre-Schools, Nurseries, Parish Councils and other parties as considered appropriate. Full details of the process are also made available on the Warwickshire County Council website.
- 2.12. Parents are able to express up to six preferences for schools within Warwickshire or any other local authority and to give reasons for their preferences.

- 2.13. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.
- 2.14. Preferences for schools in other local authorities will be considered against the relevant over-subscription criteria.
- 2.15. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 2.16. In the event that a **Warwickshire infant or primary community or voluntary controlled school** is oversubscribed the following oversubscription criteria will be used when allocating places in Reception:

Please note:

Children with a Statement of Special Educational Needs or an Education and Health 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.

Children attending or with a place at a nursery class do not have a higher priority for and are not guaranteed a place in the linked infant or primary school.

Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

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 residence order or special guardianship order);
2. Children living in the priority area who have a brother or sister at the school at the time of admission;
3. Children living in the priority area who have a brother or sister at the partner junior school at the time of admission;
4. Other children living in the priority area;
5. Children living outside the priority area who have a brother or sister at the school at the time of admission;
6. Children living outside the priority area who have a brother or sister at the partner junior school at the time of admission;
7. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by 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).

2.17. In the event that a **Warwickshire junior or primary community or voluntary controlled school** is over-subscribed the following over-subscription criteria will be used when allocating places in Year Three (junior transfer):

Please note that children with a Statement of Special Educational Needs that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.

Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

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 residence order or special guardianship order);
2. Children living in the priority area who have a brother or sister at the school at the time of admission;
3. Children living in the priority area who have a brother or sister at the partner infant school at the time of admission;
4. Other children living in the priority area;
5. Children living outside the priority area who have a brother or sister at the school at the time of admission;
6. Children living outside the priority area who attended the partner infant school immediately prior to transfer;
7. Children living outside the priority area who have a brother or sister at the partner infant school at the time of admission;
8. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by 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).

2.18. Where the local authority is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school with availability where the admission authority is

prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

2.19. In own admission authority schools the academy trust or governing body are the admission authority and are responsible for setting their own oversubscription criteria. Contact individual schools for details.

2.20. Applications for Reception and Junior places will be considered as transfer applications until the end of the autumn term at which point an applicant will enter the relevant in-year admission arrangements.

2.21. Waiting lists will be held for all maintained schools until the end of the autumn term 2016 at which point an applicant will enter the relevant in-year admission arrangements.

3. Timetable for processing applications to Reception and Year Three for entry in September 2016.

| Primary Timetable | Process for Admission to Reception And Transfer to Year Three 2016 entry |
|--------------------------|---|
| June 2015 onwards | WCC to obtain relevant NHS data Nurseries, Pre-Schools, Schools and Parish Councils sent information on the application process Nurseries & Pre-Schools to distribute registration fliers Schools / pre-schools urged to inform parents by newsletter and / or any means at their disposal of closing date |
| 03 Aug 2015 | Press release Applications can be submitted on-line |
| September 2015 | School census information received for junior transfer phase Reception packs posted to parents by Admissions Service Fliers sent to Infant schools for children in Year Two advertising on-line admissions Junior packs sent to Infant Schools by Admissions Service |
| 14 December 2015 | Reminder letter sent to those parents where an application has not been received |

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| 15 January 2016 | <p>National closing date for reception and junior applications to be submitted to Admissions Service</p> <p>On-line system closes</p> <p>Late applications will be considered after those received on time</p> |
| End of January 2016 | First Exchange of Data with neighbouring local authorities |
| 01 February 2016 | <p>Information available to own admission authority schools using their own oversubscription criteria in order for children to be prioritised. Available via SAM to voluntary aided, trust, foundation schools and academies purchasing the Admissions Service and to include straight-line measurements. Sent via Excel spreadsheet to oversubscribed academies not purchasing the Admissions Service (no straight-line measurements included).</p> <p>Sibling Checklists available to all schools via SAM other than academies not purchasing the Admissions Service (sent via Excel spreadsheet)</p> |
| 12 February 2016 | <p>Own admission authority schools using their own admission criteria to provide full lists of applicants in priority order. Information to be provided via SAM unless the school is an oversubscribed Academy not purchasing the Admissions Service (data to be returned via Excel spreadsheet)</p> <p>Final date for families moving into the area (proof of address must be provided by this date)</p> |
| 09 March 2016 onwards | Provisional offers shared between local authorities |
| 21 March 2016 | Provisional offers available to all schools via SAM other than Academies not purchasing the Admissions Service (sent via Excel spreadsheet). Schools to notify admissions of any issues by 25 March 2016. Data to remain confidential |
| 28 March 2016 | Final offers exchanged with other local authorities |
| 14 April 2016 | Admissions Service post offer letters second class to Warwickshire residents |
| 15 April 2016 | <p>National Primary Offer Day</p> <p>Offers to on-line applicants available from 08.30am via email</p> |

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| | Automatic waiting lists open |
| 29 April 2016 | Closing date for parents to accept place offered Places will be reallocated as and when vacancies arise up to and including 31 December 2016 |
| 29 April 2016 | Reminder letters sent to parents who have not accepted the place offered. Parents given seven days to respond |
| June to September 2016 (excluding school holidays) | Appeals scheduled – The timetable for appeals is available on the WCC website. |

4. Secondary School Admissions (Year 7)

- 4.1. The relevant area for Warwickshire is the County of Warwickshire.
- 4.2. Children will transfer from primary and junior schools at the end of Year Six.
- 4.3. Parents of children living in Warwickshire are able to name six schools on their Common Application Form (CAF) in their preferred order.
- 4.4. All schools have a Published Admission Number (PAN or admission number) for each 'relevant age group'. This is the age group at which pupils are normally admitted to the school. Details of each school's admission number can be found at Appendix A.
- 4.5. In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other local authorities refer to catchment areas). 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:

Secondary School Priority Area Maps -

<http://www.warwickshire.gov.uk/mapsecondaryschools>

Secondary School Priority Area Descriptions –

<http://www.warwickshire.gov.uk/wp-content/uploads/2013/02/SecondarySchoolPriorityAreaDetails1.pdf>

- 4.6. Parents of the children identified as being resident in Warwickshire and having a date of birth that falls on or between 01 September 2004 and 31 August 2005, will be sent a secondary application pack via their child's primary / junior school from June 2015. Application packs will also be sent to Year Five children attending Stratford Preparatory School, The Croft School, Milverton House, Crescent School, other schools on request, and to those children resident in Warwickshire and known to be receiving home education. Details of those children resident in Warwickshire but attending schools outside of Warwickshire are sent to the Admissions Service by the current school's home local authority

(usually during the summer term). Application packs will be sent to these children as and when information is received.

- 4.7. Parents are able to express up to six preferences for schools within Warwickshire or any other local authority and to provide the reasons for their preferences. Parents are encouraged to apply via Warwickshire's on-line service.
- 4.8. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.
- 4.9. Preferences for schools or academies in other local authorities will be considered against the relevant over-subscription criteria.
- 4.10. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 4.11. In the event that a Warwickshire secondary community or voluntary controlled school is over-subscribed the following over-subscription criteria will be used when allocating places in Year Seven.

Please note:

Children with a Statement of Special Educational Needs or an Education and Health 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.

Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

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 residence order or special guardianship order);
2. Children living in the priority who will have a brother or sister 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 brother or sister at the school at the time of admission;
5. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority).

Distance will be calculated by 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).

4.12. Where the local authority is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school (**excluding selective schools**) with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

4.13. In own admission authority schools the academy trust or governing body are the admission authority and are responsible for setting their own oversubscription criteria. Contact individual schools for details.

4.14. Applications for Year 7 places will be considered as transfer applications until the end of the autumn term at which point an applicant will enter the relevant in-year admission arrangements.

4.15. Waiting lists will be held for all maintained schools until the end of the autumn term 2016, at which point an applicant will enter the relevant in-year admission arrangements.

5. Timetable for processing applications to secondary school (Year 7) in September 2016. Also included below and for information purposes are the key dates relating to the 11+ test. Please refer to the grammar school's own admission arrangements for more details.

| Secondary Timetable | Process for Transfer to Secondary School 2016 entry |
|---------------------------------|--|
| Late March 2015 | The Admissions Service will write to all primary and junior schools with current Year Five data. Schools required to check data and return by 20 March 2015 |
| 20 March 2015 | Schools to return Year Five data to Admissions Service |
| 08 May 2015 | Application packs and 11+ registration forms to all Warwickshire Schools to include Stratford Preparatory School, The Croft School, Milverton House, Crescent School, other schools on request, and to those children resident in Warwickshire and known to be receiving home education. Schools to distribute to Year Five pupils |
| 12 May 2015 | 11+ registration process opens |
| 29 June 2015 | On-line application process for school places opens |
| 10 July 2015 (4pm) (TBC) | Closing date for 11+ registration forms to be returned to the Admissions Service |

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| 21 August 2015 onwards | Allocation of test venues sent to 11+ candidates |
| Saturday 12 September 2015 (TBC) | Main sessions for 11+ Testing |
| Sunday 13 September and Monday 21 September 2015 (Both TBC) | Supplementary dates for 11+ Testing for children who cannot be tested on previous dates for religious reasons or who can provide appropriate written evidence of previous engagements or sickness |
| 12 October 2015 | Reminder letter sent to those parents where an application has not been received. |
| 16 October 2015 (TBC) | Provisional 11+ results posted out to parents |
| 31 October 2015 | National closing date for applications to be received by the Admissions Service On-line system closes Late applications will be considered after those received on time |
| 13 November 2015 (approx) | First exchange of data with surrounding local authorities |
| 23 November 2015 | Total and first preference count available to schools via SAM Information available to own admission authority schools using their own oversubscription criteria in order for children to be prioritised. Available via SAM to voluntary aided, trust foundation schools and academies purchasing the Admissions Service and to include straight-line measurements. Sent via Excel spreadsheet to oversubscribed Academies not purchasing the Admissions Service (no straight-line measurements included). Sibling Checklists available to all schools via SAM other than Academies not purchasing the Admissions Service (sent via Excel spreadsheet) |
| By 11 January 2016 | Own admission authority schools using their own admission criteria to provide full lists of applicants in priority order. Information to be provided via SAM unless the school is an oversubscribed Academy not purchasing the Admissions Service (data to be returned via Excel spreadsheet) |
| 22 January | Second exchange of data to surrounding local |

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| 2016(approx) | authorities |
| 01 February 2016 | Final date for families moving into the area (proof of address must be provided by this date) |
| 05 February 2016 | Third exchange of data to surrounding local authorities |
| 08 February 2016 | Provisional offers available to all schools via SAM other than Academies not purchasing the Admissions Service (sent via Excel spreadsheet). Schools to notify admissions of any issues by 12 February 2016. Data to remain confidential |
| 15 February 2016 | Final exchange of data with surrounding local authorities. Schools to notify admissions of any issues with provisional offers |
| 29 February 2016 | Admissions Service post offer letters second class to Warwickshire residents including 11+ results (where applicable) |
| 01 March 2016 | National Secondary Offer Day. Offers to on-line applicants available from 08.30am via email Automatic waiting lists open |
| 15 March 2016 | Closing date for parents to accept place offered Places will be reallocated by Admissions Service as and when vacancies arise up to and including 31 December 2016 |
| 16 March 2016 | Reminder letters sent to parents who have not accepted the place offered. Parents given seven days to respond |
| April to June 2016 | Appeals scheduled – The timetable for appeals is available on the WCC website |
| By the end of term | Final Electronic file of allocations to schools via S2S |

6. Appeals

6.1. Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference expressed where they have received a refusal. However, they cannot appeal for a place at a school preferred lower than their offer as this place will not have been considered and therefore will not have been refused.

6.2. Appellants will be expected to lodge appeals prior to the publicised deadline, but will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of voluntary aided, foundation, trust schools and academies, appeal forms will be available from the school's admission authority unless stated below.

6.3. The Local Authority will provide appeal forms for all community and voluntary controlled schools and the following voluntary aided, foundation, trust schools, academies and free school.

Please note:

As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or schools directly for confirmation

Catholic Aided

English Martyrs Catholic Primary
Our Lady's Catholic Primary School - Princethorpe
St Anne's Catholic Primary School
St Anthony's Catholic Primary School
St Francis' Catholic Primary School
St Joseph's Catholic Junior School, Nuneaton
St Joseph's Catholic Primary School, Leamington Spa
St Patrick's Catholic Primary School
St Peter's Catholic Primary School
Trinity Catholic School

Foundation Schools

Dunchurch Infant School
Middlemarch School
The Avon Valley School
Wolverton Primary School

Foundation Trust

Kenilworth School and Sports College

Academies (Secondaries)

Alcester Grammar School
Ash Green School
Bilton School
Campion School
Etone College
Hartshill School
Henley in Arden School
Higham Lane School
King Edward VI School
Lawrence Sheriff School
Myton School
Rugby High School

Shipston High School
Stratford Girls' Grammar School
Stratford-upon Avon-School
Studley High School
The Nuneaton Academy
The Polesworth School
The Queen Elizabeth Academy

Academies (Primaries)

Acorns Primary School
Birchwood Primary School
Budbrooke Primary School (tbc)
Cawston Grange Primary School
Dordon Community Primary School
Henry Hinde Infant School
Henry Hinde Junior School
Race Leys Junior School
Shipston Primary School
St Nicholas C of E Primary School Alcester
The Riverside Academy

Free Schools

The Priors School

7. Waiting Lists

- 7.1. Waiting lists for all of Warwickshire's primary and secondary community and voluntary controlled schools will be held by the local authority. Warwickshire County Council also holds waiting lists for certain own admission authority schools where this is indicated in their admission arrangements.
- 7.2. Children will be automatically added to the waiting lists of all Warwickshire schools listed as a higher preference than the school at which a place is allocated. This excludes grammar schools where waiting lists are set by a child's performance in the selection (11+) test. The Admissions Service will advise parents if their child is on a grammar school waiting lists when secondary school places are offered.
- 7.3. Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.
- 7.4. At the end of the Autumn term waiting lists will be cleared. Where parents wish for their child to remain on a school's waiting list a fresh application will need to be made. The onus is on parents to contact the Admissions Service. In the case of certain own admission authority schools parents may need to contact the school directly in order to be added to the waiting list. Parents will be advised where this is the case.

7.5. Following the end of the autumn term applications for places will be dealt with under the In-Year Admissions process.

7.6. Warwickshire parents wishing for their child to be placed on the waiting list of a school outside of Warwickshire may need to contact the school or relevant local authority. Contact School Admissions for details.

8. Year 10 Transfer

8.1. Parents who would like their child to transfer to a 14-19 establishment such as a Studio School or University Technology College (UTC) should contact the establishment to confirm the correct application process.

9. Warwickshire County Council's In-Year Admission Arrangements.

9.1. Introduction

9.2. Under the School Admissions Code that came into effect on 01 February 2012, there is no requirement for local authorities to co-ordinate in-year admissions from September 2013 onwards. However, Warwickshire County Council will co-ordinate in-year applications for Warwickshire residents for all community and voluntary controlled and own admission authority schools unless the school has indicated otherwise in their admission arrangements. Contact School Admissions for the most up to date information.

9.3. Warwickshire residents applying for a place in non-Warwickshire schools should contact the relevant local authority. For example, to apply for a place in a Coventry school contact Coventry Admissions. Non-Warwickshire residents wishing to apply for a Warwickshire school should in the first instance contact their home authority.

9.4. Procedure for in-year applications for places at schools where Warwickshire County Council administer in-year applications.

9.5. Parents are able to express up to six preferences.

9.6. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.

9.7. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.

9.8. Application forms are available from Warwickshire County Council's Admissions Service and the Warwickshire County Council website. Forms allow parents to provide:

- information about their child's educational history;
- their reasons for changing their child's school; and, in order to ensure fair access;

- details of the official services and individuals involved with their child, for example Education Social Workers.
- 9.9. Parents are encouraged to obtain from the Headteacher of their child's current school confirmation of the accuracy of the educational information provided before it is submitted to the Council; this will enable a discussion to take place with the current school regarding any concerns the parents may have.
- 9.10. Parents will be asked to provide proof of address when submitting an application form.
- 9.11. If a preference is expressed for an own admission authority schools details of the application will only be sent to the school if it is ranked first or an offer cannot be made at a higher ranked school.
- 9.12. Own admission authority schools are required to notify the Council within seven school days of receipt of an application if a place can (or cannot) be offered.
- 9.13. Where it is not possible to offer any of the named preferences and the applicant does not want their child to remain at their current school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.
- 9.14. Where a place is not secured under the normal in-year admission arrangements then the application may need to be considered under the In-Year Fair Access Protocol (IYFAP – See Section 10).
- 9.15. Notifying parents of the outcome of their applications.
- 9.16. The Council will notify the parents of children living in its area of the outcome of their application, regardless of whether the Council is the school's admission authority. Notification letters will not be sent by individual schools.
- 9.17. Parents are expected to confirm acceptance of the offer of a school place within fourteen days after the date of the offer and to ensure that their child begins attending the school within six weeks of the offer. Where a child fails to take up a place within six weeks the place may be withdrawn.
- 9.18. Appeals
- 9.19. Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, where they have received a refusal. However, they cannot appeal for a place at a school preferred lower than their offer as this place will not have been considered and therefore will not have been refused.

- 9.20. Appellants will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of own admission authority schools appeal forms will be available from the school's admission authority unless stated below.
- 9.21. The local authority will provide appeal forms for all community and voluntary controlled schools and the following Own admission authority schools:

Please note:

As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or schools directly for confirmation.

Catholic Aided

English Martyrs Catholic Primary
Our Lady's Catholic Primary School - Princethorpe
St Anne's Catholic Primary School
St Anthony's Catholic Primary School
St Francis' Catholic Primary School
St Joseph's Catholic Junior School, Nuneaton
St Joseph's Catholic Primary School, Leamington Spa
St Patrick's Catholic Primary School
St Peter's Catholic Primary School
Trinity Catholic School

Foundation Schools

Dunchurch Infant School
Middlemarch School
The Avon Valley School
Wolverton Primary School

Foundation Trust

Kenilworth School and Sports College

Academies (Secondaries)

Alcester Grammar School
Ash Green School
Bilton School
Campion School
Etone College
Hartshill School
Henley in Arden School
Higham Lane School
King Edward VI School
Lawrence Sheriff School
Myton School

Rugby High School
Shipston High School

Stratford Girls' Grammar School
Stratford-upon-Avon School
Studley High School
The Nuneaton Academy
The Polesworth School
The Queen Elizabeth Academy

Academies (Primaries)

Acorns Primary School
Birchwood Primary School
Budbrooke Primary School (tbc)
Cawston Grange Primary School
Dordon Community Primary School
Henry Hinde Infant School
Henry Hinde Junior School
Race Leys Junior School
Shipston Primary School
St Nicholas C of E Primary School Alcester
The Riverside Academy

Free Schools

The Priors School

9.22. Waiting Lists

9.23. Waiting lists for all of Warwickshire's primary and secondary community and voluntary controlled schools will be held by the local authority. Warwickshire Admissions also holds waiting lists for certain own admission authority schools where this is indicated in the school's admission arrangements.

9.24. Waiting Lists for other schools that use their own published admissions criteria will be held by the individual schools

9.25. All waiting lists held by the local authority will be cleared at the end of each academic term. Where parents wish for their child to remain on a school's waiting list the onus is on parents to contact the Admissions Service at the end of the term.

9.26. For in-year admission to selective schools see the school's own admission arrangements.

9.27. The local authority aims to process in-year applications within 10 school days via the following process:

Step 1 Application received by the Admissions Service and acknowledged.

Step 2 Application assessed.

Step 3 If a preference has been expressed for a voluntary aided, trust, foundation school or academy, and it is relevant for them to consider admission, send applicant details to the school by email or fax.

Step 4 Check availability at preferred schools.

Step 5 Own admission authority schools to indicate if place is available (where applicable). Offer letter issued if a place is available at any of the preferences listed. If not offered first preference move to Step 9. If offered first preference move to Step 10

Step 6 If a place cannot be allocated at any school listed a place at the next nearest school will be allocated. or

If the child falls under the In-Year Fair Access Protocol, refer to In-Year fair Access Officer for placement

Step 7 Notify unplaced school of offer.

Step 8 Decision letter sent.

Step 9 Children not offered a place at their first preference are added to the waiting lists of all schools listed as a higher preference than the school at which a place was offered.

Step 10 Application closed.

10. Warwickshire County Council's In-Year Fair Access Protocol (IYFAP).

10.1. Introduction and Background

10.2. Local authorities are required to operate an In-Year Fair Access Protocol (IYFAP). The aim of such protocols 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 majority of schools in the area are required to agree to the protocol and the local authority must ensure that no school - including those with places - is asked to take a disproportionate number of children who have been excluded from schools, or who have challenging behaviour. Protocols must include details of how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

10.3. Full details of Warwickshire's In-Year Fair Access Protocol can be obtained from School Admissions.

11. Glossary / Key Terms

Own Admission Authority Schools

Voluntary aided, trust foundation schools and academies. In such schools the academy trust or governing body is the admission authority.

Looked After Children

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

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

Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister, or the child of the parents' partner, where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

Fraudulent or Intentionally misleading applications

Parents should be aware that where a school place is offered based on a fraudulent or intentionally misleading application that the place can be withdrawn - even after the child has started at the school.

Proof of address

When submitting an application parents will need to provide appropriate proof of the address used as the basis of their application. This will normally be a Council Tax Reference Number. Each year the Admissions Service will contact a random sample of applicants and ask for further proof of address.

Definition of Home Address

Where the child normally resides / sleeps when they attend school. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up.

There is also an expectation that a child will be resident at the address used to allocate a place from the start of term and will continue to reside at that address for a reasonable period of time. **All circumstances surrounding the application will be taken into account in deciding whether or not this requirement has been met.**

Short-term house moves which occur only to secure a school place and which are considered fraudulent or intentionally misleading may therefore result in the place being withdrawn.

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 sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a local authority Solicitor. The order of draw will be recorded and countersigned at the time.

Separated Parents

Where a child lives with each of their parents at separate addresses, the address used for allocating a school place will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the child's parents / carers will be asked to nominate which address they wish to be the child's main address for school admission purposes. Should they fail to do so by the published closing date the Council has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both parents are in agreement with. Warwickshire Admissions will not become involved in disputes between parents. Where more than one application is received in respect of a single child and the parents cannot reach agreement over the content of the application, Warwickshire Admissions reserves the right not to process either application until an agreement between the parents is reached.

Twins, Triplets or other multiple-births

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where the local authority and school's admission authority (if different) are in agreement - even if this means going above the school's Published Admission Number (also see Infant Class Size).

Infant Class Size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances as set out in the School Admissions Code. When admitted these children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children with Statements of Special Educational Needs admitted outside the normal admission round;
- b) looked after children and previously looked after children admitted outside the normal admission round;

- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admission round;
- g) twins and children from multiple births when one of the siblings is the 30th child admitted;
- h) children with SEN who are normally taught in an SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Admissions above PAN

Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names a school will be admitted. In this event the number of places that remain for allocation will be reduced or may result in a school exceeding its PAN (also see 'Infant Class Size').

If a primary or secondary school is full in the year group another place can be offered provided that:

- a) no other applicants have been refused places in the same year group – wherever they live;
- b) the child is living or moving into the school's priority area (proof of address will be required);
- c) the admission will not breach the infant class size limit (where applicable - unless the child falls under one of the 'excepted' groups as set out in the infant class size section);
- d) The local authority believe it would be unreasonable not to offer a place and the school's admission authority (where applicable) are in agreement with the place being offered.

If a school has a waiting list then it will not normally be possible to offer additional places as other applicants **will** have been refused places in the same year group. However, if the local authority and the school's admission authority (if different) agree, then **all** applicants on the waiting list, or groups of children / individual children falling under a particularly high criterion, considered as an 'exception' (see above), or where it would be considered unreasonable not to, **may** be offered a place.

Admission above PAN for Looked After Children

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has

had to be made in an emergency, and education has not been secured, or where educational provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Community and Controlled schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

Where this process would result in a breach to infant class size limits, the local authority would consider the case of the individual child and the reasonableness to refuse admission. Where the local authority deems a school to be the most suitable for the child, an exception to breach the 30 limit will apply (See 'Infant Class Size').

Headteachers and governors of own admission authority schools are invited to formally adopt the above policy.

Under Age and Over Age applications

Warwickshire County Council's policy is that children should generally be educated within their appropriate age group. In rare cases where it might not be appropriate for the child to be educated in the normal year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria. Also see 'Infant Class Size'.

Late applications (Entry or Transfer Year Groups)

Late applications will only be considered after the applications received by the closing dates (on-time applications).

Late applications because of an impending move:

Offers of places at primary level will take account of a future move involving the child's address only if it can be confirmed **before 12 February 2016** i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house. There is an expectation that the address used will satisfy the definition of 'home address' (see above). Proof of residence at the address may be required. The local authority may undertake a home visit without prior notice to verify a pupil's home 'address'.

Offers of places at secondary level will take account of a future move involving the child's address only if it can be confirmed **before 01 February 2016** i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house. There is an expectation that the address used will satisfy the definition of 'home address' (see above). Proof of residence at the address may be

required. The local authority may undertake a home visit without prior notice to verify a pupil's home 'address'.

Appendix A – Published Admission Numbers for 2016 entry – Please note that the list below includes all community, voluntary controlled, voluntary aided, trust, foundation schools and academies in Warwickshire. The data below is correct at the time of publication but is subject to change. Where the local authority is not the admission authority contact the school for confirmation.

| Infant and Primary Schools | Published Admission Number | Reason for Change in PAN |
|--|-----------------------------------|---------------------------------|
| Abbey C of E Infant School | 60 | |
| Abbots Farm Infant School | 60 | |
| Acorns Primary School | 10 | |
| All Saints C of E (VA) Primary School (Leek Wootton) | 20 | |
| All Saints C of E Infant School (Bedworth) | 30 | |
| All Saints C of E Primary School And Nursery (Nuneaton) | 30 | |
| Alveston C of E Primary School | 30 | |
| Arden Forest Infant School | 60 | |
| Arley Primary (Replaces Gun Hill Infant and Herbert Fowler Junior) | 45 | |
| Austrey C of E Primary School | 15 | |
| Aylesford School. A Specialist Language and Music College | 30 | |
| Barford St Peter's C of E Primary School | 20 | |
| Bawnmore Infant School | 60 | |
| Bidford-On-Avon C of E Primary School | 45 | |
| Bilton Infant School | 57 | |
| Binley Woods Primary School | 30 | |
| Birchwood Primary School | 60 | |
| Bishops Itchington Primary School | 30 | |
| Bishops Tachbrook C of E Primary School | 30 | |
| Bishopton Primary School | Proposed increase from 30 to 60 | |
| Boughton Leigh Infant School | 90 | |
| Bournebrook C of E Primary School | 20 | |
| Brailes C of E Primary School | 15 | |
| Briar Hill Infant School | 90 | |
| Bridge Town Primary School | 60 | |
| Brookhurst Primary School | 60 | |
| Brownsover Community Infant School | 60 | |
| Budbrooke Primary School | 45 | |
| Burton Green C of E Primary School | 15 | |
| Camp Hill Primary School & Early Years Centre | 60 | |
| Canon Evans C of E Infant School | 90 | |
| Cawston Grange Primary School | 60 | |
| Chilvers Coton Community Infant School | 60 | |
| Clapham Terrace Community Primary School And Nursery | 28 | |
| Claverdon Primary School | 30 | |

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|--|-------------------------|-------------------|
| Clifton-Upon-Dunsmore C of E Primary School | 30 | |
| Clinton Primary School | 30 | |
| Coleshill C of E Primary School | 30 | |
| Coten End Primary School | 90 | |
| Coughton C of E Primary School | 20 | |
| Cubbington C of E Primary School | 30 | |
| Curdworth Primary School | 17 | |
| Dordon Community Primary School | 30 | |
| Dunchurch Infant School | 60 | |
| Dunnington C of E Primary School | 15 | |
| Eastlands Primary School | 30 | |
| Emscote Infant School | Proposed increase to 80 | Demand for places |
| English Martyrs Catholic Primary School | 30 | |
| Ettington C of E Primary School | 25 | |
| Exhall Cedars Infant School | 60 | |
| Galley Common Infant School | 50 | |
| Glendale Infant School | 90 | |
| Goodyers End Primary School | 60 | |
| Great Alne Primary School | 16 | |
| Hampton Lucy C of E Primary School | 15 | |
| Harbury C of E Primary School | 30 | |
| Haselor (Foundation) Primary School | 15 | |
| Henley-In-Arden Community Primary School | 30 | |
| Henry Hinde Infant School | 90 | |
| High Meadow Infant School | 30 | |
| Hillmorton Primary School | 30 | |
| Hurley Primary School | 29 | |
| Ilmington C of E Primary School | 15 | |
| Keresley Newland Primary School | 30 | |
| Kineton C of E (VA) Primary School | 30 | |
| Kingsbury Primary School | 45 | |
| Kingsway Community Primary School | 30 | |
| Knightlow C of E Primary School | 30 | |
| Lapworth C of E Primary School | 30 | |
| Leamington Hastings C of E Infant School | 18 | |
| Lighthorne Heath Primary School | 13 | |
| Lillington Nursery and Primary School | 60 | |
| Long Itchington C of E Primary School | 28 | |
| Long Lawford Primary School | 60 | |
| Loxley C of E Community Primary School | 6 | |
| Mappleborough Green C of E Primary School | 17 | |
| Milby Primary School | 60 | |
| Milverton Primary School | 45 | |
| Moreton Morrell C of E Primary School | 15 | |
| Nathaniel Newton Infant School | 60 | |
| Newbold And Tredington C of E Primary School | 15 | |
| Newbold Riverside Primary School | 30 | |
| Newburgh Primary School | 60 | |

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|---|-------------------------|-----------------------------------|
| Newdigate Primary School | 45 | |
| Newton Regis C of E Primary School | 17 | |
| Northlands Primary School | 30 | |
| Nursery Hill Primary School | 26 | |
| Oakfield Primary School | 45 | |
| Our Lady & St Teresa's RC Primary School | 30 | |
| Our Lady Of The Angels Catholic Infant School | 70 | |
| Our Lady's Catholic Primary School (Alcester) | 15 | |
| Our Lady's Catholic Primary School (Princethorpe) | 17 | |
| Outwoods Primary School | 60 | |
| Paddox Primary School | 90 | |
| Park Lane Primary School Nursery | 50 | |
| Priors Field Primary School | 30 | |
| Provost Williams C of E Primary School | 30 | |
| Quinton Primary School | 30 | |
| Race Leys Infant School | 70 | |
| Racemeadow Primary School | 60 | |
| Radford Semele C of E Primary School | 30 | |
| Rokeby (Community) Primary School | 30 | |
| Salford Priors C of E Primary School | 15 | |
| Shipston-On-Stour Primary School | 60 | |
| Shottery St Andrew's C of E Primary School | 15 | |
| Shrubland Street Community Primary School | 28 | |
| Shustoke C of E Primary School | 27 | |
| Snitterfield Primary School | 15 | |
| Southam Primary School | 42 | |
| Southam St James C of E Primary School | 30 | |
| St Andrews Benn C of E Primary | 45 | |
| St Anne's Catholic Primary School | 30 | |
| St Anthony's Catholic Primary School | 30 | |
| St Augustine's Catholic Primary School | 30 | |
| St Benedict's Catholic Primary School | Proposed increase to 30 | To reflect capacity within school |
| St Edward's Catholic Primary School | 30 | |
| St Francis Catholic Primary School | 30 | |
| St Gregory's Catholic Primary School | 30 | |
| St John's Primary School, Nursery and Children's Centre | 30 | |
| St Joseph's Catholic Primary School (Whitnash) | 30 | |
| St Lawrence C of E (Voluntary Aided) Primary School | 26 | |
| St Marie's Catholic Primary School | 60 | |
| St Mary Immaculate Catholic Primary School (Warwick) | 20 | |
| St Mary's Catholic Primary School (Henley-In-Arden) | 12 | |
| St Mary's Catholic Primary School (Southam) | 30 | |
| St Mary's Catholic Primary School (Studley) | 30 | |
| St Matthew's Bloxam C of E Primary School | 30 | |
| St Michael's C of E Primary School | 45 | |
| St Nicholas C of E Primary School (Alcester) | 60 | |

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|---|------------------------|---------|
| St Nicholas C of E Primary School (Kenilworth) | 60 | |
| St Nicolas C of E (Voluntary Aided) Primary School (Nuneaton) | 60 | |
| St Oswald's C of E Primary School | 30 | |
| St Patrick's Catholic Primary School | 30 | |
| St Paul's C of E Primary School (Leamington Spa) | 45 | |
| St Paul's C of E Primary School (Nuneaton) | 60 | |
| St Peter's Catholic Primary School | 15 | |
| Stockingford Primary School | 100 | |
| Stockton Primary School | 18 | |
| Stratford-Upon-Avon Primary School | 30 | |
| Studley Infant School | 60 | |
| Sydenham Primary School | 60 | |
| Tanworth-In-Arden C of E Primary School | 30 | |
| Telford Infant School | 90 | |
| Temple Grafton C of E Primary School | 15 | |
| Temple Herdewyke Primary School | 15 | |
| The Dasset C of E Primary School | 30 | |
| The Ferncumbe C of E Primary School | 20 | |
| The Nethersole C of E Primary School | 45 | |
| The Priors Free School | Contact school details | the for |
| The Revel C of E (Aided) Primary School | 45 | |
| The Willows C of E Primary School | 60 | |
| Thomas Jolyffe Primary School | 60 | |
| Thorns Community Infant School | 60 | |
| Tysoe C of E Primary School | 30 | |
| Warton Nethersole's C of E Primary School | 22 | |
| Water Orton Primary School | 45 | |
| Weddington Primary School | 60 | |
| Welford-On-Avon Primary School | 30 | |
| Wellesbourne C of E Primary School | 60 | |
| Wembrook Primary School | 90 | |
| Westgate Primary School | 30 | |
| Wheelwright Lane Primary School | 30 | |
| Whitestone Infant School | 90 | |
| Whitnash Primary School | 45 | |
| Wilmcote C of E (Voluntary Aided) Primary School | 16 | |
| Wolston St Margaret's C of E Primary School | 30 | |
| Wolverton Primary School | 15 | |
| Wolvey C of E Primary School | 30 | |
| Wood End Primary School | 25 | |
| Woodloes Primary School | 60 | |
| Woodside C of E Controlled Primary School | 40 | |
| Wootton Wawen C of E Primary School | 24 | |

| Junior Schools | Published Admission Number | Reason for Change in PAN |
|-----------------------|-----------------------------------|---------------------------------|
|-----------------------|-----------------------------------|---------------------------------|

| | | |
|---|---|--|
| Abbots Farm Junior School | 66 | |
| All Saints' C of E Junior School | Proposed increase to 80 | |
| Bilton C of E Junior School | Proposed decrease to 90 | |
| Boughton Leigh Junior School | 120 | |
| Canon Maggs C of E Junior School | 89 | |
| Chetwynd Junior School | 90 | |
| Coleshill C of E Primary School (Y3 Intake) | 60 | |
| Coten End Primary | 4 additional places over Year 3 PAN of 60 | |
| Croft Junior School | 90 | |
| Dunchurch Boughton C of E (Voluntary Aided) Junior School | 66 | |
| Henry Hinde Junior School | 90 | |
| Michael Drayton Junior School | 127 | |
| Middlemarch School | 60 | |
| Park Hill Junior School | 66 | |
| Queen's C of E Junior School | 90 | |
| Race Leys Junior School | 70 | |
| St Giles' Junior School | 60 | |
| St James' C of E Junior School | 60 | |
| St Joseph's Catholic Junior School (Nuneaton) | 68 | |
| St Margaret's C of E Junior School | 90 | |
| St Michael's C. of E. (Aided) Primary School (Y3 Intake) | 5 additional places over R PAN of 45 | |
| Studley St Mary's C of E Junior School | 60 | |
| Telford Junior School | 90 | |

| Secondary Schools | Published Admission Number | Reason for Change in PAN |
|---|-----------------------------------|---------------------------------|
| Alcester Grammar School | 120 | |
| Alcester Academy | 130 | |
| Ash Green School and Arts College | 170 | |
| Ashlawn School | 226 | |
| Ashlawn SELECTIVE | 30 but TBC by school | |
| Aylesford School. A Specialist Language and Music College | 206 | |
| Bilton School. A Maths and Computing College | 210 | |
| Campion School | 155 | |
| Etone Technology Language Vocational College | 155 | |
| Harris School | 182 | |
| Hartshill School | 210 | |
| Henley In Arden High School | 123 | |
| Higham Lane School. A Business and Enterprise | 238 | |

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|---|------------------|-------------------------------------|
| College | | |
| Kenilworth School And Sports College | 270 | |
| Kineton High School. A Specialist Sports College | 150 | |
| King Edward VI School | 81 | |
| Kingsbury School. A Specialist Science and Mathematics College | 126 | |
| Lawrence Sheriff School | 120 | |
| Myton School. A Specialist Science College and Training School | 275 | |
| Nicholas Chamberlaine Technology College | 300 | |
| North Leamington School | 240 | |
| Queen Elizabeth School and Sports College | Reduction to 120 | Priority Schools Building Programme |
| Rugby High School: A Grammar School with Science and Language Specialist Status | 120 | |
| Shipston High School. A Specialist Technology College | 90 | |
| Southam College | 210 | |
| St Benedict's Catholic High School | 106 | |
| St Thomas More Catholic School And Technology College | 156 | |
| Stratford-upon-Avon Grammar School for Girls. A Specialist College for Language and Science | 112 | |
| Stratford-upon-Avon High School. A Maths and Computing Specialist College | 290 | |
| Studley High School. Humanities & Music College | 150 | |
| The Avon Valley School And Performing Arts College | 220 | |
| The Coleshill School. A Maths And Computing College | 180 | |
| The Nuneaton Academy | 210 | |
| The George Eliot School | 190 | |
| The Polesworth School - A Specialist Language College | 224 | |
| The Trinity Catholic Technology College. A Specialist Arts and Technology College | 210 | |

Warwickshire County Council policy on admissions to nursery schools

Introduction

The six nursery schools in Warwickshire are distinctive institutions, established as schools, with qualified teachers, although funded on a different basis. They are exemplars of best practice in early years education, well placed to meet the government's agenda of providing early education to the most vulnerable children of Warwickshire.

While admission to nursery schools is non-statutory, Warwickshire County Council has adopted the following local policy for admission to its nursery schools named below. Warwickshire County Council and the nursery schools will have regard to the Schools Admissions Code 2012.

The Nursery Schools

| Name | Address | No. of places |
|----------------|---------|---------------|
| Atherstone | | 100 |
| Bedworth Heath | | 80 |
| Stockingford | | 80 |
| Kenilworth | | 80 |
| Warwick | | 80 |
| Whitnash | | 80 |

Timing of admission to nursery schools

In Warwickshire children normally start nursery education from the term following their third birthday.

All three and four year olds are entitled to 15 hours of free nursery education per week, over no fewer than 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday).

For the 2016/17 academic year children become eligible for the free entitlement on the dates set out in the table below:

| A child born in the period: | Will become eligible for a free place: |
|--|---|
| 1st April 2014 to 31st August 2014 | 1st September 2016 (Autumn school term) |
| 1st September 2014 to 31st December 2014 | 1st January 2017 (Spring school term) |
| 1st January 2015 to 31st March 2015 | 1 st April 2017 (Summer school term) |

Each nursery will administer its own applications. Children will be admitted at the beginning of each term. The closing dates for applications and the dates on which offers will be made are set out below:

| Term | Closing date for applications | Offers made |
|-------------|--------------------------------------|--------------------------------------|
| Autumn | Monday of the second week in January | Friday of the fourth week in January |
| Spring | Monday of the last week in September | Friday of the third week in October |
| Summer | Monday of the last week in February | Friday of the third week in February |

Parents will have two weeks to accept the place offered.

Oversubscription criteria

In the event that the number of applications to a maintained nursery school exceeds its published admissions number (PAN), the following criteria will be applied in the order below when allocating places:

1. Children with a statement of special educational needs or an Education, Health and Care Plan that names the nursery school.
2. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
3. A child with a child protection plan in place.
4. A vulnerable pupil with a CAF in place (or its replacement) or where evidence from the relevant professional(s) can demonstrate to the governing body that a nursery school place will benefit the child's educational, social, emotional or health development rather than any other provider.
5. A child known by the local authority to have additional educational needs where evidence from the relevant professional(s) can demonstrate to the governing body that a nursery school place will benefit the child's educational development rather than any other provider.
6. A child with a serious ongoing medical condition, where evidence from the relevant professional(s) can demonstrate to the governing body that a nursery school place will benefit the child's educational, social, emotional or health development rather than any other provider.

7. A child who has previously attended the nursery school as a funded 2 year old.
8. Any remaining places will be allocated to applicants living at a Warwickshire address, with priority being decided on the basis of distance between the nursery school and the child's home address.

Distance will be calculated by straight line measurement from the applicant's home address to the school in question. If the distance between two addresses is identical then further measurements will be carried out by the admissions team at the council.

Non-admission to a nursery school

Admission to a nursery school is non-statutory and therefore there is no appeal against a decision to offer a place. Parents who are not satisfied that their child has not been offered a place may express their concerns to the nursery school's governing body who will consider each case on its merits, balancing the need to maintain child:adult ratios.

Late applicants

Late applications will be considered after those received on time. Where places cannot be offered to late applicants, they will be added to the waiting list, in the order set out in the oversubscription criteria above.

Waiting lists

Waiting lists will operate for the term of entry. Where places become available, they will be offered from the waiting list in the order set out in the oversubscription criteria above. Waiting lists will be closed at the end of each term.

If no waiting list is operating, any places which become available during the term will be offered according to the same criteria.

Admission to school

Admission to a nursery school does not guarantee admission to any particular school. A separate application must be made.