

Portfolio Holder Decisions

Decisions to be made on or after: Friday, 21 February 2020

Portfolio Holders

Councillor Izzi Seccombe (Leader of the Council)
Councillor Peter Butlin (Deputy Leader – Finance and Property)
Councillor Les Caborn (Adult Social Care and Health)
Councillor Jeff Clarke (Transport and Planning)
Councillor Andy Crump (Fire & Rescue and Community Safety)
Councillor Colin Hayfield (Education and Learning)
Councillor Kam Kaur (Customer and Transformation)
Councillor Jeff Morgan (Children's Services)
Councillor Heather Timms (Environment and Heritage & Culture)

Items on the agenda: -

ERDF Programme - Phase 3

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A report seeking Leader approval to submit an application for ERDF funding.

Developer-funded Scheme Approvals

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A report seeking the approval of the Deputy Leader (Finance and Property) related to fees for two developer funded schemes.

School Term Dates 2021/22

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A report seeking approval from the Portfolio Holder for Education and Learning for future school term dates.

Amendment to 2020/2021 Admissions Arrangements

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This report seeks approval of the Portfolio Holder for Education and Learning to revised school admission arrangements.

Approval for Increasing Fees and Charges in Country Parks and Waste Management

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A report that seeks the approval of the Portfolio Holder for Environment and Heritage and Culture for increases to fees for country parks.

Portfolio Holder Decision – ERDF Business Support Programme – Phase 3

Portfolio Holder	Leader
Date of decision	Meeting Date
	Signed

Decision taken

That the Leader of the Council

- (1) Approves the submission of an application for up to an additional £0.7 million from the European Regional Development Fund to extend the Council's business support programme for 18 months from January 2022 to June 2023.
- (2) Subject to approval of the funding:
 - a. Approves varying the contract with Coventry and Warwickshire Chamber of Commerce for the provision of the Warwickshire start-up programme.
 - b. Approves varying the back-to-back agreements with Coventry & Warwickshire Reinvestment Trust and University of Warwick Science Park.
 - c. Authorises the Strategic Director for Communities to negotiate variations to all relevant contracts and agreements on terms and conditions acceptable to the Strategic Director for Resources.

Reasons for decisions

Bids for external funding require the approval of the Portfolio Holder

Background information

1.0 Key Issues

1.1 The European Structural and Investment Funds (ESIF) are the European Union's (EU) main mechanism for supporting economic growth. Coventry and Warwickshire has a notional

allocation of €138 million (approximately £110.7 million) for the 2014-2020 period. This is made up of £54 million from the European Regional Development (ERDF) – which supports research and innovation, small and medium sized enterprises (SMEs), the extended roll-out of superfast broadband and the creation of a low carbon economy; £54 million from the European Social Fund – which supports investment in employment and skills and promotes social inclusion; and £2.7 million from the European Agricultural Fund for Rural Development (EAFRD) – which supports small enterprises in rural areas.

1.2 The Council has been managing a successful business support programme funded by the ERDF since January 2016. The first phase – which ran until December 2018 – received £1 million from ERDF and £0.5 million from other partners. The Council also provided £0.5 million of match funding. The second phase – which is running from January 2019 to December 2021 – is set to receive £1.3 million from ERDF and 0.6m from partners. The Council is also providing £0.7 million of match funding. The programme has so far met or exceeded all its targets. It has supported 498 businesses, helped 343 people to start a business, and created 264 new jobs.

1.3 Following an outline application in September 2019, the Council has now been invited by the Ministry for Housing, Communities and Local Government (MHCLG) to apply for a further 18 months of funding from January 2022 to June 2023. It has been confirmed, following agreement between the UK Government and EU on the Withdrawal Agreement, that the UK will continue to participate in all EU programmes until the end of the current funding period in 2023. The Government has also guaranteed funding for ERDF projects in the event of a “no-deal” Brexit. This guarantee would fund new and existing projects until programme closure. Approval from the Leader of the Council is required to submit the Project Change Request [full application] to MHCLG. Approval is also required to vary all relevant contracts and back-to-back agreements.

2.0 Options and Proposal

2.1 The application will extend four successful strands of activity which form a key part of Warwickshire’s (and the wider sub-region’s) current business support offer:

- Start-Up Support – The Warwickshire start-up service for new businesses in their first 24 months of trading and people with ambitions to start their own business. The service was re-procured in 2019 and contract awarded to Coventry and Warwickshire Chamber of Commerce.
- Business Ready – A business readiness support package for tech-based and other innovation-led businesses with the characteristics and ambition for growth and scale-up. This strand is delivered by University of Warwick Science Park (UWSP) across Coventry and Warwickshire.
- Creative Springboard – Specialist support for micro and new businesses in the creative sector with the ambitions to grow. This strand is delivered by Coventry & Warwickshire Reinvestment Trust (CWRT) across the county with a focus on Leamington Spa.
- Business and Investment – A package of support activities designed to attract businesses from Warwickshire’s priority sectors to the sub-region and to support existing businesses to expand. This strand is delivered by WCC’s Business Support team across Coventry and Warwickshire.

2.2 The programme supports the delivery of key priorities in the Council’s new Economic Growth Strategy. It also supports the delivery of the West Midlands Industrial Strategy and the Government’s national growth agenda.

2.3 The Council is applying for up to an additional £0.7 million of ERDF funding to extend the programme for a further 18 months from January 2022 to June 2023. CWRT and UWSP have committed an additional £0.2 million of private sector funding and Warwickshire’s district/ borough councils are expected to continue with their contributions to the start-up service. The Council will

make a match funding contribution of around £0.4 million. Most of this funding will come from the revenue budget for Communities. It is also expected that the Council's reserves [European Match Funding and Rural Growth Network] will continue to contribute towards the costs of funding the programme. The extension will support an additional 200 businesses and create another 100 jobs.

3.0 Timescales associated with the decision and next steps

3.1 MHCLG is expected to make a decision on the Project Change Request in late Spring 2020. If approved, the extension would be contracted before the end of the year when the 11-month transition period agreed between the UK and EU comes to an end. Both the contract with the Chamber of Commerce for the provision of the start-up service and back-to-back agreements with CWRT and UWSP will be varied at this point to incorporate the additional ERDF funding and outputs.

3.2 The UK Shared Prosperity Fund – which is designed to replace the ESIF funds after the UK's exit from the EU – is expected to be operational by the time the ERDF funding ends in June 2023.

Financial implications

As set out above.

Environmental implications

The project will not have a major impact on the environment. It will, however, directly promote sustainable development – which is one of two cross-cutting themes for all ERDF projects - by helping businesses improve their efficiency and supporting innovation-led and knowledge-intensive businesses that generally have a lower carbon footprint. It will also ensure that all businesses are made aware of, and where appropriate referred to, low carbon business support programmes.

Report Author	Matthew Epps
Assistant Director	David Ayton-Hill
Lead Director	Mark Ryder
Lead Member	Izzi Seccombe

Urgent matter?	No
Confidential or exempt?	No
Is the decision contrary to the budget and policy framework?	No

List of background papers
None

Members and officers consulted and informed
Portfolio Holder – Councillor Izzi Seccombe Corporate Board Legal - Ian Marriott Finance – Virginia Rennie Equality – Keira Rounsley Democratic Services – Paul Williams Councillors – Councillors Boad, Birdi, Warwick, Chilvers, O'Rourke, Butlin, Chattaway Local Member(s): N/A

Decision Record – Amendment to 2020/2021 Admissions Arrangements

Lead Member	Leader
Date of decision	21 February 2020
	Signed

Decision taken

That the Leader approves that the existing 2020/2021 Admission Arrangements are amended in line with the School Adjudicators determination.

Reasons for decisions

The Office of the Schools Adjudicator considered the admission arrangements for September 2020 for community and voluntary controlled schools in the area of Warwickshire County Council in accordance with section 88I(5) of the School Standards and Framework Act 1998 and found that the provisions in the arrangements relating to the education of children outside their chronological year group, deferred entry to, and part-time attendance in, Reception do not conform with the requirements in the School Admissions Code.

In addition, the Schools Adjudicator also found that other matters regarding an inaccurate definition of 'Looked After' and 'Formerly Looked After' children, and the specific wording regarding the processes concerning changes of address and multiple applications made by separated parents within the published arrangements do not conform with the requirements relating to admission arrangements and require clarification.

All amendments and clarifications required following the Schools Adjudicators determination have been incorporated into the updated 2020/2021 Admission Arrangements.

Background information

Cabinet approved the 2020/2021 Admission Arrangements and coordinated Scheme on 14th February 2019.

All processes and guidance documentation relating to the education of children outside their chronological year group, deferred entry to, and part-time attendance in, Reception have also been updated inline with the Schools Adjudicators determination and revised Admission

Arrangements.

All amendments and clarifications required following the Schools Adjudicators determination have also been incorporated into the 2021/2022 Admission Arrangements

Financial implications

None

Environmental implications

None directly from this report although effective schools admissions processes can reduce journeys to and from school.

Report Author	Bern Timings berntimings@warwickshire.gov.uk,
Assistant Director	Ian Budd
Lead Director	Strategic Director for Communities
Lead Member	Leader

Urgent matter?	No
Confidential or exempt?	No
Is the decision contrary to the budget and policy framework?	No

Lists of reports considered

- [School Admission Arrangements and Coordinated Schemes – 2020/21\(Cabinet report\)](#)

List of background papers

No Background papers

Appendices

- [School Adjudicator Determination REF3627](#)
1. 2020/2021 Admission Arrangements and Coordinated Scheme - Primary - Amended February 2020
 2. 2020/2021 Admission Arrangements and Coordinated Scheme - Primary Oversubscription Criteria - Amended February 2020

3. 2020/2021 Admission Arrangements and Coordinated Scheme - Secondary - Amended February 2020
4. 2020/2021 Admission Arrangements and Coordinated Scheme - Secondary Oversubscription Criteria - Amended February 2020

Members and officers consulted and informed

Portfolio Holder – Councillor Izzi Seccombe

Corporate Board

Legal – Guy Darvill, Ian Marriott

Finance – Virginia Rennie

Equality

Democratic Services – Paul Williams

Councillors – Councillor Colin Hayfield

Local Member(s): N/A

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Warwickshire County Council

School Admission Arrangements – Coordinated Scheme for Starting school in Reception in September 2020, or transferring to Year 3 at a Junior school

Determined by Cabinet 14/02/2019

*Reviewed and amended in line with requirements made through
the Office of the Schools' Adjudicator on 27/02/2020.*

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 at a 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</i></p>

Warwickshire County Council - 2020 entry Admission Arrangements

Determined by Cabinet on 14/02/2019

Reviewed and amended in line with requirements made through the Office of the Schools' Adjudicator on 27/02/2020.

	<i>process, as outlined below, from June 2020. Such applications will not be processed as part of the coordinated admissions scheme.</i>
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.
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 th January 2020	Deadline for requesting deferred entry, for those chronologically due to start school in September 2020, but who wish to start in September 2021 and request deferment from Year 1 to Reception at that point.
Wednesday 15th 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)	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided as part of a family's application for a place.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p> <p>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	Final exchange of ALT files with other authorities.
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>

	Late applications will be available to schools via SAM, other than own admission authority schools who do not purchase the Admissions Service, in which case any late applications will be sent via Excel spreadsheet.
Friday 24 th April 2020 (11.59pm)	Deadline to accept or decline offer made.
Monday 27 th April 2020	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 8 th May 2020 then offer may be withdrawn. Any vacancies created from such an action will be considered in the second reallocation round.
Wednesday 29 th April 2020 (11.59pm)	Cut-off date for new applications to be made in order to be considered in first reallocation round.
Friday 1 st May 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. This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.
From 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	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.
Tuesday 26 th May 2020	Second reallocation round commences.
Friday 29 th May 2020 (11.59pm)	<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>
Wednesday 3 rd June 2020 (11.59pm)	<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>
Friday 5 th June 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 second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
Monday 8 th June 2020	Third reallocation round commences.

From Monday 8 th June 2020	<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>
From 11 th June 2020	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.
Friday 12 th June 2020	<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	Appeals lodged by 11.59pm on 29 th May 2020 will be heard by this date.

Friday 17 th July 2020	Appeals lodged after the deadline of 29 th May 2020, but before 8 th June 2020 (11.59pm), 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 – 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

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Reviewed and amended in line with requirements made through the Office of the Schools’ Adjudicator on 27/02/2020.

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;

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- 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 2019). 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

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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).

**A 'Looked After Child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

***'Previously Looked After' refers to a child who was looked after (as outlined above) immediately prior to being adopted or becoming subject to a Child Arrangements Order or a 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 will be permitted to submit or 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 should contact the School Admissions Service to make a new application, or amend an existing application. This includes notifying the service of the child's new address. Such changes will be permitted 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, then the application will be processed and considered in line with the address information and school preferences submitted as part of the application as it stood on 15th January. Such changes can be updated after 16th April 2020, when the family may contact the Admissions Service and ask them to amend the address details on the child's secondary school application and may also amend their preferences. A change of address in this case will result in the application being considered afresh for all the schools named on the application at that point and the application will, therefore, be classed as late.

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

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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 11.59pm on 28th April 2020, but by 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 (i.e.: 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 will not be processed until after 16th April 2020.

Following National Offer Day, the School Admissions Service will accept new applications and, if required, further amendments to existing applications. If a child has an existing offer of a place, this will not be withdrawn until confirmation of an offer from the new/amended application can be made.

Where a school place has been offered, the applicant must choose either to accept the offer or not. Where an offer is not accepted within a reasonable time, it may be withdrawn by the Admissions Authority. If an applicant choose to make a further application after having received the offer of a place, this application can only be processed where the applicant has declined to accept the place that has been offered.

Any further application will be classified as a late application, and will be processed after all of the first round offers have been made to applicants who applied on time. If it is possible to offer the applicant's child a place at the school which is the subject of the further application, a place will be offered.

Parents who have received the offer of a place but who decline the offer in favour of making a further application risk not being offered a place at the school which they have applied to subsequently. In these cases, the local authority may offer a place at any maintained school which has vacancies.

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 by the relevant closing date for the submission of applications, the local authority will intervene and act on their behalf. The local authority uses a computer 'random generator' to select either parent A or parent B's application. This process is

carried out by two Admissions officers in the presence of a local authority solicitor. Parent A and B are advised which application will be processed.

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 coordinated 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 brought 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

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), the parent who made the application will be notified that a higher preference school can offer a place and a set period of time will be given to consider whether they wish to accept the new offer. This will usually be 5 working days.

If the parent does not confirm their decision as to whether they accept the re-offered school within the time period set by the Admissions Service, then that re-offer will be released and re-offered to the next child on the waiting list. The school place offered previously, and accepted by the parent, will not be affected.

Where the re-offered, higher preference, school is then accepted by the parent, the previous school offered will be automatically withdrawn. Only one school place can be offered and accepted as part of the coordinated admissions process.

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 assist the local authority in assigning oversubscription criteria and carrying out relevant checks, where new applications are received, or when a previous application is amended (e.g.: a change of address).

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, which can be done on the online parent portal, through 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 and Starting school on a part-time basis

As required by the School Admissions Code, Warwickshire County Council operates a process for the admission of all children to start school in Reception in the September following their 4th (fourth) birthday. However, legally, a child does not have to start attending school until they reach what is known as 'Compulsory School Age' (CSA). Children can also start school but attend on a part-time basis until they reach CSA.

Compulsory School Age is defined as the start of the term after the child's 5th (fifth) birthday, as indicated in the table below. Once a child has reached CSA, they must be attending school on a full-time basis, or be receiving full-time schooling through Elective Home Education.

Children born between:	...will reach Compulsory School Age (CSA) by the beginning of the:	...and must be attending school on a full-time basis by:
1 st September 2015 and 31 st December 2015	Spring Term 2021	Tuesday 5 th January 2021

1 st January 2016 and 31 st March 2016	Summer Term 2021	Monday 19 th April 2021
1 st April 2016 and 31 st August 2016*	Autumn Term 2021	Thursday 2 nd September 2021
*Where a child who is born between April and August is offered a Reception place as part of the 2020 entry coordinated admissions process, the child must have taken up that place and started at the school by the beginning of the Summer term in 2021. If they do not, then the parent will have to make a new application for the child to start school in Year 1 in September 2021. There is no guarantee that the same school, or any other preferred school, will be able to offer the child a place at that stage.		

Therefore, parents can decide to defer their child's start in Reception until later in the academic year, but not beyond the point at which the child reaches Compulsory School Age. Parents will retain their free entitlement to early years' provision throughout the period that the child has not started to attend school.

Parents can also decide that their child will attend school on a part-time basis until they reach Compulsory School Age. However, if parents decide to send their child to school on a part-time basis and then send that child to an alternative childcare provider – for example, a nursery – for any other portion of the school week, then the child's free entitlement will end, as that funding will be automatically allocated to the school that the child is attending. It will be the responsibility of the parents to cover any costs incurred through their child attending the alternative childcare provider.

In either case, an application for a school place must be made in line with the 2020 entry coordinated admissions process, and all relevant deadlines adhered to, so that a school place can be offered for the child to start either in September 2020 or later on during the 2020/2021 academic year. Once the offer has been accepted, the parent should speak to the head teacher of the school concerned about their decision to defer their child's admission to school until later in the school year, or for them to initially attend on a part-time basis. The relevant admission authority of the school will also be informed of the parent's decision in such cases, so that suitable arrangements can be put in place, where required.

In the case of children born between 1st April and 31st August, who wish to defer their entry to school, the school place offered as part of the 2020 entry coordinated admissions process can only be held up to the beginning of the Summer term in April 2021. If the child has not taken up that place by the first day of the summer term, then the parent will have to make a new application for the child to start school in Year 1 in September 2021. There is no guarantee that the same school, or any other preferred school, will be able to offer the child a place at that stage. An application for a Year 1 place, to start in September 2021, should be made through the local authority's 'In-Year Admissions' process, as outlined on our website. The application can also be completed online at: www.warwickshire.gov.uk/admissions

Summer-born children

Additionally, in the case of a child defined as 'summer-born' (ie: those with dates of birth from 1st April to 31st August), Compulsory School Age would fall in September 2021, when they would be due to start Year 1. This is a whole year later than when peers in their normal age year group would have started school in Reception, in September 2020.

The parents of a summer-born child can choose not to send that child to school until September 2021; the beginning of the term after the child's 5th (fifth) birthday and may request that the child is admitted into Reception at that point rather than Year 1.

Whilst parents have a legal right to decide not to send their child to school until they reach Compulsory School Age, they cannot insist their child is admitted to a particular year group. Therefore, the local authority (who coordinate the admissions process for entry into Reception for all Warwickshire state-funded schools) operates a specific process in relation to summer-born children, which offers parents the opportunity to make a request for their child to start school at the start of Compulsory School Age in Reception rather than Year 1. If the request is agreed to, then the child will be classed as being 'educated out of year group' when they start school.

How to make a request for a summer-born child to start in Reception at Compulsory School Age rather than Year 1

Requests for a summer-born child to be educated out of year group must be made in line with the relevant deadline for making a school application: 15th January 2020. Requests received after this date may not be given consideration until after National Offer Day for the normal year of entry: 16th April 2020.

Parents should also submit a 2020 entry Reception application for their child, as this will ensure that the child does not miss out on a school place in the normal age group if the request is not agreed by the relevant admission authority (or authorities, where the request concerns more than one school).

As part of this process requires the view of the head teacher to be considered, for each of the schools concerned in each individual case, parents should take all reasonable steps to ensure that they have discussed their request with the head teacher of each of their preferred schools. A specific section within the formal request form is available to then be completed by the head teacher and given back to the parent, who should then send the full, completed form to the Admissions Service by the deadline of 15th January 2020 to be processed. It is unlikely that an incomplete request form will result in a request for a child to be educated out of year group being agreed.

An agreement for a child to be educated out of year group is **not** a guarantee of an offer at a school. Rather, where such a request is agreed, parents will be eligible to apply for a Reception place for their child as part of the 2021 entry coordinated admissions process. Further information about this process will be sent to families in September 2020.

Parents do not need to seek additional evidence other than that which they may already have, however, if they choose to do so, then it is important that parents, head teachers,

medical professionals, educational professionals - and any other parties or persons who will be involved in the request for the child to be educated out of year group - read the local authority's guidance related to such before completing the request. This is available on our website: www.warwickshire.gov.uk/admissions

The form for parents to complete in order to request that their summer-born child be considered for entry into Reception in September 2021, rather than Year 1 (due to the parents taking the decision that the child will not start school until they reach Compulsory School Age) can also be found on our website.

Such requests will be considered on an individual basis by a panel of colleagues from within Warwickshire County Council, from services including (but not limited to): School Admissions, Statutory Assessment, the Integrated Disability Service and Early Years.

Whilst all final decisions will be at the discretion of the admission authority of each of the schools consulted with as part of the parents' request, the factors below will also be considered as part of the local authority's process in order to assess the child's individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the head teacher will be an important part of this consideration.

- If the child shows a delay and/or slow progress in their personal and emotional development;
- If the child has social skills that are not appropriate to their chronological age group;
- If the child shows delay and/or slow progress in intellectual development/educational skills across the subject area, to an extent that it is not reasonable to expect curriculum differentiation within their chronological year group to be successful;
- Whether the child is a summer-born child (in particular, but not exclusively, whether the child was also born prematurely and would otherwise have been placed in the subsequent chronological year group);
- If there is agreement from parents, and any professionals involved - including the head teacher of any preferred schools - that it would substantially increase the probability of successful inclusion, in the short, medium and long term, if the child was educated outside of their normal year group, and there is clear evidence of this;
- In accordance with the DfE's advice on the admission of summer born children (December 2014), that regardless of which year group the child is educated in, that they will have the opportunity to take full advantage of the Early Years Foundation Stage, whether delivered in a school or an early years setting, with an emphasis on learning through play.

In relation to all of the above, the Admission Authority will seek views of the child's parents and also request to see any evidence that may exist concerning these factors. In all cases 'best interests' decisions will be based on the factors highlighted above and

whether it appears on the balance of probabilities that the child will be better able to progress if placed out of their chronological year group.

However, the process will not be limited to just the factors outlined above, and any additional information and/or evidence provided to support such requests will also be considered as part of this process.

Parents will be notified once a decision has been reached, along with the reasons for the decision. Where such requests are submitted by the deadline of 15th January 2020, parents will be notified, in writing, of the decision made in their case by the end of February 2020.

The decision letter will also provide further information that parents should be aware of if their request is agreed. This may include:

- Information relating to early year's provision;
- The process that will need to be followed in relation to applying for school places;
- What to do if a parent changes their mind about their child starting school at CSA;
- What will happen when the child moves schools, including the fact that the admission authority of any new school will be responsible for deciding which year group the child will be placed in.

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

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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:
1st December 2017
It will be reviewed in December 2020.*

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

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APPENDIX 2 - 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, or other applicable documents, may be requested at any time during the admissions process)

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 any relevant documents may be requested at any time during the admissions process)

2. Children who are in receipt of the Early Years Pupil 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;

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. Relevant documents may also be requested from applicants at any time during the admissions process.

***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/schoollacriteria**

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, or other applicable documents, may be requested at any time during the admissions process)

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 any relevant documents may be requested at any time during the admissions process)

2. Children who are in receipt of the Early Years Pupil 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;

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, or other applicable documents, may be requested at any time during the admissions process)

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 any relevant documents may be requested at any time during the admissions process)

2. Children who are in receipt of either the Pupil Premium (via Free School Meals) 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 started school;

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.

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

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Warwickshire County Council

Secondary School Admission Arrangements – Coordinated Scheme for Year 7 Admission in September 2020

Determined by Cabinet 14/02/2019

*Reviewed and amended in line with requirements made through
the Office of the Schools' Adjudicator on 27/02/2020.*

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>

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>

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.
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.
Friday 10 th January 2020	First exchange of ALT files with other local authorities. (ALT = Electronic files relating to offers of school places)

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	<p>National Offer Day. Offers released to parents by 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>
W/C: 2 nd March 2020	<p>11+ testing sessions for late candidates will be scheduled to take place during this week, as required.</p> <p>Further testing sessions, to accommodate additional late candidates, will be arranged on an ad hoc basis.</p>
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)	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.
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)	<p>Cut-off date for new applications to be made in order to be considered in third reallocation round.</p> <p>Late applications received after 15th April will be processed as and when they are received, up to, and including, Friday 28th August 2020. The in-year admissions process will then commence from Tuesday 1st September 2020.</p>
Friday 17 th April 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 second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
Monday 20 th April 2020	Third reallocation round commences.
From Monday 27 th April 2020	Appeal hearings commence, for Year 7 entry in September 2020.
From Tuesday 5 th May 2020	<p>Places allocated to Warwickshire children due to transfer to secondary school in September 2020, where an application has not been submitted previously.</p> <p>Parents will be advised of these offers via post.</p>
From Monday 8 th June 2020	<p>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 28th August 2020).</p> <p>IN-YEAR APPLICATIONS WILL NOT BE PROCESSED UNTIL <u>AFTER 15th JUNE 2020.</u> CONFIRMATION OF SCHOOL OFFERS WILL THEN BE SENT TO FAMILIES FROM <u>19th JUNE 2020.</u></p>
Tuesday 16 th June 2020	Appeals lodged by 11.59pm on 30 th March 2020 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.
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, or provided accommodation by, a local authority, 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).

*A 'Looked After Child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in

Section 22(1) of the Children Act 1989) at the time of making an application to a school.

***‘Previously Looked After’ refers to a child who was looked after (as outlined above) immediately prior to being adopted or becoming subject to a Child Arrangements Order or a 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 will be permitted to submit or amend their school preferences. Parents will need to contact the Admissions Service to update the application.

Some own admission authority schools may have additional residency requirements that 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 should contact the School Admissions Service to make a new application, or amend an existing application. This includes notifying the service of the child's new address. Such changes will be permitted 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 this date and no evidence could be submitted by the extended deadline of 31st December 2019, then the application will be processed and considered in line with the address information and school preferences submitted as part of the application as it stood on 31st October 2019. Such changes can be updated after 1st March 2020, when the family may contact the Admissions Service and ask them to amend the address details on the child's secondary school application and may also amend their preferences. A change of address in this case will result in the application being considered afresh for all the schools named on the application at that point and the application will, therefore, be classed as late.

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 will not be processed until after 2nd March 2020.

Following National Offer Day, the School Admissions Service will accept new applications and, if required, further amendments to existing applications. If a child has an existing offer of a place, this will not be withdrawn until confirmation of an offer from the new/amended application can be made.

Where a school place has been offered, the applicant must choose either to accept the offer or not. Where an offer is not accepted within a reasonable time, it may be withdrawn by the Admissions Authority. If an applicant choose to make a further application after having received the offer of a place, this application can only be processed where the applicant has declined to accept the place that has been offered.

Any further application will be classified as a late application, and will be processed after all of the first round offers have been made to applicants who applied on time. If it is possible to offer the applicant's child a place at the school which is the subject of the further application, a place will be offered.

Parents who have received the offer of a place but who decline the offer in favour of making a further application risk not being offered a place a place at the school which they have applied to subsequently. In these cases, the local authority may offer a place at any maintained school which has vacancies.

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 by the relevant closing date for the submission of applications, the local authority will intervene and act on their behalf. The local authority uses a computer 'random generator' to select either parent A or parent B's application. This process is carried out by two Admissions officers in the presence of a local authority solicitor. Parent A and B are advised which application will be processed.

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 coordinated 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.

A child's current school may have agreed for them to be accelerated to the year group above 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.

It is important that parents, head teachers, medical professionals, educational professionals, and any other parties or persons who will be involved in the request for the child to be educated out of year group, read the local authority's guidance related to such before completing the request. This is available on our 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 an application for the child's normal year group. As an example, 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 31st October 2019.

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

Parents should also submit a 2020 entry application for their child, as this will ensure that the child does not miss out on a school place in the normal age group if the request is not agreed by the relevant admission authority (or authorities, where the request concerns more than one school).

Part of this process requires the views of the head teacher(s) of the school(s) concerned to be considered, so parents should take all reasonable steps to ensure that they have discussed their request with the head teacher of each of their preferred schools. A specific section within the formal request form is available to then be completed by the head teacher and given back to the parent, who should then send the full, completed form to the Admissions Service by the deadline of 31st October 2019 to be processed. It is unlikely that an incomplete request form will result in a request for a child to be educated out of year group being agreed.

An agreement for a child to be educated out of year group is **not** a guarantee of an offer at a school.

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:***

1st December 2017

***It will be reviewed in December
2020.***

APPENDIX 4 - 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.

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Portfolio Holder Decision – Developer-funded Scheme Approvals

Portfolio Holder	LeadMember
	Deputy Leader (Finance and Property)
Date of decision	Meeting Date
	Signed

Decision taken

That the Deputy Leader (Finance and Property) gives approval to the addition of the following schemes to the Capital Programme for 2019/2020:

- A452 Europa Way, Warwick. Developer – Barwood Land. Approximate value £150,000
- A46 / C32 Birmingham Road, Stoneleigh. Developers – Coventry City Council and Coventry and Warwickshire Development Partnership LLP. Approximate value £100,000

Reasons for decisions

On 21 May 2019 Council reconfirmed the delegated power to the Leader, or body nominated by them, to approve the addition to the capital programme of projects costing less than £2.0 million, which are fully funded from external grants, developer contributions or from revenue. The Deputy Leader (Finance and Property) is that nominated body.

Background information

These schemes will be fully funded by developer contributions ring-fenced for the fees and works specified. In the case of Section 278 schemes there are no alternative uses for the contributions and the addition of these schemes will not affect the overall level of available capital resources.

Where a highway scheme is considered and approved as part of the planning process, the courts have made it clear that the highway / traffic authority is expected to co-operate in its implementation unless some exceptional or changed circumstances call for a different approach.

It has not yet been determined how the construction contracts for these works will be procured. Subsequent reports may become necessary to seek approval to proceed, subject to the

applicable Section 278 agreements being signed which will provide 100% of the funding. However, as new highway assets will be created which will come on to the Council's balance sheet once completed, the costs incurred by the Council still need to be treated as capital expenditure from the outset.

A452 Europa Way, Warwick

A planning application was submitted to Warwick District Council by Barwood Strategic Land in respect of a development on land at The Asps, Warwick. Planning permission was granted on appeal on 14 January 2016 (ref: W/14/0300 and APP/T3725/A/14/2221613). The planning permission requires the Developer to undertake a number of highway mitigation measures on A425 Banbury Road and A452 Europa Way.

On 15 October 2019 Council approved the addition to the capital programme of a scheme at the Banbury Road entrance to the site. This report specifically relates to the technical review of the designs for a scheme on Europa Way only.

The Council will undertake technical review of the highway designs and in due course will enter into a Section 278 agreement with the Developer. Under the terms of the Section 278 agreement all the costs and fees will be fully funded by the Developer.

The recommendation is to add this scheme to the Capital Programme at an estimated cost of **£150,000** in respect of the fees which have been and will be incurred for advice given, meetings attended and, in due course, the technical approval of the designs.

A46 / C32 Birmingham Road, Stoneleigh

A planning application was submitted to Warwick District Council by Coventry City Council in respect of a development on land between A45 Stonebridge Highway and D2201 Rowley Road, Baginton, known as "Whitley South". Planning permission was granted on 10 July 2017 (ref: W/16/0239). The planning application includes the requirement for the technical approval of a scheme to install traffic signals at the junction of A46 / C32 Birmingham Road, Stoneleigh. It is expected, however, that this scheme will be superseded by Warwickshire County Council's A46 Stoneleigh Junction Improvements.

The Council is undertaking technical review of the highway designs and will enter into a Section 278 agreement with the Developer if it becomes necessary.

The recommendation is to add this scheme to the Capital Programme at an estimated cost of **£100,000** in respect of the fees which have been and will be incurred for advice given, meetings attended and, in due course, the technical approval of the designs.

Financial implications

As the new highway assets which are being created through these schemes will come on to the Council's balance sheet once completed, the costs incurred by the Council need to be treated as capital expenditure.

Section 278 schemes are fully funded by developer contributions which are ring-fenced for the schemes described in the sections above. There are no alternative uses for the contributions and the addition of these schemes will not affect the overall level of available capital resources.

Some preliminary technical review work has already started and will continue into 2020/2021. The Developers have already committed to funding the technical review work by accepting the Council's fee estimates. The Council's fees for technical review are always collected in advance of the s278 agreement being signed.

The procurement and commencement of any works is dependent on the completion of the technical review, procurement and contractor mobilisation processes. Any slippage or increase in costs due to changes in the scope of the works will be reported in the normal quarterly monitoring process.

Environmental implications

As this report regards fees rather than direct work its environmental implications are considered to be negligible

Report Author	Shirley Reynolds
Assistant Director	Scott Tompkins
Lead Director	Mark Ryder
Lead Member	Councillor Peter Butlin

Urgent matter?	No
Confidential or exempt?	No
Is the decision contrary to the budget and policy framework?	No

List of background papers

None

Members and officers consulted and informed

Portfolio Holder – Councillor Peter Butlin

Corporate Board

Legal – Ian Marriott

Finance – Virginia Rennie

Equality – Keira Rounsley

Democratic Services

Councillors

Local Member(s): Cllr Caborn – Budbrooke and Bishops Tachbrook

Cllr Redford – Cubbington and Leek Wootton

Cllr Shilton – Kenilworth Park Hill

Decision Record – School Term Dates 2021/22 Academic Year

Lead Member	Portfolio Holder for Education & Learning
Date of decision	21 February 2020
	Signed

Decision taken
Approval of the school term and holiday dates for the 2021/22 academic year as set out in Background Paper 2.

Reasons for decisions
<p>A consultation exercise ran between 26th November to 20th December 2019; this consultation was carried out with all state-funded schools, governing bodies, and union representatives.</p> <p>The term dates of neighbouring authorities affect the preferences of some schools, mainly those close to authority borders. Where neighbouring authorities had published their term dates for 2021/22, these were included in the consultation information.</p> <p>Two options for the 2021/22 academic year were put forward for consideration. These two options align closely with two options currently being consulted on by Coventry City Council. Option 1 is based on the calendar as previously proposed by the West Midlands Regional School Term Date Group as an option for all regional local authorities. Option 2 differs by having an earlier October half term holiday.</p> <p><u>Option 1:</u></p> <ul style="list-style-type: none"> • Term 1 – 2nd September to 17th December 2021 • Half term holiday 1 – 25th October to 29th October 2021 • Term 2 – 4th January to 8th April 2022 • Half term holiday 2 – 21st February to 25th February 2022 • Term 3 – 25th April to 22nd July 2022 • Half term holiday 3 – 30th May to 3rd June 2022 <p>Consultees were made aware that dates very similar to Option 1 have been adopted by Staffordshire and Birmingham authorities, and are proposed by Solihull, Worcestershire and Oxfordshire authorities. They also form part of the Coventry City Council consultation.</p>

Option 2:

- Term 1 – 31st August to 17th December 2021
- Half term holiday 1 – 18th October to 22nd October 2021
- Term 2 – 4th January to 8th April 2022
- Half term holiday 2 – 21st February to 25th February 2022
- Term 3 – 25th April to 20th July 2022
- Half term holiday 3 – 30th May to 3rd June 2022

Consultees were made aware that Option 2 dates form part of the Coventry City Council consultation.

In both options, the two Teacher Training days set by the LA were proposed as the first days of each of the first two terms, 2nd September/31st August 2021 and 4th January 2022.

A universal School Induction Day was also proposed for 6th July 2022.

Calendars of both options are provided in the Background papers.

In total, 77 responses were received to this consultation.

In summary:

- No preference, 1 (1%)
- Option 1, 74 (96%)
- Option 2, 2 (3%)

Specific comments received can be summarised as:

an eight week half term to Christmas is simply too long

I think both proposals are flawed. As I have stated before, when Christmas is at the weekend, I think Guided Principle 4 is misguided. Breaking up on the 17th December, eight days before Christmas is premature. You have Summer Two breaking up on a Wednesday, so why not Christmas? Break up on Wednesday 22nd December return on Thursday 6th January. Schools decide when they have their Inset day. Proposed Option 1 is slightly better than Option 2.

Option 1:

- better to be aligned with the West Mids - especially for special schools that work with so many authorities
- better to have a shorter second half to the Autumn term, when the community starts to tire
- adding 3rd September to the training day of 2nd September would create a fantastic in-house and MAT-wide opportunity
- better to have an Autumn term 2 days shorter than Option 2, and a Summer term 2 days longer than Option 2.

I have looked at the proposed two options for the term dates for 2021-22 and would much prefer Option 1. The reasons are:

We want to come back to school in September not August.

We want as many full weeks as possible, so finishing the year on a Friday is much better and to not have a TT day set by the authority on the Monday afterwards is much better.

A September start to term is more appropriate for staff

Two even length Autumn half terms are much easier to plan for to support the children's learning

Option 1 is much more evenly distributed than Option 2 and would avoid uneven term lengths.

It will be good to be aligned with neighbouring Coventry

Our neighbouring authorities are Northants & Oxfordshire, would be preferential to be inline.

We would like the term to be in line with Coventry schools to enable staff who live in Coventry to be at home with their children. This year has been very difficult due to the difference in weeks off.

The majority of staff and governors across my three schools are in favour of option 1 as it is more in line with Oxfordshire term dates. Some staff who work in Warwickshire and whose children go to Oxfordshire schools have missed a lot of holiday time with their children over the past few years.

Option 1 has a September return and the usual half term break in the final week of October.

It is recommended to adopt Option 1 as it received more positive support in the consultation.

Background information

The Local Authority (LA) is currently responsible for setting school term and holiday dates for all Community and Voluntary Controlled Schools. Academies, Foundation and Aided Schools are responsible for setting their own term dates. There is collaboration between the LA and Academies, Foundation and Aided schools which have been invited to consult on the term dates and have generally followed the Local Authority's pattern of terms and holiday dates.

A number of guiding principles have traditionally been used to set the pattern of terms and holidays and effort is made to adhere to as many of the following as possible:

1. 195 days from which five teacher training days are taken
2. Two of the five teacher training days are defined by the local authority, one of these days is at the start of the autumn and spring terms, the other three to be set by schools
3. Complete weeks when setting holiday dates wherever possible
4. A three weekend break at Christmas and Easter
5. A summer break as close to six weeks as possible
6. A pattern which is as consistent as possible with neighbouring authorities.

On occasion, feedback is received relating to concerns regarding the length of the Autumn term. This model is agreed with the majority of our Regional and neighbouring authorities.

Warwickshire County Council will continue to explore alternative options and raise the matter at the next regional meeting.

Financial implications

None.

Environmental implications

None.

Report Author	Rosalind Currie rosalindcurrie@warwickshire.gov.uk,
Assistant Director	Ian Budd, Education Services
Lead Director	Strategic Director for Communities
Lead Member	Portfolio Holder for Education & Learning

Urgent matter?	No
Confidential or exempt?	No
Is the decision contrary to the budget and policy framework?	No

Lists of reports considered

List of background papers

1. Copy of letter sent to schools for consultation
2. Final calendar recommended for approval

Members and officers consulted and informed

Portfolio Holder – Councillor Colin Hayfield

Corporate Board

Legal

Finance

Equality

Democratic Services

Councillors – Coin Hayfield

Local Member(s): N/A

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Headteachers and Chairs of Governors of
all Warwickshire Schools

**Communities Group
Warwickshire County Council**

Hayley Good
Strategy and Commissioning Manager
(Education & Early Years)
Education Services
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL
www.warwickshire.gov.uk

26 November 2019

Dear Colleague

**SCHOOL TERM AND HOLIDAY DATES
ACADEMIC YEAR 2021/22**

For the attention of: All Headteachers and Governing Bodies

Action required: Comments are invited on the proposed calendars for the
Academic Year 2021/22 and should be submitted by Friday 20th
December 2019

Warwickshire County Council (WCC) is responsible for setting school term and holiday dates for all Community and Voluntary Controlled Schools. To date, the majority of Voluntary Aided, Foundation and Academy schools have also followed the same term and holiday dates.

This letter contains two options for school term and holiday dates for the academic year 2021/22. A suggested Secondary School Induction Day date is also included in the proposals.

Your preference for 2021/22 and any comments will be taken into account before final dates are decided by the Portfolio Holder for Education.

Please review the calendars included in this letter and provide your feedback by email to schoolorganisation@warwickshire.gov.uk or via the feedback questionnaire using the following [link](#)

Comments should be submitted by Friday 20th December 2019.

Guiding principles used in Warwickshire

A number of guiding principles are used to set the pattern of terms and holidays, every effort is made to adhere to as many of the following as possible:

1. 195 school days from which five teacher training days are taken
2. Two of the five teacher training days are defined by the local authority, one at the start of the autumn and spring terms, the other three are set by schools
3. Complete weeks wherever possible
4. A three weekend break at Christmas and Easter
5. A summer break as close to six weeks as possible
6. A pattern which is as consistent as possible with neighbouring authorities.

Where dates differ in different schools, this can cause logistical difficulties for staff and parents with interests in these schools (such as childcare for children who have different holiday dates). Differing school dates also have an impact on home to school transport arrangements, such as where pupils of an academy school with different dates rely on transport provided by the local authority, which may not run over the authority's holiday dates.

In attempting to adhere to the above principles, Warwickshire's calendars have occasionally differed from those set by some neighbouring authorities. The presence of some Multi Academy Trusts spanning across different local authorities adds complexity to agreeing term dates and training days.

Neighbouring Authorities – 2021/22

As part of our commitment to align term dates with our neighbouring authorities where possible, a review has been conducted of their term dates for 2021/22. You may find this useful when considering your feedback on the proposed options for Warwickshire.

The latest information about neighbouring authorities' term dates is detailed below:

Coventry	Currently consulting - similar two options as WCC
Solihull	Currently consulting - similar to WCC Option 1
Leicestershire	Published online here
Staffordshire	Published online here - similar to WCC Option 1
Worcestershire	Not yet consulting - proposing similar to WCC Option 1
Birmingham	Published online here - similar to WCC Option 1
Northants	Not yet consulting – proposing two options, one similar to WCC Option 1, the other with an earlier Easter break (4-18 th April 2022)
Oxfordshire	Currently consulting (similar to WCC Option 1)
Gloucestershire	Information not yet available

Thank you in advance for your feedback. We will aim to publish final dates on the Warwickshire County Council website by April 2020, and will also email them to all Warwickshire Headteachers.

Yours sincerely

Hayley Good
Strategy and Commissioning Manager
(Education & Early Years)

Encl. 'Proposed term dates Warks 21-22 final' Options 1 and 2.

Warwickshire School Term and Holiday Dates - 2021/22
Proposed Option 1 - aligned with West Midlands

M	T	W	T	F	S	S
August 2021						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

M	T	W	T	F	S	S
September 2021						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

M	T	W	T	F	S	S
October 2021						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

M	T	W	T	F	S	S
November 2021						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

M	T	W	T	F	S	S
December 2021						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

M	T	W	T	F	S	S
January 2022						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

M	T	W	T	F	S	S
February 2022						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

M	T	W	T	F	S	S
March 2022						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

M	T	W	T	F	S	S
April 2022						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

M	T	W	T	F	S	S
May 2022						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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M	T	W	T	F	S	S
June 2022						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

M	T	W	T	F	S	S
July 2022						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

M	T	W	T	F	S	S
August 2022						
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

M	T	W	T	F	S	S
September 2022						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Half Term	Days
1	37
2	35
3	34
4	30
5	24
6	35
Total	195

	Total days
Autumn Term	72
Spring Term	64
Summer Term	59

	School Holiday
	Public Holiday
	Teacher Training Day (+3 to be set by school)

	Secondary School Induction Day
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Warwickshire School Term and Holiday Dates - 2021/22
Proposed Option 2 - earlier Autumn half term

M	T	W	T	F	S	S
August 2021						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

M	T	W	T	F	S	S
September 2021						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

M	T	W	T	F	S	S
October 2021						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

M	T	W	T	F	S	S
November 2021						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

M	T	W	T	F	S	S
December 2021						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

M	T	W	T	F	S	S
January 2022						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

M	T	W	T	F	S	S
February 2022						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

M	T	W	T	F	S	S
March 2022						
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

M	T	W	T	F	S	S
April 2022						
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M	T	W	T	F	S	S
May 2022						
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23	24	25	26	27	28	29
30	31					

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June 2022						
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20	21	22	23	24	25	26
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July 2022						
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August 2022						
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September 2022						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Half Term	Days
1	34
2	40
3	34
4	30
5	24
6	33
Total	195

	Total days
Autumn Term	74
Spring Term	64
Summer Term	57

	School Holiday
	Public Holiday
	Teacher Training Day (+3 to be set by school)

	Secondary School Induction Day
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Warwickshire School Term and Holiday Dates - 2021/22

M	T	W	T	F	S	S
August 2021						
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September 2021						
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27	28	29	30			

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October 2021						
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M	T	W	T	F	S	S
November 2021						
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December 2021						
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January 2022						
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February 2022						
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March 2022						
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April 2022						
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May 2022						
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June 2022						
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20	21	22	23	24	25	26
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July 2022						
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August 2022						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
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September 2022						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Half Term	Days
1	37
2	35
3	34
4	30
5	24
6	35
Total	195

	Total days
Autumn Term	72
Spring Term	64
Summer Term	59

	School Holiday
	Public Holiday
	Teacher Training Day (+3 to be set by school)

	School Induction Day
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Decision Record – Approval for Increasing Fees and Charges in Country Parks

Lead Member	Portfolio Holder for Environment and Heritage & Culture
Date of decision	21 February 2020
	Signed

Decision taken

That the Portfolio Holder for Environment and Heritage & Culture approves the increases in fees and charges as set out in the report and appendices.

Reasons for decisions

It is a requirement of the County Council's Constitution that Portfolio Holders approve increases to fees and charges on behalf of the County Council.

This report seeks such approval in relation to the increases in fees and charges relating to Country Parks for 2020/21.

Background information

Please see Appendices 1 and 2 which detail the proposed fees and charges for 2020/21 in relation to the Country Parks service. Appendix 1 includes a discussion of the rationale applied in making these proposals.

Financial implications

In determining the proposals for fee and charge increases, consideration has been given both to the impact of price inflation (taken to be 2%) on our running costs and to the impact, including practicality and affordability, of price rises on our customers and communities. These figures will be used in budget forecasts for 2020/21 if approved.

Environmental implications

There are no implications from the proposals.

Report Author	Vicki Barnard vickibarnard@warwickshire.gov.uk
Assistant Director	David Ayton-Hill
Lead Director	Strategic Director for Communities
Lead Member	Portfolio Holder for Environment and Heritage & Culture

Urgent matter?	No
Confidential or exempt?	No
Is the decision contrary to the budget and policy framework?	No

Lists of reports considered
List of background papers
Appendix 1 – rationale for Country Parks fees and charges increases in 2020/21 Appendix 2 – full Country Parks fees and charges 2020/21

Members and officers consulted and informed
Portfolio Holder – Councillor Heather Timms
Corporate Board – n/a
Legal – Ian Marriott
Finance – Virginia
Equality – Keira Rounsley
Democratic Services – Paul Williams
Councillor – Heather Timms
Local Member(s): N/A

APPENDIX 1 - UPDATE TO COUNTRY PARKS' FEES & CHARGES FOR 2020/2021

1.0 Introduction

- 1.1 It is the County Council's practice that fees and charges are increased each year by at least the rate of inflation. In calculating charges for the year 2020/2021, an inflation rate of 2% has been used.
- 1.2 Income, derived from Country Parks rents, tenancies, catering concessions, shop sales, caravan site profits share, special events and grants, account for approximately 35% of the country parks' total income; these fees and charges are adjusted through rent reviews and lease arrangements and are not included in this review.

2.0 Rationale in application of inflation

- 2.1 Smaller fees, such as daily parking charges, are not increased every year in order to avoid inconvenience for customers caused by small coinage. This means that car parking fees are held over but are then periodically increased to catch up with inflation. Regard is always paid to the local market place, to ensure that prices are neither too high nor too low. Car parking fees for individual Country Parks are positioned to reflect the level of the visitor offer and scale of each amenity, along with the market position locally, including the availability and price of alternative parking provision. Following these considerations the proposed price changes for this year are relatively limited.
- 2.2 In other service areas, fees are adjusted to reflect the local market place and customer demand. Fees are benchmarked with other park services with similar offers.

3.0 Changes for 2020/2021

3.1 Car Parking Annual Permits for Country Parks

Prices, where rising, for 2020/21 are proposed as follows:

All Parks (allows parking at Kingsbury Water Park, Hartshill Hayes, Pooley, Ryton Pools and Burton Dassett Hills country parks)

Permit from £107 to £109

Disabled from £86 to £87

Minibus from £214 to £218

Minibus Disabled from £171 to £174

South Parks (allows parking at Ryton Pools and Burton Dassett)

Permit from £53 to £56

Disabled from £42 to £45

Ryton Pools (prices on permits were held over last year)

Permit from £40 to £44

Disabled permit from £32 to £35

Minibus permit from £80 to £88

Minibus disabled permit from £64 to £70

3.3 Other price increases/changes

Coaches – consolidating the charges (up to 25 people £5/over 25 people £10) to a flat £20 per coach regardless of numbers onboard and no longer having a separate minibus charge of £5. Minibuses will now pay the car day rate at each site.

Birthday Parties – increase from £90 to £120 to standardise prices across all sites.

Education Centre hire –

Morning or afternoon hire from £60 to £70

All day hire from £90 to £100

Mobility Scooter Hire

Annual Permit from £25 to £30

Daily session from £3.00 to £3.50

To assist with costs of increased wear and tear, and annual maintenance costs.

4.0 Conclusion

- 4.1 The price increases detailed above should provide for additional income of approximately £3,500 based on current visitor numbers/sales. We are also undertaking a project to review the parking systems in use across the country parks, to better meet customer preferences (such as a wider range of payment options) and to improve our collection efficiency. Revised charges may therefore be brought in with any new system as it is implemented, subject to future approval.

Price changes from 2019/20 are highlighted in yellow

All Parks (Kingsbury, Pooley, Hartshill, Ryton & Burton Dassett parks) Car Permit £109.00

Disabled £87.00

North Parks Permit (Kingsbury, Hartshill, Pooley Parks) £81.00 Disabled £65.00

South Parks Permit (Ryton & Burton Dassett Parks) £56.00 Disabled £45.00

KINGSBURY WATER PARK

Car Parking (Main Entrance):

Daily Peak (1 st Mar – 31 st Oct)	£4.50
Daily Off Peak (1 st Nov – 28 th Feb)	£3.00
Twilight (all year after 4pm)	£3.00
Coaches	£20.00

Car Parking (Broomey Croft):

Daily	£3.00
Coaches	£20.00

Car Parking Permits:

Permit (12 months from date of purchase)	£48.00
Disabled permit	£38.00

Fishing:

Coarse Permit:	Adults	£90.00
	Concessions	£60.00
Specimen Carp Permit:	Adults	£150.00
Night Fishing (Brromey Croft & Canal Pool) by application only		£475.00
Late Season Specimen Carp		£100.00

(November - March)

Hemlingford day/night tickets		
1 day		£25.00
3 days		£50.00
Whole lake		£480.00

Day Tickets:

Pine, Heron, Kingfisher, Gibsons, & Cliff Pool South	£5.00
Swann & Causeway	£3.00
Mill, Willows, Bodymoor Heath	Adults £3.00
	Concessions £2.00

Youth/Scout Camp Site:

Maximum 60 persons	
Price per child per night (supervising adults free)	£2.00

Horseriding:

Annual Permit	Adult	£30.00
	Junior	£15.00
	Family	£55.00

Events: By arrangement

Schools – All inclusive package (min.15 children)

2 hour session	£4.00 per child
4 hour session	£7.00 per child
Bushcraft	£8.00 per child
Outreach with two members of staff	£200.00

Brownies, Scouts, etc. (min.10 children)

1-1½ hours with Ranger	£4.00 per child
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Birthday Parties: £120.00

Adult Groups: £35.00

Talks/Slide Shows (external): £55.00

Education Centre Hire:

Morning or afternoon session	£70.00
All day	£100.00

Mobility Scooter:

Annual permit	£30.00
Daily, per session	£3.50
Tramper, per session	£5.00

BURTON DASSETT HILLS COUNTRY PARK

Car Parking:

Daily	£2.50
Coaches	£20.00
Permit (12 months from date of purchase)	£30.00
Disabled permit	£24.00

Events: By arrangement

HARTSHILL HAYES COUNTRY PARK

Car Parking:

Daily	£2.50
Coaches	£20.00
Permit (12 months from date of purchase)	£30.00
Disabled permit	£24.00

Events: By arrangement

Schools: As KWP

Brownies, Scouts, etc. As KWP

Adult Groups: As KWP

Talks/Slide Shows (external): As KWP

RYTON POOLS COUNTRY PARK

Car Parking:

15 mins	Free
15 minutes to 2 hours	£3.00
2 to 4 hours	£4.00
Over 4 hours	£6.00
Winter Off Peak (1 st Nov – 28 th Feb)	£3.00
Coaches	£20.00
Permit (12 months from date of purchase)	£44.00
Disabled permit	£35.00

Events: By arrangement

Schools: As KWP

Brownies, Scouts, etc. As KWP

Birthday Parties: £120 (basic)

Adult Groups: As KWP

Talks/Slide Shows (external): As KWP

Education Centre Hire: As KWP

POOLEY COUNTRY PARK

Car Parking:

Daily	£2.50
Coaches	£20.00
Permit (12 months from date of purchase)	£30.00
Disabled permit	£24.00

Events: By arrangement

Schools: As KWP

Birthday Parties: As KWP

Education Centre Hire etc: As KWP

STRATFORD GREENWAY

Car Parking:

Up to 1 hour	50p
Up to 2 hours	£1.00
Up to to 3 hours	£1.50
Up to 4 hours	£2.00
Over 4 hours (all day)	£3.00
Permit (12 months from day of purchase)	£36.00
Disabled permit	£29.00

UFTON FIELDS NATURE RESERVE

Fishing Permit: Adults	£25.00
Concessions	£12.50

EVENTS PROGRAMME (all sites)

Guided walks and events	£4.00/£2.50/£8.50
Holiday Activities/Drop In	£4.00/£2.50