



## **Coordinated Scheme for admission to school in September 2023.**

### **1. Background**

- 1.1. All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (e.g. academies) within their area.
- 1.2. Warwickshire School Admissions Service will co-ordinate all applications made during the normal admissions rounds (i.e. applications for Reception Year, Year 3 at a Junior School, Year 7)
- 1.3. The scheme sets out general principles and processes for the 2023 main admissions rounds. Further details on school admission and how to apply is available online at: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)
- 1.4. All processes set out in this scheme will be undertaken in line with the School Admissions Code (2021).
- 1.5. Parents/ carers resident in Warwickshire who are applying for a place for their child to start school or transfer to a junior or secondary school in September 2023 will make a single application to the Local Authority.
- 1.6. The aim of the coordinated scheme is to offer one school place per child. This scheme is intended to simplify the admission process and reduce any chance that a child is left without a school place.
- 1.7. Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Parents will then receive a single offer of a school place from their home authority.
- 1.8. Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission process and parents should contact the relevant school directly if they wish to apply for a place at an independent school.

- 1.9. This scheme relates to children who are due to start school in reception, transfer to a junior school, or transfer to a secondary school in September 2023.
- 1.10. For junior school transfer applications places will only be allocated at designated junior schools, except where places at a primary school have been allocated by the Local Authority in agreement with the individual school to meet a local need for places.
- 1.11. All applications to move to a primary school for Year 3 in September 2023, should follow the in-year admissions process,
- 1.12. Applications from Warwickshire residents who wish to apply to schools outside of Warwickshire for a Year 10 place in a 14-19 UTC or Studio School, as well as those who wish to transfer to Year 5 or Year 6 at Middle schools or Year 9 at a high school (three-tier systems), for entry in September 2023 will be processed in line with the timetable set out for secondary coordination.
- 1.13. Such applications will be processed in line with the deadlines and processes associated with Warwickshire's secondary coordinated admissions process.
- 1.14. 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.
- 1.15. All other applications to start school in any other year group or to move schools during the academic year should follow the Warwickshire in-year admissions process.

## **2. Application deadlines**

- 2.1. The application process for secondary school applications (Year 7) opens from 1<sup>st</sup> September 2022 and from 1<sup>st</sup> November 2022 for primary phase applications (Years R and 3).
- 2.2. National deadlines are in place for both primary and secondary admission rounds:
  - 31 October 2022** - closing date for secondary school applications (Year 7)
  - 15 January 2023** - closing date for primary phase applications (Years R and 3)

### 3. Admission Arrangements

3.1. All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications received than places available at that school. Details of all Warwickshire's publicly funded schools and their admission arrangements will be published on the Admissions website.

3.2. All Admission arrangements are determined by the relevant admission authority, in line with the School Admissions Code (2021).

3.3. The table below outlines the relevant admissions authority for different types of school:

| Type of School                | Who is the admission authority? |
|-------------------------------|---------------------------------|
| Academies (inc. Free Schools) | Academy Trust                   |
| Foundation Schools            | Governing Body                  |
| Voluntary Aided Schools       | Governing Body                  |
| Voluntary Controlled Schools  | Local Authority                 |
| Community Schools             | Local Authority                 |

3.4. Schools where the local authority is not the admissions authority are also required to publish their admission arrangements on the school website.

### 4. Applying for a school place

4.1. Applications from Warwickshire residents should be made using Warwickshire's online application system, via the [Warwickshire Admissions webpage](#).

4.2. The Warwickshire application form allows Warwickshire parents to:

- 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 (with most preferred school as the first preference).
- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied
- Give details of any parent who is a staff member at the school which has been named as a preference
- Provide details of social or medical issues, where relevant for the oversubscription criteria of some own admission authority schools.
- Indicate if the child has an Education, Health and Care Plan, in which case a different admissions process is followed.
- Confirm details in relation to faith if applying to a school that includes

faith as part of the admission arrangements.

- 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 (2021).

4.3. 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 electronically.

4.4. Completed applications should be received by the Admissions Service by no later than midnight on the relevant national closing date. Any applications received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadlines (see below). Any other amendments to an application will only be accepted before the national closing date. Any changes made to an application after this date will be classed as late.

## **5. Supplementary Information Forms**

5.1. Some schools require parents to complete a Supplementary Information Form in order to assign the oversubscription criteria, this may include details of particular faith and will be outlined in the admission arrangements for that school. This can be attached to online application, or paper copies submitted directly to the school being applied for.

## **6. Child's Home Address**

6.1. Details of the child's permanent address must be included on the application, even if they are planning to move after the deadline.

6.2. Children who spend part of their week with one parent and part with another, at different addresses, must use the address at which they spend most of their time. This address will be used for determining any school Priority Area and distance from school.

6.3. 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.

6.4. 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 in September 2023.

## **7. Evidence of address and moving home.**

7.1. Either during the application process or after the offer of a school place, parents may be asked for proof of address.

7.2. School places will be allocated using the child's home address as included on the application form. For house moves after the application deadline parents will be asked to provide evidence of their new address by the dates outlined below.

7.3. Applications where new address evidence is received before the 31st December 2022 (Year 7 applicants) or 1st February 2023 (Year R and Year 3 applicants) may amend the original on-time application with the new address and may also change the schools named in their original on-time application if the original preferences are no longer appropriate.

7.4. Address evidence received after 31<sup>st</sup> December 2022 (Year 7) or 1st February 2023 (Year R and Year 3) cannot be considered for the on-time application. The new address will be used to communicate the outcome of the application only. The admission service should be contacted after national offer day to amend address details and any preferences will be considered as part of the reallocation process.

Acceptable documents to confirm a child's home address include:

- 2022/2023 Council Tax Bill
- 2022/2023 Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Copy of tenancy agreement or mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter

Additional acceptable proof if moving home includes:

- a full copy of the signed tenancy agreement (which should terminate on, or after, 1st September 2023),
- or a letter from the family's solicitor confirming that there has been an exchange of contracts on the new property.

7.5. Some own admission authority schools (including Grammar schools) may have additional residency requirements that parents must abide by for their

application to be classed as on time. Please refer to the individual school's admission arrangements for further details.

7.6. Where a school place is offered based on an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn.

7.7. 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.

## **8. Applications for schools outside of Warwickshire and applications for Warwickshire schools from families living in other areas.**

8.1. Applications from Warwickshire residents for schools in other local authorities will be electronically exchanged with the relevant coordinating local authority along with any relevant additional/supplementary information.

8.2. Residents of other areas must apply to their home local authority who will then forward application details to Warwickshire. Parents of Year 2 or Year 6 children attending Warwickshire schools but living in other local authorities should contact their home local authority for information about the application process.

8.3. Notification of any offers will be exchanged between local authorities and offers will only be sent from the home authority.

## **9. Consideration of applications**

9.1. All on-time applications for each school will be considered together. If there are more applications received for a school than there are places available, then the relevant oversubscription criteria, as outlined in that school's admission arrangements, will be assigned to each application.

9.2. If a child can be offered a place at more than one of their preferred schools, reference will be made to preference order as outlined on the application form and a place will be offered at the school listed as the highest preference. If none of the schools named on the application can offer a place, a place will be allocated at the nearest state funded school with a place available.

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

## **10. Notification of offers**

10.1. National offer day is:

**1<sup>st</sup> March 2023** for secondary school applications (Year 7)

**17<sup>th</sup> April 2023** for primary phase applications (Years R and 3)

10.2. All applicants who made an on-time application online will receive notification of the school place offered, **after** 8.30am on the relevant national offer day. These offers will be available to view via the online parent portal system.

10.3. Offer letters will only be sent to applicants 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 national offer day**.

10.4. Further information on how offers were made and next steps will be available on the relevant national offer day via the [Warwickshire Admission webpage](#).

## **11. Appeals**

11.1. Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal.

11.2. Appeals for places at Community and Voluntary Controlled Schools can be lodged on the [Warwickshire School Appeals website](#). Parents should contact own admission authority schools directly for details of their appeals process.

11.3. The appeals timetable and other relevant information is available on the website. This includes the number of appeals heard in previous years and the outcome, for each school (where the local authority administers this process).

## **12. Late applications**

12.1. Any application received after the national deadlines, or the extended deadlines for those moving to a new house, will be considered as late. Exceptions will only be considered if there is written evidence of exceptional circumstances.

12.2. Late applications will be processed after all on-time applications and will be considered as part of the relevant reallocation round, depending on when the application is received

12.3. Any requests to include new preferences to a previously on time application

after the national closing date will be classed as **late**. Any schools named on the application prior to the national deadline will not be affected and will remain as on time.

### **13. Waiting lists**

- 13.1. Children will automatically be added to the waiting list of any non-selective school named as a higher preference than the school allocated.
- 13.2. Each waiting list will be ranked according to the admission policy and oversubscription criteria for that school. Waiting lists will not take into account the date individual applications were received or the length of time a child has been on the list.
- 13.3. Offers from waiting lists will be made in reallocation rounds as outlined in the relevant timetable. When a place becomes available it will be allocated to the child at the top of the waiting list on the date of that reallocation round.
- 13.4. Offers to Warwickshire residents from the waiting list will be made by the local authority. The Admissions Service will attempt to contact the family prior to any re-offer from a waiting list being made. Offers from waiting lists to residents of other local authorities will be sent electronically to the home local authority who will notify the parents.
- 13.5. Only one school place will be offered as part of the coordinated admissions process. When an offer for a higher preference school is made from a waiting list and accepted, the previous school offered will be automatically withdrawn and the child removed from the waiting lists for any other schools listed as a lower preference than the one now offered.
- 13.6. The local authority will continue to operate the coordinated admissions scheme, in relation to processing new applications and allocating places up to and including 31<sup>st</sup> August 2023.
- 13.7. For schools that remain over-subscribed after 31<sup>st</sup> August 2023, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (31<sup>st</sup> December 2023). At that point, it will be the decision of each school to determine if they wish to keep a waiting list for the remainder of that academic year, and if they wish for a waiting list to be held either with the school directly or with the local authority, on the school's behalf.

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

- 14.1. For families of UK Service Personnel with proof of a confirmed posting within the county, or crown servants returning from overseas to live in the county with a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application, in accordance with the School Admissions Code. The application should be accompanied by an official letter that declares a relocation date, and evidence of what the intended address shall be.
- 14.2. The application will follow the coordinated admissions process in all other respects, as outlined in this document.

## **15. Overseas residents**

- 15.1. 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.
- 15.2. Overseas residents, with a planned relocation to Warwickshire will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12-month duration) or other evidence by the relevant deadline for submitting proof of address. If this cannot be provided, the applicant's current (overseas) address will be used in the application. All such applications will be processed in line with the coordinated scheme.

## **16. Deferred or delayed entry into Reception and children educated outside of their chronological year group.**

- 16.1. While most children are educated in the year group determined by their date of birth, the School Admissions Code does allow parents to request that their child is educated outside of their normal age group.
- 16.2. Any request for a child to delay entry into reception should be submitted to the local authority at the same time that you apply for your child to start in Reception in their chronological year group. This will ensure that your application can still be processed if your request to delay is not supported.
- 16.3. Requests for delayed entry into reception should be made using the Delayed Entry Request Form available on the Warwickshire School Admissions [webpages](#).
- 16.4. Requests for children to be educated outside of their chronological year group must be made in writing, directly to the headteacher of the school at which an offer has been made and accepted.

16.5. Further guidance relating to delayed or deferred entry and the education of children outside of their chronological year group is also available on the Warwickshire School Admissions [webpages](#).

### 17. Timetable for Secondary Coordinated Admissions Scheme, for entry in September 2023

| <b>Date</b>                   | <b>Activity</b>   |
|-------------------------------|---|
| 1 September 2022              | Application process opens for children due to transfer to secondary school in September 2023  |
| <b>31 October 2022</b>        | <b>National closing date for Secondary School applications</b>  |
| 7 November 2022               | LA exchange of application data with other LAs (then ongoing as further late applications are received)                             |
| 31 December 2022              | Final day to submit proof of address and make any changes to the application required due to a house move.                          |
| 16 December 2022              | All Warwickshire secondary schools to have completed sibling checks and confirm eligibility for school-specific criteria.           |
| 16 January to 4 February 2023 | LA exchange of offer data with other LAs (then ongoing)   |
| <b>01 March 2023</b>          | <b>National offer day for children due to transfer to secondary school in September 2023</b>  |
| 15 March 2023                 | Final day to amend applications ahead of 1st reallocation from waiting lists  |
| 22 March 2023                 | 1 <sup>st</sup> reallocation from waiting lists   |
| 28 March 2023                 | Deadline by which appeals must be lodged in order to be guaranteed a hearing by 13 June 2023  |
| tbc April 2023                | Final day to amend applications ahead of 2nd reallocation from waiting lists  |
| 24 April 2023                 | 2nd reallocation from waiting lists   |
| April 2023 to June 2023       | Appeal hearings   |
| 01 September 2023             | Coordinated scheme for 2023 ends, all further applications to be considered in line with Warwickshire's In Year application process |

## 18. Timetable for Reception and Junior Coordinated Admissions Scheme, for entry in September 2023

| <b>Date</b>                       | <b>Activity</b>  |
|-----------------------------------|--|
| 01 November 2022                  | Application process opens for children due to start school in reception or transfer to a junior school in September 2023                   |
| <b>15 January 2023</b>            | <b>National closing date for reception and junior school applications</b>  |
| 23 January 2023                   | LA exchange of application data with other LAs (then ongoing as further late applications are received)                                    |
| 1 February 2023                   | Final day to submit proof of address and make any changes to the application required due to a house move.                                 |
| 17 February 2023                  | All Warwickshire infant, junior and primary schools to have completed sibling checks and confirm eligibility for school-specific criteria. |
| 20 February 2023 to 22 March 2023 | LA exchange of offer data with other LAs (then ongoing)  |
| <b>17 April 2023</b>              | <b>National offer day for children due to transfer to reception and junior school in September 2023</b>                                    |
| 2 May 2023                        | Final day to amend applications ahead of 1st reallocation from waiting lists   |
| 9 May 2023                        | 1 <sup>st</sup> reallocation from waiting lists  |
| tbc May 2023                      | Deadline by which appeals must be lodged in order to be guaranteed a hearing by 13 June 2023   |
| 26 May 2023                       | Final day to amend applications ahead of 2nd reallocation from waiting lists   |
| 12 June 2023                      | 2nd reallocation from waiting lists  |
| June and July 2023                | Appeal hearings  |
| 1 September 2023                  | Coordinated scheme for 2023 ends, all further applications to be considered in line with Warwickshire's In Year application process        |