

Warwickshire County Council

Secondary School
Coordinated Scheme

Year 7 Admission in September 2021

DRAFT

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

1st December 2017

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

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Section 1 – Timetable for Secondary Coordinated Admissions Scheme, for entry in September 2021

DATE	EVENT
April 2020	Warwickshire School Admissions Service (the 'Admissions Service') to obtain data of Warwickshire children due to start secondary school in September 2021. Data obtained from schools, other local authorities and Independent schools located in Warwickshire.
From 11 th May 2020	Information about application process sent directly to parents of children due to transfer to Secondary school in September 2021. Information also available on WCC website.
Monday 11 th May 2020	Online registration opens for Warwickshire 2021 entry 11+ Selection Test – available to residents of any local authority.
Friday 12 th June 2020 (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 but the child will still be able to sit the 2021 entry 11+ test under normal conditions.</p> <p>Parents who submit such requests by this deadline will be notified of the outcome of their access arrangements request for the 11+ test by the end of July 2020.</p>
Monday 29 th June 2020 (11.59pm)	<p>Warwickshire 2021 entry 11+ Test 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 2020.</p>
From Monday 10 th August 2020	<p>11+ test session invitation packs sent to families who have registered their child to sit the Warwickshire 2021 entry 11+ selection test by the deadline of 29th June 2020.</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 28th August 2020 then you must contact the Admissions Service as a matter of urgency.</p>

Monday 4 th September 2020	<p>2021 entry Secondary school application process opens (online and telephone applications).</p> <p>Application data will be available via SAM (the School Access Module) to all LA maintained schools, as well as Voluntary Aided, Trust, Foundation schools and Academies who have access to the service.</p>
September 2020 (Dates TBC in August 2020)	<p>11+ testing sessions – morning and afternoon sessions will be conducted on various dates, with each candidate being allocated one session to attend. The allocated sessions will be at the decision of the local authority.</p>
Monday 14 th September 2020	<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 12th or 13th September.</p>
Wednesday 16 th September 2020	<p>Proof of the illness/condition must be received by the Admissions Service by no later than 11.59pm on 16th September, 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 11+ registration and this will be classed as late.</p> <p>Late candidates will not be tested until after 1st March 2021.</p>
September 2020	<p>Supplementary 11+ test date (<i>at least one testing session, dependent on numbers</i>)</p> <p>11+ testing session for children who were initially invited to testing on either 12th or 13th September but could not attend due to illness or prior engagements, and evidence has been submitted of such.</p> <p><i>Further testing sessions will be scheduled as and when this is necessary, for example, for on time candidates who move into, or within, the county prior to 31st December 2020.</i></p>
Monday 5 th October 2020	<p>Reminder sent to Warwickshire parents who have not applied for a 2021 entry Secondary school place.</p> <p>Schools will also be contacted at this time, asking them to remind parents of the need to apply for a school place.</p>
From Monday 12 th October 2020	<p>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 2020.</p> <p>Results may be sent via email or via post.</p>

Saturday 31st October 2020 (11.59pm)	<p>National Closing date for on time 2021 entry secondary school applications.</p> <p>Applications received after this date will be considered as late and will not be processed until after National Offer Day (1st March 2021), in line with scheduled reallocation dates (unless the family is moving into the area – residency requirements must be adhered to – see below for more information).</p>
From Monday 9 th November 2020	<p>Exchange of ADT files with other local authorities.</p> <p><i>(ADT = Electronic files relating to application details)</i></p>
From Monday 16 th November 2020	<p>SAM will open to all Warwickshire secondary schools to begin sibling claim checks.</p> <p>Own admission authority schools who have also adopted staff checks, medical/social grounds, aptitude, or faith as part of their over-subscription criteria must also begin to assign relevant criteria to each application.</p>
By 4 th December 2020	<p>Further (additional) proof of address documentation will be requested for all children where a Warwickshire grammar school has been named on the application. This is regardless of which home authority they reside in.</p>
Friday 18 th December 2020	<p>Deadline for own admission authority schools to request admitting over and above the determined PAN for the relevant entry year, for this to be considered in line with the coordinated admissions process and National Offer Day.</p>
Friday 18 th December 2020	<p>All Warwickshire secondary schools to have completed sibling claim checks on SAM.</p> <p>Own admission authority schools who have also adopted staff checks, medical/social grounds, aptitude, or faith as part of their over-subscription criteria must also have complete assigning relevant criteria to each application.</p> <p>The Secondary 2021 round on SAM will then be closed to schools from 5pm on Friday 18th December 2020.</p>
Thursday 31 st December 2020 (11.59pm)	<p>Extended deadline date for families moving into/within the county to have provided proof of their new residence and completed new/amended application for secondary school for application to be considered as on-time (see residency requirements below).</p> <p>The child must be residing in the new property by this date.</p>
Thursday 31 st December 2020 (11.59pm)	<p>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.</p>

W/C: Monday 4 th January 2021	11+ testing sessions will be held during this week for candidates who moved house prior to the 31 st December 2020 deadline, and who provided sufficient evidence of such, and who registered for the 11+ test by 31 st December 2020, and who have not sat the 2021 entry 11+ test previously.
Monday 11 th January 2021	First exchange of ALT files with other local authorities. <i>(ALT = Electronic files relating to offers of school places)</i>
Monday 25 th January 2021	Second exchange of ALT files with other local authorities.
Monday 1 st February 2021	Provisional offers available to all secondary schools via SAM. Schools must notify Warwickshire Admissions Service of any issues by Friday 5 th February 2021 Offer data must remain confidential.
Monday 15 th February 2021	Special Educational Needs, Disability, Assessment and Review team (SENDAR) to have notified Admissions Service of provisional secondary school offer for children who have an Education, Health and Care Plan (EHCP). Checks to be carried out with secondary schools and surrounding LAs as to out of county children with an EHCP who may be offered a Warwickshire school.
Monday 15 th February 2021	Final exchange of ALT files with other authorities.
Monday 1st March 2021	National Offer Day. Offers released to parents by Admissions Service (Statutory). Late applications will be available for secondary schools to view via SAM after this date.
W/C: 1 st March 2021	11+ testing sessions for late candidates will be scheduled to take place during this week, as required. Further testing sessions, to accommodate additional late candidates, will be arranged on an ad hoc basis.
Wednesday 10 th March 2021 (11.59pm)	Cut-off date for new applications – or amendments to previous applications - to be made in order to be considered in first reallocation round.
Friday 12 th March 2021 (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 12 th March 2021 (11.59pm)	Deadline to accept or decline offer made on 1 st March.
Monday 15 th March 2021	Reminder sent to Warwickshire families who have not confirmed their acceptance or decline of the offer made on 1 st March. If no response received by 11.59pm on Friday 26 th March, then the place offered may be withdrawn. Any vacancies created from such an action will be considered in the second reallocation round.

Monday 15 th March 2021	First reallocation round commences, expected to be completed by Thursday 1 st April.
Monday 29 th March 2021 (11.59pm)	<p>Deadline by which appeals must be lodged in order to be classed as on time. Appeals lodged by this date will be heard by Tuesday 15th June 2021.</p> <p>Appeals lodged after 15th June 2021 will be heard within 30 school days of the appeal being lodged.</p> <p>Appeals received after 15th June 2021 may not be heard before the start of the new academic year in September 2021.</p>
Wednesday 21 st April 2021	Cut-off date for new applications to be made in order to be considered in second reallocation round.
Friday 23 rd April 2021 (11.59pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks etc. via SAM, as well as considered all faith/other supporting documentation (in line with each school's over-subscription criteria) for late applications in second reallocation round.
Monday 26 th April 2021	<p>Second reallocation round commences. Expected completion date = Friday 7th May.</p> <p>Late applications received after 21st April will be processed as and when they are received, up to, and including, Tuesday 31st August 2021. The in-year admissions process will then commence from Wednesday 1st September 2021.</p>
From Monday 26 th April 2021	Appeal hearings commence, for Year 7 entry in September 2021.
From Monday 7 th June 2021	<p>In-Year applications for secondary school places, to start in September 2021, can be submitted. (Year groups 8 -11 only)</p> <p>Applications for Year 7 places for entry in September 2021 will continue to be processed through the coordinated scheme until 31st August 2021.</p> <p><u>IN-YEAR APPLICATIONS WILL NOT BE PROCESSED UNTIL AFTER 14th JUNE 2021. CONFIRMATION OF SCHOOL OFFERS WILL THEN BE SENT TO FAMILIES FROM 18th JUNE 2021.</u></p>
Tuesday 15 th June 2021	Appeals lodged by 11.59pm on 29 th March 2021 will be heard by this date.
Wednesday 1 st September 2021	<p>In-Year admissions process commences.</p> <p>All applications made in accordance with the coordinated admissions rounds will be moved to In-Year status and will be held on any relevant waiting lists until 31st December 2021.</p>

Section 2 - Secondary (Year 7) Coordinated Admissions process

For entry in September 2021

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 any 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 (e.g.: academies) within their area.

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 can 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 school places in line with the Coordinated Admissions Scheme. Application data relating to schools in other local authorities will be forwarded via 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 2021. However, the deadlines and key dates for applications and offers also apply to Warwickshire residents who wish to apply for a Year 10 place in a 14-19 UTC or Studio School, for entry in September 2021, as well as those who wish to transfer to Year 9 at a high school (three-tier systems). Such applications will be processed in line with this scheme, where appropriate.

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 (e.g.: 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 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**.
- If a school is not oversubscribed, all applicants must be offered a place (except for designated grammar schools).

**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.*

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 explaining the coordinated school admissions process is made available to the parents of children resident in Warwickshire who are due to start secondary school in September of the following year.

Important information will also be available on the County Council's website. It is expected that all families following the 2021 entry secondary school coordinated admissions process, as well as all schools within the county, will have read through the information relating to this process on the website. Schools are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines.

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 9.00am 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 can be attached to online application, when the school is named. Alternatively, paper copies can 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 electronically.

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 11:59pm on the national closing date of 31st October 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 (e.g.: an additional preference being named will be permitted prior to the closing date of 31st October 2020. 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 the admission arrangements for the school concerned.

Where SIFs are used by admission authorities in Warwickshire, every effort will be made to ensure that only the information that 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 application. 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 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 that is requesting such additional information by the application deadline of 31st October 2020. 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.

Evidence of the Child's Home Address

As part of the application process, documentation concerning the child's home address will be requested. If the application is made through the online portal, then such documentation will be requested at the point the application is started. Such documents can be uploaded to the parent's online account.

Acceptable documents to confirm a child's home address will include;

- 2020/2021 Council Tax Bill
- 2020/2021 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

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, cannot be considered as the child's home address, unless the child sleeps at that property for the majority of the school week (i.e: at least 3 out of 5 nights, Monday to Friday).

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. 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 2021) 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.

The Local Authority (acting on behalf of the school, in some cases) may request further documents regarding the child's home address at any time. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

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 2020 to inform them of their eligibility to apply for a 14-19 school place, for entry into Year 10 at such schools in September 2021.

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).

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 2020 (for September 2021 entry) they will be processed in line with this coordinated scheme and offers will be released to parents on National Offer Day – 1st March 2021.

Applications received after 31st October 2020 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 2021, can be made on or after 7th June 2021. 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 child's home address that is named on the

Common Application Form, unless any of the following three conditions are met:

1. **House move prior to 31st October 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 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 for their application to be classed as on time. See each school's admission arrangements for clarification.

2. **House move after 31st October 2020, but on, or before, 31st December 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 31st December 2020.

The child must be residing (living) in the new property by the deadline of 31st December 2020.

3. **House move after 31st December 2020:** Where an application is made by the National Closing date of 31st October 2020, but a house move happens after 31st December 2020 and no evidence of the move could be submitted by that date, the application will be considered using the address that was originally named at the time the application was made, prior to the 31st October 2020 deadline. A secondary school offer will be made on this basis and published to the applicant on 1st March 2021.

After 1st March 2021, 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, 1st September

2021), 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 2020, 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 1st March 2021. However, the application will be given consideration in one, or both, reallocation rounds (depending on when the application is received), if both the application for a school place **and** suitable proof of the new address are received by the relevant reallocation round deadlines.

Applications received after 11.59pm on 21st April 2021 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 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 any previous applications will be disregarded.

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.

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 agree 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 most 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. This includes schools who are classed as their own admission authority, who are not maintained by Warwickshire County Council, and may include academies, free schools, and faith schools. 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 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. *

**Mapping data is subject to change at any time, utilising information from sources such as (but not limited to); Map X, the Local Land and Property Gazetteer (LLPG), Royal Mail, Ordnance Survey, and the National Land and Property Gazetteer (NLPG).*

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 (i.e.: 18th December 2020 for September 2021 entry). The Local Authority will agree to such requests, where the request is received in good time (i.e.: 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 – 1st March 2021. The request will then be considered 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 on offering additional places above PAN. This will include the local authority approaching own admission authority schools to take additional pupils, over and above their PAN.

Notification of offers

National Offer Day is 1st March 2021.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on-time** application (i.e.: by the deadline of 31st October 2020, or the extended deadline for a house move), regarding the school place that has been offered. This applies to schools offered within either Warwickshire or another local authority and will give the reason as to why schools that 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 1st March 2021. These offers will be available to view via the online parent portal system.

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** 1st March 2021.

When an applicant is not offered their first preference school, they will be provided with (or directed to) 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.

Additional information is also available on the website concerning appeals heard in previous years and the number successful, or not successful, for each school (where the local authority administers this process on behalf of the school).

Late applications

Every effort will be made to remind parents to submit their application by the closing date of 11.59pm on 31st October 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 31st December 2020 apply to the applicant). Late applications will not be processed until **after** National Offer Day on 1st March 2021.

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 2020 deadline has passed, these amendments will be classed as **late**. Any schools named on the application prior to 31st October 2020 deadline will not be affected and will remain as on time.

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

In respect of own admission authority schools, information about late applications will be made available through SAM (School Access Module) 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 (e.g.: a change of address).

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 for a child to be placed on to the waiting list for each grammar school. Further information about this will be made available to families on National Offer Day, where their child has sat the 2021 entry Warwickshire 11+ test.

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 31st August 2021.

For every over-subscribed secondary school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (31st December 2021). 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 school directly or with the local authority, on the school's behalf.

Accepting the school place offered

Warwickshire parents will be asked to respond to the offer of a school place by the deadline of 12th March 2021. 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, or around, 15th March 2021, 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 2021 and may also be referred to Warwickshire's Attendance Service (WAS), 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.

The Admissions Service will not process a decline for a school place unless suitable alternative provision can be confirmed by the parent, for example, a secondary school place has been secured for the child at a private school. Evidence of such may also be requested.

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 (i.e.: 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 2021 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 2021 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 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 1st March 2021.

Where schools are their own admission authority, they may operate additional residency requirements, but this will be stated in the admission arrangements for those schools concerned.

As part of the local authority's coordinated admissions scheme, for Year 7 entry into a

secondary school in September 2021, there is an expectation that the child and applicant will still be in residence at the address used on the application from the start of term in September 2021, 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 if the child has started at the school concerned.

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 and not the school that the child will be attending.

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

Section 3 – LA Suggested Over-subscription Criteria for the 2021 entry Coordinated Admissions Scheme

Currently, Warwickshire County Council is not the admission authority for any mainstream secondary schools within the county. This means that all these schools are classed as their own admission authority.

Own admission authority schools must have their own set of admission arrangements in place for each relevant entry year, however, they must all adopt the local authority's process for coordinated admissions, as set out in Sections 1 and 2 of this document.

Where a school is over-subscribed (i.e.: they receive more applications than they have places available), criteria will be assigned to each application, with each criterion given a different order of priority. Places available at the school will then be filled in priority order, according to the criteria assigned to each application.

Whilst some own admission authority schools will choose to adopt their own set of over-subscription criteria for this entry year, the local authority offer the below, suggested criteria for school's to utilise. Full details about a school's over-subscription criteria must be outlined in their individual admission arrangements for the relevant entry year, even if they decide to adopt the local authority's suggested criteria.

- 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 arrangement 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 will apply to the oversubscription criteria named above, where this is adopted by any Warwickshire Secondary School.

➤ **Priority Area / Catchment Area**

Many of the secondary schools in Warwickshire have an area identified as their priority area (some admission authorities refer to this as a 'catchment area').

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.

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 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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