

## Warwickshire County Council

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

Determined by Cabinet 14/02/2019

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



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

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

Monday 1 <sup>st</sup> July 2019	<p>Secondary application process opens (online and telephone applications).</p> <p>Application data will be available via SAM (the School Admissions Module) to Voluntary Aided, Trust, Foundation schools and Academies who purchase the Admissions Service so that oversubscription criteria can be added and sibling/staff details checked. Data will include straight-line measurements.</p>
From Monday 5 <sup>th</sup> August 2019	<p>11+ test session invitation packs sent to families who have registered their child to sit the Warwickshire 2020 entry 11+ selection test by the deadline of 28<sup>th</sup> June 2019.</p> <p>Packs will be sent in batches throughout the month of August.</p> <p>If you registered your child for the 11+ test by the published deadline and you have not received an invitation pack by Friday 23<sup>rd</sup> August 2019 then you must contact the Admissions Service as a matter of urgency.</p>
Saturday 7 <sup>th</sup> and Sunday 8 <sup>th</sup> September 2019	<p>11+ testing sessions (<i>at least one testing session per day</i>) (on time candidates will be given priority to attend these testing sessions)</p>
Monday 9 <sup>th</sup> September 2019	<p>Parents must inform the Admissions Service, by no later than 11.59pm, if their child was not fit or well to attend the 11+ selection test on 7<sup>th</sup> or 8<sup>th</sup> September.</p>
Wednesday 11 <sup>th</sup> September 2019	<p>Proof of the illness/condition must be received by the Admissions Service by no later than noon (12pm), in order for the child to remain as an on time candidate for the 11+ testing.</p> <p>If sufficient evidence is not received by this date then the registration for the child to sit the 11+ test will be withdrawn. If the family still wishes for the child to sit the Warwickshire 11+ test then they must submit a new registration and this will be classed as late.</p> <p>Late candidates will not be tested until after 2<sup>nd</sup> March 2020.</p>

Monday 16 <sup>th</sup> /Tuesday 17 <sup>th</sup> September 2019	Supplementary 11+ test date ( <i>at least one testing session, dependent on numbers</i> ) 11+ testing session for children who were initially invited to testing on either 8th or 9th September, but could not attend due to illness or prior engagements, and evidence has been submitted of such.  <i>Further testing sessions will be scheduled as and when there is demand.</i>
Friday 4 <sup>th</sup> October 2019	First reminder letter sent to Warwickshire parents who have not applied for a Secondary school place. Reminder emails to schools encouraging them to remind parents of the need to apply for a school place.
From Monday 14 <sup>th</sup> October 2019	11+ results will be sent to all families where children have sat the Warwickshire 11+ selection test, as on time candidates, in the previous month of September 2019. Results may be sent electronically or via post.
Friday 18 <sup>th</sup> October 2019	Second reminder letter sent to parents who have not applied for a Secondary school place. Reminder emails to schools encouraging them to remind parents of the need to apply. For a school place.
<b>Thursday 31<sup>st</sup> October 2019 (11.59pm)</b>	<b>National Closing date for on time secondary school applications.</b>  Applications received after this date will be considered as late and will not be processed until after National Offer Day (2 <sup>nd</sup> March 2020), in line with scheduled reallocation dates (unless the family is moving into the area – residency requirements must be adhered to – see below for more information).
From Monday 11 <sup>th</sup> November 2019	Exchange of ADT files with other local authorities.  <i>(ADT = Electronic files relating to application details)</i>
Monday 18 <sup>th</sup> November 2019	Applications will be sent to own admission authority schools who DO NOT purchase the Admissions Service, via an Excel spreadsheet so that oversubscription criteria can be added and sibling/staff details checked. Data will include straight-line measurements.
From 2 <sup>nd</sup> December 2019	Proof of address will be requested for all children where a Warwickshire grammar school has been named on the application. This is regardless of which home authority they reside in.

Friday 20 <sup>th</sup> December 2019	Deadline for own admission authority schools to request admitting over and above the determined PAN for the relevant entry year, in order for this to be considered in line with the coordinated admissions process and National Offer Day.
Tuesday 31 <sup>st</sup> December 2019 (11.59pm)	Extended deadline date for families moving into/within the county to have provided proof of their new residence and completed new/amended application for secondary school in order for application to be considered as on-time (see residency requirements below). The child <b>must</b> be residing in the new property by this date.
Tuesday 31 <sup>st</sup> December 2019 (11.59pm)	Sufficient proof of address documentation to have been received by the Admissions Service, where at least one Warwickshire grammar school has been named on the child's secondary school application. Failure to comply with this deadline, and supply the correct documentation requested, will result in the application for the relevant grammar school(s) being classed as late. See the individual schools' admission arrangements for further information.
Monday 6 <sup>th</sup> January 2020 (11.59pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided as part of a family's application for a place.  This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.  The Secondary 2020 round on SAM will then be closed to schools from 5pm on Monday 6 <sup>th</sup> January 2020.
W/C: Monday 6 <sup>th</sup> January 2020	11+ testing sessions will be held during this week for candidates who moved house prior to the 31 <sup>st</sup> December 2019 deadline, and who provided sufficient evidence of such, and who registered for the test by 31 <sup>st</sup> December 2019, and who have not sat the 2020 entry 11+ test previously.
Friday 10 <sup>th</sup> January 2020	First exchange of ALT files with other local authorities.  <i>(ALT = Electronic files relating to offers of school places)</i>

Monday 20 <sup>th</sup> January 2020	Second exchange of ALT files with other local authorities.
Monday 3 <sup>rd</sup> February 2020	Provisional offers available to all schools via SAM, other than academies who do not purchase the Admissions Service, in which case offers will be sent via Excel spreadsheet. Schools must notify Warwickshire Admissions Service of any issues by Friday 7 <sup>th</sup> February 2020. Offer data <b>must</b> remain confidential.
Friday 7 <sup>th</sup> February 2020	Schools to have notified the Admissions Service of any issues with provisional offers.
Friday 7 <sup>th</sup> February 2020	Special Educational Needs, Disability, Assessment and Review team (SENDAR) must have input relevant offers/offers on hold via Synergy.
Monday 10 <sup>th</sup> February 2020	Final exchange of ALT files with other authorities.
<b>Monday 2<sup>nd</sup> March 2020</b>	<b>National Offer Day.</b> Offers released to parents by Admissions Service (Statutory).  Late applications will be available to schools via SAM, other than own admission authority schools who do not purchase the admissions service, in which case any late applications will be sent via Excel spreadsheet.
W/C: 2 <sup>nd</sup> March 2020	11+ testing sessions for late candidates will be scheduled to take place during this week, as required.  Further testing sessions, to accommodate additional late candidates, will be arranged on an ad hoc basis.
Wednesday 11 <sup>th</sup> March 2020	Cut-off date for new applications – or amendments to previous applications - to be made in order to be considered in first reallocation round.
Friday 13 <sup>th</sup> March 2020 (11.59pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in first reallocation round.

Friday 13 <sup>th</sup> March 2020 (11.59pm)	Deadline to accept or decline offer made on 2 <sup>nd</sup> March.
Monday 16 <sup>th</sup> March 2020	Reminder letter sent to Warwickshire families who have not confirmed their acceptance or decline of the offer made. If no response received by 11.59pm on Friday 27 <sup>th</sup> March then the place offered may be withdrawn. Any vacancies created from such an action will be considered in the second reallocation round.
Wednesday 18 <sup>th</sup> March 2020	First reallocation round commences.
Monday 30 <sup>th</sup> March 2020 (11.59pm)	Deadline by which appeals must be lodged in order to be classed as on time. On time appeals must be heard within 40 school days from the deadline.  Appeals lodged after this date will be heard within 40 school days of the deadline, where possible, or within 30 schools days of the date the appeal is lodged.  Appeals lodged after 22 June 2020 may not be heard before the start of the new academic year in September 2020.
Wednesday 1 <sup>st</sup> April 2020	Cut-off date for new applications to be made in order to be considered in second reallocation round.
Friday 3 <sup>rd</sup> April 2020 (11.59pm )	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation round.  This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.
Wednesday 8 <sup>th</sup> April 2020	Second reallocation round commences.

Wednesday 15 <sup>th</sup> April 2020 (11.59pm)	<p>Cut-off date for new applications to be made in order to be considered in third reallocation round.</p> <p>Late applications received after 15<sup>th</sup> April will be processed as and when they are received, up to, and including, Friday 28<sup>th</sup> August 2020. The in-year admissions process will then commence from Tuesday 1<sup>st</sup> September 2020.</p>
Friday 17 <sup>th</sup> April 2020 (11.59pm)	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
Monday 20 <sup>th</sup> April 2020	Third reallocation round commences.
From Monday 27 <sup>th</sup> April 2020	Appeal hearings commence, for Year 7 entry in September 2020.
From Tuesday 5 <sup>th</sup> May 2020	Places allocated to Warwickshire children due to transfer to secondary school in September 2020, where an application has not been submitted previously. Parents will be advised of these offers via post.
From Monday 8 <sup>th</sup> June 2020	<p>In-Year applications for secondary school places starting in September 2020 can be submitted. (Year groups 8 -11 only. Applications for Year 7 places for September 2020 will continue to be processed through the coordinated scheme until 28<sup>th</sup> August 2020).</p> <p><b><u>IN-YEAR APPLICATIONS WILL NOT BE PROCESSED UNTIL AFTER 15<sup>th</sup> JUNE 2020.</u></b> <b><u>CONFIRMATION OF SCHOOL OFFERS WILL THEN BE SENT TO FAMILIES FROM 19<sup>th</sup> JUNE 2020.</u></b></p>
Tuesday 16 <sup>th</sup> June 2020	Appeals lodged by 11.59pm on 30 <sup>th</sup> March 2020 will be heard by this date.

Friday 17 <sup>th</sup> July 2020	Appeals lodged after the deadline of 30 <sup>th</sup> March 2020, but before 8 <sup>th</sup> June 2020, will be heard by the 17 <sup>th</sup> July 2020, where possible.
Tuesday 1 <sup>st</sup> September 2020	In-Year admissions process commences. All applications made in accordance with the coordinated admissions rounds will be moved to In-Year status and will be held on any relevant waiting lists until 31 <sup>st</sup> December 2020.



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

### **Terms**

The term '**school**', in this document, refers to both maintained schools and own admission authority schools. It does not relate to special schools or private (fee-paying) schools, as these schools have their own admission processes.

The term '**parent**', in this document, refers to biological parents, all those with Parental Responsibility, and other person with primary care for a child.

The term '**own admission authority**' school, in this document, refers to state schools for whom the local authority is not the admissions authority, including; Academies; Voluntary Aided; Trust; and Foundation schools. The admission authority for such schools is the governing body or the academy trust.

The term '**secondary**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 7 until (at least) the end of Year 11.

The terms '**UTC**' and '**Studio schools**', in this document, refer to schools which admit children at the beginning of Year 10.

### **Coordinated Admissions**

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (eg: academies) within their area. The term 'school' in this document refers to both maintained schools and own admissions authority schools.

Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures, as far as is reasonably practicable, every parent of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Local authorities and other admission authorities - such as the academy trust, or the governing body of a Voluntary Aided school - then exchange application data. This is to determine which children can be offered a place at which school. Parents then receive a single offer of a school place from their home authority.

Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission criteria, application process and scheme for offering places. Parents should contact the relevant school directly if they wish to apply for a place.

Only parents of children who are resident in the county of Warwickshire, or who are able to satisfy the relevant address requirements as laid out in this document, should make an

application through the Warwickshire Admissions Service.

Warwickshire residents must apply for school places through the Admissions Service. Where parents approach schools directly, the school must direct the parent to the Admissions Service. Any Warwickshire resident who does not make an application through the Admissions Service, even if they applied directly to a school, will have any subsequent application which they make through the Admissions Service considered as late, if this is then received after the relevant deadline, as laid out in this document.

The Admissions Service will manage the process of allocating schools places in line with the Coordinated Admissions Scheme. Application data relating to schools in other local authorities will be forwarded via S2S. This system is part of the DfE's Secure Access website and is designed to securely transfer data between local authorities and schools.

This scheme primarily relates to children who are due to start secondary school (Year 7) in September 2019. However, the deadlines and key dates for applications and offers also apply to children transferring to Year 10 in a 14-19 UTC or Studio School in September 2019, whose applications will also be processed in line with this scheme.

## Admission Arrangements

All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted. These arrangements need to include the criteria that will be applied if there are more applications received than places available at the school for the relevant entry year ('oversubscription criteria'). Admission arrangements are determined by admission authorities, in line with the School Admissions Code (2014).

In Community and Voluntary Controlled schools the local authority is the admission authority and has responsibility for determining admission arrangements. In Voluntary Aided, Trust and Foundation schools, the Governing Body has responsibility for determining admission arrangements. In Academies and Multi-Academy-Trusts, the Trust has responsibility for determining admission arrangements.

A school's admission arrangements must contain:

- The school's **Published Admission Number (PAN)** for each 'relevant age group'. This is the number of places that will normally be offered to children joining the school at the normal point of entry (for secondary schools this is Year 7).
- The **school's oversubscription criteria**. These are used to decide which children are offered places when there are more applications than places available. Each child is assigned a criterion with places offered in criteria order to fill the school.
- **Definition of sibling**. Admission authorities must state in their arrangements what they mean by sibling (eg: does it include step-siblings). Where priority is given to siblings of former pupils, admission authorities must set out a clear and simple definition of such former pupils. Some schools give priority to siblings of pupils attending another state funded school. Where this is the case, this priority must be clearly set out in the arrangements.
- **Distance from school**. Admission authorities must clearly set out how distance

from home to school will be measured, and make it clear how the 'home address' will be determined and the point in the school from which all distances are measured. This should include provision for parents who have shared responsibility for a child.

The School Admissions Code also requires that:

- Where a child has an individual Education, Health and Care (EHC) Plan that names a specific school, then that child must be admitted to that particular school.
- The highest priority in a school's oversubscription criteria must also be given, unless otherwise allowed in the Admissions Code, to Looked After Children and all Previously Looked After Children.

'Previously Looked After Children' are children who were looked after, or provided accommodation by, a local authority, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

- If a school is not oversubscribed, all applicants must be offered a place (with the exception of designated grammar schools).

The admission arrangements of any school must be such as to enable relevant decisions to be made in line with the timetable of this scheme.

### **Information for parents**

In April of each year, the Admissions Service receives data from Warwickshire County Council's Commissioning Support Service, MIS Team, other local authorities and Independent schools located in Warwickshire, relating to children due to start secondary school in September of the following year. This data is then used to distribute information about the admissions process to the families concerned.

In May of each year, information letters explaining the coordinated school admissions process are sent to the parents of children resident in Warwickshire who are due to start secondary school in September of the following year.

A specific information leaflet will also be available on the County Council's website. It is expected that all families following the 2020 entry secondary school coordinated admissions process, as well as all schools within the county, will have read through this leaflet. Schools are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines.

Also available on the Warwickshire County Council website will be the local authority's Composite Prospectus (from September 2020). This is an expanded version of the leaflet which is available online and will contain the full admission arrangements of each state school in Warwickshire (not independent fee-paying schools or special schools, as applications for these schools are not considered under the coordinated admissions process).

## Applying for a school place

Parents apply for school places using a Common Application Form (CAF). Parents are encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 08.30am on National Offer Day.

The online application process allows parents to:

- Apply for places at their preferred schools by naming these on the application. Warwickshire parents can name a maximum of six schools on their application.
- Rank their preferred schools in the order they would like their child to be offered a place (parents should name their most preferred school(s) as their first/highest preference on the application).
- Give reasons for each preference.
- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied.  
*Some own admission authority schools will also consider sibling links where the sibling attends the preferred school at the time of application, rather than time of admission of the child for whom the application is being made.*
- Give details of any parent who is a staff member at the school which has been named as a preference, in line with the oversubscription for some own admission authority schools.
- Provide details of social or medical issues, in line with the oversubscription for some own admission authority schools.
- Indicate if the child has an Education, Health and Care Plan.
- Confirm details in relation to faith, in line with the oversubscription for some own admission authority schools (faith schools may require additional evidence as part of the application. This should be submitted directly to the school for which a place is being sought. Further information about this can be found in the admission arrangements for each school concerned).
- Confirm if the child falls within the classification of 'Looked After'\* or 'Previously Looked After'\*\*, in line with paragraph 1.7 of the School Admissions Code (2014).

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

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

*\*\*'Previously Looked After' refers to a child who was looked after (as outlined above) immediately prior to being adopted or becoming subject to a Child Arrangements Order or a Special Guardianship Order.*

Alternatively, parents can contact the Admissions Service and make an application over the telephone. This allows parents to provide the same information as the online system, but in this case the offer of a school place will be sent via second class post, so may not be received as quickly as an online offer, which will be sent via email.

Completed application forms, regardless of the method used to make the application, should be received by the home authority (Warwickshire Admissions Service) by no later than 5.00pm on the statutory closing date of 31<sup>st</sup> October 2019. Completed application forms received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadline (see 'Changes of address' section below).

Amendments to the application (eg: an additional preference being named, or the order of the ranked preferences being changed) will be permitted prior to the closing date of 31<sup>st</sup> October 2019. Any changes made to an application after this date will be classed as late (unless they are made in line with the change of address requirements detailed below).

## **Supplementary Information Forms**

Some schools require parents to complete a Supplementary Information Form (SIF) in order to assign the oversubscription criteria. If a SIF is required by the admission authority of a school, this will be detailed in Warwickshire County Council's Composite Prospectus and on the Warwickshire County Council website. It will also be detailed in the admission arrangements for the school concerned.

Admission authorities within Warwickshire will not use Supplementary Information Forms (SIFs) except where the information which is collated through the Common Application Form is insufficient for consideration against the school's published oversubscription criteria. Where SIFs are used by admission authorities in Warwickshire, every effort will be made to ensure that only the information which is required in relation to the published oversubscription criteria is requested. This is in accordance with paragraph 2.4 of the School Admissions Code.

SIFs must not ask for any of the information prohibited in paragraph 1.9 of the Admissions code, or:

- a) Any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates).
- b) The first language of parents or the child.
- c) Details about any disability, special educational needs or medical conditions which either the child or a parent has been diagnosed with.
- d) Require that parents agree to support the ethos of the school in a practical way.
- e) Require that both parents sign the form, or ask for the child to complete the form.

When a school receives a SIF, Warwickshire Admissions Service will not consider the parents to have applied for a place at that school unless the parent has also submitted the Common Application Form and named the school as a preference on that form. SIFs

should be submitted directly to the school concerned for their consideration against the oversubscription criteria. Warwickshire Admissions Service will not process any SIFs.

When a school's admission arrangements require a SIF and one is not completed, but the parent has listed the school on the CAF and submitted this to their home local authority, the application must still be considered without the additional information. If a SIF is not received then the application can only be considered in accordance with the information available to the governing body from the CAF, and this may result in the application being given lower priority for a place, in line with the admission arrangements and oversubscription criteria for that school.

Where a SIF is required it must be returned to the school which is requesting such additional information by the application deadline of 31<sup>st</sup> October 2019. The school concerned may not process any additional information received after this date. Please contact the school you are interested in directly for further information about the additional information they require.

#### **14 – 19 UTCs and Studio Schools (Year 10 applications)**

Warwickshire County Council does not yet contain any 14-19 schools, such as University Technical Colleges (UTCs) and Studio Schools, which admit students from the beginning of Year 10.

However, the Admissions Service will write to all Year 9 students attending a Warwickshire state-funded secondary school in September 2018 to inform them of their eligibility to apply for a 14-19 school place, for entry into Year 10 at such schools in September 2020.

Applications for Year 10 places at these schools (in other authority areas) should be made through the Local Authority (through the Admissions Service), either over the telephone or by using the appropriate paper application form (copies available on request from the Admissions Service or on the County Council's website). Applications for places at these schools cannot be made through the online system.

Such applications will be processed in line with the deadlines and processes associated with Warwickshire's secondary coordinated admissions process, where possible, and in liaison with the schools/authorities concerned.

Where such applications are received by the deadline of 31<sup>st</sup> October 2019 (for September 2020 entry) they will be processed in line with this coordinated scheme and offers will be released to parents on National Offer Day – 2<sup>nd</sup> March 2020.

Applications received after 31<sup>st</sup> October 2019 will be processed when possible, in liaison with the schools/authorities concerned, and may be treated as late applications.

For any application for a place in Year 10 of a school which does not have Year 10 as the 'normal point of entry' for that school, the in-year admissions process should be followed. Applications, for places for Year 10 entry in September 2020, can be made on or after 8<sup>th</sup> June 2020 (with applications then being processed from 15<sup>th</sup> June 2020). Such applications will not be processed before this date.

If the family are happy for the child to remain at their current secondary school when they transfer from Year 9 to Year 10 then there will be no further action required and the student will transfer into the next year group automatically.

## Changes of address

School places will be allocated using the home address which is named on the Common Application Form at the point of the National closing date (31<sup>st</sup> October 2019), unless any of the following three conditions are met:

- 1. House move prior to 31<sup>st</sup> October 2019:** Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and will be permitted to submit or amend their school preferences. Parents will need to contact the Admissions Service to update the application.

Some own admission authority schools may have additional residency requirements that parents must abide by in order for their application to be classed as on time. See each school's admission arrangements for clarification.

- 2. House move after 31<sup>st</sup> October 2019, but on, or before, 31<sup>st</sup> December 2019:** Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents should contact the School Admissions Service to make a new application, or amend an existing application. This includes notifying the service of the child's new address. Such changes will be permitted as long as this is done before 11.59pm on 31<sup>st</sup> December 2019.

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

- 3. House move after 31<sup>st</sup> December 2019:** Where an application is made by the National Closing date of 31<sup>st</sup> October 2019, but a house move happens after this date and no evidence could be submitted by the extended deadline of 31<sup>st</sup> December 2019, then the application will be processed and considered in line with the address information and school preferences submitted as part of the application as it stood on 31<sup>st</sup> October 2019. Such changes can be updated after 1<sup>st</sup> March 2020, when the family may contact the Admissions Service and ask them to amend the address details on the child's secondary school application and may also amend their preferences. A change of address in this case will result in the application being considered afresh for all the schools named on the application at that point and the application will, therefore, be classed as late.

### **Proof of Address**

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

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

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

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

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

Where a house move has occurred after the 31<sup>st</sup> December 2019, and no application has previously been made to Warwickshire, an application must be made and suitable documentation to confirm the new address must be submitted.

In this case, the application will be classed as late and will not be considered in the first round of offers, which will be released on 2<sup>nd</sup> March 2020. However, the application will be given consideration in the first reallocation round, commencing on 18<sup>th</sup> March 2020, as long as both the application for a school place **and** suitable proof of the new address is received by the relevant reallocation round deadline: 11.59pm on 11<sup>th</sup> March 2020.

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

### **Applications for schools in other local authorities and applications for Warwickshire schools from families living in other local authorities**

Applications for schools in other local authorities, and any relevant additional / supplementary information, will be electronically forwarded to the relevant coordinating local authority, in line with the timetable found at the beginning of this document.

Warwickshire Admissions Service will also receive applications from other local authorities in line with the timetable found at the beginning of this document. These will be recorded and passed to admission authorities, as appropriate. If the application is for a Community or Voluntary Controlled school then the Admissions Service will give consideration for places alongside other applicants, in line with the relevant oversubscription criteria.

### **Multiple applications made by the same parent / household**

If more than one application is made prior to the closing date of 31<sup>st</sup> October 2019, by the same parent / household, then only the newest application will be processed (ie: the last application made before the deadline). Any applications made previously will not be processed.

If the newest application is submitted after the closing date then it will be treated as a late



application (unless there has been a change of address, in line with the requirements detailed above) and will not be processed until after 2<sup>nd</sup> March 2020.

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

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

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

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

### **Multiple applications made by Separated Parents**

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where parents cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parents to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter then the Admissions Service reserves the right to consider only the application made by the parent with whom the child resides for the majority of nights during the school week.

Where the child spends 50% of their time with each parent, and a decision cannot be reached by the relevant closing date for the submission of applications, the local authority will intervene and act on their behalf. The local authority uses a computer 'random generator' to select either parent A or parent B's application. This process is carried out by two Admissions officers in the presence of a local authority solicitor. Parent A and B are advised which application will be processed.

### **How offers are determined**

Subject to the above, admission authorities must consider all applications. If there are more applications received for a school than there are places available then the relevant oversubscription criteria for the school will be assigned to each application. Warwickshire

Admissions Service carries out this function for all Community and Voluntary Controlled schools (as Warwickshire is the 'admission authority' for these schools), and by prior agreement for other admission authorities, such as academies and voluntary aided schools. No offers will be made without first liaising with the appropriate admission authority for that school.

If a school is oversubscribed then the admission authority must produce an intake list, in ranked order, which must include all those who have expressed a preference for the school. The ranked list must be returned to Warwickshire Admissions Service. Where it has been agreed that the Admissions Service will carry out this function for an own admission authority school, it is the admission authority's responsibility to ensure that they are in agreement with the intake list. Any issues must be raised with the Admissions Service by the date set out in the timetable at the beginning of this document.

In the case of Community and Voluntary Controlled schools, the Admissions Service will apply the oversubscription criteria.

In the majority of cases, and where possible, the aim will be to offer a place at the school named as the highest preference. Where it is possible to offer a place at more than one of the preferred schools named on the application, a place will be offered at the school listed as the highest preference out of the schools where an offer can be made. Any applications for schools which are listed as lower preferences than the school offered will then be automatically withdrawn.

Where the Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school which has availability. If the next nearest school has an admission authority other than Warwickshire County Council, then permission will be sought from that admission authority to make such offers. The next nearest school with availability will be identified based on distance, calculated as set out below.

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

### **Distance**

Distance will be calculated by a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

### **Published Admission Number (PAN)**

Where schools have more applications to consider than there are places available, offers will be made in accordance with the school's Published Admission Number (PAN), as part of the coordinated admissions process. Where an admission authority wishes to admit over its PAN, as part of the coordinated process, the process outlined in the following paragraph – 'Offers over PAN' - should be followed.

### **Offers over PAN**

Where an admission authority wishes to admit children into Year 7, over and above their PAN, as part of the coordinated admissions scheme, they must make this request in writing to the Admissions Service by no later than the end of the Autumn term prior to the relevant entry year (ie: 20<sup>th</sup> December 2019 for September 2020 entry). The Local Authority will agree to such requests, where the request is received in good time (ie: by the above deadline), where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where such a request is received after the date outlined above then the determined PAN will be honoured, in relation to the coordinated admissions scheme, and offers made up to PAN (where possible) in line with National Offer Day – 2<sup>nd</sup> March 2020. The request will then be taken into account in line with the specified reallocation dates, where possible to do so, and only where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where further capacity is required to provide every child in Warwickshire with an appropriate school place, a discussion will be held with relevant schools by members of the Admissions team and officers in School Place Planning to reach an agreement.

### **Notification of offers**

National Offer Day is 2<sup>nd</sup> March 2020.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on time** application (ie: by the deadline of 31<sup>st</sup> October 2019, or the extended deadline for families who are moving house), regarding the school place which has been offered. This applies to schools offered within either Warwickshire or another local authority, and will give the reason as to why schools which were named as higher preferences have not been offered, if applicable.

All applicants who made an on time application online will receive notification of the school place offered, **after** 8.30am on 2<sup>nd</sup> March 2020. These offers will be sent via email and will also be available to view via the online parent portal system.

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

When an applicant is not offered their first preference school they will be provided with the following information (this may be via an electronic link to such documents, where the offer is sent by email):

- a) Information about their right of appeal against any refusal of a place,
- b) A breakdown of the offers made for each school,
- c) Information about the waiting list process.

### **Appeals**

Where applicable, parents will be informed of their statutory right of appeal when they

receive the outcome of their application. Parents can appeal for any preference where they have received a refusal. However, applicants cannot appeal for a place at a school listed as a lower preference than the school place offered. This is because the application will not have been considered for the school listed as a lower preference than the school offered and will have been automatically withdrawn.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For other schools which do not have Warwickshire County Council as its admission authority, such as academies and voluntary aided schools, parents should contact the school directly for details of the appeals process. A list of these schools is available on the Warwickshire County Council website.

### **Late applications**

Every effort will be made to encourage parents to submit their application by the closing date of 11.59pm on 31<sup>st</sup> October 2019. However, if an application is received after this deadline then it will be classed as late (unless the rules on a change of address prior to 31<sup>st</sup> December 2019 apply). Late applications will not be processed until **after** National Offer Day on 2<sup>nd</sup> March 2020.

Late applications will be considered as part of the relevant reallocation round, depending on when the application is received. Late applications will be considered on the reallocation dates listed in the timetable at the beginning of this document.

If the applicant requests that new preferences are added to the application, and the 31<sup>st</sup> October 2019 deadline has passed, these amendments will be classed as **late**. Any schools named on the application prior to 31<sup>st</sup> October 2019 deadline will not be affected and will remain as on time.

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

In respect of own admission authority schools who have bought into the coordinated admissions process for 2020 entry, information about late applications will be made available to those admission authorities after National Offer Day, for consideration as part of the reallocation rounds. The admission authorities will be required to assign relevant oversubscription criteria, as well as carrying out any relevant checks, and they will also be made aware of any offers made through the reallocation process.

In the case of a late application, where it is possible to offer a place at more than one of the preferred schools through one of the reallocation rounds, a place will be offered at the school listed as the highest preference on the application.

### **'Unplaced' offers**

Where the local authority is unable to allocate a place at any of the preferred schools named on the child's application, either on National Offer Day or through any of the reallocation rounds, a place will be allocated at the next nearest school which still has availability at that time. The next nearest school with availability will be identified based on

distance calculated by straight line measurement. This school offer will be referred to as 'unplaced' as it will be an offer for a school which the family did not name – 'place' - on their application.

## **Waiting lists**

Only one school place will be offered as part of the coordinated admissions process.

Where a school is offered on National Offer Day, and this was named as a lower preference school on the application than a re-offer that can be made as part of one of the reallocation rounds (or any point afterwards), a re-offer for the higher preference school that can be offered from the waiting list will be made.

Where the re-offered, higher preference, school is then accepted by the parent, the previous school offered will be automatically withdrawn. The Admissions Service will attempt to contact the family prior to any re-offer being made, to obtain the family's continued interest in an alternative school, where possible.

Children will automatically be added to the waiting lists of any non-selective schools listed as a higher preference than the school at which a place is initially offered.

The waiting lists for Warwickshire schools will not order children based on the date the application was received, so there will be no distinction between on time applications and those which have been classed as late. Waiting lists will be held in the order of the admission authority's oversubscription criteria.

Waiting lists will be re-ranked prior to each reallocation round, and when a new application is received thereafter. Admission authorities will be required to assign oversubscription criteria where new applications are received, or a previous application is amended (eg: a change of address).

Applications made after National Offer Day, in respect of schools who are their own admission authority but do not buy into the Admissions Service, will be made available to those schools in order for criteria to be assigned and waiting lists ranked, in line with the relevant reallocation dates (and thereafter, when new applications are received).

Applications made for selective (grammar) schools in Warwickshire, where a place has not been offered, will only be placed on to the relevant waiting list if the academic criteria, as set through a Local Review Process, have been met. This usually means that there is a minimum 11+ test score required in order for a child to be placed on to the waiting list for each grammar school. Further information about this will be sent to families where their child has sat the 2020 entry Warwickshire 1+ test on National Offer Day.

The local authority will continue to operate the coordinated admission scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 28<sup>th</sup> August 2020.

For every over-subscribed Community and Voluntary Controlled school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (31<sup>st</sup> December 2020). At that point all waiting lists will be cleared and all applicants will be removed from the lists.

If the parent wishes for their child to remain on the waiting list after this period then they will need to complete and submit a Change of School application form, a copy of which will be available on the County Council's website.

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

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

For other admission authorities – eg: academies and voluntary aided schools - parents should contact the school for details of their waiting list policy. For the majority of these schools, the waiting list will continue to be held by the local authority, but in some cases there will be no waiting list held at all after 31<sup>st</sup> December 2020.

### **Accepting the school place offered**

Warwickshire parents will be asked to respond to the offer of a school place by the deadline of 13<sup>th</sup> March 2020. Acceptance of the place can be done through the online application portal, or via email, or over the telephone through the Admissions Service.

Failure to respond to the offer by the deadline stated above will result in a letter being sent to the family from 15<sup>th</sup> March 2020, giving a further deadline to respond and confirm acceptance or a decline of the school place offered.

Failure to respond to this further correspondence may then result in the school offer being withdrawn from the child. Parents will continue to receive correspondence from Warwickshire County Council regarding the child's school destination for September 2020 and may also be referred to the Attendance, Compliance and Enforcement team (ACE), who may take legal action against a parent, where deemed necessary.

Where an offer is made through one of the specified reallocation rounds, or thereafter, the family will be notified, in writing, of the deadline to accept or decline the offer. Failure to comply may result in the offer being withdrawn and the child will retain their previous offer of a school place.

### **Declining the school place offered**

Where a family wish to decline the place offered, this cannot be done via the online portal and must be done either over the telephone or via email through the Admissions Service.

### **Coordination after National Offer Day**

The School Admissions Code makes it clear that parents must continue to apply through their home authority for school places as part of the coordinated admissions scheme (ie: between 1 March and 31 August for Secondary transfer). This will ensure that, as places become available, they are re-allocated effectively and duplicate offers are avoided. All

admission authorities must continue to follow the coordinated scheme until 1<sup>st</sup> September 2020 and not begin allocating school places themselves during this period.

Cooperation between admission authorities will ensure that each child is offered only one school place and that it is the highest preference possible that can be offered from the child's application.

From 1<sup>st</sup> September 2020 the coordinated scheme will cease and the In-Year Admissions process will begin.

## **Applications from overseas residents**

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

For families of UK Service Personnel with a confirmed posting within the county, or crown servants returning from overseas to live in the county, admission authorities:

- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.
- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.
- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
- **Must not** reserve blocks of places for these children.

The application will follow the coordinated admissions process in all other respects, as outlined in this document.

### ***Families moving to, or back to, the UK (Non-Military)***

There is no legal requirement to process applications from other families coming from overseas who are not yet resident within Warwickshire, except as set out above.

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

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

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

For schools where Warwickshire County Council is the admission authority, there is also an expectation that the child and applicant will still be in residence at the address used to allocate a place from the start of term in September 2020, at least. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn, even when the child has started at the school concerned. Other admission authorities have similar provisions in their own admission arrangements. Please contact individual schools for further information on this.

### **Children educated outside of their chronological year group**

As required by the School Admissions Code, Warwickshire County Council operates a process for the transfer of all children to secondary school (Year 7) in the September following their eleventh birthday.

However, some parents may feel their child is not ready to start in a secondary school at that point, perhaps due to a medical issue which has caused them to miss a significant amount of time in primary education, or a special educational need.

A child's current school may have agreed for them to be accelerated to the year group above and the family/school may wish for this arrangement to continue as part of the child's secondary school education. Other children may be educated outside of their chronological year group for alternative reasons, under which circumstances it may be appropriate for this arrangement to continue.

It is important that parents, head teachers, medical professionals, educational professionals, and any other parties or persons who will be involved in the request for the child to be educated out of year group, read the local authority's guidance related to such before completing the request. This is available on our website:  
[www.warwickshire.gov.uk/admissions](http://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 31<sup>st</sup> October 2019.

Requests received after this deadline may not be given consideration until after National Offer Day on 2<sup>nd</sup> 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 31<sup>st</sup> October 2019 to be processed. It is unlikely that an incomplete request form will result in a request for a child to be educated out of year group being agreed.

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

### **Home-to-School Transport Assistance**

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

Applications for home-to-school transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, but an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up. Where transport assistance is requested in the case of a child who has been given an ‘unplaced’ school offer, such cases will be considered on an individual basis.

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

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

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:

**[www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel)**

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

***1<sup>st</sup> December 2017***

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