

**Warwickshire County Council**  
**Primary and Junior Coordinated Admissions Scheme**

**Section 1 – Timetable for primary and junior coordinated Admissions for September 2017 (including children transferring from Infant to Junior school)**

<b>DATE</b>	<b>EVENT</b>
June 2016	Warwickshire's Admissions Service to obtain NHS data relating to children eligible to start Primary school in September 2017.
Monday 01 August 2016	Application process open.
September 2016	Reception packs posted directly to parents with children eligible to start Primary school in September 2017 (based on NHS data). Copies of publicity materials sent to schools, nurseries, children's centres and libraries.
September 2016	School census information received relating to children due to move from an Infant school in September 2017.
September 2016	Junior packs posted directly to parents with children due to move from an Infant school in September 2017 (based on census data). Copies of publicity materials sent to schools.
Thursday 01 December 2016	Deadline for parents to request that their child enter Reception in the term following their fifth birthday, rather than the term following their fourth birthday.
Monday 12 December 2016	Reminder letters sent to parents who have not applied for a Reception or Junior place (based on NHS and School Census data respectively). Reminder emails to schools encouraging them to remind parents of the need to apply.
Monday 16 January 2017	Closing date for applications (5pm). Applications received after this date will be considered as late and will not be processed until additional allocation rounds (unless the family is moving into the area – see below for more details).
End of January 2017 – Exact Date TBC	First exchange of data with neighbouring authorities.
Wednesday 01 February 2017	Applications sent to own admission authority schools so that oversubscription criteria can be added (except where WCC has been commissioned to carry out this task). Application data available via SAM (the School Admissions Module) to voluntary aided, trust, foundation schools and academies purchasing Warwickshire's Admissions Service. Data to include straight-line measurements. Sent via Excel spreadsheet to oversubscribed academies not purchasing Warwickshire's Admissions Service (no straight-line measurements included).
Wednesday 01 February 2017	Sibling Checklists available to all schools via SAM other than academies not purchasing Warwickshire's Admissions Service where data will be sent via Excel spreadsheet.
Monday 13 February	Own admission authority schools to return ranked lists to WCC by 5.00pm. To be returned via SAM or

2017	Excel if the school has not purchased Warwickshire's Admissions Service.
Wednesday 15 February 2017	Special Educational Needs Disability and Review Team (SENdaR) must have informed Warwickshire's Admissions Service re. pupils with Education Health and Care Plans. (Statutory)
Tuesday 28 February 2017	Final date for families moving into the area to have provided proof of address in order for application to be considered as on-time.
Monday 06 March 2017 onwards	Provisional offers shared between local authorities.
Monday 20 March 2017	Provisional offers available to all schools via SAM other than academies not purchasing Warwickshire's Admissions Service where offers will be sent via Excel spreadsheet. Schools to notify Warwickshire's Admissions Service of any issues by 24 March 2017. Offer data to remain confidential.
Friday 24 March 2017	Schools to have notified Warwickshire's Admissions Service of any issues with provisional offers.
Friday 14 April 2017	Offer letters posted second class.
Tuesday 18 April 2017	National Offer Day. Offers made to parents by Warwickshire's Admissions Service (Statutory). Information on late applicants sent to all schools via SAM other than academies not purchasing Warwickshire's Admissions Service where data will be sent via Excel spreadsheet.
Wednesday 03 May 2017	Cut-off date for consideration in first reallocation round.
Monday 08 May 2017	First reallocation round commences.
Monday 22 May 2017	Deadline for on-time applicants to submit appeal forms (by 5.00pm).
Monday 22 May 2017 onwards	In-Year applications for places starting in September 2017 can be submitted (including Year 3 places at primary schools).
Wednesday 24 May 2017	Cut-off date for consideration in second reallocation round.
Tuesday 30 May 2017	Second reallocation round commences.
Monday 12 June 2017 onwards	In-year places for September 2017 offered.
Wednesday 14 June 2017	Cut-off date for consideration in third reallocation round.
Monday 19 June 2017	Third reallocation round commences. All applications received from this point onwards will be processed as and when they are received, up until 01 September when in-year coordination commences.
Monday 03 July 2017	Places allocated to Warwickshire children eligible to start Reception in September 2017 or due to transfer from an Infant school where an application has not been made. Letters sent to parents to advise of the places offered.
Friday 21 July 2017	Appeals lodged before 22 May 2017 will be heard by this date.
Friday 01 September 2017	In-year coordination commences. Waiting lists held until 31 December for oversubscribed Community and Voluntary Controlled schools.

## **Section 2 - Primary coordinated admissions for September 2017 (including children transferring from Infant to Junior school)**

### **Coordinated Admissions**

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and 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 place at a maintained school or academy is sent a single offer of a school place by the local authority in which their home address falls (their home authority).

The term 'parent' in this document includes both individual parents and those with parental responsibility – for example carers.

Under the scheme 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 governing bodies of academies or church aided schools then exchange 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 local authority.

Only parents who are resident in the county of Warwickshire or who are able to satisfy the relevant address requirements should apply through Warwickshire's Admissions Service.

Warwickshire residents must apply through Warwickshire's Admissions Service for their application to be considered as on-time. Where parents approach schools directly they must be directed to Warwickshire's Admissions Service. Any Warwickshire resident who does not make an application through Warwickshire's Admissions Service will be considered to have submitted a late application, even if they applied directly to a school.

Warwickshire will manage allocations 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 transfer data between local authorities and schools securely.

When allocating places Warwickshire will allocate up to PAN for each round of allocations including reallocations, unless there is a shortage of school places in a particular area, where we will then contact local schools to discuss allocating over PAN.

### **Admission Arrangements**

All schools 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 than places at the school. (Oversubscription criteria) Admission arrangements are determined by admission authorities in line with the School Admissions Code.

In community controlled schools the local authority is the admission authority and has responsibility for determining admission arrangements. In academies, church aided, trust, foundation and other 'own admission authority' schools, the governing body has

responsibility for determining admission arrangements. In Multi-Academy-Trusts the Trust has responsibility for determining admission arrangements.

A school's admission arrangements must contain:

- The school's Published Admission Number (PAN) for each 'relevant age group'. This is the number of places that will normally be offered to children joining the school at the normal point of entry (for Infant and Primary schools this is Reception, for Junior schools the normal point of entry is Year 3).
- The school's oversubscription criteria. These are used to decide which children are offered places when there are more applications than places available. Each child is placed within a criterion. Places are offered in criteria order to reach a school's PAN.
- Definition of sibling. Admission authorities must state in their arrangements what they mean by sibling (eg does it include step-sibling, older and younger siblings). Where priority is given to siblings of former pupils, admission authorities must set out a clear and simple definition of such former pupils. Some schools give priority to siblings of pupils attending another state funded school. Where this is the case, this priority must be clearly set out in the arrangements.
- Distance from school. Admission authorities must clearly set out how distance from home to school will be measured, and make it clear how 'home address' will be determined and the point in the school from which all distances are measured. This should include provision for parents who have shared responsibility for a child.

The School Admissions Code also requires that:

- All children whose Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names a school must be admitted.
- 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, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>18</sup> 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 June of each year Warwickshire's Admissions Service receives data from the NHS relating to children due to start Primary school the following year. In September of each year Warwickshire's Admissions Service receives data from Infant schools relating to children due to transfer to a Junior or Primary school the following year. This data is then used to distribute information on the admissions process to parents.

In September of each year booklets explaining the school application process will be sent to the parents of children resident in Warwickshire who are:

- due to start school the following September.

- due to transfer from an infant to a Junior school the following September.

Copies of the booklet will also be sent to schools, nurseries and libraries. Schools should then take steps to inform parents of the need to apply for a place and of the necessary deadlines. Full details of the process will also be available on the Warwickshire County Council website.

Also available on the Warwickshire County Council website will be the local authority's Composite Prospectus. This is an expanded version of the booklet sent to parents and will contain the full admission arrangements of each school in Warwickshire. Copies of this are available on request.

### **Applying for a school place**

Parents apply for school place 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 a place at their preferred schools or academies by completing the form and naming up to six schools.
- Rank their preferred schools in the order they would like their child to be offered a place.
- Give reasons for each preference.
- Give details of any siblings who will be attending one of the preferred schools at the start of the year a place is being applied for.
- Indicate if one of the parents is a member of staff at one of the preferred schools.
- Provide details of the child's faith.
- Indicate if the child has a Statement of Special Educational Needs or an Education Health and Care Plan.
- Indicate if the child is looked after or was previously looked after.

Paper copies of the CAF are also available from Warwickshire's Admissions Service or on the Warwickshire County Council website. This allows parents to provide the same information as the online system.

When completing the CAF parents will be required to provide their Council Tax Property Reference Number.

Completed application forms, either online or paper, should be submitted to the home local authority by the closing date of 16 January 2017. Completed application forms received after the closing date will be considered as late unless a house move has been proven (see relevant section below).

## **Supplementary Information Forms**

Some schools require parents to complete a Supplementary Information Form (SIF) in order to apply its oversubscription criteria. If a SIF is required by the governing body of a school this will be detailed in Warwickshire County Council's Composite Prospectus and on the Warwickshire County Council website.

All SIFs will be available on the WCC website.

Admission authorities within Warwickshire will not use Supplementary Information Forms (SIFs) except where the information available through the CAF is insufficient for consideration against the school's published oversubscription criteria. Where SIFs are used by admissions authorities in Warwickshire we make every effort to ensure they only collect information which is required by the published oversubscription criteria. 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 the parent's or child's disabilities, special educational needs or medical conditions.
- 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 will not consider the parents to have applied for a place at that school unless the parent has also listed the school on the CAF submitted to their home local authority.

SIFs should be returned directly to schools. Any SIFs or supplementary evidence sent to Warwickshire's Admissions Service will be forwarded on to the school concerned.

When a school's admission arrangements require a SIF and one is not completed, but the parent has listed the school on the CAF submitted to their home local authority, the application must proceed because an application has been made. If a SIF is not received the application can only be assessed in accordance with information available to the governing body from the CAF and may therefore be given a lower priority in the school's admission arrangements.

Where a SIF is required it must be returned to the preferred school by 16 January 2017.

### **Changes of address**

School places will be allocated using the home address we hold at the closing date for applications.

Where the home address changes before the closing date for applications, parents are able to change their address and if necessary, their preferences. Parents will need to write to Warwickshire's Admissions Service and a new CAF will need to be completed.

Proof of the new address such as a tenancy agreement which terminates after the start of the Autumn term or proof that there has been an exchange of contracts will be required. This must be supplied by 5pm on 16 January 2017.

Where the home address changes after the closing date for applications, parents will need to write to Warwickshire's Admissions Service and a new CAF will need to be completed (even if the preferences are unchanged).

Proof of the new address such as a tenancy agreement which terminates after the start of the Autumn term or proof that there has been an exchange of contracts will be required. When this can be provided by 28 February 2017 the application will be treated as on-time, provided that an on-time application was submitted to the home authority by 16 January 2017.

If the above requirements cannot be met the application will be considered as late and will be processed in the same way as all other late applications.

### **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 / supplementary information will be electronically forwarded to the relevant maintaining local authority in line with the timetable found at the beginning of this document.

Warwickshire's 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 foundation, voluntary aided schools or academies as appropriate. If the application is for a community or voluntary controlled school, Warwickshire's Admissions Service will consider eligibility alongside other applicants.

### **Multiple Applications**

If more than one application is made for a child prior to the closing date, by the same parent, only the latest dated application will be processed. Any previously submitted application will not be processed. If a subsequent application is submitted after the closing date it will be treated as a late application (unless there has been a change of address prior to the relevant date) and the original application disregarded.

If a school place offer has already been made by Warwickshire's Admissions Service and an applicant chooses to submit further applications, the latest-dated application will take priority over any previous applications.

If it is possible to offer a place at one of the preferences on the latest-dated application, an offer will be made and the previous offer will be withdrawn without further reference to the applicant.

Applicants must place any requests to withdraw applications in writing to the Admissions Service (by letter or email) prior to National Offer Day or the relevant reallocation date.

## **Separated Parents**

Warwickshire's Admissions Service will not become involved in disputes between parents.

Where individuals with parental responsibility cannot agree on either the home address or school preferences, we will only consider the application of the parent whose address is held by the child's GP. The other application will not be considered.

## **How offers are determined**

Admission authorities must consider all applications; if there are more applications than places available, the school must apply its oversubscription criteria. Warwickshire's Admissions Service carries out this function for all Community Controlled schools and by prior agreement for other own admission authority schools such as academies. No offers will be made without referring to the appropriate school.

If an own admission authority school is oversubscribed they 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's Admissions Service. Where it has been agreed that Warwickshire's Admissions Service will carry out this function for own admission authority schools, it is the schools responsibility to ensure that they are in agreement with the intake list. Any issues must be raised with Warwickshire's Admissions Service by the date set out in the timetable at the beginning of this document.

For community and voluntary controlled schools, Warwickshire's Admissions Service will apply the oversubscription criteria if there are more applications than the school's Published Admission Number.

In some cases, children who are determined to be eligible for admission will be allocated a place at an alternative school. This is because the alternative school will have been listed as a higher preference on the parent's application.

Where it is possible to offer a place at more than one of a parent's preferred schools, a place will be offered at the school listed as the highest preference on the parent's application.

If Warwickshire's Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school with availability (this could be either a community or voluntary controlled school maintained by Warwickshire or an own admission authority school; this includes faith schools). The next nearest school with availability will be identified based on distance calculated by straight line measurement.

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

A single place will be identified for each child by the end of this process.

When schools have more applications than places available, the school's Published Admission Number will only be exceeded if requested by the admission authority, or following discussions between the local authority and the school's Headteacher. Where further capacity is required to provide every child in Warwickshire with an appropriate school place, a discussion will be held with schools by members of the School Place Planning Team.

### **Notification of offers**

National Offer Day is 17 April 2017.

Warwickshire's Admissions Service will communicate to all parents resident within the county who made an application the school place offered. This applies to schools offered within Warwickshire or another local authority, giving the reasons for schools within Warwickshire why higher preferences could not be offered.

Offers will be provided from 08.30am on National Offer Day to applicants who applied online. Offers will be sent via email and will also be available via the online system. Offer letters will be posted second class on Friday 14 April 2017.

When a parent is not offered at their first preferred school they will be provided with:

- a) Information about their right of appeal against any refusal of a place.
- b) Information about the waiting list process.
- c) A breakdown of how places were offered in each Warwickshire school.

### **Late applications**

Every effort will be made to encourage parents to submit applications by the closing date of 16 January 2017 (5.00pm). If applications are received after this date they will be considered as late and will not be processed until after 17 April 2017 (unless there has been a change of address prior to the relevant date). All late applications will be considered on the reallocation dates listed within this scheme.

Once an application form has been received, where parents request after the closing date that a further preference is added or that the order of preferences are changed, any such change will be treated as a new and therefore late application. No parent will be allowed to have more than six live preferences at any point during coordination.

Schools are required to assign criteria as and when applications are received in order for applications to be included in the reallocation rounds. Late applications and changes of preference will be forwarded to schools

Where it is possible to offer a place at more than one of a parent's preferred schools, a place will be offered at the school listed as the highest preference on the parent's application.

If Warwickshire's Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school with availability (this could be either a community or voluntary controlled school maintained by Warwickshire or an own admission authority school; this includes faith schools). The next nearest school with availability will be identified based on distance calculated by straight line measurement.

The reallocation dates for late applications and the associated cut-off dates are as follows:

Wednesday 03 May 2017	Cut-off date for consideration in first reallocation round.
Monday 08 May 2017	First reallocation round commences.
Wednesday 24 May 2017	Cut-off date for consideration in second reallocation round.
Tuesday 30 May 2017	Second reallocation round commences.
Wednesday 14 June 2017	Cut-off date for consideration in third reallocation round.
Monday 19 June 2017	Third reallocation round commences. All applications received from this point onwards will be processed as and when they are received, up until 01 September when in-year coordination commences.

### **Waiting lists**

Children will be automatically added to the waiting lists of all Warwickshire Community and Voluntary Controlled schools listed as a higher preference than the school at which a place is allocated.

Following National Offer Day there will be no distinction drawn on school waiting lists between on time and late applications. All applications on waiting lists will be ranked purely in accordance with the relevant oversubscription criteria. A child's position on a waiting list can move both up and down as other students are added to / removed from the list.

If a place becomes available it will be offered to the child at the top of the school's waiting list. Any places that become available after the initial allocation will be re-allocated as per the reallocation dates included in this document.

Parents should contact own admission authority schools for details of their waiting list policies. However, the local authority continues to coordinate the allocation of places at all schools up to and including 01 September. Own admission authority schools are therefore required to assign criteria as and when applications are received in order for applications to be included in reallocation rounds. No allocation will be made by Warwickshire's Admissions Service without prior agreement with the individual admission authority.

Where it is possible to offer a child a place from a waiting list, parents will be sent an offer letter and will have seven calendar days from the date of the letter to accept the place. If acceptance of the place is not received by Warwickshire's Admissions Service then the offer will be withdrawn and the child removed from the school's waiting list. The place will then be offered to the next child on the waiting list.

For every over-subscribed Community and Voluntary Controlled school, Warwickshire's Admissions Service will retain a waiting list until the end of the Autumn term (31 December). Waiting lists will then be cleared. If parents wish to remain on waiting lists after this period then they will need to request this in writing by completing a new in-year application form. Waiting lists will then be cleared at the end of the Spring Term (at the start of the Easter break). If parents wish to remain on waiting lists after this period then

they will need to request this in writing by completing a new in-year application form. These are available from Warwickshire's Admissions Service.

For own admission authority schools parents should contact the school for details of their waiting list policy. For many schools waiting lists continue to be held by the local authority from 01 September onwards.

If a place becomes available at any school and is offered from a waiting list to a child who is receiving assistance with transport to an alternative school, this assistance may cease if the parent does not accept the place on offer.

### **Applying for a place in a junior school**

The normal point of entry to a Junior school is Year 3 and the local authority coordinates the process of allocating places to these schools.

Parents with a child in Year 2 at an Infant school who would like them to attend a Junior school from September 2017 should apply for a place using the Common Application Form (CAF).

### **Applying for a Year 3 place at a primary school**

As Year 3 is not the normal point of entry for a primary school (when children are 'normally' admitted) applications for a place in Year 3 at a primary school for September 2017 are considered to be 'in-year' applications.

Parents should not apply for a place in Year 3 at other Primary schools using the Common Application Form (CAF) as the application will not be processed as part of the local authority's coordinated scheme. Any such applications should instead be made in accordance with the local authority's in-year scheme.

The table below shows the primary schools in Warwickshire that offer extra places at Year 3

<b>School</b>	<b>Places Offered</b>
Coleshill C of E Primary	30
Milby Primary School	4
Wheelwright Lane Primary School	3
Clifton-Upon-Dunsmore C of E Primary School	4
English Martyrs Catholic Primary School	3
Knightlow C of E Primary School	2
Tanworth-in-Arden C of E Primary School	2
Welford-on-Avon C of E Primary School	3

Applications for Year 3 places at primary schools starting in September 2017 can be submitted from Monday 22 May 2017. Places will then be offered from Monday 12 June 2017 onwards. See Warwickshire's in-year scheme for more details.

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

There is no need for parents to accept if they are happy with the school place offered. Warwickshire's Admissions Service will assume that unless parents follow the decline process below that they are happy with their offer.

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

Parents are required to notify Warwickshire's Admissions Service if they do not intend to accept the place offered. These places will then be reallocated. Parents will be required to provide a reason for declining the place offered, with the place only being released if parents are able to provide details of suitable alternative education provision (for example a place at an independent school). Notification of declines must be in writing.

### **Coordination after 17 April 2017**

The School Admissions Code makes it clear that parents must continue to apply to their home local authority for "late" applications for the normal admissions round (i.e between 17 April and 31 August for Reception places and Junior transfer). This will ensure that as places become available they are re-allocated effectively and duplicate offers are avoided. All schools must continue to follow the coordinated scheme and not allocate places themselves.

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

After 01 September the in-year admissions process commences for Reception places and Year 3 places at Junior Schools.

### **Applications from overseas residents**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- a) 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. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) 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.

For all other applicants who live overseas but will be moving to Warwickshire, we can process your application using your overseas address. However, when schools are oversubscribed, the distance from home to school is one of the factors used to determine which students are offered places. Using an overseas address may therefore limit the chances of you being offered a place at your preferred school. If you can provide proof of a Warwickshire address by 28 February 2017 (for primary admissions) or 30 December 2016 (for secondary admissions) then we will use the new address to process your application and treat it as on-time. Where proof of a Warwickshire address

is received after these dates then your application will be considered with all other late applications.

For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will be resident at the address used to allocate a place from the start of term. 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. Other admission authorities have similar provisions in their own admission arrangements. Contact individual schools for details.

**Warwickshire County Council**  
**Secondary Coordinated Admissions Scheme**

**Section 1 – Timetable for secondary coordinated Admissions for September 2017**

<b>DATE</b>	<b>EVENT</b>
April 2016	Warwickshire's Admissions Service to obtain data of Warwickshire children due to start secondary school in September 2017. Data obtained from Commissioning Support Service, MIS Team, other local authorities and Independent schools located in Warwickshire.
May 2016	Secondary packs posted directly to parents with children due to transfer to Secondary school in September 2017. Copies of publicity materials sent to primary / junior schools and libraries.
Monday 09 May 2016	11+ Registration Opens (for information).
Monday 09 May 2016	Applications process opens.
Wednesday 15 June 2016	Deadline for 11+ registration if parents are requesting special testing arrangements due to learning difficulties or a physical disability (for information).
Friday 08 July 2016	11+ Registration Closes (for information).
Saturday 10 September 2016	Main 11+ test date (for information).
Sunday 11 September 2016	Sunday 11+ test date (for information).
Monday 19 September 2016	Main supplementary 11+ test date (for information).
Monday 10 October 2016	Reminder letters 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.
Monday 31 October 2016	National Closing date for applications (5pm). Applications received after this date will considered as late and will not be processed until additional allocation rounds (unless the family is moving into the area – see below for more details).
Friday 11 November 2016 - TBC	First exchange of data with neighbouring authorities.
Monday 21 November 2016	Applications sent to own admission authority schools so that oversubscription criteria can be added (except where WCC has been commissioned to carry out this task). Application data available via SAM (the School Admissions Module) to voluntary aided, trust, foundation schools and academies purchasing Warwickshire's Admissions Service. Data to include straight-line measurements. Sent via Excel spreadsheet to oversubscribed academies not purchasing Warwickshire's Admissions Service

	(no straight-line measurements included).
Monday 21 November 2016	Sibling Checklists available to all schools via SAM other than academies not purchasing Warwickshire's Admissions Service where data will be sent via Excel spreadsheet.
Friday 30 December 2016	Final date for families moving into the area to have provided proof of address in order for application to be considered as on-time.
Monday 09 January 2017	Own admission authority schools to return ranked lists to WCC by 5.00pm. To be returned via SAM or Excel if the school has not purchased Warwickshire's Admissions Service.
Friday 20 January 2017 TBC	Second exchange of data with neighbouring authorities.
Friday 03 February 2017 TBC	Third exchange of data with neighbouring authorities.
Monday 06 February 2017	Provisional offers available to all schools via SAM other than academies not purchasing Warwickshire's Admissions Service where offers will be sent via Excel spreadsheet. Schools to notify Warwickshire's Admissions Service of any issues by 24 March 2017. Offer data to remain confidential.
Friday 10 February 2017	Schools to have notified Warwickshire's Admissions Service of any issues with provisional offers.
Monday 13 February 2017 TBC	Final exchange with neighbouring authorities.
Wednesday 15 February 2017 - TBC	Special Educational Needs Disability and Review Team (SENDAr) must have informed Warwickshire's Admissions Service re. pupils with Education Health and Care Plans. (Statutory)
Monday 27 February 2017	Offer letters posted second class.
Wednesday 01 March 2017	National Offer Day. Offers made to parents by Warwickshire's Admissions Service (Statutory). Information on late applicants sent to all schools via SAM other than academies not purchasing Warwickshire's Admissions Service where data will be sent via Excel spreadsheet.
Wednesday 15 March 2017	Cut-off date for consideration in first reallocation round.
Monday 20 March 2017	First reallocation round commences.
Wednesday 29 March 2017	Deadline for on-time applicants to submit appeal forms (by 5.00pm).
Wednesday 05 April 2017	Cut-off date for consideration in second reallocation round.
Monday 10 April 2017	Second reallocation round commences.
Wednesday 26 April	Cut-off date for consideration in third reallocation round.

2017	
Tuesday 02 May 2017	Third reallocation round commences. All applications received from this point onwards will be processed as and when they are received, up until 01 September when in-year coordination commences.
Monday 15 May 2017	Places allocated to Warwickshire children due to transfer to secondary school in September 2017 when an application has not been submitted. Letters sent to parents to advise of the places offered.
Monday 22 May 2017 onwards	In-Year applications for places starting in September 2017 can be submitted (all year groups except Year 7).
Monday 12 June 2017 onwards	In-year places for September 2017 offered.
Wednesday 14 June 2017	Appeals lodged before 29 March 2017 will be heard by this date.
Friday 01 September 2017	In-year coordination commences. Waiting lists held until 31 December for oversubscribed Community and Voluntary Controlled schools.

## **Section 2 - Secondary coordinated admissions for September 2017**

### **Coordinated Admissions**

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and 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 place at a maintained school or academy is sent a single offer of a school place by the local authority in which their home address falls (their home authority).

The term 'parent' in this document includes both individual parents and those with parental responsibility – for example carers.

Under the scheme 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 governing bodies of academies or church aided schools then exchange 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 local authority.

Only parents who are resident in the county of Warwickshire or who are able to satisfy the relevant address requirements should apply through Warwickshire's Admissions Service.

Warwickshire residents must apply through Warwickshire's Admissions Service for their application to be considered as on-time. Where parents approach schools directly they must be directed to Warwickshire's Admissions Service. Any Warwickshire resident who does not make an application through Warwickshire's Admissions Service will be considered to have submitted a late application, even if they applied directly to a school.

Warwickshire will manage allocations 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 transfer data between local authorities and schools securely.

This scheme primarily relates to children starting secondary school in September 2017. However, the key dates for applications and offers also apply to children transferring to Year 10 in a 14-19 school in September 2017.

### **Admission Arrangements**

All schools 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 than places at the school. (Oversubscription criteria) Admission arrangements are determined by admission authorities in line with the School Admissions Code.

In community controlled schools the local authority is the admission authority and has responsibility for determining admission arrangements. In academies, church aided, trust, foundation and other 'own admission authority' schools, the governing body has responsibility for determining admission arrangements. In 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 placed within a criterion. Places are offered in criteria order to reach a school's PAN.
- Definition of sibling. Admission authorities must state in their arrangements what they mean by sibling (eg does it include step-sibling, older and younger siblings). Where priority is given to siblings of former pupils, admission authorities must set out a clear and simple definition of such former pupils. Some schools give priority to siblings of pupils attending another state funded school. Where this is the case, this priority must be clearly set out in the arrangements.
- Distance from school. Admission authorities must clearly set out how distance from home to school will be measured, and make it clear how 'home address' will be determined and the point in the school from which all distances are measured. This should include provision for parents who have shared responsibility for a child.

The School Admissions Code also requires that:

- All children whose Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names a school must be admitted.
- 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, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>18</sup> 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, Warwickshire's 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 the following September. This data is then used to distribute information on the admissions process to parents.

In May of each year booklets explaining the school application process are sent to the parents of children resident in Warwickshire who are due to start secondary school the following year.

Copies of the booklet will also be sent to schools, nurseries and libraries. Schools should then take steps to inform parents of the need to apply for a place and of the necessary deadlines. Full details of the process will also be available on the Warwickshire County Council website.

Also available on the Warwickshire County Council website will be the local authority's Composite Prospectus. This is an expanded version of the booklet sent to parents and will contain the full admission arrangements of each school in Warwickshire. Copies of this are available on request.

### **Applying for a school place**

Parents apply for school place 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 a place at their preferred schools or academies by completing the form and naming up to six schools.
- Rank their preferred schools in the order they would like their child to be offered a place.
- Give reasons for each preference.
- Give details of any siblings who will be attending one of the preferred schools at the start of the year a place is being applied for.
- Indicate if one of the parents is a member of staff at one of the preferred schools.
- Provide details of the child's faith.
- Indicate if the child has a Statement of Special Educational Needs or an Education Health and Care Plan.
- Indicate if the child is looked after or was previously looked after.

Paper copies of the CAF are also available from Warwickshire's Admissions Service or on the Warwickshire County Council website. This allows parents to provide the same information as the online system.

When completing the CAF parents will be required to provide their Council Tax Property Reference Number.

Completed application forms, either online or paper, should be submitted to the home local authority by the statutory closing date of 31 October 2016. Completed application

forms received after the closing date will be considered as late unless a house move has been proven (see relevant section below).

### **Supplementary Information Forms**

Some schools require parents to complete a Supplementary Information Form (SIF) in order to apply its oversubscription criteria. If a SIF is required by the governing body of a school this will be detailed in Warwickshire County Council's Composite Prospectus and on the Warwickshire County Council website.

All SIFs will be available on the WCC website.

Admission authorities within Warwickshire will not use Supplementary Information Forms (SIFs) except where the information available through the CAF is insufficient for consideration against the school's published oversubscription criteria. Where SIFs are used by admissions authorities in Warwickshire we make every effort to ensure they only collect information which is required by the published oversubscription criteria. 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:

- f) Any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates).
- g) The first language of parents or the child.
- h) Details about the parent's or child's disabilities, special educational needs or medical conditions.
- i) Require that parents agree to support the ethos of the school in a practical way.
- j) Require that both parents sign the form or ask for the child to complete the form.

When a school receives a SIF, Warwickshire will not consider the parents to have applied for a place at that school unless the parent has also listed the school on the CAF submitted to their home local authority.

SIFs should be returned directly to schools. Any SIFs or supplementary evidence sent to Warwickshire's Admissions Service will be forwarded on to the school concerned.

When a school's admission arrangements require a SIF and one is not completed, but the parent has listed the school on the CAF submitted to their home local authority, the application must proceed because an application has been made. If a SIF is not received the application can only be assessed in accordance with information available to the governing body from the CAF and may therefore be given a lower priority in the school's admission arrangements.

Where a SIF is required it must be returned to the preferred school by 31 October 2017

### **Changes of address**

School places will be allocated using the home address we hold at the closing date for applications.

Where the home address changes before the closing date for applications, parents are able to change their address and if necessary, their preferences. Parents will need to write to Warwickshire's Admissions Service and a new CAF will need to be completed.

Proof of the new address such as a tenancy agreement which terminates after the start of the Autumn term or proof that there has been an exchange of contracts will be required. This must be supplied by 5pm on 30 December 2016.

Where the home address changes after the closing date for applications, parents will need to write to Warwickshire's Admissions Service and a new CAF will need to be completed (even if the preferences are unchanged).

Proof of the new address such as a tenancy agreement which terminates after the start of the Autumn term or proof that there has been an exchange of contracts will be required. When this can be provided by 30 December 2016 the application will be treated as on-time, provided that an on-time application was submitted to the home authority by 31 October 2016.

If the above requirements cannot be met the application will be considered as late and will be processed in the same way as all other late applications.

### **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 / supplementary information will be electronically forwarded to the relevant maintaining local authority in line with the timetable found at the beginning of this document.

Warwickshire's 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 foundation, voluntary aided schools or academies as appropriate. If the application is for a community or voluntary controlled school, Warwickshire's Admissions Service will consider eligibility alongside other applicants.

### **Multiple Applications**

If more than one application is made for a child prior to the closing date, by the same parent, only the latest dated application will be processed. Any previously submitted application will not be processed. If a subsequent application is submitted after the closing date it will be treated as a late application (unless there has been a change of address prior to the relevant date) and the original application disregarded.

If a school place offer has already been made by Warwickshire's Admissions Service and an applicant chooses to submit further applications, the latest-dated application will take priority over any previous applications.

If it is possible to offer a place at one of the preferences on the latest-dated application, an offer will be made and the previous offer will be withdrawn without further reference to the applicant.

Applicants must place any requests to withdraw applications in writing to the Warwickshire's Admissions Service (by letter or email) prior to National Offer Day or the relevant reallocation date.

### **Separated Parents**

Warwickshire's Admissions Service will not become involved in disputes between parents.

Where individuals with parental responsibility cannot agree on either the home address or school preferences, we will only consider the application of the parent whose address is held by the child's GP. The other application will not be considered.

### **How offers are determined**

Admission authorities must consider all applications; if there are more applications than places available, the school must apply its oversubscription criteria. Warwickshire's Admissions Service carries out this function for all Community Controlled schools and by prior agreement for other own admission authority schools such as academies. No offers will be made without referring to the appropriate school.

If an own admission authority school is oversubscribed they 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's Admissions Service. Where it has been agreed that Warwickshire's Admissions Service will carry out this function for own admission authority schools, it is the schools responsibility to ensure that they are in agreement with the intake list. Any issues must be raised with Warwickshire's Admissions Service by the date set out in the timetable at the beginning of this document.

For community and voluntary controlled schools, Warwickshire's Admissions Service will apply the oversubscription criteria if there are more applications than the school's Published Admission Number.

In some cases, children who are determined to be eligible for admission will be allocated a place at an alternative school. This is because the alternative school will have been listed as a higher preference on the parent's application.

Where it is possible to offer a place at more than one of a parent's preferred schools, a place will be offered at the school listed as the highest preference on the parent's application.

If Warwickshire's Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school with availability (this could be either a community or voluntary controlled school maintained by Warwickshire or an own admission authority school; this includes faith schools). The next nearest school with availability will be identified based on distance calculated by straight line measurement.

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by

Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

A single place will be identified for each child by the end of this process.

When schools have more applications than places available, the school's Published Admission Number will only be exceeded if requested by the admission authority, or following discussions between the local authority and the school's Headteacher. Where further capacity is required to provide every child in Warwickshire with an appropriate school place, a discussion will be held with schools by members of the School Place Planning Team.

### **Notification of offers**

National Offer Day is 01 March 2017

Warwickshire's Admissions Service will communicate to all parents resident within the county who made an application the school place offered. This applies to schools offered within Warwickshire or another local authority, giving the reasons for schools within Warwickshire why higher preferences could not be offered.

Offers will be provided from 08.30am on National Offer Day to applicants who applied online. Offers will be sent via email and will also be available via the online system. Offer letters will be posted second class on Monday 27 February 2017.

When a parent is not offered at their first preferred school they will be provided with:

- a) Information about their right of appeal against any refusal of a place.
- b) Information about the waiting list process.
- c) A breakdown of how places were offered in each Warwickshire school.

### **Late applications**

Every effort will be made to encourage parents to submit applications by the closing date of 31 October 2016 (5.00pm). If applications are received after this date they will be considered as late and will not be processed until after 01 March (unless there has been a change of address prior to 30 December 2016). All late applications will be considered on the reallocation dates listed within this scheme.

Once an application form has been received, where parents request after the closing date that a further preference is added or that the order of preferences are changed, any such change will be treated as a new and therefore late application. No parent will be allowed to have more than six live preferences at any point during coordination.

Schools are required to assign criteria as and when applications are received in order for applications to be included in the reallocation rounds. Late applications and changes of preference will be forwarded to schools

Where it is possible to offer a place at more than one of a parent's preferred schools, a place will be offered at the school listed as the highest preference on the parent's application.

If Warwickshire's Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school with availability (this could be either a community or voluntary controlled school maintained by Warwickshire or an own admission authority school; this includes faith schools). The next nearest school with availability will be identified based on distance calculated by straight line measurement.

The reallocation dates for late applications and the associated cut-off dates are as follows:

Wednesday 15 March 2017	Cut-off date for consideration in first reallocation round.
Monday 20 March 2017	First reallocation round commences.
Wednesday 05 April 2017	Cut-off date for consideration in second reallocation round.
Monday 10 April 2017	Second reallocation round commences.
Wednesday 26 April 2017	Cut-off date for consideration in third reallocation round.
Tuesday 02 May 2017	Third reallocation round commences. All applications received from this point onwards will be processed as and when they are received, up until 01 September when in-year coordination commences.

### **Waiting lists**

Children will be automatically added to the waiting lists of all Warwickshire Community and Voluntary Controlled schools listed as a higher preference than the school at which a place is allocated.

Following National Offer Day there will be no distinction drawn on school waiting lists between on time and late applications. All applications on waiting lists will be ranked purely in accordance with the relevant oversubscription criteria. A child's position on a waiting list can move both up and down as other students are added to / removed from the list.

If a place becomes available it will be offered to the child at the top of the school's waiting list. Any places that become available after the initial allocation will be re-allocated as per the reallocation dates included in this document.

Parents should contact own admission authority schools for details of their waiting list policies. However, the local authority continues to coordinate the allocation of places at all schools up to and including 01 September. Own admission authority schools are therefore required to assign criteria as and when applications are received in order for applications to be included in reallocation rounds. No allocation will be made by Warwickshire's Admissions Service without prior agreement with the individual admission authority.

Where it is possible to offer a child a place from a waiting list, parents will be sent an offer letter and will have seven calendar days from the date of the letter to accept the place. If acceptance of the place is not received by Warwickshire's Admissions Service then the offer will be withdrawn and the child removed from the school's waiting list. The place will then be offered to the next child on the waiting list.

For every over-subscribed Community and Voluntary Controlled school, Warwickshire's Admissions Service will retain a waiting list until the end of the Autumn term (31 December). Waiting lists will then be cleared. If parents wish to remain on waiting lists after this period then they will need to request this in writing by completing a new in-year application form. Waiting lists will then be cleared at the end of the Spring Term (at the start of the Easter break). If parents wish to remain on waiting lists after this period then they will need to request this in writing by completing a new in-year application form. These are available from Warwickshire's Admissions Service.

For own admission authority schools parents should contact the school for details of their waiting list policy. For many schools waiting lists continue to be held by the local authority from 01 September onwards.

If a place becomes available at any school and is offered from a waiting list to a child who is receiving assistance with transport to an alternative school, this assistance may cease if the parent does not accept the place on offer.

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

Parents are required to notify Warwickshire's Admissions Service if they do not intend to accept the place offered. These places will then be reallocated. Parents will be required to provide a reason for declining the place offered, with the place only being released if parents are able to provide details of suitable alternative education provision (for example a place at an independent school). Notification of declines must be in writing.

### **Coordination after 01 March 2017**

The School Admissions Code makes it clear that parents must continue to apply to their home local authority for "late" applications for the normal admissions round (i.e between 01 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 schools must continue to follow the coordinated scheme and not allocate places themselves.

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

After 01 September the in-year admissions process commences for Year 7 places.

### **Applications from overseas residents**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- a) 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. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;

- b) 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.

For all other applicants who live overseas but will be moving to Warwickshire, we can process your application using your overseas address. However, when schools are oversubscribed, the distance from home to school is one of the factors used to determine which students are offered places. Using an overseas address may therefore limit the chances of you being offered a place at your preferred school. If you can provide proof of a Warwickshire address by 28 February 2017 (for primary admissions) or 30 December 2016 (for secondary admissions) then we will use the new address to process your application and treat it as on-time. Where proof of a Warwickshire address is received after these dates then your application will be considered with all other late applications.

For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will be resident at the address used to allocate a place from the start of term. 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. Other admission authorities have similar provisions in their own admission arrangements. Contact individual schools for details.

**Warwickshire County Council**  
**In-Year Admissions Scheme – 2017/18**

## **Background**

The School Admissions Code no longer requires local authorities to coordinate in-year applications for school place. In-year applications are those when a child wishes to move from one school to another outside of the normal admissions round; for example because of a house move.

In-year admissions also apply when parents who would like to move their child from an infant school to a primary school for the start of Year 3. This is because Year 3 is not the normal point of entry for primary schools.

Warwickshire County Council does, however, still coordinate in-year applications for all community and voluntary controlled schools, and the vast majority of own admission authority schools, such as academies. At the time of writing only the following schools are not part of Warwickshire's In-Year Admissions Scheme:

All Saints Bedworth C of E Primary School  
Southam St James C of E (VA) Primary School  
St Lawrence C of E (VA) Primary School  
St Nicolas C Of E (VA) Primary School  
Studley St Mary's C of E Junior School

Warwickshire residents wishing to apply for a place at the above schools should contact them directly. Non-Warwickshire residents should instead contact their home local authority.

## **The application process**

### **Warwickshire residents applying for a place at a Warwickshire School**

Parents are required to complete a Change of School application form. Copies of the form are available on the Warwickshire County Council website and from Warwickshire's Admissions Service. The form allows parents to:

- Name up to six schools in their preferred order.
- Rank their preferred schools in the order they would like their child to be offered a place.
- Give reasons for each preference.
- Give details of any siblings who will be attending one of the preferred schools at the start of the year a place is being applied for.
- Indicate if one of the parents is a member of staff at one of the preferred schools.
- Provide details of the child's faith.
- Indicate if the child has a Statement of Special Educational Needs or an Education Health and Care Plan.
- Indicate if the child is looked after or was previously looked after.

Section B of the Change of School form must also be completed by the child's current or previous school. Completion of Section B will help to ensure that discussions have taken place between the child's current or previous school and the parent(s) regarding any

outstanding issues. No applications will be processed unless Section B of the form is completed.

Once the Change of School form is completed it should be returned to Warwickshire's Admissions Service

### **Definition of Home Address**

As part of the application process proof of the home address is required. Acceptable proof of address includes a recent utility bill, council tax bill, housing benefit letter, bank statement, rental agreement, or a solicitor's letter confirming completion when purchasing a new property.

The home address is where the child sleeps for the majority of the school week. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

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

Warwickshire's Admissions Service will not become involved in disputes between parents.

Where individuals with parental responsibility cannot agree on either the home address or school preferences, and multiple in-year applications are submitted, we will only consider the application of the parent whose address is held by the child's GP. The other application will not be considered.

### **Applications from overseas residents**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- a) 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. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) 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.

For all other applicants who live overseas but will be moving to Warwickshire, we can process your application using your overseas address. However, when schools are oversubscribed, the distance from home to school is one of the factors used to determine which students are offered places. Using an overseas address may therefore limit the chances of you being offered a place at your preferred school. If you can provide proof of a Warwickshire address then we will use this to process your

application. Acceptable proof includes a tenancy agreement (of at least six months) or proof that an exchange of contracts has taken place.

Places must be taken up within twenty school days of the offer being made. For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will be resident at the address used to allocate a place from the start of term. 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. Other admission authorities have similar provisions in their own admission arrangements. Contact individual schools for details.

### **How the offer of a place is determined**

Upon receipt of a completed application form Warwickshire Admissions Service will send it to the school listed as the first preference on the application form. Schools must inform Warwickshire's Admissions Service within two school days if they are able to offer a place. If the first preference school are able to offer a place then the parents will be notified in writing and no further consideration will be given to any remaining preferences.

Where the first preference school is not able to offer a place then the relevant oversubscription criteria will be used to determine the child's place on the school's waiting list. For community and voluntary controlled schools, Warwickshire's Admissions Service will apply the oversubscription criteria. Where it has been agreed that Warwickshire's Admissions Service will carry out this function for own admission authority schools, it is the schools responsibility to ensure that they are in agreement with the oversubscription criteria allocated. The oversubscription criteria can be viewed via the School Admissions Module. Other own admission authority schools are responsible for assigning the relevant oversubscription criteria.

Where the first preference school is not able to offer a place then the second preference school will be sent the application and the process set out above is repeated.

Should it not be possible to offer a place at any of the preferences, and the applicant does not want their child to remain at their current school, then a place will be allocated at the next nearest school with availability (this could be either a community or voluntary controlled school maintained by Warwickshire or an own admission authority school; this includes faith schools. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

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

### **Timescales**

Warwickshire County Council aims to process all applications within ten school days. Where applications are not completed in full they may take longer to process.

Applications may also take longer to process for:

- Children with Statements of Special Educational Needs or and Education, Health and Care Plan.
- Grammar School places.
- Children who fall under the In-Year Fair Access Protocol.

Once a place is offered parents have ten working days to accept the place. Parents must accept the place by contacting the Admissions Service. If a place is not accepted within this period then the offer will be withdrawn. Places must normally be taken up (ie the child must start at the school) within twenty school days of the place being offered, unless the place offered is for the following academic year. The place should then be taken up within 10 school days from the start of term.

### **Applying for a Year 3 place at a primary school starting in September 2017**

As Year 3 is not the normal point of entry for a primary school (when children are 'normally' admitted) applications for a place in Year 3 at a primary school for September 2017 are considered to be 'in-year' applications.

The table below shows the primary schools in Warwickshire that offer extra places at Year 3

<b>School</b>	<b>Places Offered</b>
Coleshill C of E Primary	30
Milby Primary School	4
Wheelwright Lane Primary School	3
Clifton-Upon-Dunsmore C of E Primary School	4
English Martyrs Catholic Primary School	3
Knightlow C of E Primary School	2
Tanworth-in-Arden C of E Primary School	2
Welford-on-Avon C of E Primary School	3

Applications for Year 3 places at primary schools starting in September 2017 can be submitted from Monday 22 May 2017. Places will then be offered from Monday 12 June 2017 onwards.

### **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. Parents cannot, however, appeal for a place at a school listed as a lower preference than the school place offered. This is because the place will not have been considered and refused.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For own admission authority schools, such as academies, parents should contact the school directly for details of the appeals process.

### **Waiting Lists**

Children will be automatically added to the waiting lists of all Warwickshire community and voluntary controlled schools listed as a higher preference than the school at which a

place is allocated. Waiting lists for all community and voluntary controlled schools will be held by Warwickshire's Admissions Service. Waiting lists will then be cleared at the end of each term. If parents wish to remain on a waiting list then they will need to request this in writing by completing a new in-year application form. These are available from Warwickshire's Admissions Service.

For own admission authority schools such as academies parents should contact the schools directly for details of how waiting lists operate.

### **Warwickshire residents applying for a place at schools outside of Warwickshire**

Warwickshire residents wanting to apply for a place at a school outside of Warwickshire should contact the relevant local authority. For example, parents wanting to apply for a place at a Coventry school should contact Coventry Admissions. Parents may then be directed to apply using Warwickshire's Change of School application form.

### **Non-Warwickshire residents applying for a place at a Warwickshire school**

Non-Warwickshire residents wanting to apply for a place at a Warwickshire school should in the first instance contact their home local authority. You may then need to apply using Warwickshire's Change of School application form.