Warwickshire County Council Coordinated In-Year Admissions Process

2028/2029 Academic Year

1 Background

1.1 In-year applications are those when a parent or carer wants their child to change schools during the school year, perhaps because of a house move or other change in personal circumstances. They are applications that fall outside the standard Coordinated Scheme and will follow the process outlined in this document.

1.2 Warwickshire County Council coordinates the in-year applications for all community and voluntary controlled schools, and the majority of own admission authority schools, such as academies, free schools, foundation and voluntary aided schools. The full list and contact details for schools where the admission authority has opted to manage their own in-year applications can be found on the Warwickshire Admissions webpages.

1.3 All processes set out for In-year school admissions will be undertaken in line with the School Admissions Code (2021).

1.4 The document sets out the processes for the In-year change of school applications during the 2028/29 academic year. Further details on school admission and how to apply is available online at: www.warwickshire.gov.uk/admissions

1.5 Details of which schools are local to the applicant's home address can be found online using the Warwickshire Nearest/Priority Area School Calculator. Parents can find a list of schools and whether they have vacancies or waiting lists by visiting Warwickshire Schools Vacancy List

1.6 Non-Warwickshire residents should, in the first instance, contact the local authority in which they live to establish the in-year admissions process in relation to their home authority.

1.7 Applications to start school in reception or transfer to a junior or secondary school in September 2028 must be made in line with the WCC Coordinated Scheme for admission to school in September 2028.

2 Admission Arrangements

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

2.2 All in-year applications will be processed in line with the determined admission arrangements for the relevant schools.

3. Applying for an In-year school place

3.1 Applications from Warwickshire residents wanting their child to move schools during the year should be made using Warwickshire's online application system, via the Warwickshire Admissions webpage

3.2 Application forms for Warwickshire schools, where the relevant admission authority administers in-year admissions, are available directly from the schools. As stated above the full list and contact details can be found on the Warwickshire Admissions webpages.

4 Consideration of applications

4.1 Upon receipt of a completed In-year application, the Admissions Service will consider each school in the order of preference shown on the application beginning with the school listed as the first preference.

4.2 All community and voluntary controlled schools, along with own admission authority schools are required to provide updated data confirming available vacancies on a weekly basis.

4.3 Whilst Warwickshire Admissions Service will process applications and send out offers or declines, it does so on behalf of admission authorities for Academies, Free Schools, Foundation and Voluntary Aided Schools that have opted to be part of the coordinated In-Year process. The decision whether to offer is that of the relevant admission authority and not Warwickshire County Council.

4.4 Offers will be made in line with the relevant admission arrangements, including oversubscription criteria where applicable. Application updates and outcomes will be sent via the parent portal where the application is made online, otherwise, a letter will be sent notifying of the decision via email or post. Letters are only posted where an email address is not available.

4.5 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.

4.6 Further preferences named on the application will then be considered in order, using the same process as outlined above, until a place can be offered at one of the schools named on the application, or all preferences have been exhausted.

4.7 Should it not be possible to offer a place at any of the preferences named on the application, and the child is unable to remain at their current school, then a place will be allocated at the next suitable nearest school with availability. This could be either a community or voluntary controlled school, or an own admission authority school which has a space, including voluntary aided schools and academies, where the admission authority for the school has agreed to the offer. The next nearest school with availability will be identified based on distance calculated by a straight-line measurement.

4.8 In-year applications for a place the following academic year cannot be processed more than 6 school weeks before the end of term in July 2027. Please contact admissions for the specific date. Please note applications received before this date will be withdrawn and parents will need to reapply at the relevant time.

5 Appeals

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

5.2 Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire School Appeals webpages. Own admission authority schools should be contacted directly for details of their appeals process.

6 Waiting Lists

6.1 Children will automatically be added to the waiting list of any Community and Voluntary Controlled Schools, and any own admission authority schools who have delegated the administration of in-year applications to the local authority (with the exception of grammar schools) named as a higher preference than the school allocated.

6.2 Each waiting list will be ranked according to the admission arrangements and oversubscription criteria for that school. Waiting lists will not take into account the date individual applications were received or the length of time a child has been on the list.

6.3 Waiting lists will be cleared at the end of each academic year. Parents wishing to continue pursuing a place must reapply for the relevant school and if refused will be added to the waiting list for that academic year.

6.4 Grammar schools and own admission authority schools who process their own in-year applications should be contacted directly for details of their waiting list policy.

7 Timescales

7.1 Warwickshire County Council aims to process in-year applications within 10 school days, in certain circumstances applications may take slightly longer to process but all applications will be processed within a maximum of 15 school days. The County Council will aim to notify the parents of the outcome of the application in writing within 10 school days where possible.

7.2 It is often not possible to process applications as effectively during the school holidays when schools are closed, particularly during the summer holiday period.

7.3 Once a place is offered parents have **five working days** to accept the place, details of how to accept a place will be sent with the offer.

7.4 Where the parent has not responded to an offer within a reasonable time, the admission authority will give the parent a further opportunity to respond and explain that the offer may be withdrawn if response is not received.

7.5 The child should start at the school within **twenty school days** of the place being **offered** unless an alternative start date has been agreed with the relevant school.

7.6 If the child does not start at the school within 20 school days of the offer being made, and parents have not agreed an alternative start date with the school, this may be seen as parents' not responding to an offer within a reasonable time (see 7.4 above).

8 Child's Home Address

8.1 Details of the child's current permanent address must be provided on the application for a school place, even if the family are planning to move house.

8.2 Where children spend part of their week with one parent and part with another, at different addresses, parents must apply using the address at which the child spends the majority of the school week. This address will be used for determining any school Priority Area and the distance from the relevant school(s).

8.3 If arrangements are such that a child resides at two addresses for equal amounts of the school week, then parents **must** agree which address to use for the application.

8.4 Where parents cannot agree on the address to be used on the application, it will be processed in accordance with Section 10 below.

9 Who can apply?

9.1 Section 576 of the Education Act 1996 defines “parent” as: All natural (biological) parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility for a child or young person; any person who, although not a natural parent, has care of a child or young person.

10 Application Disputes

10.1 In the same way that parents must agree what address to use on their child’s school application, they must also agree on the preferences to be applied for. Whether living at the same address, or living separately, parents should not submit more than one application.

10.2 Where parents cannot agree on the address to be used, or two applications are received for the same child, in the same admissions round, and the address and or preferences differ, in the absence of any court order determining what the address and/or parental preference should be, the Admissions Service will first try and seek parental agreement. However, if by the relevant date, set by the Admissions Service, parents are not in agreement, Warwickshire County Council will use a random number generator to determine which address or application to process.

10.3 The allocation will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor.

10.4 The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

11 Children of UK Service Personnel and Crown Servants

11.1 Warwickshire County Council supports the Government’s commitment to removing disadvantage for service children.

11.2 For families of service personnel with a confirmed posting, or crown servants returning from overseas, who apply for a place in a Community or Voluntary Controlled school, a place will be offered (where available) in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. Applications will be processed even if the family does not yet have an intended address or are not yet living in the area.

11.3 The Admissions Service will use the address at which the child will be living when applying the oversubscription criteria, as long as evidence of the intended address is provided. Parents can request that a Unit or quartering area address (the address of the closest house in the nearest quartering area) is used as the child's home address in the absence of an intended address. However, this is only possible where the Unit address is located in the same local authority as the intended new home address.

11.4 If the Unit address is in a different local authority, the family must provide evidence of the intended home address when they apply.

12 Evidence of address

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

12.2 School places will be allocated using the child's home address as provided on the application form.

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

- 2027/2028 Council Tax Bill
- 2027/2028 Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Copy of tenancy agreement or mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter

12.4 Where a school place is offered based on an address which is subsequently found to be different from the address where the child ordinarily resides, either due to an error, or because of fraudulent or misleading information in the application form, that place may be withdrawn.

12.5 Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and as explained above, the place may be withdrawn.

13 Withdrawing an Offer

13.1 In accordance with paragraph 2.14 of The School Admissions Code (2021), admission authorities **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

13.2 Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.

13.3 An admission authority must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained.

13.2 In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

13.3 Therefore, should an application be deemed fraudulent or misleading the place could be withdrawn once the child has been placed on roll and started attending.

13.4 Where the local authority administers the in-year process on behalf of a school's admission authority, it is for the relevant admission authority to decide whether an offer made should be withdrawn in accordance with the above.

14 Warwickshire residents applying for a place at schools outside of Warwickshire

14.1 Warwickshire residents wishing to apply for a place at a school outside of Warwickshire should contact the relevant admission authority, for that school, for information on the application process.

15 Non-Warwickshire residents applying for a place at a Warwickshire school

15.1 Non-Warwickshire residents wishing to apply for a place at a Warwickshire school should, in the first instance, contact the local authority in which they live. In some cases, parents and carers may then be directed to apply via the Warwickshire Admissions Service and the above process should be followed.

16 Overseas residents

16.1 There is no legal requirement to process applications from families coming from overseas who are not yet resident within Warwickshire, except as set out in section 11 above for UK Service Personnel and Crown Servants.

16.2 Overseas residents, must apply using their current (overseas) address where they are living at the time of applying – not the address where they are planning to live when they relocate.

16.3 Where parents are resident in the UK but the child is still living abroad, parents must apply using the address where the **child** is living. The family's UK address **must not** be used on the application (other than as parents' contact details) until the child is living at the address.

16.4 Applications received with a UK address where it is subsequently discovered that the child is still living abroad will be withdrawn, as will any place offered, as this will be deemed a fraudulent or misleading application.

16.5 Where an application is withdrawn due to fraudulent or misleading information, parents will need to reapply once the child is resident in the UK

16.6 The local authority reserves the right to make home visits to check whether the child is living at the address stated on the application form.

17 Children educated outside of their chronological year group

17.1 Guidance relating to the education of children outside of their chronological year group is available on the Warwickshire website.

18 Fair Access Protocol

18.1 Some applications may need to be considered under Warwickshire County Council's 'Fair Access Protocol' (FAP). This will apply to some children when it has not been possible to secure a school place for them through the normal in-year admissions process.

18.2 If a child's application is being considered under the FAP then the parent or carer will be notified of this as soon as possible after submitting the application.

18.3 Further information on the FAP can be found on the Warwickshire School Admissions webpages.