Coordinated Scheme for admission to school in September 2028.

1. Background

1.1. All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (e.g. academies) within their area.

1.2. Warwickshire School Admissions Service will co-ordinate all applications made during the normal admissions rounds (i.e. applications for Reception Year, Year 3 at a Junior School and Year 7)

1.3. The scheme sets out general principles and processes for the 2028 main admissions rounds. Further details on school admission and how to apply is available online at: www.warwickshire.gov.uk/admissions

1.4. All processes set out in this scheme will be undertaken in line with the School Admissions Code (2021).

1.5. The scheme relates to children who are due to start school in reception, transfer from an infant to a junior school, or transfer from primary provision to a secondary school in September 2028.

1.6. Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Parents will then receive a single offer of a school place from their home authority.

1.7. The aim of the coordinated process is to ensure each child for whom an on-time application is received, receives the offer of only one school place. The scheme is intended to simplify the admission process and reduce any chance that a child is left without a school place.

1.8. Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission processes and parents should contact the relevant school directly if they wish to apply for a place at an independent school.

1.9. For junior school transfer applications, places will only be allocated at designated junior schools, except where places at a primary school have been allocated by the Local Authority in agreement with the individual school to meet a local need for places. For Warwickshire residents, only children attending an infant school will be allocated a junior school place during the junior transfer round.

1.10. All applications to move to a primary school, or to move from a primary school into a junior school for Year 3 in September 2028, should follow the normal in-year admissions process (see paragraph 4.7 of WCC's Coordinated In-Year Admissions Process 2028/29).

1.11. Applications from Warwickshire residents who wish to apply to schools outside of Warwickshire for a Year 10 place in a 14-19 UTC or Studio School, as well as those who wish to transfer to Year 5 or Year 6 at Middle schools or Year 9 at a high school (three-tier systems), for entry in September 2028 will be processed in line with the relevant timetable set out for primary or secondary coordination.

1.12. For an application for a place in Year 10 at a school that does not have Year 10 as the 'normal point of entry', the in-year admissions process should be followed.

1.13. All other applications to start school in any other year group or to move schools during the academic year should follow the relevant school's in-year admissions process.

2. Application deadlines

2.1. The application process for secondary school applications (Year 7) opens from 01 September 2027 and from 01 November 2027 for primary phase applications (Years R and 3).

2.2. National deadlines are in place for both primary and secondary admission rounds:

31 October 2027 - closing date for secondary school applications (Year 7)

15 January 2028 - closing date for primary phase applications (Reception and year 3)

3. Admission Arrangements

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

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

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

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

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

4. Applying for a school place

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

4.2. The Warwickshire application form allows Warwickshire parents to:

- Name a maximum of six schools on their application.
- Rank their preferred schools in the order that they would like their child to be offered a place (with the most preferred school as the first preference).
- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied. The point of admission is the point at which the child is placed on roll and starts attending. If a school preferenced has a different point at which siblings are considered in its admission arrangements, this will be applied to that preference only.
- Give details of any parent who is a staff member at the school which has been named as a preference
- Give details of any relevant information related to feeder or partner schools including sibling details or/and attendance details

- Provide details of social or medical issues, where relevant for the oversubscription criteria of some own admission authority schools.
- Indicate if the child has an Education, Health and Care Plan, in which case a different admissions process is followed.
- Confirm details in relation to faith if applying to a school that includes faith as part of the admission arrangements.
- Confirm if the child falls within the classification of 'Looked After'* or 'Previously Looked After' in line with paragraph 1.7 of the School Admissions Code (2021).
- Parents are required to ensure the information in their application is accurate and up to date. If your circumstances change after your application has been submitted, and prior to the relevant National Offer Day, parents **must** contact the Admissions Service with details of the change and provide evidence when requested. Depending on when the change happened this may or may not impact your application and the offer that you receive.

4.3. Relevant information on the application will be shared with the school applied for and, where required, will be verified by the school.

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

4.5. Completed applications should be received by the Admissions Service by no later than midnight on the relevant national closing date. Any applications received after the closing date will be considered as late (see Section 14 below).

4.6. For house moves see Sections 7.5 -7.7 below

4.7. Once an application is submitted, amendments, such as preference changes, will only be accepted before the relevant national closing date. Changes made after this date will not be considered until after the relevant National Offer Day unless, in exceptional circumstances, a panel agrees there are reasons to accept and implement the change immediately (see 7.6 below).

5. Supplementary Information Forms

5.1. Some schools require parents to complete a Supplementary Information Form in order to assign the oversubscription criteria, this will be outlined in the admission arrangements for that school. The form must be submitted directly to the school being applied for.

6. Child's Home Address

6.1 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.

6.2 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).

6.3 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.

6.4 Where parents cannot agree on the address to be used on the application, it will be processed in accordance with Section 9 below.

7 Evidence of address and moving home.

7.1 Own Admission Authorities may have differing dates/criteria for providing proof of address and evidence of house moves. Parents should check relevant schools' websites for details,

7.2 There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the end of the first term in September 2028. Where the address used to secure the school place differs to that where the child is living prior to starting at the school, further checks may be made which could include home visits or requests for further information.

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

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

7.5 Applications where new address evidence (proof of address) is received by midnight on the relevant National Closing Date (31 October 2027 (Year 7 applicants) or 15 January 2028 (Reception and Year 3 applicants)) will be amended with the new address details. Parents may also change the schools named on their application if preferences are no longer appropriate. The amended application will be considered as on time.

7.6 Address evidence received after the relevant national closing date but before midnight on 30 November 2027 (Year 7) and 15 February 2028 (Reception and Year 3) where there are exceptional circumstances will be considered by a panel. Parents should set out their reasons in writing why the application should be considered as on time and provide evidence to support their case.

7.7 Within this discretionary process, exceptional circumstances would mean situations where:

- Circumstances were outside the parent's reasonable control; and/or
- Circumstances that could not reasonably have been anticipated before the closing date.

7.8 The Panel will consider evidence supporting:

- When the change occurred;
- When the parent became aware of it;
- Whether the parent acted promptly to notify Admissions afterwards; and
- Any other evidence that has been provided.

7.9 The panel will decide if there are acceptable exceptional circumstances why the evidence could not be provided by the relevant National Closing Date and that therefore, the application should be updated immediately, or whether the changes should be considered late and made after the relevant National Offer Day. The outcome will be communicated to parents within 5 school days of the decision being made.

7.10 All evidence of a change of address received after 30 November (Year 7) or 15 February (Year R and Year 3) will be considered as late. The new address will be used to communicate the outcome of the application only (where parents have not applied online). Parents must contact the admissions service after the relevant National Offer Day to amend their address details and any new/changes to preferences. These changes will be considered as part of the reallocation process.

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

7.8.1 2027/2028 Council Tax Bill
7.8.2 2027/2028 Council Tax Benefit letter/notice
7.8.3 Utility bill (gas, water or electric), dated within the last 6 months
7.8.4 Copy of tenancy agreement or mortgage statement for the property, dated within the last 12 months
7.8.5 Copy of most recent Child Tax Credits or Child Benefit letter

7.12 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.

7.13 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.

8 Who can apply?

8.1 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.

9 Application Disputes

9.1 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.

9.2 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 National Closing Date, parents are not in agreement, Warwickshire County Council will use a random number generator to determine which address or application to process.

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

9.4 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.

10 Children of UK Service Personnel and Crown Servants

10.1 Warwickshire County Council supports the Government's commitment to removing disadvantage for service children.

10.2 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.

10.3 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.

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

11 Applications for schools outside of Warwickshire and applications for Warwickshire schools from families living in other areas.

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

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

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

12 Consideration of applications

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

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

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

13 Overseas residents

13.1 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 10 above for UK Service Personnel and Crown Servants.

13.2 Overseas residents must apply using their current (overseas) address on the application. All such applications will be processed in line with the coordinated scheme.

13.3 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.

13.4 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.

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

13.6 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.

14 Late applications

14.1 Any application received after the relevant national closing date will be considered as late. Exceptions will only be considered where written evidence of exceptional circumstances is considered and accepted by a panel as set out in 7.5 – 7.10 above.

14.2 Late applications will be processed after all on-time applications have received an offer. They will be considered in the reallocation process, depending on when the application is received.

14.3 Any requests to include new preferences, to a previously on-time application, after the national closing date will be classed as **late** unless there are exceptional circumstances agreed by a panel as set out above. Any schools named on the application prior to the national deadline will not be affected and will remain as on time.

15 Notification of Offers

15.1 National offer day is:

01 March 2028 for secondary school applications (Year 7)

17 April 2028 for primary phase applications (Reception and Year 3)

15.2 All applicants who made an on-time application online will receive notification

of the school place offered, **after** 8.30am on the relevant national offer day. These offers will be available to view via the online parent portal system.

15.3 Offer letters will only be sent to applicants who completed an application over the telephone or via paper copy. Letters will be sent by email where possible, or by second class post with the intention of them being received by the recipient **after** national offer day.

15.4 Further information will be available on the relevant national offer day via the Warwickshire Admission webpage.

16 Appeals

16.1 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.

16.2 Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire School Appeals webpage. Parents should contact own admission authority schools directly for details of their appeals process.

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

17 Waiting lists

17.1 Children will automatically be added to the waiting list of any non-selective school named as a higher preference than the school allocated.

17.2 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.

17.3 When the Admissions Service receives a decline for a school that has a waiting list, the place will be allocated to the child who is at the top of the waiting list at the time the place became available.

17.4 Offers to Warwickshire residents from the waiting list will be made by the local authority. The Admissions Service will attempt to contact the family prior to any re-offer from a waiting list being made. Offers from waiting lists to residents of other local authorities will be sent electronically to the home local authority who will notify the parents.

17.5 Only one school place will be offered as part of the coordinated admissions process. When an offer for a higher preference school is made from a waiting list and subsequently accepted, the previous school offered will automatically be withdrawn and the child removed from the waiting lists for any other schools listed as a lower preference than the one then offered.

17.6 The local authority will continue to operate the coordinated admissions scheme, in relation to processing new applications and allocating places up to and including 31 August 2028.

17.7 For schools that remain over-subscribed after 31 August 2028, Warwickshire Admissions Service will retain a waiting list until 31 December 2028 (unless an own admission authority school decides to take ownership at the start of term). After 31 December 2028, it will be the decision of each school, for which the local authority is not the admission authority, to determine if they wish to keep a waiting list for the remainder of that academic year, and if they wish for a waiting list to be held either with the school directly or with the local authority, on the school's behalf.

18 Withdrawing an Offer

18.1 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.

18.2 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.

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

18.4 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.

18.5 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.

18.6 Although the local authority administers the coordination 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.

19 Admission of children below compulsory school age and deferred entry to school

19.1 Admission authorities are required to make available a school place for all children in the September following their fourth birthday, if applied for by a parent.

19.2 Children offered a place in Reception are entitled to a full-time place in the September following their fourth birthday. However, parents can defer the date their child is admitted to the school until later in the school year, although not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year (Spring Term) for which it was made.

19.3 Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

19.4 In both cases, an application for a school place must be made in line with the coordinated admissions process for the relevant year of entry. Once a school place is offered, parents or carers can notify the relevant school that their child's entry is to be deferred or discuss with the school a part-time timetable in accordance with the time frame set out above.

20 Admission of children outside their normal age group

20.1 There are a number of reasons why a child may be taught outside of their normal age group, for example, an exceptionally gifted and talented child may be taught a year group above their chronological age group (known as accelerated) or a child who has special educational needs, a disability or experienced ill health may be taught in a year group below their age group (known as deceleration).

20.2 In addition, parents of 'summer born' children (born between 01 April and 31 August) may choose not to send their child to school until the September following their fifth birthday, when they reach compulsory school age, and may request that they are admitted outside of their normal age group – into a reception class rather than starting school in year 1 with their chronological year group.

20.3 Parents are encouraged to read the LA's guidance for education out of year group requests which can be found here. The guidance sets out the potential risks and disadvantages for children taught in a year group other than with their own age group. It makes clear that, when the child moves schools, the admission authority of the new school will be responsible for deciding in which year group the child will be placed. This could result in the child being required to skip or repeat a year.

20.4 An admission authority must decide the age group to which a child should be admitted before it can decide whether a place can be offered in that age group. Although there is no statutory barrier to children being admitted outside their normal age group, parents do not have the right to insist that their child is admitted to a particular age group.

20.5 Application forms to request education out of year group, for children yet to start school, can be found in the LA's education out of your group guidance (see paragraph 19.3 above). The relevant sections of the guidance are:

20.5.1 Accelerated Entry – for exceptionally gifted and talented children for whom parents are seeking a school place a year ahead of their normal point of entry,

20.5.2 Delayed Entry – for children with a medical or special educational need or disability where it is felt it would be more appropriate for them to start school a year after their normal point of entry, and

20.5.3 Summer Born Children - for children born between 01 April and 31 August for whom parents have chosen to delay their entry to school until the following academic year (when they reach compulsory school age), and parents would like to request the child is educated out of year group in a Reception class rather than in year 1 with their chronological age group

20.6 For accelerated entry requests (19.5.1 above), the relevant EOYG form, must be submitted at the same time as the school application, for the year group in which parents would like their child to start school.

20.7 For delayed entry and summer born children education out of year group requests (19.5.2 and 19.5.3 above), the relevant EOYG form **must** be submitted to the local authority at the same time that parents apply for their child's school place in their chronological year group. (for summer born children, this is the September after the child's fourth birthday even if parents have chosen to delay their child's entry until the following year). This will ensure that the application can still be processed if the request to be educated out of year group is not supported.

20.8 For transfers between education phases (i.e. from an infant to a junior school, or from primary to secondary), parents should check the admission arrangements for the school(s) at which they wish to apply for a place.

20.9 Warwickshire County Council is the admission authority, and therefore the decision maker, for all voluntary controlled and community schools. A list of all voluntary controlled and community schools and the process for requesting EOYG at such schools can be found in the WCC Admission Arrangements 2028-2029.

20.10 For **ALL** education out of year group requests, the relevant school(s) must be consulted regarding educating the child out of their normal year group, should a place be offered, before parents can name the school as a preference on their school application form.

20.11 Where the LA is the admission authority, or the school has adopted the LA's process, the Education Out of Year Group Panel (consisting of representatives from the Admissions Team, the Assessment Team, The Early Years Team and the Special Educational Needs and Disabilities Team), will consider each request individually, based on the information provided. Any decision taken will be on the basis of what is in the child's best interests.

20.12 Where a school's admission authority has a separate process for dealing with requests for education out of year group, there is no duty on the admission authority to agree to the request, even if the child has previously been educated out of year group.

20.13 Parents/carers will be notified once a decision is reached, along with the reasons for the decision.

20.14 Being granted the opportunity to be educated out of year group does not guarantee a place at any school. The normal admission criteria still apply, and parents will have to apply for a place in the relevant admissions round.

20.15 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

For further information or to download the relevant Educated out of Year Group request form please visit the WCC website

21 Timetable for Secondary Coordinated Admissions Scheme, for entry in September 2028

Date	Activity
1 September 2027	Application process opens for children due to transfer to secondary school in September 2028
31 October 2027	**National closing date for Secondary School applications**
3 - 7 November 2027	LA exchange of application data with other LAs (then ongoing as further late applications are received)
28 November 2027	All Warwickshire secondary schools to have completed sibling checks and confirm eligibility for school-specific criteria.
30 November 2027	Final day to submit evidence of extenuating circumstances for panel to consider whether application should be deemed on-time.
By no later than w/c 6 December 2027	Panel will meet to consider extenuating circumstances
19 - 23 January 2028	LA exchange of offer data with other LAs (then ongoing)
1 March 2028	**National offer day for children due to transfer to secondary school in September 2028**
15 March 2028	Begin reoffering any available school places, including late applications awaiting an offer
28 March 2028	Deadline by which appeals must be lodged in order to be guaranteed a hearing by 13 June 2028
April 2028 to June 2028	Appeal hearings for appeals received on-time
31 August 2028	Coordinated scheme for 2028 ends, all further applications to be considered in line with the relevant school's In Year application process

22 Timetable for Reception and Junior Coordinated Admissions Scheme, for entry in September 2028

Date	Activity
01 November 2027	Application process opens for children due to start school in reception or transfer from an infant to a junior school in September 2028
15 January 2028	**National closing date for reception and junior school applications**
19 - 23 January 2028	LA exchange of application data with other LAs (then ongoing as further late applications are received)
13 February 2028	All Warwickshire infant, junior and primary schools to have completed sibling checks and confirm eligibility for school-specific criteria.
15 February 2028	Final day to submit evidence of extenuating circumstances for panel to consider whether application should be deemed on-time..
By no later than w/c 21 February 2028	Panel will meet to consider extenuating circumstances
02 to 20 March 2028	LA exchange of offer data with other LAs (then ongoing)
18 April 2028	**National offer day for children due to transfer to reception and junior school in September 2028**
1 May 2028	Begin reoffering any available school places, including late applications awaiting an offer
22 May 2028	Deadline by which appeals must be lodged in order to be guaranteed a hearing by 21 July 2028
May to July 2028	Appeal hearings
31 August 2028	Coordinated scheme for 2028 ends, all further applications to be considered in line with the relevant school's In Year application process