

**Warwickshire County Council**  
**Reception and Junior (Year 3) Coordinated Admissions Scheme**  
**2020 entry**



**Section 1 – Timetable for Primary, Infant and Junior Coordinated Admissions Scheme, for entry in September 2020**  
*(Including children due to start school in Reception and those transferring to Year 3 in Junior school)*

DATE	EVENT
August 2019	Warwickshire School Admissions Service (the 'Admissions Service') to obtain data from Census, Early Years and the NHS, relating to children eligible to start school, or transfer to Year 3 in a junior school, in September 2020.
From Monday 2 <sup>nd</sup> September 2019	Information packs posted directly to families of children eligible to start school, or transfer from to Year 3 in a junior school, in September 2020.
Monday 16 <sup>th</sup> September 2019	<p>Application process opens (online and telephone application processes available).</p> <p>Applications will be received and processed for children due to start school in Reception, and those due to transfer from Year 2 in an infant or primary school to Year 3 at a junior school, in September 2020.</p> <p><i>Applications for children in Year 2 at an infant school, who wish to move to a primary school for Year 3 in September 2020, should follow the in-year admissions process, as outlined below, from June 2020. Such applications <b>will not</b> be processed as part of the coordinated admissions scheme.</i></p> <p><i>Applications for children in Year 2 at a primary school, who wish to change to a different primary school for Year 3 in September 2020, should follow the in-year admissions process, as outlined below, from June 2020. Such applications <b>will not</b> be processed as part of the coordinated admissions scheme.</i></p>
From Monday 16 <sup>th</sup> September 2019	Application data will be available via SAM (the School Admissions Module) to Voluntary Aided, Trust, Foundation schools and Academies who purchase the Admissions Service so that oversubscription criteria can be added and sibling/staff details checked. Data will include straight-line measurements.

Friday 15 <sup>th</sup> November 2019	First reminder letter sent to parents who have not applied for a Reception place and those currently attending Year 2 in an infant school who have not applied for a Junior school place, for entry on September 2020. Reminder emails to be sent to schools encouraging them to remind parents of the need to apply for a school place.
Monday 2 <sup>nd</sup> December 2019	Deadline for requesting deferred entry, for those chronologically due to start school in September 2020, but who wish to defer until September 2021.
Friday 13 <sup>th</sup> December 2019	Final reminder letter sent to parents who have not applied for a Reception place and those currently attending Year 2 in an infant school who have not applied for a Junior school place, for entry on September 2020.
Friday 20 <sup>th</sup> December 2019	Deadline for own admission authority schools to request admitting over and above the determined PAN for the relevant entry year, in order for this to be considered in line with the coordinated admissions process and National Offer Day.
<b>Wednesday 15 January 2020 (5pm)</b>	<b>National Closing date for on time applications.</b>  Applications received after this date will be considered as late and will not be processed until after National Offer Day (16 <sup>th</sup> April 2020), in line with scheduled reallocation dates (unless the family is moving into the area – residency requirements must be adhered to – see below for more information).
From Monday 27 <sup>th</sup> January 2020	Exchange of ADT files with other local authorities.  <i>(ADT = Electronic files relating to application details)</i>
Monday 3 <sup>rd</sup> February 2020	Extended deadline date for families moving into/within the county to have provided proof of their new residence and completed new/amended application for school places in order for application to be considered as on-time (see residency requirements below). The child <b>must</b> be residing in the new property by this date.
From Monday 3 <sup>rd</sup> February 2020	Applications sent to own admission authority schools who DO NOT purchase the Admissions Service so that oversubscription criteria can be added and sibling/staff details checked. Data will be presented in an Excel spreadsheet and will include straight-line measurements.

Friday 14 <sup>th</sup> February 2020	Special Educational Needs, Disability, Assessment and Review team (SENDAR) must have input relevant offers/offers on hold via Synergy.
Monday 17 <sup>th</sup> February 2020 (4pm)	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided as part of a family's application for a place.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p> <p>The Reception 2020 and Junior 2020 rounds on SAM will then be closed to schools from 5pm on Monday 17<sup>th</sup> February 2020.</p>
Friday 28 <sup>th</sup> February 2020	<p>First exchange of ALT files with other local authorities.</p> <p><i>(ALT = Electronic files relating to offers of school places)</i></p>
Monday 23 <sup>rd</sup> March 2020	Final exchange of ALT files with other authorities.
Monday 30 <sup>th</sup> March 2020	<p>Provisional offers available to all schools via SAM, other than academies who do not purchase Warwickshire's Admissions Service, in which case offers will be sent via Excel spreadsheet. Schools must notify the Admissions Service of any issues by 4pm on Friday 3<sup>rd</sup> April 2020.</p> <p>Offer data <b>must</b> remain confidential.</p>
<b>Thursday 16<sup>th</sup> April 2020</b>	<p><b>National Offer Day.</b></p> <p>Offers released to parents by Warwickshire's Admissions Service (Statutory).</p> <p>Late applications will be available to schools via SAM, other than own admission authority schools who do not purchase the Admissions Service, in which case any late applications will be sent via Excel spreadsheet.</p>
Friday 24 <sup>th</sup> April 2020	Deadline to accept or decline offer made.
Monday 27 <sup>th</sup> April 2020	Reminder letter sent to any Warwickshire parents that have not accepted or declined the offer made. If no response received by 4pm on Friday 8 <sup>th</sup> May 2020 then offer may be withdrawn.

	Any vacancies created from such an action will be considered in the second reallocation round.
Wednesday 29 <sup>th</sup> April 2020 (5pm)	Cut-off date for new applications to be made in order to be considered in first reallocation round.
Friday 1 <sup>st</sup> May 2020 (4pm)	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in first reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
From Tuesday 5 <sup>th</sup> May 2020	First reallocation round commences.
Friday 15 <sup>th</sup> May 2020	Cut-off date for new applications to be made in order to be considered in second reallocation round.
Friday 22 <sup>nd</sup> May 2020	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
Tuesday 26 <sup>th</sup> May 2020	Second reallocation round commences.

<p>Friday 29<sup>th</sup> May 2020 (midnight) <i>DATE TBC</i></p>	<p>Deadline by which appeals must be lodged in order to be classed as on time. On time appeals must be heard within 40 school days from the deadline.</p> <p>Appeals lodged after this date will be heard within 40 school days of the deadline, where possible, or within 30 schools days of the date the appeal is lodged.</p> <p>Appeals lodged after 22 June 2020 may not be heard before the start of the new academic year in September 2020.</p>
<p>Wednesday 3<sup>rd</sup> June 2020 (5pm)</p>	<p>Cut-off date for new applications to be made in order to be considered in third reallocation round.</p> <p>Applications received after 5pm on 3<sup>rd</sup> June will be processed as and when they are received, up to, and including, Friday 28<sup>th</sup> August 2020.</p> <p>The in-year admissions process will then commence from Tuesday 1<sup>st</sup> September 2020.</p>
<p>Friday 5<sup>th</sup> June 2020 (4pm)</p>	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
<p>Monday 8<sup>th</sup> June 2020</p>	<p>Third reallocation round commences.</p>

<p>From Monday 8<sup>th</sup> June 2020</p>	<p>In-Year applications for infant, primary and junior school places starting in September 2020 can be <b>submitted</b> - Year groups 1, 2, 4, 5 and 6 only, plus Year 3 applications for <u>primary</u> schools.</p> <p>Applications for Reception places at infant and primary schools, as well as Year 3 applications for junior schools, for entry in September 2020, will continue to be processed through the coordinated scheme until 28<sup>th</sup> August 2020 .</p> <p><b><u>IN-YEAR APPLICATIONS WILL NOT BE PROCESSED UNTIL AFTER 15<sup>th</sup> JUNE 2020. CONFIRMATION OF SCHOOL OFFERS WILL THEN BE SENT TO FAMILIES FROM 19<sup>th</sup> JUNE 2020.</u></b></p>
<p>From 11<sup>th</sup> June 2020 <i>(Date TBC)</i></p>	<p>Appeal hearings commence for Reception places at infant and primary schools, as well as Year 3 applications for junior schools, for entry in September 2020.</p>
<p>Friday 12<sup>th</sup> June 2020</p>	<p>Places will be allocated to children who are due to start school in Reception in September 2020, as well as those due to transfer from Year 2 in an infant school to Year 3 in a junior school, where:</p> <ul style="list-style-type: none"> <li>• The Admissions Service has information that indicates that the child is resident in Warwickshire, <i>and</i>;</li> <li>• An application for a school place has not been submitted previously</li> </ul> <p>Families will be advised of these offers via post.</p>
<p>From Monday 15<sup>th</sup> June 2020</p>	<p>In-Year applications for infant, primary and junior school places starting in September 2020 will be <b>processed</b> - Year groups 1, 2, 4, 5 and 6 only, plus Year 3 applications for <u>primary</u> schools.</p> <p><b>Families will be notified of the outcome of their in-year application from 19<sup>th</sup> June 2020.</b></p>
<p>Friday 10<sup>th</sup> July 2020 <i>(Date TBC)</i></p>	<p>Appeals lodged by midnight on 29<sup>th</sup> May 2020 <i>(Date TBC)</i> will be heard by this date.</p>
<p>Friday 17<sup>th</sup> July 2020</p>	<p>Appeals lodged after the deadline of 29<sup>th</sup> May 2020, but before 8<sup>th</sup> June 2020, will be heard by the 17<sup>th</sup> July 2020, where possible. <i>(Dates TBC)</i></p>

Tuesday 1 <sup>st</sup> September 2020	In-Year admissions process commences. All applications made in accordance with the coordinated admissions rounds will be moved to In-Year status and will be held on any relevant waiting lists until 31 <sup>st</sup> December 2020.
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## **Section 2 – Reception and Junior Co-ordinated Admissions process – for entry in September 2020**

**(including children due to start school and those transferring from Year 2 in an infant or primary school to Year 3 in a junior school)**

### **Terms**

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

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

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

The term '**infant**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 2.

The term '**junior**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 3 until the end of Year 6.

The term '**primary**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 6.

### **Coordinated Admissions**

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

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

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



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

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

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

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

## **Admission Arrangements**

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

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

A school's admission arrangements must contain:

- The school's **Published Admission Number (PAN)** for each 'relevant age group'. This is the number of places that will normally be offered to children joining the school at the normal point of entry (for infant and primary schools this is Reception and for junior schools this 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 assigned a criterion with places offered in criteria order to fill the school.

- **Definition of sibling.** Admission authorities must state in their arrangements what they mean by sibling (eg: does it include step-siblings). Where priority is given to siblings of former pupils, admission authorities must set out a clear and simple definition of such former pupils. Some schools give priority to siblings of pupils attending another state funded school. Where this is the case, this priority must be clearly set out in the arrangements.
- **Distance from school.** Admission authorities must clearly set out how distance from home to school will be measured, and make it clear how 'home address' will be determined and the point in the school from which all distances are measured. This should include provision for parents who have shared responsibility for a child.

The School Admissions Code also requires that:

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

'Previously Looked After Children' are children who were looked after (ie: who were under local authority care – eg: placed in foster care), but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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

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

### Information for parents

In August of each year, the Admissions Service receives data from the NHS relating to children who are due to start school in September of the following year. Data is also received from Infant schools relating to children who are due to transfer to Year 3 in September of the following year. This data is then used to distribute information about the admissions process to the families concerned.

In September of each year, information letters explaining the school admissions process will be sent to the families of children who are resident in Warwickshire who either:

- Have a child due to start school in Reception in the following September, *or*;
- Have a child attending Year 2 in an infant or primary school.

A specific information leaflet will also be available on the County Council's website. It is expected that all families following the 2020 entry coordinated admissions process, as well as all schools within the county, will have read through this leaflet. Schools (as

well as nurseries and other childcare providers, in the case of children who are due to start school) are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines.

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

## Applying for a school place

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

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

The online application process allows parents to:

- Apply for places at their preferred schools by naming these on the application. Warwickshire parents can name a maximum of six schools on their application.
- Rank their preferred schools in the order they would like their child to be offered a place (parents should name their most preferred school(s) as their first/highest preference on the application).
- Give reasons for each preference.
- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied. *Some own admission authority schools will also consider sibling links where the sibling attends the preferred school at the time of application, rather than time of admission of the child for whom the application is being made.*
- Give details of any parent who is a staff member at the school which has been named as a preference, in line with the oversubscription for some own admission authority schools.
- Provide details of social or medical issues, in line with the over-subscription for some own admission authority schools.
- Indicate if the child has an Education, Health and Care Plan.

- Indicate if the child is in receipt of Pupil Premium (including Early Pupil Premium and Service/Military Premium), in line with the over-subscription criteria for local authority maintained schools in Warwickshire.
- Indicate if the child is, or has ever been, classed as a Child in Need or has been subject to a Child Protection Plan through Children's Services, in line with the over-subscription criteria for local authority maintained schools in Warwickshire.
- Confirm details in relation to faith, in line with the oversubscription for some own admission authority schools (faith schools may require additional evidence as part of the application. This should be submitted directly to the school for which a place is being sought. Further information about this can be found in the admission arrangements for each school concerned).
- Confirm if the child falls within the classification of 'Looked After' or 'Previously Looked After', in line with paragraph 1.7 of the School Admissions Code (2014).

*\*\*'Looked After' refers to a child who is currently under the care of the Local Authority (eg: in foster care under a full or interim care order).*

*\*\*\*'Previously Looked After' refers to a child who was looked after (as outlined above), but ceased to be so because they were adopted straight after leaving care, or they became subject to a child arrangements order – including a residency order - or special guardianship order.*

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

Completed application forms, regardless of the method used to make the application, should be received by the home authority (Warwickshire School Admissions Service) by no later than 5.00pm on the statutory closing date of 15<sup>th</sup> January 2020. Completed application forms received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadline (see 'Changes of address' section below).

Amendments to the application (eg: an additional preference being named, or the order of the ranked preferences being changed) will be permitted prior to the closing date of 15<sup>th</sup> January 2020. Any changes made to an application after this date will be classed as late (unless they are made in line with the requirements detailed below).

### **Supplementary Information Forms**

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

Prospectus and on the Warwickshire County Council website. It will also be detailed in the admission arrangements for the school concerned.

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

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

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

When a school receives a SIF, Warwickshire Admissions Service will not consider the parents to have applied for a place at that school unless the parent has also submitted the Common Application Form and named the school as a preference on that form. SIFs should be submitted directly to the school concerned for their consideration against the oversubscription criteria. Warwickshire Admissions Service will not process any SIFs.

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

Where a SIF is required it must be returned to the preferred school by the application deadline of 15 January 2019. The school concerned may not process any additional information received after this date. Please contact the school you are interested in directly for further information about the additional information they require.

### **Changes of address**

School places will be allocated using the home address which is named on the Common Application Form at the point of the national closing date (15<sup>th</sup> January 2020), unless any of the following three conditions are met:

- **House move prior to 15<sup>th</sup> January 2020:** Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and, if required, will be permitted to amend their

school preferences. Parents will need to contact the Admissions Service to update the application.

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

- **House move after 15<sup>th</sup> January 2020, but on, or before, 3<sup>rd</sup> February 2020:** Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents can contact the School Admissions Service and will be permitted to submit, or amend, an application, as long as this is done before 5pm on 3<sup>rd</sup> February 2020.

**The child must be residing (living) in the new property by the deadline of 3<sup>rd</sup> February 2020.**

- **House move after 3<sup>rd</sup> February 2020:** Where an application is made by the National closing date of 15<sup>th</sup> January 2020, but a house move happens after this date and no evidence could be submitted by the extended deadline of 3<sup>rd</sup> February 2020, the application will be considered using the previous address which was named on the application.

### **Proof of Address**

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

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

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

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

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

Where a house move has occurred after the 3<sup>rd</sup> February deadline, and no application has previously been made to Warwickshire, an application must be made and suitable documentation to confirm the new address must be submitted.

In this case, the application will be classed as late and will not be considered in the first round of offers, which will be released on 16<sup>th</sup> April 2020. However, the application will be given consideration in the first reallocation round, commencing on 5<sup>th</sup> May 2020, as long as the application **and** suitable proof of the new address is received by the relevant reallocation round deadline: 5pm on 29<sup>th</sup> April 2020.

Applications received after 5pm on 29<sup>th</sup> April 2020, but before 5pm on 3<sup>rd</sup> June 2020, will be classed as late and will only be considered in line with the second or third reallocation dates, depending on the date the application is received by the School Admissions Service. Applications received after 5pm on 3<sup>rd</sup> June 2020 will be processed on an ad hoc basis.

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

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

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

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

If more than one application is made prior to the closing date of 15<sup>th</sup> January 2020, by the same parent / household, then only the newest application will be processed (ie: the last application made before the deadline). Any applications made previously will not be processed.

If the newest application is submitted after the closing date then it will be treated as a late application (unless there has been a change of address, in line with the requirements detailed above) and any previous applications will be disregarded.

If a school place has been offered by School Admissions Service and an applicant then chooses to submit further applications, the newest application will take priority over any previous applications. Further applications made after the deadline date will be classed as late.

If it is possible to offer a place at one of the preferences on the newest application, the offer will be made and the previous school place offered will be withdrawn.

Applicants may withdraw an application for any of their named school preferences at any time either via telephone, email or in writing via post.

If a request is received for an application for a school to be withdrawn which coincides with National Offer Day, or one of the reallocation rounds, then the offer may already

have been processed and the parent will be notified of this. In this instance, the applicant must notify the Admissions Service that the place at that school is no longer required and the offer will be declined and withdrawn by the Admissions Service.

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

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

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

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

Where the child spends 50% of their time with each parent, and a decision cannot be reached between them by the relevant closing date for the submission of applications, the local authority will use a random number generator to determine the result. This will determine which application (including address details and school preferences) to consider when allocating the child a school place.

The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved and both parents will be notified of the outcome in writing. Random allocation will take place prior to the first exchange of application data. All other applications will then be disregarded.

### **How offers are determined**

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

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

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



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

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

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

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

### **Distance**

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

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

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

### **Offers over PAN**

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

Where such a request is received after the date outlined above then the determined PAN will be honoured, in relation to the coordinated admissions scheme, and offers

made up to PAN (where possible) in line with National Offer Day – 16<sup>th</sup> April 2020. The request will then be taken into account in line with the specified reallocation dates, where possible to do so, and only where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

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

## Notification of offers

National Offer Day is 16<sup>th</sup> April 2020.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on time** application (ie: by the deadline of 15<sup>th</sup> January 2020 or, if relevant, by the extended deadline for a house move), regarding the school place which has been offered. This applies to schools offered within either Warwickshire or another local authority, and will give the reason as to why schools which were named as higher preferences have not been offered, if applicable.

All applicants who made an on time application online will receive notification of the school place offered, **after** 8.30am on 16<sup>th</sup> April 2020. These offers will be sent via email and will also be available to view via the online parent portal system.

Offer letters will only be sent to parents who completed an application over the telephone or via paper copy. Letters will be sent second class, with the intention of them being received by the recipient **after** 16<sup>th</sup> April 2020.

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

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

## Appeals

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

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

appeals process. A list of these schools is available on the Warwickshire County Council website.

### **Late applications**

Every effort will be made to encourage parents to submit their application by the closing date of 5pm on 15<sup>th</sup> January 2020. However, if an application is received after this deadline then it will be classed as late (unless the rules on a change of address prior to 3<sup>rd</sup> February 2020 apply). Late applications will not be processed until **after** National Offer Day on 16<sup>th</sup> April 2020.

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

If the applicant requests that new preferences are added to the application, and the 15<sup>th</sup> January 2020 deadline has passed, such amendments will be classed as **late**. Any schools named on the application prior to 15<sup>th</sup> January 2020 deadline will not be affected and will remain as on time.

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

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

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

### **'Unplaced' offers**

Where the local authority is unable to allocate a place at any of the preferred schools named on the child's application, either on National Offer Day or through any of the reallocation rounds, a place will be allocated at the next nearest school which still has availability at that time. The next nearest school with availability will be identified based on distance calculated by straight line measurement. This school offer will be referred to as 'unplaced' as it will be an offer for a school which the family did not name – 'place' - on their application.

## Waiting lists

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

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

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

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

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

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

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

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

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

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

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

Failure to make contact with the Admissions Service, to confirm continued interest in a place at a particular school, by the beginning of both the Spring term and the Summer term (2021), will result in the child being removed from the relevant waiting lists. A new

Change of School application will then need to be made if the family would like to maintain their interest in obtaining a place at a different school for their child.

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

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

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

Parents who have a child in Year 2 at an Infant school, who will need to transfer to Year 3 in a Junior school from September 2020, will be eligible to apply for a place through this coordinated admissions scheme using the Common Application Form (CAF).

Applications will also be received and processed in line with the coordinated admissions scheme, for children in Year 2 at a primary school who wish to transfer to Year 3 at a junior school.

As Year 3 is not the 'normal point of entry' in a primary school, applications for children in Year 2 at an infant school, who wish to move to a primary school for Year 3 in September 2020, should follow the in-year admissions process, from 8<sup>th</sup> June 2020. Such applications will not be processed as part of the coordinated admissions scheme.\*

Applications for children in Year 2 at a primary school, who wish to change to a different primary school for Year 3 in September 2019, should also follow the in-year admissions process, from 8<sup>th</sup> June 2020. Such applications will not be processed as part of the coordinated admissions scheme.

*\*Please note that the Local Authority may request that a small number of primary schools within the county make 'unplaced' offers to children, as part of the coordinated admissions process, where it is concluded that there is not enough capacity within junior schools in the local area to satisfy need. This will be an agreement made between the Local Authority and the schools concerned only.*

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

Warwickshire parents will be asked to respond to the offer of a school place issued on 16<sup>th</sup> April by the deadline of 24<sup>th</sup> April 2020. Acceptance of the place can be done through the online application portal, or via email or over the telephone through the Admissions Service.

Failure to respond to the offer by the deadline stated above will result in a letter being sent to the family on 27<sup>th</sup> April 2020, giving a further deadline to respond and confirm acceptance of the school place offered.

Failure to respond to this further correspondence may then result in the school offer being withdrawn from the child. Parents will continue to receive correspondence from Warwickshire County Council regarding the child's school destination for September

2020 and may also be referred to the Attendance, Compliance and Enforcement team (ACE), who may take legal action against a parent, where deemed necessary.

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

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

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

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

The School Admissions Code makes it clear that parents must continue to apply through their home authority for school places as part of the coordinated admissions scheme (ie: between 16 April and 31 August for Reception, Infant and Junior transfers). This will ensure that, as places become available, they are re-allocated effectively and duplicate offers are avoided. All admission authorities must continue to follow the coordinated scheme until 1<sup>st</sup> September 2020 and not begin allocating school places themselves during this period.

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

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

### **Applications from overseas residents**

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

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

- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.
- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
- **Must not** reserve blocks of places for these children.

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

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

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

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

Where both an application for school places AND documentation relating to the family's new address is provided by the extended deadline of 3<sup>rd</sup> February 2020 for families moving into the county, then the application will be treated as on time and processed alongside all other applications. Applications and/or sufficient residency documentation received after this deadline will be treated as late and will not be processed until after 16<sup>th</sup> April 2020.

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

For schools where Warwickshire County Council is the admission authority, there is also an expectation that the child and applicant will still be in residence at the address used to allocate a place from the start of term in September 2020, at least.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn, even when the child has started at the school concerned. Other admission authorities have similar provisions in their own admission arrangements. Please contact individual schools for further information on this.

### **Deferred Entry into Reception**

*(ie: requests for children to be educated outside of their chronological year group)*

As required by the School Admissions Code, Warwickshire County Council operates a process for the admission of all children to start school in the September following their fourth birthday.

However, some parents may feel their child is not ready to start school at this point, perhaps due to a medical issue or special educational need which has caused some level of developmental delay.

Parents can request for their child to be educated out of their chronological year group and start Reception a year later. This is referred to as '**deferred entry**'.

Parents who wish to request that their child be educated outside of their chronological year group, and therefore start school a year later (or a year earlier, in some cases) than normal, should read the '**Guidance and Policy relating to the education of children outside of their chronological year group**' and complete the relevant request form, which can both be found on the website: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making such a request. Where a child should chronologically be starting school in September 2020, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2021) is 1<sup>st</sup> December 2019 (or the next working day if 1<sup>st</sup> December 2019 falls on a weekend). Requests received after this deadline may not be given consideration until after National Offer Day on 16<sup>th</sup> April 2020, in line with the above.

Request forms will not be processed unless approval has been given from the schools concerned, as noted on the specific request form. An agreement for a child to be educated out of year group is **not** a guarantee of a school offer.

Requests to defer entry into Reception will not be agreed if the only reason is that a place has not been offered at one of the preferred schools through the coordinated admissions process for the correct chronological year group.

Parents are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

### **Delayed entry into Reception**

Parents may consider it appropriate for a child to start school in Reception later in the academic year, perhaps due to medical issues or because they are a summer-born child and are not felt to be ready to start school in the September.

An application for a school place must be made in line with the coordinated admissions process, and all relevant deadlines adhered to, so that a school offer can be made prior to the request for delayed entry being made by the parent.

This request must then be made (after school offers have been released on 16<sup>th</sup> April 2020), in writing, directly to the head teacher of the school at which an offer has been made and accepted. If delayed entry is agreed then the school place will be held until the date it is agreed between the parent and the school that the child will start at the school.

This may be a preferable alternative than deferring entry completely until a whole year later as it will give the child the opportunity to settle into Reception, make friends and



become familiar with the educational setting, and then be prepared to start in Year 1 the following September.

The parent is responsible for sourcing any childcare provision which is required prior to the child starting at school later in the academic year, and the child will still receive their free entitlement until they start school.

Parents are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

### **Part-time attendance in Reception**

When a child starts school in Reception, the offer of a place is made on the assumption that attendance will be on a full-time basis, from the September after their fourth birthday, as is the child's entitlement.

However, part-time attendance can be arranged in certain cases. This is where the child will still start in Reception in September but will attend for fewer hours, either for a short period or more long-term. Part-time attendance could be appropriate for a child who tires easily, possibly due to a medical condition.

An application for a school place must be made in line with the coordinated admissions process, and all relevant deadlines adhered to, so that a school offer can be made prior to the request for part-time attendance being made by the parent.

This request must be made, in writing, directly to the head teacher of the school at which an offer has been made and accepted. This may be a preferable alternative than delaying entry until later in the year as it will give the child the opportunity to settle in gradually but they will still be able to make friends and become familiar with the educational setting.

If you wish to combine a part-time school place with any other childcare provider, your child's free entitlement will be used to pay for the school provision. You will need to pay the childcare provider for the hours used at the private provision.

Parents are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

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

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

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

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

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

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

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:  
**[www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel)**

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

***January 2019***

***It will be reviewed in January  
2022.***

Appendix 1

**Warwickshire Infant and Junior schools**

<b>Area</b>	<b>Infant schools</b>	<b><i>PARTNER OF</i></b>	<b>Junior schools</b>
<b>Nuneaton &amp; Bedworth</b>			
	Abbey C of E Infant School	<i>PARTNER OF</i>	Queen's C of E Academy
	Arden Forest Infant School (Bulkington)	<i>PARTNER OF</i>	St James C of E Academy (Bulkington)
	Chilvers Coton Community Infant School and Nursery	<i>PARTNER OF</i>	Queen's C of E Academy Middlemarch (Foundation) Junior School
	Exhall Cedars Infant School, Exhall	<i>PARTNER OF</i>	St Giles Junior School, Bedworth
	Galley Common Infant School Nathaniel Newton Infant School	<i>PARTNER OF</i>	Michael Drayton Junior School (Hartshill)
	Glendale Infant School	<i>PARTNER OF</i>	Croft Junior School Middlemarch Junior School
	Race Leys Infant School (Bedworth)	<i>PARTNER OF</i>	Race Leys Junior School (Bedworth)
	Whitestone Infant School	<i>PARTNER OF</i>	Chetwynd Junior School
<b>East (Rugby)</b>			
	Abbots Farm Infant School	<i>PARTNER OF</i>	Abbots Farm Junior School

	Bawnmore Community Infant School	<i>PARTNER OF</i>	Bilton C of E Junior School
	Bilton Infant School		
	Boughton Leigh Infant School	<i>PARTNER OF</i>	Boughton Leigh Junior School
	Brownsover Community Infant School		
	Dunchurch (Foundation) Infant School	<i>PARTNER OF</i>	Dunchurch Boughton C of E (Aided) Junior School
	Leamington Hastings C of E Academy		
	Henry Hinde Infant School	<i>PARTNER OF</i>	Henry Hinde Junior School
<b>Central/South</b>			
	Briar Hill Infant School, Whitnash	<i>PARTNER OF</i>	St Margaret's C of E Junior School, Whitnash
	Emscote Infant School, Warwick	<i>PARTNER OF</i>	All Saint's C of E Junior School, Warwick
	Telford Infant School, Leamington	<i>PARTNER OF</i>	Telford Junior School, Leamington
	Thorns Community Infant School, Kenilworth	<i>PARTNER OF</i>	Park Hill Junior School, Kenilworth
	Studley Community Infant School	<i>PARTNER OF</i>	Studley St Mary's C of E Academy, Studley