

2019 entry Admissions to Reception and entry into Year 3 at Junior school



Offer Day Information Leaflet

Introduction

All on time applications for children due to start school in Reception in September 2019 – or transfer to Year 3 in a Junior school - have now been considered. If you submitted your child's application online, you can now log into the online parent portal to view the outcome of your application.

If you completed your child's application over the telephone or via a paper copy application form, then you should have received a separate letter confirming which school your child has been offered.

If you have any questions or concerns about the school place your child has been allocated then please contact the Admissions Service using the details at the bottom of this information leaflet.

This leaflet contains useful information on how:

- To **accept** a school place by the relevant deadline
 - *You can quickly and easily accept the school offered to your child by clicking the 'Accept' button on your online account*

- To **decline** the school offered
 - *Email the Admissions Service, with your child's full name, date of birth and the name of the school you are declining a place at. Remember! We need to know which alternative school your child will be attending in September.*

- To lodge an **appeal** for a school where your child has been refused a place (*ie: schools listed as higher on your application than the school offered*)
 - *Lodge an appeal online*

- **Waiting lists** will operate for different schools
 - *Waiting lists for Warwickshire primary, infant and junior schools open from 16th April.*

- **Reallocation** rounds will operate and on which dates

- To **make changes** to your application at this stage, if you wish to do so

We strongly urge you to read through this document thoroughly.

Acceptance Deadline: 23rd April 2019

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Accepting the place offered

We highly recommend that you accept the school place that has been offered to your child at this stage, even if it is not your preferred school. You can now log in to your **online account** through the Warwickshire Parent Portal and accept the school offered by following the on-screen instructions on your child's application page.

Make sure you click the 'Accept' button on the online portal, in order to confirm your acceptance of the school offered. This information will then be reported to the school you have accepted.

Declining the school place offered

If you do not wish to accept the school place which has been offered to your child then please contact the Admissions Service via email at: **admissions@warwickshire.gov.uk**

Please include your child's full name and the school that you are declining in the main body of the email. We would suggest that you use the following wording as the subject of your email: *'DECLINE of School offer – 2019 entry'*

.You will not be able to decline any school place offered through the online parent portal****

Please be aware that if you are declining the school place offered to you by Warwickshire County Council then you should have alternative provision in place for your child, for them to start in September 2019. This could include a confirmed place at an independent (private) school, or that you have made the decision to home educate your child.

Alternatively, if you do not wish for your child to start school until they reach Compulsory School Age (CSA), then you should confirm this to us as soon as possible. Legally, all children must be in full-time education by the school term after their fifth birthday.

Waiting Lists for Warwickshire schools

If your child has not been offered a place at one, or more, of the preferred schools that you applied for, this is because there were more applications received for that school than there were places available. When this happens, applicants are ranked in the order of the over-subscription criteria, as determined by the admission authority of the school concerned. Places are then offered to those applicants who have been allocated the highest criteria until all available places at the school are filled.

Your child will automatically be added to the waiting list(s) of any school(s) listed as a higher preference on your application than the school you have been offered. The waiting lists are held in the order of over-subscription criteria, as determined by the school concerned, and will include both on time and late applications equally.

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Your child's position on any of those waiting lists could change at any time and applicants can move both up and down on the waiting lists. This is due to vacancies at the school being filled and further late applicants being added to the waiting lists, in criteria order.

Late applications can be received – and will be processed - for school places until the coordinated admissions process ends on 1st September 2019.

The waiting lists for all Warwickshire infant and primary schools (for entry into Reception in September 2019) and for junior schools (for entry into Year 3 in September 2019) will be open from 9am Tuesday 16th April 2019.

Reallocation rounds

For this year of entry, Warwickshire Admissions Service will be operating specified reallocation rounds as part of the re-offers process.

First Reallocation Round	
Cut-off date for new applications to be considered in first reallocation round, including any changes to an existing application	5pm on Wednesday 1 st May 2019
First reallocation round to commence	Tuesday 7 th May 2019
First reallocation round expected to be completed	Monday 20 th May 2019

The **first reallocation** round will commence from Tuesday 7th May (please note: re-offers from the waiting lists will not necessarily be made on this date).

The first reallocation round will operate for approximately 2 weeks, during which time the waiting lists will be frozen and re-offers will be made from any places which have become available since 16th April. In order to be considered in the first reallocation round, the Admissions Service must have received your application (or have been notified of any changes to your application, including an updated address) by no later than **Wednesday 1st May**.

Second Reallocation Round	
Cut-off date for new applications to be considered in second reallocation round, including any changes to an existing application	5pm on Wednesday 22 nd May 2019
Second reallocation round to commence	Tuesday 28 th May 2019
Second reallocation round expected to be completed	Friday 7 th June 2019

A second reallocation round will then commence from **Tuesday 28th May**. In order to be considered in the second reallocation round, the Admissions Service must have received your application (or have been notified of any changes to your application, including an updated address) by no later than **Wednesday 22nd May**.

Third Reallocation Round	
Cut-off date for new applications to be considered in third reallocation round, including any changes to an existing application	5pm on Wednesday 5 th June 2019
Third reallocation round to commence	Monday 10 th June 2019
Third reallocation round expected to be completed	Friday 21 st June 2019

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A third reallocation round will then commence from **Monday 10th June**. In order to be considered in the third reallocation round, the Admissions Service must have received your application (or have been notified of any changes to your application, including an updated address) by no later than **Wednesday 5th June**.

Making changes to your application

Please note that the school place your child has been offered is based on the information as you provided in your application. You **must** notify us of any changes as soon as they occur. The relevant Admission Authority (eg. local authority, academy trust or governing body) may withdraw the offer where it is established that it has been obtained through a fraudulent or intentionally misleading application.

If you move house at any point, or have moved house recently and not notified us, then you must inform us of this as soon as possible.

If you wish to make any other changes to your application – for example, you would like to add further school choices – then you will need to contact your home authority. Warwickshire residents should contact the Admissions Service to make these changes, in line with the published reallocation dates that are outlined above.

Changes can be made to an application - for entry in September into either Reception at an infant/primary school or Year 3 at a junior school - up to, and including, **Sunday 1st September 2019**.

If you would like to amend your application at any point from **2nd September 2019** then you will need to complete a Change of School application as part of the In-Year admissions process.

The in-year admissions process should also be followed for applications for a Year 3 place at a Warwickshire primary school, for entry in September. Such applications can be made from **10th June 2019**.

Further information about the in-year admissions process can be found on our website at:
www.warwickshire.gov.uk/changingschool

School Appeals for Warwickshire Schools

You have the right to appeal for any school that you have named on your application that you have named as a higher preference than the school your child has been offered.

- **Appeals for places in Reception**

It will be very difficult to be successful in winning an appeal for a place in Reception at many of Warwickshire's infant and primary schools. This is due to the fact that any school that operates in classes of 30 children in Reception, Year 1 or Year 2 has to abide by specific 'Infant Class Size' legislation.

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If this is the case for any of the schools you are considering lodging an appeal for, then you should be aware that there are specific grounds where an appeal panel can allow for your appeal to be successful. These reasons are bound in law and are limited to the following:

An appeal can only be successful if the panel finds that:

- a) the admission of additional children would not breach the infant class size limit; or
- b) that the admission arrangements did not comply with admissions law or were not correctly or impartially applied and your child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the decision to refuse admission was not one which a reasonable* admission authority would have made in the circumstances of the case.

*You should be aware that the threshold for finding that an admission authority's decision to refuse admission is unreasonable is very high. The panel will need to be satisfied that the decision to refuse to admit your child was perverse in light of the admission arrangements. In a legal sense, the definition of 'perverse' means the following:

'Beyond the range of responses open to a reasonable decision maker or a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'.

A decision that makes it impossible for you to transport all of your family to school on time, or even impossible for you to continue working, will not be considered perverse, and will not be sufficient grounds for you to win your appeal. This has been established in previous court cases.

- **How to lodge an appeal for a Warwickshire school**

Lodging an appeal, submitting relevant evidence, attending an appeal hearing and awaiting the outcome of an appeal can be quite a daunting and emotional process. Many appeals that are heard for Warwickshire's schools are not successful.

We therefore recommend that you think carefully about lodging an appeal for any of the schools where your child has been refused a place. Further information and statistics relating to school admissions and the appeals process can be found at:
www.gov.uk/government/collections/statistics-school-applications

If you wish to appeal for a Warwickshire school please complete the online appeal form which can be found at: **www.warwickshire.gov.uk/schoolappeals**

Some schools in Warwickshire operate their own appeals process. You will be advised if this applies to the school you wish to appeal for when you attempt to lodge the appeal through the website above. In such cases, please contact the school concerned for more information about their appeal process.

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You should set out the grounds for your appeal in writing at the time of lodging your appeal. You can also submit additional information in line with the scheduled hearing dates as set by Legal Services, who will organise your appeal hearing. All appeals will be acknowledged within 5 schools days.

For further information, or if you have not received an acknowledgement within 5 school days that your appeal has been received by Legal Services, please contact the School Appeals team on: 0845 155 1793. Alternatively, you can email: ***schoolappeals@warwickshire.gov.uk***

****You can only appeal once for each school, for each academic year of entry****

- **Dates for appeals to be lodged**

Appeals for Warwickshire schools for entry into Reception in September 2019, or entry into Year 3 at a junior school in September 2019, should be submitted by the deadline of **Monday 3rd June 2019**.

It may not be possible to hear appeals received after this date prior the start of term. Please note: no appeals will be heard after 31st July 2019. Hearings will then resume in September 2019, after the summer holidays. You can still lodge an appeal online during this time though.

If you are unable to access the website then you can request a paper copy of the appeal form to complete from the Admissions Service. You must then send your completed form to Legal Services, using the details found on the appeal form.

Appeals lodged by 21st June 2019 will be heard by 31st July 2019. Appeals lodged after 21st June will be heard by the end of July, wherever possible.

Appeals lodged after 21st June will be heard within 30 school days of them being received by the legal department.

The deadline for submitting an appeal to be heard before the start of the new term in September is **Monday 3rd June 2019**. It may not be possible to hear appeals received after this date prior the start of term. Please note: no appeals will be heard after 31st July 2019. Hearings will then resume in September 2019, after the summer holidays. You can still lodge an appeal online during this time though.

If you are unable to access the website then you can request a paper copy of the appeal form to complete from the Admissions Service. You must then send your completed form to Legal Services, using the details found on the appeal form.

- **Appeals for schools outside of Warwickshire**

If you wish to appeal for a school in another local authority then you should contact the school directly for further information about their appeal process.

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School Transport

The process for applying for transport is now available online at:
www.warwickshire.gov.uk/schooltransport

The Home to School Transport Policy has recently been updated, with some changes coming into force in September 2019. We strongly advise that you read through the Warwickshire County Council Home to School Transport Policy before applying for transport assistance, or a paid bus pass, for your child. Further information about this can be found on the website. The application process is outlined on the school transport website.

➤ **Free Transport**

If your child qualifies for free transport then you should apply as soon as possible. Applications must be submitted by the deadline of **Friday 24th May 2019** to ensure that your transport assistance, or a bus pass, is available in time for the start of the academic year in September. We are unable to guarantee that applications for free transport received after this date will be processed in time for the start of the new academic year in September.

If your application for free transport assistance is received after the deadline stated above, and cannot be processed before the start of the new academic year in September, then you will need to make alternative arrangements to get your child to and from school yourself until we are able to make suitable arrangements.

➤ **Paid School Transport (Vacant Seats Scheme)**

If your child does not qualify for free transport then you can still make an application for a paid bus pass. Further details about this scheme can be found on the website.

Paid Transport applications can be submitted from **3rd June 2019**, and should be submitted by the deadline of Friday 12th July 2019. We are unable to guarantee that applications for Paid Transport applications received after this date will be processed in time for the start of the new academic year in September.

If your application for Paid Transport (ie: a bus pass that is paid for by the parent/carer) is received after the deadline stated above, or we are unable to arrange Paid Transport on your preferred bus service, then you will need to make alternative arrangements to get your child to and from school yourself.

****If applying for paid transport, please be aware that there is no guarantee that your child will be allocated a seat on your preferred school bus service****

If you have any questions regarding eligibility for a bus pass, or the application process for transport, then please contact the Education Transport team:

T: 01926 412929 (option 1, 1)
E: educationtransport@warwickshire.gov.uk

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For enquiries about bus routes and services available please contact the Transport Operations team:

T: 01926 412929 (option 1, 2)
E: busservices@warwickshire.gov.uk

Summary of Important School Admission Dates

16 th April 2019	Appeals process opens – lodge an appeal online
1 st May 2019	Deadline to be considered in first reallocation round
7 th May 2019	First reallocation round commences
22 nd May 2019	Deadline to be considered in second reallocation round
28 th May 2019	Second reallocation round commences
3 rd June 2019	Deadline for submitting on time appeals
5 th June 2019	Deadline to be considered in third reallocation round
10 th June 2019	Third reallocation round commences
24 th May 2019	Deadline for submitting an on time application for free transport
3 rd June 2019	Application process for paid transport opens
12 th July 2019	Deadline for on time applications for paid transport

Free online guides to help parents feel more confident

Warwickshire County Council has purchased three nationally acclaimed online Guides (courses) - designed to help parents feel more confident.

Every single parent, grandparent, or carer living in Warwickshire can now access these Guides
FREE OF CHARGE.

The Guides have been designed by NHS experts and are part of the evidence-based 'Solihull Approach' programme, which supports mums, dads and carers to develop positive and responsive relationships with their infants, children, and young people. In turn, this helps to strengthen emotional resilience and wellbeing, so infants and children are able to bounce back from life's various challenges.

For more information, please visit our website: <https://www.warwickshire.gov.uk/parentguide>