

# Warwickshire County Council Admission Arrangements 2016 / 2017 and Coordinated Admissions Scheme



*Working for  
Warwickshire*

The information in this document is believed to be correct at the time of publication and is based on the School Admissions Code which came into effect on 19 December 2014.

Please note that many schools in Warwickshire have converted or are converting to academy status and this may have an impact on the information contained within this document.

Warwickshire County Council accepts no liability for any loss, damage or inconvenience caused as a result of any reliance on information contained within this document.

Please note that admission authorities can change their policies if required, subject to relevant consultation. Please contact the Admissions Service or visit the Warwickshire County Council website for the most up to date information.

**Please note there are changes to last year's admission arrangements**

- Consultations to change the Published Admission Numbers (PANs) at a number of schools. Full details can be found at Appendix A.
- Timetables for entry do differ each year so please familiarise yourself with details for entry to schools in September 2016.

## **Admission Arrangements for 2016/2017**

### **1. Background**

- 1.1. The local authority is the admission authority for community and controlled schools and is therefore responsible for determining the admission arrangements for these schools. The School Standards and Framework Act 1998 requires local authorities to consult with parties about admission arrangements before determining or varying them and the School Admissions Code lists those who must be consulted.
- 1.2. In voluntary aided, trust, foundation schools, and academies (own admission authority schools), the governing body or academy trust is the admission authority and it must consult on admission arrangements by 01 March of the determination year. This applies unless it is exempt from consulting in accordance with the 2014 School Admissions Code. This states that 'If no changes are made to admission arrangements they must be consulted on at least every 7 years'.
- 1.3. All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and academies within their area.
- 1.4. Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures as far as is reasonably practicable, every parent of a child who has applied for a place at a maintained school or academy is sent a single offer of a school place by the local authority in which their home address falls (their home authority).
- 1.5. As well as containing the oversubscription criteria for schools where the local authority is the admission authority, this document also contains details of Warwickshire's coordinated scheme and that it applies to all Warwickshire schools required to be part of such arrangements.
- 1.6. Parents should be aware that while Warwickshire's grammar schools are part of the local authority's coordinated admission arrangements, the 11+ test plays an important role in determining which children are offered a place at a grammar school. Full details can be found in the grammar school's own admission arrangements.

### **2. Primary and Junior School Admissions**

- 2.1. The relevant area for Warwickshire is the County of Warwickshire.
- 2.2. Children attending infant and primary schools in Warwickshire can be admitted at the beginning of the academic year in which they reach five years of age; this can be in advance of compulsory school age. A child is of compulsory school age from the term following their fifth birthday.

- 2.3. Where a child is offered a place in advance of compulsory school age, parents can request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. However, a place cannot be deferred beyond the academic year for which the application was originally made.
- 2.4. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.
- 2.5. Children will transfer from infant to junior schools at the beginning of Year Three.
- 2.6. Parents of children living in Warwickshire are able to name six schools on their Common Application Form (CAF) in their preferred order.
- 2.7. All schools must have a Published Admission Number (PAN or admission number) for each 'relevant age group'. This is the age group at which pupils are normally admitted to the school. Details of each school's admission number can be found at Appendix A.
- 2.8. In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other local authorities refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps:  
  
Infant and Primary School Priority Area Maps - <http://www.warwickshire.gov.uk/mapinfantprimaryschools>  
  
Junior and Primary School Priority Area Maps - <http://www.warwickshire.gov.uk/mapjuniorprimaryschools>  
  
Infant, Junior and Primary School Priority Area Descriptions - <http://apps.warwickshire.gov.uk/api/documents/WCCC-699-42>
- 2.9. Data on relevant children is requested from the NHS from June onwards and is used to distribute information on the admissions process to parents.
- 2.10. Parents of children identified as being resident in Warwickshire and having a date of birth that falls on or between 01 September 2011 and 31 August 2012 will be sent a primary application pack from September 2015 onwards. Parents are encouraged to apply via Warwickshire's on-line service.
- 2.11. Publications containing details of the closing dates for submitting an application are sent to Warwickshire Schools, Pre-Schools, Nurseries, Parish Councils and other parties as considered appropriate. Full details of the process are also made available on the Warwickshire County Council website.
- 2.12. Parents are able to express up to six preferences for schools within Warwickshire or any other local authority and to give reasons for their preferences.

- 2.13. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.
- 2.14. Preferences for schools in other local authorities will be considered against the relevant over-subscription criteria.
- 2.15. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 2.16. In the event that a **Warwickshire infant or primary community or voluntary controlled school** is oversubscribed the following oversubscription criteria will be used when allocating places in Reception:

**Please note:**

**Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.**

**Children attending or with a place at a nursery class do not have a higher priority for and are not guaranteed a place in the linked infant or primary school.**

**Time of admission relates to the time the applicant would start at the school – not the time of application or offer.**

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
2. Children living in the priority area who have a brother or sister at the school at the time of admission;
3. Children living in the priority area who have a brother or sister at the partner junior school at the time of admission;
4. Other children living in the priority area;
5. Children living outside the priority area who have a brother or sister at the school at the time of admission;
6. Children living outside the priority area who have a brother or sister at the partner junior school at the time of admission;
7. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to

the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

2.17. In the event that a **Warwickshire junior or primary community or voluntary controlled school** is over-subscribed the following over-subscription criteria will be used when allocating places in Year Three (junior transfer):

**Please note that children with a Statement of Special Educational Needs that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.**

**Time of admission relates to the time the applicant would start at the school – not the time of application or offer.**

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
2. Children living in the priority area who have a brother or sister at the school at the time of admission;
3. Children living in the priority area who have a brother or sister at the partner infant school at the time of admission;
4. Other children living in the priority area;
5. Children living outside the priority area who have a brother or sister at the school at the time of admission;
6. Children living outside the priority area who attended the partner infant school immediately prior to transfer;
7. Children living outside the priority area who have a brother or sister at the partner infant school at the time of admission;
8. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

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

2.18. Where the local authority is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school with availability where the admission authority is

prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

2.19. In own admission authority schools the academy trust or governing body are the admission authority and are responsible for setting their own oversubscription criteria. Contact individual schools for details.

2.20. Applications for Reception and Junior places will be considered as transfer applications until the end of the autumn term at which point an applicant will enter the relevant in-year admission arrangements.

2.21. Waiting lists will be held for all maintained schools until the end of the autumn term 2016 at which point an applicant will enter the relevant in-year admission arrangements.

### 3. Timetable for processing applications to Reception and Year Three for entry in September 2016.

<b>Primary Timetable</b>	<b>Process for Admission to Reception And Transfer to Year Three 2016 entry</b>
<b>June 2015 onwards</b>	WCC to obtain relevant NHS data  Nurseries, Pre-Schools, Schools and Parish Councils sent information on the application process  Nurseries & Pre-Schools to distribute registration fliers  Schools / pre-schools urged to inform parents by newsletter and / or any means at their disposal of closing date
<b>03 Aug 2015</b>	Press release  Applications can be submitted on-line
<b>September 2015</b>	School census information received for junior transfer phase  Reception packs posted to parents by Admissions Service  Fliers sent to Infant schools for children in Year Two advertising on-line admissions  Junior packs sent to Infant Schools by Admissions Service
<b>14 December 2015</b>	Reminder letter sent to those parents where an application has not been received

<b>15 January 2016</b>	<p>National closing date for reception and junior applications to be submitted to Admissions Service</p> <p>On-line system closes</p> <p>Late applications will be considered after those received on time</p>
<b>End of January 2016</b>	First Exchange of Data with neighbouring local authorities
<b>01 February 2016</b>	<p>Information available to own admission authority schools using their own oversubscription criteria in order for children to be prioritised. Available via SAM to voluntary aided, trust, foundation schools and academies purchasing the Admissions Service and to include straight-line measurements. Sent via Excel spreadsheet to oversubscribed academies not purchasing the Admissions Service (no straight-line measurements included).</p> <p>Sibling Checklists available to all schools via SAM other than academies not purchasing the Admissions Service (sent via Excel spreadsheet)</p>
<b>12 February 2016</b>	<p>Own admission authority schools using their own admission criteria to provide full lists of applicants in priority order. Information to be provided via SAM unless the school is an oversubscribed Academy not purchasing the Admissions Service (data to be returned via Excel spreadsheet)</p> <p>Final date for families moving into the area (proof of address must be provided by this date)</p>
<b>09 March 2016 onwards</b>	Provisional offers shared between local authorities
<b>21 March 2016</b>	Provisional offers available to all schools via SAM other than Academies not purchasing the Admissions Service (sent via Excel spreadsheet). Schools to notify admissions of any issues by 25 March 2016. Data to remain confidential
<b>28 March 2016</b>	Final offers exchanged with other local authorities
<b>15 April 2016</b>	Admissions Service post offer letters second class to Warwickshire residents
<b>18 April 2016</b>	<p>National Primary Offer Day</p> <p>Offers to on-line applicants available from 08.30am via email</p>

	Automatic waiting lists open
<b>03 May 2016</b>	Closing date for parents to accept place offered  Places will be reallocated as and when vacancies arise up to and including 31 December 2016
<b>03 May 2016</b>	Reminder letters sent to parents who have not accepted the place offered. Parents given seven days to respond
<b>June to September 2016 (excluding school holidays)</b>	Appeals scheduled – The timetable for appeals is available on the WCC website.

#### 4. Secondary School Admissions (Year 7)

- 4.1. The relevant area for Warwickshire is the County of Warwickshire.
- 4.2. Children will transfer from primary and junior schools at the end of Year Six.
- 4.3. Parents of children living in Warwickshire are able to name six schools on their Common Application Form (CAF) in their preferred order.
- 4.4. All schools have a Published Admission Number (PAN or admission number) for each 'relevant age group'. This is the age group at which pupils are normally admitted to the school. Details of each school's admission number can be found at Appendix A.
- 4.5. In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other local authorities refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Warwickshire County Council website:

Secondary School Priority Area Maps -

<http://www.warwickshire.gov.uk/mapsecondaryschools>

Secondary School Priority Area Descriptions –

<http://www.warwickshire.gov.uk/wp-content/uploads/2013/02/SecondarySchoolPriorityAreaDetails1.pdf>

- 4.6. Parents of the children identified as being resident in Warwickshire and having a date of birth that falls on or between 01 September 2004 and 31 August 2005, will be sent a secondary application pack via their child's primary / junior school from June 2015. Application packs will also be sent to Year Five children attending Stratford Preparatory School, The Croft School, Milverton House, Crescent School, other schools on request, and to those children resident in Warwickshire and known to be receiving home education. Details of those children resident in Warwickshire but attending schools outside of Warwickshire are sent to the Admissions Service by the current school's home local authority

(usually during the summer term). Application packs will be sent to these children as and when information is received.

- 4.7. Parents are able to express up to six preferences for schools within Warwickshire or any other local authority and to provide the reasons for their preferences. Parents are encouraged to apply via Warwickshire's on-line service.
- 4.8. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.
- 4.9. Preferences for schools or academies in other local authorities will be considered against the relevant over-subscription criteria.
- 4.10. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 4.11. In the event that a Warwickshire secondary community or voluntary controlled school is over-subscribed the following over-subscription criteria will be used when allocating places in Year Seven.

**Please note:**

**Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.**

**Time of admission relates to the time the applicant would start at the school – not the time of application or offer.**

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
2. Children living in the priority who will have a brother or sister at the school at the time of admission;
3. Other pupils living in the priority area;
4. Children living outside the priority area who will have a brother or sister at the school at the time of admission;
5. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority).

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

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

4.12. Where the local authority is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school (**excluding selective schools**) with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

4.13. In own admission authority schools the academy trust or governing body are the admission authority and are responsible for setting their own oversubscription criteria. Contact individual schools for details.

4.14. Applications for Year 7 places will be considered as transfer applications until the end of the autumn term at which point an applicant will enter the relevant in-year admission arrangements.

4.15. Waiting lists will be held for all maintained schools until the end of the autumn term 2016, at which point an applicant will enter the relevant in-year admission arrangements.

**5. Timetable for processing applications to secondary school (Year 7) in September 2016. Also included below and for information purposes are the key dates relating to the 11+ test. Please refer to the grammar school's own admission arrangements for more details.**

<b>Secondary Timetable</b>	<b>Process for Transfer to Secondary School 2016 entry</b>
<b>Late March 2015</b>	The Admissions Service will write to all primary and junior schools with current Year Five data. Schools required to check data and return by 20 March 2015
<b>20 March 2015</b>	Schools to return Year Five data to Admissions Service
<b>08 May 2015</b>	Application packs and 11+ registration forms to all Warwickshire Schools to include Stratford Preparatory School, The Croft School, Milverton House, Crescent School, other schools on request, and to those children resident in Warwickshire and known to be receiving home education. Schools to distribute to Year Five pupils
<b>12 May 2015</b>	11+ registration process opens
<b>29 June 2015</b>	On-line application process for school places opens
<b>10 July 2015 (4pm) (TBC)</b>	Closing date for 11+ registration forms to be returned to the Admissions Service

<b>21 August 2015 onwards</b>	Allocation of test venues sent to 11+ candidates
<b>Saturday 12 September 2015 (TBC)</b>	Main sessions for 11+ Testing
<b>Sunday 13 September and Monday 21 September 2015 (Both TBC)</b>	Supplementary dates for 11+ Testing for children who cannot be tested on previous dates for religious reasons or who can provide appropriate written evidence of previous engagements or sickness
<b>12 October 2015</b>	Reminder letter sent to those parents where an application has not been received.
<b>16 October 2015 (TBC)</b>	Provisional 11+ results posted out to parents
<b>31 October 2015</b>	National closing date for applications to be received by the Admissions Service  On-line system closes  Late applications will be considered after those received on time
<b>13 November 2015 (approx)</b>	First exchange of data with surrounding local authorities
<b>23 November 2015</b>	Total and first preference count available to schools via SAM  Information available to own admission authority schools using their own oversubscription criteria in order for children to be prioritised. Available via SAM to voluntary aided, trust foundation schools and academies purchasing the Admissions Service and to include straight-line measurements. Sent via Excel spreadsheet to oversubscribed Academies not purchasing the Admissions Service (no straight-line measurements included).  Sibling Checklists available to all schools via SAM other than Academies not purchasing the Admissions Service (sent via Excel spreadsheet)
<b>By 11 January 2016</b>	Own admission authority schools using their own admission criteria to provide full lists of applicants in priority order. Information to be provided via SAM unless the school is an oversubscribed Academy not purchasing the Admissions Service (data to be returned via Excel spreadsheet)
<b>22 January</b>	Second exchange of data to surrounding local

<b>2016(approx)</b>	authorities
<b>01 February 2016</b>	Final date for families moving into the area (proof of address must be provided by this date)
<b>05 February 2016</b>	Third exchange of data to surrounding local authorities
<b>08 February 2016</b>	Provisional offers available to all schools via SAM other than Academies not purchasing the Admissions Service (sent via Excel spreadsheet). Schools to notify admissions of any issues by 12 February 2016. Data to remain confidential
<b>15 February 2016</b>	Final exchange of data with surrounding local authorities. Schools to notify admissions of any issues with provisional offers
<b>29 February 2016</b>	Admissions Service post offer letters second class to Warwickshire residents including 11+ results (where applicable)
<b>01 March 2016</b>	National Secondary Offer Day.  Offers to on-line applicants available from 08.30am via email  Automatic waiting lists open
<b>15 March 2016</b>	Closing date for parents to accept place offered  Places will be reallocated by Admissions Service as and when vacancies arise up to and including 31 December 2016
<b>16 March 2016</b>	Reminder letters sent to parents who have not accepted the place offered. Parents given seven days to respond
<b>April to June 2016</b>	Appeals scheduled – The timetable for appeals is available on the WCC website
<b>By the end of term</b>	Final Electronic file of allocations to schools via S2S

## 6. Appeals

6.1. Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference expressed where they have received a refusal. However, they cannot appeal for a place at a school preferred lower than their offer as this place will not have been considered and therefore will not have been refused.

6.2. Appellants will be expected to lodge appeals prior to the publicised deadline, but will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of voluntary aided, foundation, trust schools and academies, appeal forms will be available from the school's admission authority unless stated below.

6.3. The Local Authority will provide appeal forms for all community and voluntary controlled schools and the following voluntary aided, foundation, trust schools, academies and free school.

**Please note:**

**As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or schools directly for confirmation**

**Catholic Aided**

English Martyrs Catholic Primary  
Our Lady's Catholic Primary School - Princethorpe  
St Anne's Catholic Primary School  
St Anthony's Catholic Primary School  
St Francis' Catholic Primary School  
St Joseph's Catholic Junior School, Nuneaton  
St Joseph's Catholic Primary School, Leamington Spa  
St Patrick's Catholic Primary School  
St Peter's Catholic Primary School  
Trinity Catholic School

**Foundation Schools**

Dunchurch Infant School  
Middlemarch School  
The Avon Valley School  
Wolverton Primary School

**Foundation Trust**

Kenilworth School and Sports College

**Academies (Secondaries)**

Alcester Grammar School  
Ash Green School  
Bilton School  
Campion School  
Etone College  
Hartshill School  
Henley in Arden School  
Higham Lane School  
King Edward VI School  
Lawrence Sheriff School  
Myton School  
Rugby High School

Shipston High School  
Stratford Girls' Grammar School  
Stratford-upon Avon-School  
Studley High School  
The Nuneaton Academy  
The Polesworth School  
The Queen Elizabeth Academy

**Academies (Primaries)**

Acorns Primary School  
Birchwood Primary School  
Budbrooke Primary School (tbc)  
Cawston Grange Primary School  
Dordon Community Primary School  
Henry Hinde Infant School  
Henry Hinde Junior School  
Race Leys Junior School  
Shipston Primary School  
St Nicholas C of E Primary School Alcester  
The Riverside Academy

**Free Schools**

The Priors School

**7. Waiting Lists**

- 7.1. Waiting lists for all of Warwickshire's primary and secondary community and voluntary controlled schools will be held by the local authority. Warwickshire County Council also holds waiting lists for certain own admission authority schools where this is indicated in their admission arrangements.
- 7.2. Children will be automatically added to the waiting lists of all Warwickshire schools listed as a higher preference than the school at which a place is allocated. This excludes grammar schools where waiting lists are set by a child's performance in the selection (11+) test. The Admissions Service will advise parents if their child is on a grammar school waiting lists when secondary school places are offered.
- 7.3. Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.
- 7.4. At the end of the Autumn term waiting lists will be cleared. Where parents wish for their child to remain on a school's waiting list a fresh application will need to be made. The onus is on parents to contact the Admissions Service. In the case of certain own admission authority schools parents may need to contact the school directly in order to be added to the waiting list. Parents will be advised where this is the case.

7.5. Following the end of the autumn term applications for places will be dealt with under the In-Year Admissions process.

7.6. Warwickshire parents wishing for their child to be placed on the waiting list of a school outside of Warwickshire may need to contact the school or relevant local authority. Contact School Admissions for details.

## **8. Year 10 Transfer**

8.1. Parents who would like their child to transfer to a 14-19 establishment such as a Studio School or University Technology College (UTC) should contact the establishment to confirm the correct application process.

## **9. Warwickshire County Council's In-Year Admission Arrangements.**

9.1. Introduction

9.2. Under the School Admissions Code that came into effect on 19 December 2014, there is no requirement for local authorities to co-ordinate in-year admissions. However, Warwickshire County Council will co-ordinate in-year applications for Warwickshire residents for all community and voluntary controlled and own admission authority schools unless the school has indicated otherwise in their admission arrangements. Contact School Admissions for the most up to date information.

9.3. Warwickshire residents applying for a place in non-Warwickshire schools should contact the relevant local authority. For example, to apply for a place in a Coventry school contact Coventry Admissions. Non-Warwickshire residents wishing to apply for a Warwickshire school should in the first instance contact their home authority.

9.4. Procedure for in-year applications for places at schools where Warwickshire County Council administer in-year applications.

9.5. Parents are able to express up to six preferences.

9.6. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.

9.7. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.

9.8. Application forms are available from Warwickshire County Council's Admissions Service and the Warwickshire County Council website. Forms allow parents to provide:

- information about their child's educational history;
- their reasons for changing their child's school; and, in order to ensure fair access;

- details of the official services and individuals involved with their child, for example Education Social Workers.
- 9.9. Parents are encouraged to obtain from the Headteacher of their child's current school confirmation of the accuracy of the educational information provided before it is submitted to the Council; this will enable a discussion to take place with the current school regarding any concerns the parents may have.
- 9.10. Parents will be asked to provide proof of address when submitting an application form.
- 9.11. If a preference is expressed for an own admission authority schools details of the application will only be sent to the school if it is ranked first or an offer cannot be made at a higher ranked school.
- 9.12. Own admission authority schools are required to notify the Council within seven school days of receipt of an application if a place can (or cannot) be offered.
- 9.13. Where it is not possible to offer any of the named preferences and the applicant does not want their child to remain at their current school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.
- 9.14. Where a place is not secured under the normal in-year admission arrangements then the application may need to be considered under the In-Year Fair Access Protocol (IYFAP – See Section 10).
- 9.15. Notifying parents of the outcome of their applications.
- 9.16. The Council will notify the parents of children living in its area of the outcome of their application, regardless of whether the Council is the school's admission authority. Notification letters will not be sent by individual schools.
- 9.17. Parents are expected to confirm acceptance of the offer of a school place within fourteen days after the date of the offer and to ensure that their child begins attending the school within six weeks of the offer. Where a child fails to take up a place within six weeks the place may be withdrawn.
- 9.18. Appeals
- 9.19. Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, where they have received a refusal. However, they cannot appeal for a place at a school preferred lower than their offer as this place will not have been considered and therefore will not have been refused.

9.20. Appellants will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of own admission authority schools appeal forms will be available from the school's admission authority unless stated below.

9.21. The local authority will provide appeal forms for all community and voluntary controlled schools and the following Own admission authority schools:

**Please note:**

**As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or schools directly for confirmation.**

**Catholic Aided**

English Martyrs Catholic Primary  
Our Lady's Catholic Primary School - Princethorpe  
St Anne's Catholic Primary School  
St Anthony's Catholic Primary School  
St Francis' Catholic Primary School  
St Joseph's Catholic Junior School, Nuneaton  
St Joseph's Catholic Primary School, Leamington Spa  
St Patrick's Catholic Primary School  
St Peter's Catholic Primary School  
Trinity Catholic School

**Foundation Schools**

Dunchurch Infant School  
Middlemarch School  
The Avon Valley School  
Wolverton Primary School

**Foundation Trust**

Kenilworth School and Sports College

**Academies (Secondaries)**

Alcester Grammar School  
Ash Green School  
Bilton School  
Campion School  
Etone College  
Hartshill School  
Henley in Arden School  
Higham Lane School  
King Edward VI School  
Lawrence Sheriff School  
Myton School

Rugby High School  
Shipston High School

Stratford Girls' Grammar School  
Stratford-upon-Avon School  
Studley High School  
The Nuneaton Academy  
The Polesworth School  
The Queen Elizabeth Academy

**Academies (Primaries)**

Acorns Primary School  
Birchwood Primary School  
Budbrooke Primary School (tbc)  
Cawston Grange Primary School  
Dordon Community Primary School  
Henry Hinde Infant School  
Henry Hinde Junior School  
Race Leys Junior School  
Shipston Primary School  
St Nicholas C of E Primary School Alcester  
The Riverside Academy

**Free Schools**

The Priors School

9.22. Waiting Lists

9.23. Waiting lists for all of Warwickshire's primary and secondary community and voluntary controlled schools will be held by the local authority. Warwickshire Admissions also holds waiting lists for certain own admission authority schools where this is indicated in the school's admission arrangements.

9.24. Waiting Lists for other schools that use their own published admissions criteria will be held by the individual schools

9.25. All waiting lists held by the local authority will be cleared at the end of each academic term. Where parents wish for their child to remain on a school's waiting list the onus is on parents to contact the Admissions Service at the end of the term.

9.26. For in-year admission to selective schools see the school's own admission arrangements.

9.27. The local authority aims to process in-year applications within 10 school days via the following process:

---

**Step 1**      Application received by the Admissions Service and acknowledged.

---

**Step 2**      Application assessed.

---

---

**Step 3** If a preference has been expressed for a voluntary aided, trust, foundation school or academy, and it is relevant for them to consider admission, send applicant details to the school by email or fax.

---

**Step 4** Check availability at preferred schools.

---

**Step 5** Own admission authority schools to indicate if place is available (where applicable). Offer letter issued if a place is available at any of the preferences listed. If not offered first preference move to Step 9. If offered first preference move to Step 10

---

**Step 6** If a place cannot be allocated at any school listed a place at the next nearest school will be allocated. or

If the child falls under the In-Year Fair Access Protocol, refer to In-Year fair Access Officer for placement

---

**Step 7** Notify unplaced school of offer.

---

**Step 8** Decision letter sent.

---

**Step 9** Children not offered a place at their first preference are added to the waiting lists of all schools listed as a higher preference than the school at which a place was offered.

---

**Step 10** Application closed.

---

## **10. Warwickshire County Council's In-Year Fair Access Protocol (IYFAP).**

### **10.1. Introduction and Background**

10.2. Local authorities are required to operate an In-Year Fair Access Protocol (IYFAP). The aim of such protocols is to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The majority of schools in the area are required to agree to the protocol and the local authority must ensure that no school - including those with places - is asked to take a disproportionate number of children who have been excluded from schools, or who have challenging behaviour. Protocols must include details of how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

10.3. Full details of Warwickshire's In-Year Fair Access Protocol can be obtained from School Admissions.

## **11. Glossary / Key Terms**

### **Own Admission Authority Schools**

Voluntary aided, trust foundation schools and academies. In such schools the academy trust or governing body is the admission authority.

### **Looked After Children**

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

### **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister, or the child of the parents' partner, where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

### **Fraudulent or Intentionally misleading applications**

Parents should be aware that where a school place is offered based on a fraudulent or intentionally misleading application that the place can be withdrawn - even after the child has started at the school.

### **Proof of address**

When submitting an application parents will need to provide appropriate proof of the address used as the basis of their application. This will normally be a Council Tax Reference Number. Each year the Admissions Service will contact a random sample of applicants and ask for further proof of address.

### **Definition of Home Address**

Where the child normally resides / sleeps when they attend school. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up.

There is also an expectation that a child will be resident at the address used to allocate a place from the start of term and will continue to reside at that address for a reasonable period of time. **All circumstances surrounding the application will be taken into account in deciding whether or not this requirement has been met.**

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

### **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

### **Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a local authority Solicitor. The order of draw will be recorded and countersigned at the time.

### **Separated Parents**

Where a child lives with each of their parents at separate addresses, the address used for allocating a school place will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the child's parents / carers will be asked to nominate which address they wish to be the child's main address for school admission purposes. Should they fail to do so by the published closing date the Council has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both parents are in agreement with. Warwickshire Admissions will not become involved in disputes between parents. Where more than one application is received in respect of a single child and the parents cannot reach agreement over the content of the application, Warwickshire Admissions reserves the right not to process either application until an agreement between the parents is reached.

### **Twins, Triplets or other multiple-births**

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where the local authority and school's admission authority (if different) are in agreement - even if this means going above the school's Published Admission Number (also see Infant Class Size).

### **Infant Class Size**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances as set out in the School Admissions Code. When admitted these children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children with Statements of Special Educational Needs admitted outside the normal admission round;
- b) looked after children and previously looked after children admitted outside the normal admission round;

- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admission round;
- g) twins and children from multiple births when one of the siblings is the 30th child admitted;
- h) children with SEN who are normally taught in an SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

### **Admissions above PAN**

Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names a school will be admitted. In this event the number of places that remain for allocation will be reduced or may result in a school exceeding its PAN (also see 'Infant Class Size').

If a primary or secondary school is full in the year group another place can be offered provided that:

- a) no other applicants have been refused places in the same year group – wherever they live;
- b) the child is living or moving into the school's priority area (proof of address will be required);
- c) the admission will not breach the infant class size limit (where applicable - unless the child falls under one of the 'excepted' groups as set out in the infant class size section);
- d) The local authority believe it would be unreasonable not to offer a place and the school's admission authority (where applicable) are in agreement with the place being offered.

If a school has a waiting list then it will not normally be possible to offer additional places as other applicants **will** have been refused places in the same year group. However, if the local authority and the school's admission authority (if different) agree, then **all** applicants on the waiting list, or groups of children / individual children falling under a particularly high criterion, considered as an 'exception' (see above), or where it would be considered unreasonable not to, **may** be offered a place.

### **Admission above PAN for Looked After Children**

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has

had to be made in an emergency, and education has not been secured, or where educational provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Community and Controlled schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

Where this process would result in a breach to infant class size limits, the local authority would consider the case of the individual child and the reasonableness to refuse admission. Where the local authority deems a school to be the most suitable for the child, an exception to breach the 30 limit will apply (See 'Infant Class Size').

Headteachers and governors of own admission authority schools are invited to formally adopt the above policy.

### **Under Age and Over Age applications (amended 19 August 2015)**

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.17 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday, and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

If a parent / carer wishes to request that their child is taught out of year group they should submit their request to Warwickshire County Council along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications. Parents should also include confirmation of agreement to the proposal from the Headteacher of their preferred school. Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child.

Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority of the school in question; this will not always be the local authority.

Parents will be notified once a decision is reached along with the reasons for the decision. Parents will also be notified of the potential risks of a child being taught out of year group. For example, if deferred entry to Reception is agreed by one particular school, there is no guarantee the child in question will be allocated a place at the school. Attention will also be drawn to the fact that when the child moves school that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to skip or repeat a year.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria. Also see 'Infant Class Size'.

### **Late applications (Entry or Transfer Year Groups)**

Late applications will only be considered after the applications received by the closing dates (on-time applications).

### **Late applications because of an impending move:**

Offers of places at primary level will take account of a future move involving the child's address only if it can be confirmed **before 12 February 2016** i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house. There is an expectation that the address used will satisfy the definition of 'home address' (see above). Proof of residence at the address may be required. The local authority may undertake a home visit without prior notice to verify a pupil's home 'address'.

Offers of places at secondary level will take account of a future move involving the child's address only if it can be confirmed **before 01 February 2016** i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house. There is an expectation that the address used will satisfy the definition of 'home address' (see above). Proof of residence at the address may be

required. The local authority may undertake a home visit without prior notice to verify a pupil's home 'address'.

**Appendix A – Published Admission Numbers for 2016 entry – Please note that the list below includes all community, voluntary controlled, voluntary aided, trust, foundation schools and academies in Warwickshire. The data below is correct at the time of publication but is subject to change. Where the local authority is not the admission authority contact the school for confirmation.**

	<b>Published Admission Number</b>
<b>Infant and Primary Schools</b>	
Abbey C of E Infant School	60
Abbots Farm Infant School	60
Acorns Primary School	10
All Saints C of E (VA) Primary School (Leek Wootton)	20
All Saints Bedworth C of E Primary School	30
All Saints C of E Primary School And Nursery (Nuneaton)	30
Alveston C of E Primary School	30
Arden Forest Infant School	60
Arley Primary	45
Austrey C of E Primary School	15
Aylesford School. A Specialist Language and Music College	30
Barford St Peter's C of E Primary School	20
Bawnmore Infant School	60
Bidford-On-Avon C of E Primary School	45
Bilton Infant School	57
Binley Woods Primary School	30
Birchwood Primary School	60
Bishops Itchington Primary School	30
Bishops Tachbrook C of E Primary School	30
Bishopton Primary School	30
Boughton Leigh Infant School	90
Bournebrook C of E Primary School	20
Brailes C of E Primary School	15
Briar Hill Infant School	90
Bridge Town Primary School	60
Brookhurst Primary School	60
Brownsover Community Infant School	60
Budbrooke Primary School	45
Burton Green C of E Primary School	15
Camp Hill Primary School & Early Years Centre	60
Canon Evans C of E Infant School	90
Cawston Grange Primary School	60
Chilvers Coton Community Infant School	60
Clapham Terrace Community Primary School And Nursery	28
Claverdon Primary School	30
Clifton-Upon-Dunsmore C of E Primary School	30
Clinton Primary School	30
Coleshill C of E Primary School	30
Coten End Primary School	90
Coughton C of E Primary School	20

Cubbington C of E Primary School	30
Curdworth Primary School	17
Dordon Community Primary School	30
Dunchurch Infant School	60
Dunnington C of E Primary School	15
Eastlands Primary School	30
Emscote Infant School	80
English Martyrs Catholic Primary School	30
Ettington C of E Primary School	25
Exhall Cedars Infant School	60
Galley Common Infant School	50
Glendale Infant School	90
Goodyers End Primary School	60
Great Alne Primary School	16
Hampton Lucy C of E Primary School	15
Harbury C of E Primary School	30
Henley-In-Arden Community Primary School	30
Henry Hinde Infant School	60
High Meadow Infant School	30
Hillmorton Primary School	30
Hurley Primary School	25
Ilmington C of E Primary School	15
Keresley Newland Primary School	30
Kineton C of E (VA) Primary School	30
Kingsbury Primary School	45
Kingsway Community Primary School	30
Knightlow C of E Primary School	30
Lapworth C of E Primary School	30
Leamington Hastings C of E Infant School	18
Lighthorne Heath Primary School	13
Lillington Nursery and Primary School	60
Long Itchington C of E Primary School	28
Long Lawford Primary School	90
Loxley C of E Community Primary School	6
Mappleborough Green C of E Primary School	17
Milby Primary School	60
Milverton Primary School	45
Moreton Morrell C of E Primary School	15
Nathaniel Newton Infant School	60
Newbold And Tredington C of E Primary School	15
Newbold Riverside Primary School	30
Newburgh Primary School	60
Newdigate Primary School	45
Newton Regis C of E Primary School	17
Northlands Primary School	30
Nursery Hill Primary School	26
Oakfield Primary School	45
Our Lady & St Teresa's RC Primary School	30
Our Lady Of The Angels Catholic Infant School	70

Our Lady's Catholic Primary School (Alcester)	15
Our Lady's Catholic Primary School (Princethorpe)	17
Outwoods Primary School	60
Paddox Primary School	90
Park Lane Primary School Nursery	50
Priors Field Primary School	30
Provost Williams C of E Primary School	30
Quinton Primary School	30
Race Leys Infant School	60
Racemeadow Primary School	60
Radford Semele C of E Primary School	30
Rokeby (Community) Primary School	30
Salford Priors C of E Primary School	15
Shipston-On-Stour Primary School	60
Shottery St Andrew's C of E Primary School	10
Shrubland Street Community Primary School	28
Shustoke C of E Primary School	27
Snitterfield Primary School	15
Southam Primary School	42
Southam St James C of E Primary School	30
St Andrews Benn C of E Primary	45
St Anne's Catholic Primary School	30
St Anthony's Catholic Primary School	30
St Augustine's Catholic Primary School	30
St Benedict's Catholic Primary School	30
St Edward's Catholic Primary School	30
St Francis Catholic Primary School	30
St Gregory's Catholic Primary School	30
St John's Primary School, Nursery and Children's Centre	30
St Joseph's Catholic Primary School (Whitnash)	30
St Lawrence C of E (Voluntary Aided) Primary School	26
St Marie's Catholic Primary School	60
St Mary Immaculate Catholic Primary School (Warwick)	20
St Mary's Catholic Primary School (Henley-In-Arden)	12
St Mary's Catholic Primary School (Southam)	30
St Mary's Catholic Primary School (Studley)	30
St Matthew's Bloxam C of E Primary School	30
St Michael's C of E Primary School	45
St Nicholas C of E Primary School (Alcester)	60
St Nicholas C of E Primary School (Kenilworth)	60
St Nicolas C of E (Voluntary Aided) Primary School (Nuneaton)	60
St Oswald's C of E Primary School	30
St Patrick's Catholic Primary School	30
St Paul's C of E Primary School (Leamington Spa)	45
St Paul's C of E Primary School (Nuneaton)	60
St Peter's Catholic Primary School	15
Stockingford Primary School	120
Stockton Primary School	18
Stratford-Upon-Avon Primary School	30

Studley Infant School	60
Sydenham Primary School	60
Tanworth-In-Arden C of E Primary School	30
Telford Infant School	90
Temple Grafton C of E Primary School	15
Temple Herdewyke Primary School	15
The Dasset C of E Primary School	30
The Ferncumbe C of E Primary School	20
The Nethersole C of E Primary School	45
The Priors Free School	12
The Revel C of E (Aided) Primary School	45
The Willows C of E Primary School	60
Thomas Jolyffe Primary School	60
Thorns Community Infant School	60
Tudor Grange Academy (Haselor)	15
Tysoe C of E Primary School	30
Warton Nethersole's C of E Primary School	22
Water Orton Primary School	45
Weddington Primary School	60
Welford-On-Avon Primary School	30
Wellesbourne C of E Primary School	60
Wembrook Primary School	90
Westgate Primary School	30
Wheelwright Lane Primary School	30
Whitstone Infant School	90
Whitnash Primary School	45
Wilmcote C of E (Voluntary Aided) Primary School	16
Wolston St Margaret's C of E Primary School	30
Wolverton Primary School	15
Wolvey C of E Primary School	30
Wood End Primary School	25
Woodloes Primary School	60
Woodside C of E Controlled Primary School	40
Wootton Wawen C of E Primary School	24

<b>Junior Schools</b>	<b>Published Admission Number</b>
Abbots Farm Junior School	66
All Saints' C of E Junior School	Proposed increase to 80
Bilton C of E Junior School	105
Boughton Leigh Junior School	120
Canon Maggs C of E Junior School	89
Chetwynd Junior School	90
Coleshill C of E Primary School (Y3 Intake)	60
Croft Junior School	90
Dunchurch Boughton C of E (Voluntary Aided) Junior School	66
Henry Hinde Junior School	70

Michael Drayton Junior School	127
Middlemarch School	60
Park Hill Junior School	66
Queen's C of E Junior School	90
Race Leys Junior School	64
St Giles' Junior School	60
St James' C of E Junior School	60
St Joseph's Catholic Junior School (Nuneaton)	68
St Margaret's C of E Junior School	90
St Michael's C. of E. (Aided) Primary School (Y3 Intake)	5 additional places over R PAN of 45
Studley St Mary's C of E Junior School	60
Telford Junior School	90

<b>Secondary Schools</b>	<b>Published Admission Number</b>
Alcester Grammar School	150
Alcester Academy	130
Ash Green School and Arts College	180
Ashlawn School	226
Ashlawn SELECTIVE	30 but TBC by school
Aylesford School. A Specialist Language and Music College	206
Bilton School. A Maths and Computing College	240
Campion School	155
Etone Technology Language Vocational College	140
Harris School	182
Hartshill School	210
Henley In Arden High School	123
Higham Lane School. A Business and Enterprise College	246
Kenilworth School And Sports College	270
Kineton High School. A Specialist Sports College	150
King Edward VI School	81
Kingsbury School. A Specialist Science and Mathematics College	126
Lawrence Sheriff School	120
Myton School. A Specialist Science College and Training School	275
Nicholas Chamberlaine Technology College	300
North Leamington School	240
Queen Elizabeth School and Sports College	120
Rugby High School: A Grammar School with Science and Language Specialist Status	120
Shipston High School. A Specialist Technology College	90
Southam College	270*
St Benedict's Catholic High School	140
St Thomas More Catholic School And Technology College	156
Stratford-upon-Avon Grammar School for Girls. A Specialist	112

(\*updated 02/07/15)

College for Language and Science	
Stratford-upon-Avon High School. A Maths and Computing Specialist College	290
Studley High School. Humanities & Music College	150
The Avon Valley School And Performing Arts College	220
The Coleshill School. A Maths And Computing College	180
The Nuneaton Academy	210
The George Eliot School	190
The Polesworth School - A Specialist Language College	240
The Trinity Catholic Technology College. A Specialist Arts and Technology College	210