

**Warwickshire County Council**  
**Oversubscription Criteria for Community Secondary Schools**

**2018/19 Academic Year**

In the event that a Warwickshire Community or Voluntary Controlled secondary school is oversubscribed, then the following oversubscription criteria will be used when allocating places:

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 child arrangements order or special guardianship order);
2. Children living in the priority area who will have a sibling 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 sibling at the school at the time of admission;
5. Other children living outside the priority area.

**Please note:**

- a) Children with a Statement of Special Educational Needs or an Education, Health and 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.
- b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

**The following terms / definitions apply to the oversubscription criteria for Warwickshire Community Secondary Schools.**

➤ **Priority Areas**

Each community and voluntary controlled school has an area identified as its priority area (some admission authorities refer to this as a 'catchment area').

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.

Secondary School Priority Area Maps can be accessed at:  
**<http://www.warwickshire.gov.uk/mapsecondaryschools>**

Secondary School Priority Area Descriptions can be accessed at:  
<http://www.warwickshire.gov.uk/wp-content/uploads/2013/02/SecondarySchoolPriorityAreaDetails1.pdf>

➤ **Priority within each oversubscription criterion**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

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

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school. In some case, the nearest appropriate school – for transport purposes – may be a school for which the child meets the 'living outside of the priority area' criteria.

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

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

➤ **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 the child and applicant will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term in relation to the coordinated admissions process.

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.

➤ **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 which shares a single Postal Address File (PAF), and;**
- **Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation. 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. Applicants will be notified of the outcome.

- **Applications for children to defer entry to secondary school**

A formal request for **deferred entry** should be made to the Admissions Service in the autumn term of the year *before* the child is chronologically due to start secondary school. For example, for a child who is due to start in Year 7 in September 2018, the request for deferred entry should be made by no later than 1<sup>st</sup> December 2017.

An application for the child to start secondary school **must** also be completed and sent with the request. This ensures that the child can still be considered for a school place which is relevant to their chronological age group, if the request for deferred entry is denied. If the request is approved then the application will be withdrawn and a new application must be made for the following year of entry, in line with the co-ordinated admission arrangements for that particular year of entry.

The application form, and the form which must be completed in order to request deferred entry, can be found on the website: **[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)**  
It is also advised that the following document is read in full prior to making a request for part-time admission, delayed or deferred entry: **'Guidance and Policy relating to the education of children outside of their chronological year group'**

- **Applications for other children to be taught out of year group**

As required by the School Admissions Code, Warwickshire County Council operates an application process for the transfer of pupils to the next key stage, as appropriate.

In some cases, children will not follow the chronological process for their age group. This may be due to a medical issue which has caused the child to miss a significant amount of time in school, or a special educational need, in which case the parent may request that they be educated in the year group below. Other children may already be educated outside of their chronological year group and it may be appropriate for this arrangement to continue.

Parents who wish to request that their child is admitted to a school, and educated outside of their chronological age group, 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 be found on the website:

**[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)**