

**Warwickshire County Council**  
**Secondary Coordinated Admissions Scheme**

**Section 1 – Timetable for secondary coordinated Admissions for September 2018**

<b>DATE</b>	<b>EVENT</b>
April 2017	Warwickshire's Admissions Service to obtain data of Warwickshire children due to start secondary school in September 2018. Data obtained from Commissioning Support Service, MIS Team, other local authorities and Independent schools located in Warwickshire.
May 2017	Secondary packs posted directly to parents with children due to transfer to Secondary school in September 2018. Copies of publicity materials available on website.
Monday 08 May 2017	11+ Registration Opens.
Monday 08 May 2017	Secondary application process opens (online and telephone applications).
Wednesday 14 June 2017	Deadline for 11+ registration if parents are requesting special testing arrangements due to learning difficulties or a physical disability.
Friday 07 July 2017	11+ Registration deadline, in order to be classed as on time.
Saturday 09 September 2017 (TBC)	Main 11+ test date.
Sunday 10 September 2017	Second 11+ test date (if required for religious reasons).
Monday 11 <sup>th</sup> September 2017	Parents must inform the Admissions Service, by no later than 4pm, if their child was not fit or well to attend the 11+ selection test. Proof of the illness/condition must be sent to the Admissions Service by no later than noon (12pm) on Wednesday 13 <sup>th</sup> September 2017, in order for the test registration to still remain as on time and a supplementary testing session to be arranged.
Tuesday 19 September 2017	First supplementary 11+ test date (candidates registering on time for the test will be given priority for this session). Further testing sessions will be scheduled as and when required.
Friday 06 October 2017	First reminder letter sent to parents who have not applied for a Secondary school place. Reminder emails to schools encouraging them to remind parents of the need to apply.
Monday 16 <sup>th</sup> October 2017 (TBC)	From this date, 11+ results letters will be posted out to all families where children have sat the Warwickshire 11+ selection test in the previous month of September. Late candidates may not receive their results until later on in the process, but must still abide by the deadline for making a secondary school application.
Friday 20 October 2017	Second reminder letter sent to parents who have not applied for a Secondary school place. Reminder emails to schools encouraging them to remind parents of the need to apply.

Tuesday 31 October 2017	(5pm) National Closing date for on time applications. Applications received after this date will be considered as late and will not be considered until after National Offer Day, 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).
Friday 10 November 2017 (TBC)	First exchange of data with other authorities.
Monday 20 November 2017	Applications sent to own admission authority schools so that oversubscription criteria can be added (except where WCC has been commissioned to carry out this task). Application data will be available via SAM (the School Admissions Module) to Voluntary Aided, Trust, Foundation schools and Academies who purchase the School Admissions Service. Data will include straight-line measurements. The same information will be sent via Excel spreadsheet to oversubscribed academies who do not purchase the School Admissions Service (however, no straight-line measurements will be included in those cases).
Monday 20 November 2017	Sibling Checklists available to all schools via SAM, other than academies who do not purchase Warwickshire's Admissions Service. In this case, data will be sent via Excel spreadsheet.
December 2017	Proof of address will be requested for all children where a Warwickshire grammar school has been named on the application. This is regardless of which home authority they reside in.
Friday 29 December 2017	Final date for families moving into the area to have provided proof of address in order for application to be considered as on-time (see residency requirements).
Monday 08 January 2018	Own admission authority schools to return ranked lists to WCC by 5pm. To be returned via SAM, or via Excel spreadsheet if the school has not purchased Warwickshire's Admissions Service.
Friday 19 January 2018 (TBC)	Second exchange of data with other authorities.
Friday 02 February 2018 (TBC)	Third exchange of data with other authorities.
Monday 05 February 2018	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 Warwickshire Admissions Service of any issues by 09 February 2018. Offer data <b>must</b> remain confidential.
Friday 09 February 2018	Schools to have notified Warwickshire's Admissions Service of any issues with provisional offers.
Monday 12 February 2018	Process begins of sharing provisional offers with other local authorities.

Wednesday 14 February 2018 (TBC)	Special Educational Needs Disability and Review Team (SENdaR) must have informed Admissions of relevant offers – re: pupils with Education Health and Care Plans.)
Monday 26 February 2018	Offer letters posted second class. (Letters will not be issued for online applications where the first preference school has been offered)
<b>Thursday 01 March 2018</b>	National Offer Day. Offers made to parents by Warwickshire's Admissions Service (Statutory). Information on late applicants sent to all schools via SAM, other than academies who do not purchase Warwickshire's Admissions Service, in which case data will be sent via Excel spreadsheet.
Friday 09 March 2018	Deadline to accept or decline offer made.
Monday 12 March 2018	Reminder letter sent to any Warwickshire parents that have not accepted or declined the offer made.
Thursday 15 March 2018	(5pm) Cut-off date for new applications to be made in order to be considered in first reallocation round.
Monday 19 March 2018	First reallocation round commences.
Thursday 29 March 2018	(5pm) Deadline by which appeals must be lodged in order to be considered as on time. On time appeals will be heard during the 2017/18 academic summer term.
Friday 06 April 2018	(5pm) Cut-off date for new applications to be made in order to be considered in second reallocation round.
Monday 09 April 2018	Second reallocation round commences.
Friday 27 April 2018	(5pm) Cut-off date for new applications to be made in order to be considered in third reallocation round.
Monday 07 May 2018	Third reallocation round commences. All applications received from this point onwards will be processed as and when they are received, up until 01 September, when in-year coordination commences.
Monday 14 May 2018	Places allocated to Warwickshire children due to transfer to secondary school in September 2018, where an application has not been submitted. Letter sent to parents to advise of the place offered.
Monday 04 June 2018 onwards	In-Year applications for secondary school places starting in September 2018 can be submitted. (Year groups 8 -11 only. Applications for Year 7 places for September 2018 will continue to be processed through the coordinated scheme).
Monday 11 June 2018 onwards	Offers for In-year places, to start in September 2018 (for year groups 8 – 11), will start being made.
Thursday 14 June 2018	Appeals lodged before 29 March 2018 will be heard by this date.
Friday 20 July 2018	Appeals lodged after the on time deadline of 29 March 2018, but before 21 June 2018, will be heard by the 20 July (end of the 2017/2018 academic year), where possible.

Monday 03 September 2018	In-Year coordination commences. All applications made in accordance with the transfer rounds will be moved to In-Year status and will be held on any relevant waiting lists until 31 December 2018.
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## **Section 2 - Secondary coordinated admissions for September 2018**

### **Coordinated Admissions**

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and academies within their area.

The term 'parent' in this document includes both individual parents and those with parental responsibility – for example, carers.

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').

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 governing body or trust of an academy, or the governing body of a Church 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 local authority.

Independent (private) 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 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 through Warwickshire's Admissions Service for their application to be considered as on-time. Where parents approach schools directly they must be directed to Warwickshire's Admissions Service. Any Warwickshire resident who does not make an application through Warwickshire's Admissions Service will be considered to have submitted a late application, even if they applied directly to a school.

Warwickshire Admissions 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.

This scheme primarily relates to children who are due to start secondary school (Year 7) in September 2018. However, the deadlines and key dates for applications and offers also apply to children transferring to Year 10 in a 14-19 school in September 2018.

## Admission Arrangements

All schools 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 than places at the school ('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 Academies, Church Aided, Trust, Foundation and other 'own admission authority' schools, the Governing Body has responsibility for determining admission arrangements. In 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 secondary schools this is Year 7).
- 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:

- All children whose Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names a school must be admitted.
- 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, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>18</sup> 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 April of each year, Warwickshire's Admissions Service receives data from Warwickshire County Council's Commissioning Support Service, MIS Team, other local authorities and Independent schools located in Warwickshire, relating to children due to start secondary school the following September. This data is then used to distribute information about the admissions process to parents.

In May of each year, booklets explaining the school application process are sent to the parents of children resident in Warwickshire who are due to start secondary school the following year.

Copies of the booklet will also be available to schools so that they are able to advertise the application process. Schools are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines. Full details of the process will also be available on the Warwickshire County Council website.

Also available on the Warwickshire County Council website will be the local authority's Composite Prospectus. This is an expanded version of the booklet which is sent to parents and will contain the full admission arrangements of each school in Warwickshire.

### **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 a place at their preferred schools by completing the form. Warwickshire parents can name up to 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 preferred school(s) first/highest).

- 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.
- 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 oversubscription for some own admission authority schools.
- Indicate if the child has a Statement of Special Educational Needs or an Education Health and Care Plan.
- 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 the 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).

Alternatively, parents can contact the School 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.

When completing the CAF, regardless of whether this is online or over the telephone, parents will be required to provide their Council Tax Property Reference Number.

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 31 October 2017. 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 31 October 2017. Any changes made to an application after this date will be classed as late (unless they are made in line with the change of address 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 governing body 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 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 31 October 2017.

### **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 (31 October 2017).

- **House move prior to 31 October 2017:** Where the home address changes before the closing date for applications, parents must notify the School Admissions Service of the change of address and, if required, will be permitted to amend their school preferences. Parents will need to contact the School Admissions Service to update the application.

Proof of the new address, such as a full copy of the signed tenancy agreement (which must terminate after the start of the 2018 Autumn term), or a letter from the

solicitor confirming that there has been an exchange of contracts, will be required. This must be received by the Admissions Service by no later than 5pm on 29 December 2017.

Own admission authority schools – eg: academies and grammar school academies – 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 31 October 2017, but before 29 December 2017:** 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 amend the application, if required.

Proof of the new address, such as a full copy of the signed tenancy agreement (which must terminate after the start of the Autumn term), or a letter from the solicitor confirming that there has been an exchange of contracts, will be required. This must be received by the Admissions Service by no later than 5pm on 29 December 2017.

- **House move after 29 December 2017:** Where an application is made by the National Closing date of 31 October, but a house move has happened after this date and no evidence could be submitted by the extended deadline of 29 December, the application will be considered using the previous address which was named on the application.

Where a house move has occurred after the 29 December extended deadline and no application has previously been made to Warwickshire, an application must be made and suitable proof of the new address should be submitted. In this case, the application will be classed as late and will not be considered in the first round of offers (National Offer Day = 01 March 2018). The application will be given consideration in the first reallocation round, commencing on 19 March 2018.

Proof of the new address, such as a full copy of the signed tenancy agreement (which must terminate after the start of the Autumn term), or a letter from the solicitor confirming that there has been an exchange of contracts, will be required prior to this information being recorded against the child's application.

If the above requirements cannot be met then the application will be considered as late and will be processed in the same way as all other late applications.

### **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 maintaining 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 own admission authority schools, as appropriate. If the application is for a Community or Voluntary Controlled school then the School Admissions Service will give consideration for places alongside other applicants, in line with the relevant oversubscription criteria.

### **Multiple applications made by a parent**

If more than one application is made prior to the closing date of 31 October 2017, by the same parent, 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 Warwickshire 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 without further notice to the applicant.

Applicants may withdraw an application for any of their named school preferences at any time but this must be done in writing to the School Admissions Service (by letter or email). If this 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 School Admissions Service that the place at that school is no longer required and the offer will be declined and withdrawn by the Admissions Service.

### **Separated Parents**

Only persons or organisations who have Parental Responsibility for a child should make an application for a school place. Warwickshire School Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where individuals or parties with parental responsibility cannot agree on either the home address or the school preferences to name on an application, the Admissions Service will then consider the application using the address which is held by the child's GP surgery (if the address cannot be agreed) and will consider the school preferences named by the parent who lives at that same address. Any other applications will be disregarded.

### **How offers are determined**

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 School 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 own admission authority schools, such as academies. No offers will be made without first liaising with the appropriate admission authority for that school.

If an own admission authority school is oversubscribed then they 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 Warwickshire Admissions Service will carry out this function for own admission authority schools, it is the school's responsibility to ensure that they are in agreement with the intake list. Any issues must be raised with Warwickshire 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, Warwickshire 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. Any schools which are listed as lower preferences than the school offered will then be withdrawn and applications for those schools will no longer be considered.

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 which still has availability, or the next nearest own admission authority school with availability. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

A single school place will be identified for each child by the end of the 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. Only in exceptional circumstances will the PAN be exceeded.

In the case of Foundation, Voluntary Aided schools, Academies, and other own admission authority schools, the PAN should only be exceeded following discussion and agreement with the local authority. This is to avoid any detrimental impact on other local schools.

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 School Place Planning team to reach an agreement.

## Notification of offers

National Offer Day is 01 March 2018.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on time** application, regarding the school place which has been offered. This applies to schools offered within either Warwickshire or another local authority, and will give the reasons 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, from 08.30am on 01 March. These offers will be sent via email and will also be available to view via the online system.

Offer letters will only be sent to parents who applied online and have not received an offer at the school named as their first preference. Where an application has been made over the telephone, confirmation of the school place offered will be sent via a letter in the post only.

When a parent is not offered their first preference school they will be provided with:

- 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.

## Late applications

Every effort will be made to encourage parents to submit their application by the closing date of 31 October 2017 (5.00pm). However, if an application is received after this deadline then it will be classed as late and will not be processed until after National Offer Day – 01 March 2018. Instead, the application will be considered as part of the relevant reallocation round, depending on when the application is received (unless there has been a change of address, in line with the requirements detailed above). Late applications will be considered on the reallocation dates listed in the timetable at the beginning of this document.

If the applicant requests that any new preferences are added to the application, or the order of preferences is changed, and the 31 October deadline has passed, these amendments will be classed as late and the relevant application for the schools named on the application which are affected will be classed as late also (unless there has been a change of address, in line with the requirements detailed above).

Each application will be limited to a maximum of six live preferences at any one time during the coordination period. Where adding a further school preference, at the request of the applicant, would cause the application to contain more than six live 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 brought into the coordinated process for 2018 entry, information about late applications will be made available to those schools for consideration as part of the reallocation rounds. These schools will be required to assign relevant oversubscription criteria, where appropriate, 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, a place will be offered at the school listed as the highest preference on the application.

Where the local authority is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school which still has availability. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

Only one school place will be offered as part of the coordinated process. Where a different school was offered previously, and this was named as a lower preference school on the application than the offer which can be made as part of the reallocation round, the previous offer will be withdrawn as soon as an offer for a higher preference school can be made, regardless of whether the applications for those schools were considered as on time or late.

### **Waiting lists**

Children will be automatically added to the waiting lists of all Warwickshire Community and Voluntary Controlled schools listed as a higher preference than the school at which a place is allocated.

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 oversubscription criteria which has been set by the school concerned.

Where a school is its own admission authority, the waiting list will be re-ranked when a new application has been received and the correct oversubscription has been assigned to that application by the school. No reallocations will be made in respect of own admission authority schools without the prior agreement of those schools.

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.

Applications made for Warwickshire grammar schools, where a place has not been offered, will only be placed on to the relevant waiting list if the academic criteria, set through a Local Review Process, has been met. This usually means that there is a minimum 11+ test score required in order for a child to be placed on to the waiting list for each grammar school. Further information about this will be posted to parents on National Offer Day.

The local authority will continue to operate the coordinated scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 31 August 2018.

Parents/carers will be notified in writing if it is possible for a place to be offered to their child from a school's waiting list. Where a different school was offered previously, and this was named as a lower preference school on the application than the offer which can be made as part of the reallocation round, the previous offer will be withdrawn as soon as an offer for a higher preference school can be made.

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 December 2018 ). At that point all waiting lists will be cleared and all applicants will be removed from the lists. If parents wish to remain on the waiting list after this period then they will need to request this in writing to the Admissions Service (via email or letter). Waiting lists will then be cleared at the end of the each term (Autumn, Spring and Summer) and parents/carers must continue to request to remain on waiting lists at the beginning of each term.

Where a school is its own admission authority, parents/carers 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.

### **Transport Assistance**

Applications for transport assistance – usually in the form a free bus pass or a taxi service – are assessed in line with the relevant Transport Policy. The criteria set out in that policy makes reference to the ‘nearest appropriate school’. This 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/is being provided and 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.

### **Accepting / declining the school place offered**

Warwickshire parents will be asked to accept the place by logging into their account and accepting by 09 March 2018, failure to do so will result in a letter being sent on 12 March 2018 giving until 19 March 2018 to reply. Failure to respond will then result in the offer being removed and an alternative school place offered. Parents who do not respond will continue to receive correspondence from the LA regarding a child's school destination.

If parents wish to decline they **must** advise Warwickshire Admissions Service of the school destination, via telephone or email, regardless of whether the offer was made on National Offer Day or as part of one of the reallocation rounds. These places will then be reallocated, as required.

Parents/carers will be required to provide the reason for declining the place offered and the place will only be released if the parent/carer is able to provide details of suitable alternative education provision which has been secured for the child, eg: a place has been accepted in the independent sector, at a private school. The Admissions Service will write to parents who fail to provide full details of the intended provision for their child.

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

The School Admissions Code makes it clear that parents/carers must continue to apply through their home authority for school places as part of the coordinated transfer admissions round (ie: between 01 March and 31 August for Secondary transfer). This will

ensure that as places become available they are reallocated effectively and duplicate offers are avoided. All schools must continue to follow the coordinated scheme until 31 August and not begin allocating school places themselves.

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

From 01 September (or the next working day if the 01 September falls on a weekend or a Bank Holiday) the coordinated scheme will cease and the In-Year Admissions process will begin.

### **Applications from overseas residents**

For families of UK Service Personnel (ie: Military families) with a confirmed posting to their area, or crown servants returning from overseas to live in that area, 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.

Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

- 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.

While the School Admissions Code does make special provision for children of UK Service Personnel who live overseas - where those families are returning to the UK and a school place needs to be sought in time for their return - there is no legal requirement to process applications from other families coming from overseas who are not yet resident within the local authority (ie: Warwickshire county).

Applications will therefore only be accepted from parents who are resident in Warwickshire (or can provide evidence of an imminent move into a property in Warwickshire). For an overseas application to be processed, the child in question must also be resident in the UK. Proof of this may be requested at any time during the application process.

For other applicants who live overseas, but who will be moving to Warwickshire, we can only process your application once confirmation of a Warwickshire address can be provided. For some own admission authority schools, their residency requirements state that the child for whom an application is being made must physically be living in the property in order for that address to be used on the application. This requirement 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. 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. Other admission authorities have similar provisions in their own admission arrangements. Contact individual schools for details.

### **Children educated outside of their chronological year group**

As required by the School Admissions Code, Warwickshire County Council operates a process for the transfer of all children to secondary school (Year 7) in the September following their eleventh birthday. However, some parents/carers may feel their child is not ready to start in a secondary school at that point, perhaps due to a medical issue which has caused them to miss a significant amount of time in Year 6, or a special educational need. 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 transfers to secondary school a year later ('deferred entry'), 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 deferment must be made in line with the relevant deadline for making such a request. For chronological entry in September 2018, this is 01 December 2017. Any requests for deferment which are received after this deadline will not be given any consideration.

Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.