

Warwickshire County Council
Oversubscription Criteria for Community Secondary Schools

2019/20 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, in the order as set out below:

- 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 and 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 and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

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

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a 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 during the school week and where they sleep for at

least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child 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 (September 2019) 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.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits

➤ **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 result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.