

# Apply for a secondary school place before **31st October 2018**



**The information in this leaflet relates to families who have a child who is due to start secondary school in September 2019. This will apply to your child if they were born between 1st September 2007 and 31st August 2008.**

Inside you will find useful information explaining how to complete and submit your child's secondary school, as well as information relating to the Warwickshire 11+ test and applications for the grammar schools.

# Key dates:

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<b>From 8 May 2018</b>	Information packs will be sent to all Warwickshire families who have a child due to start secondary school in September 2019.
<b>8 May – 29 June 2018 (4pm)</b>	11+ registration open – register online: <a href="http://warwickshire.gov.uk/applyforschool">warwickshire.gov.uk/applyforschool</a> Contact us if you do not receive an automated acknowledgement: 01926 414143
<b>13 June 2018 (5pm)</b>	11+ registration deadline for families who are requesting provisions due to special educational needs and/or medical issues. Download the forms from our website: <a href="http://warwickshire.gov.uk/elevenplus">warwickshire.gov.uk/elevenplus</a>
<b>From 2 July 2018</b>	Online application process opens, for secondary school admission in September 2019. Warwickshire residents can use the parent portal to complete their application: <a href="http://warwickshire.gov.uk/applyforschool">warwickshire.gov.uk/applyforschool</a>
<b>8 &amp; 9 September 2018</b>	Main testing sessions for the 11+ (AM and PM) Information packs will be sent to families from 1st August. Contact us if you have not received anything by 24th August: 01926 414143 (supplementary session scheduled for 18th September)
<b>10 September 2018</b>	Parents must inform the Admissions Service, by no later than 4pm, if their child was unable to attend the 11+ testing due to illness. Evidence of such must be provided by no later than 12 noon on Wednesday 12th September in order for the registration to remain unaffected. Failure to notify us and/or failure to submit evidence by the deadline above will result in the 11+ registration being classed as <u>late</u> .
<b>From 15 October 2018</b>	11+ results sent to all on time candidates. This may be via post or email. Please contact us as a matter of urgency if you have not received your child's test results by Friday 19th October
<b>31 October 2018</b>	<b>National closing date for on time secondary school applications.</b> Applications received after this date will be classed as <u>late</u> . You will not be able to apply online after this date. Contact the Admissions Service for further information: 01926 414143
<b>From 3 December 2018</b>	Proof of address documentation will be requested from all applicants who have named at least one Warwickshire grammar school on their application, regardless of where they live. See the 'checklist' opposite for suggested documents to have ready. If you have not received correspondence from us requesting this documentation by Friday 7th December then please contact us as a matter of urgency: 01926 414143
<b>31 December 2018 (4pm)</b>	Extended deadline for families who have moved address to have provided evidence of such in order for their secondary school application to be classed as on time. Deadline for submitting requested proof of address documentation in relation to applications for grammar schools
<b>1 March 2019</b>	<b>National offer day.</b> Families will be notified by their home authority of which secondary school has been offered to their child. This could be via email or post. <b>ON TIME applications ONLY.</b>
<b>8 March 2019</b>	Deadline to accept or decline offer made – Warwickshire residents only.
<b>From 18 March 2019</b>	Reallocation process begins – Warwickshire secondary schools only
<b>29 March 2019</b>	Deadline to submit an appeal for schools where a place has been refused.
<b>From 2 September 2019</b>	Coordinated admissions process ends. Applications submitted from this point will be processed in line with the in-year admissions process.



# Checklist:

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Visit the websites of the schools you are interested in applying for and **read the 2019 entry admission arrangements**.

Find out when any open days / evenings are and attend them wherever possible

Check which catchment area school your address is in.  
**Please note:** Not all secondary schools have a designated catchment area.

Register your child for the 11+ test by the deadline of Friday 29th June 2018.

If your child has special needs and/or medical issues, and they may require support during the testing, submit the additional request form by the deadline of Wednesday 13th June 2018. Form available online.

Complete your secondary school application online by 31st October 2018, using the online parent portal at: [warwickshire.gov.uk/applyforschool](http://warwickshire.gov.uk/applyforschool)

## **Remember to include the following details on your application:**

Information about siblings already attending the school, including their full name and date of birth

Tick the relevant box if your child is **looked after**, or is the child of a **staff member** of the school you are applying for

Attach a copy of your 2018/19 Council Tax Bill to your application

Send any additional information to the schools you are applying for, if this is part of their admission arrangements, eg: baptism certificate

Name more than one school, in YOUR order of preference

Check you have received the information relating to the 11+ testing sessions by 24th August 2018

11+ results available from Monday 15th October 2018 – have you received these?  
**Remember:** submit your secondary school application by 31st October 2018.

Check that you have received the proof of address request from the Admissions Service, if you have named any Warwickshire grammar schools on your child's application.

# Before you apply:

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## **Your school choices.**

Think carefully about which secondary schools you would like to apply for. You are advised to name more than one school on your application as you may not necessarily be offered a place at your first choice school.

Early indications suggest that the cohort for 2019 entry is a high birth rate year. This means that more children will be applying for secondary schools than in previous years.

It may be the case that you are not offered any of your school choices. In such cases, the Admissions Service will allocate a place to your child at the next nearest school to your home address which has availability at that time. In March 2018, secondary school places were offered to children in the 2018 entry cohort. 281 of those applicants could not be offered any of their choices and were allocated a secondary school by the Admissions Service, some of which were a considerable distance away.

Make realistic choices when considering the secondary schools you would like to apply for. You could be offered a place at any of your choices so think about how your child would get to those schools, and get home, as well as the costs involved in the travelling.

## **School Transport.**

From September 2019, the eligibility criteria relating to free school transport changes. Further information, including a specific information booklet, is available at:

[warwickshire.gov.uk/schooltransport](http://warwickshire.gov.uk/schooltransport)

Remember that there is no guarantee that your child will be entitled to free transport. If this is the case, you can apply for a bus pass - which you will have to pay for - but there is no guarantee that there will be a seat on your preferred bus service.

## **Catchment Areas.**

Some secondary schools do not give high priority of places to children who live in their catchment area so we strongly advise that you read through the admission arrangements of the schools you are interested in to see how applications are considered and how places are offered:

[warwickshire.gov.uk/admissionpolicies](http://warwickshire.gov.uk/admissionpolicies)

Warwickshire residents will have received a letter from the Admissions Service, which confirms the catchment area(s) for the address that is currently held on your child's record. Contact us if you have not received this letter. Please remember that your catchment area may change if you move address during the admissions process.

## **School Websites.**

Visit the websites of the secondary schools you are interested in applying for. They have lots of information, including a copy of the 2019 entry admission arrangements.

## **Open Days.**

All schools normally have open days / evenings. Find out when these are and attend wherever possible. Bear in mind that open days/evenings for secondary schools are usually held in the summer term when your child is in Year 5.



# How to apply:

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## Apply online

The easiest way to apply for school places is through our online parent portal:

[warwickshire.gov.uk/applyforschool](http://warwickshire.gov.uk/applyforschool)

If you complete your application online then you will receive your child's school offer via email, when they are released in March 2019. This is much quicker than waiting for a letter to arrive in the post.

If you do not have internet access, or you would like to make changes to your application after you have submitted it online, then please contact the Admissions Service by 31st October 2018 (5pm).

## Proof of address

You will need an email address to create an account and you will also need to attach documents to your application as evidence of the home address you are using for your child's application. A copy of your 2018/19 Council Tax Bill will satisfy this requirement.

Please have this ready before you begin your application as once you have submitted the application you will not be able to make any changes.

If your child lives at more than one address over the school year then you must agree to nominate an address to use for school admissions purposes.

Further information about this can be found in the Warwickshire County Council 2019 entry Admission Arrangements at:

[warwickshire.gov.uk/schoollacriteria](http://warwickshire.gov.uk/schoollacriteria)

If you move house at any point during the admissions process then you must tell us. You should read the Warwickshire County Council 2019 entry Admission Arrangements to confirm what we mean by 'child's home address'.

This is very important as using a fraudulent address can lead to an

application being withdrawn completely. If a place is offered to your child based on a fraudulent address then that place can be withdrawn at any time.

## Warwickshire residents

Only residents within Warwickshire can use the online portal to complete their child's secondary school application. You can also use this same online account to register your child for the 11+ test.

Please see overleaf for more details about this. Warwickshire residents are those who pay their council tax to the following district councils:

- North Warwickshire
- Nuneaton and Bedworth
- Rugby
- Stratford-upon-avon
- Warwick

## Non-Warwickshire residents

If you do not live in Warwickshire then you should complete your child's secondary school application through your home authority. This will be who you pay council tax to. If you wish for your child to sit the Warwickshire 11+ test then you must register them for the test through Warwickshire. Please see overleaf for more details about the 11+ test.

## Late applications

The closing date to make your child's secondary school application is: **31st October 2018.**

This is a national deadline so it applies to all residents within England, regardless of which authority you live in.

If you do not apply for your child's secondary school place by this deadline then your application will be classed as late. This will have a serious effect on how, and when, your application is processed.

Read our admission arrangements to find out how.



# Have you remembered:

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## **Number of school choices**

Warwickshire residents can name a maximum of six school choices on their secondary school application

Different authorities will have a different maximum number of preferences. If you are not a Warwickshire resident then contact your home authority for more information.

Try not to name just one school. **This will not increase your chances of being offered a place there.**

## **Preference order**

Name the schools on your application in your order of preference. Which one would you like your child to attend the most? Put that school as your first choice and then add further schools in the same way.

Naming a school as your first choice will not give you higher priority for a place. However, neither will naming a school as third, fourth, or sixth choice, etc. penalise your application for those schools in any way.

The order that you name the schools in is not used in any way to allocate your child's school place. This is strictly your order of preference and it is the aim of any home authority to offer you a place at your highest preferred school as possible, in line with the relevant admission arrangements.

## **Catchment school**

Don't assume that the school closest to your home address is your catchment school. In many cases, you will be given higher priority for a place at your catchment school, but only if you name it as one of the choices on your application.

We strongly recommend that you name your catchment school as one of the choices on your application.

## **Children with a statement of special needs or an Education, Health and Care Plan (EHCP)**

If your child has a statement or EHCP then you cannot apply for secondary school places through the Warwickshire Admissions Service.

Instead, you must contact the SENDAR team to discuss the options available to your child. They will arrange for a secondary school to be named on your child's new plan, as part of their annual SEN review.

The above does not apply to children who receive assistance in school due to special needs, if they do not have a statement or plan.



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## **Other information for your application**

Your application must include all of the information that is relevant to the criteria used to allocate places for the schools you are interested in.

Remember to check that you have included the following, where relevant:

- Sibling details, if you have another child already attending the school you are applying for
- Tick the relevant box if your child meets the criteria to be classed as Looked After or Previously Looked After. This is explained further in our admission arrangements.
- Tick the relevant box if you meet the criteria which some schools use when considering children of staff members at the school you are applying for
- Check the school's admission arrangements for any other additional information they require. This is particularly important for faith schools, who may need evidence of your child's baptism, or schools who use social/medical reasons to allocate places.
- Attach the required proof of address documents to your application
- Check that you have included your catchment school as one of your choices, where possible
- Name more than one school, in your order of preference
- Check you have clicked the 'Submit' button on your online application
- If your child resides at more than one address, make sure that all parties agree on one address to use for school admission purposes and that you all agree on the school choices, and the order that the schools will be named on the application.



# Grammar schools & the 11+ test

## What is a grammar school?

Warwickshire has six secondary grammar schools, which all allocate places based on the results that a child achieves in an 11+ test. The six schools are:

- King Edward VI School in Stratford-upon-Avon (boys only)
- Stratford Girls' Grammar School in Stratford-upon-Avon (girls only)
- Alcester Grammar School in Alcester (boys and girls)
- Lawrence Sheriff School in Rugby (boys only)
- Rugby High School\* in Rugby (girls only)
- Ashlawn Selective\*\* in Rugby (boys and girls)

*\*Rugby High School is a girls' grammar school. Do not confuse with 'Rugby School', which is a fee-paying school in the private sector.*

*\*\*Ashlawn School is a mainstream school that includes one class of up to 31 students who are allocated places in line with the 11+ test results. These students will remain as one set, and follow a slightly different curriculum to the rest of the cohort, in Years 7 and 8.*

All of Warwickshire's grammar schools are Academies, but they are still state schools so they are free to attend. You do not have to pay for your child to sit the 11+ test either.

## Applying for a grammar school

You must name the grammar schools on your application if you wish for your child to be considered for a place, even if you are not a Warwickshire resident. They will be included in your maximum number of choices.

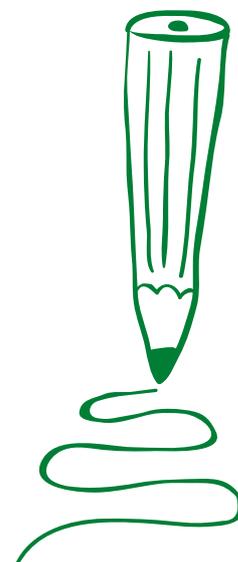
You can name both Ashlawn Selective and Ashlawn School on your application, if you wish, but they must be two separate choices on your application.

Your child does not have to sit the 11+ test if you do not wish to apply for any of the grammar schools within the county.

## The 11+ test

Your child must sit the 2019 entry 11+ test if you wish to apply for a Warwickshire grammar school.

If your child has sat a different 11+ test in another county then they will still need to sit the Warwickshire 11+ test in order to be considered for grammar schools within this county. The only exception to this is if your child has sat/will sit the 2019 entry 11+ test in Birmingham.



# Grammar schools & the 11+ test (cont.)

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## What does the 11+ test involve?

The Warwickshire 11+ test is comprised of two papers, each containing a mixture of Verbal Reasoning, Numerical Reasoning and Non-Verbal Reasoning questions.

Candidates sit the whole test during one session, which lasts approximately 3 hours. There will be a break halfway through. The main 11+ testing session will take place on the weekend of the 8th and 9th September 2018, for candidates who register for the test on time.

Further information about the Warwickshire 11+ test can be found on our website at:

[warwickshire.gov.uk/elevenplus](http://warwickshire.gov.uk/elevenplus)

Results from the testing, for all on time candidates, will be available from mid-October 2018.

## Register your child for the 11+ test

You must register your child for the 11+ test by the deadline of Friday 29th June 2018 in order for them to be classed as on time.

You can register your child for the test through the online parent portal, which is accessible at:

[warwickshire.gov.uk /grammarschool](http://warwickshire.gov.uk/grammarschool)

You will receive an automatic acknowledgement once your 11+ registration has been submitted. Check your emails for this, including your junk folder.

The registration form will ask if your child is in receipt of Pupil Premium, or ever have been.

Some grammar schools give consideration to applicants in receipt of this – read the school's admission arrangements for further information about this.

Visit the website to view/download a 'Familiarisation paper' which shows the style of questions and answer formats which will be included in the Warwickshire 2019 entry 11+ test.

## Late registrations

Late registrations received after the deadline will cause any application for a Warwickshire grammar school to also be classed as late.

Late candidates will still be able to sit the 11+ test but this will not be until after 1st March 2019.

## Shared testing process with Birmingham

The 11+ test for 2019 entry will be operated as a shared test between Warwickshire and the Grammar Schools in Birmingham Foundation.

The same test papers will be utilised across both authorities and candidates can opt for their results to be shared across the two authorities, if they wish to be considered for grammar schools in both counties.

Warwickshire residents must register for the 11+ test through Warwickshire, using the online portal, where possible. Please contact the Admissions team if you have difficulty accessing the internet.

Birmingham residents must register for the 11+ test through the Grammar Schools in Birmingham Foundation.



# Grammar schools & the 11+ test (cont.)

## Shared testing process with Birmingham (cont.)

Residents of other authorities - for example, Solihull, Worcestershire and Coventry – should register for the 11+ test through the authority in which the grammar schools they would like to apply for are located. If you are not a Warwickshire or Birmingham resident, and you wish for your child to be considered for grammar schools across the two authorities, then please choose either Birmingham or Warwickshire to register your child for the test with, but only one.

Your results can still be shared between both authorities, if you tick the relevant box on the registration form.

## Consent to share

If you wish for your child's 11+ test results to be shared across both authorities then you must tick the 'Consent to Share' box which is part of the online 11+ test registration form, and register before the deadline.

If you wish to have your results shared after the deadline to register for the test has passed then your registration – and any application for a Warwickshire grammar school – will be classed as late.

The Birmingham grammar schools will have their own processes for considering late applications. Please contact them for further information.

## Further information about the testing sessions

If you register your child for the Warwickshire 11+ test by the deadline of 29th June 2018 then you will receive further information from the Admissions Service, in the post or via email, from 1st August 2018.

If you have not received anything from us by Friday 24th August then

please contact us as a matter of urgency.

## Children with special educational needs and/or medical issues

If your child has special educational needs and/or medical issue(s) which may mean that they require extra support during the 11+ test, then please note that there is an additional form that must be submitted as part of your child's registration for the 11+ test. This additional form can be found on our website at:

[warwickshire.gov.uk/elevenplus](http://warwickshire.gov.uk/elevenplus)

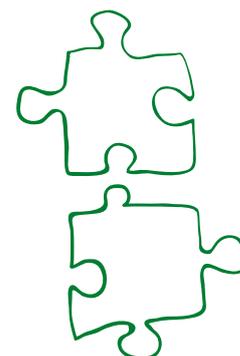
This additional form must be submitted by the deadline of Wednesday 13th June 2018, otherwise we may not be able to consider your child's needs and they will sit the 11+ under normal conditions.

Support could include an extra time allowance, coloured paper, pencil grips, tinted lenses, a smaller testing room, etc.

We will not provide translators for children who have English as an Additional Language, nor will we translate the test into another language.

If you request provisions for your child, using the relevant form, and you submit this by the deadline above, then you will receive further information from the Admissions Service by the end of July 2018. This will confirm how your request has been considered and confirm which provisions, if any, have been approved for your child.

Please note: provisions will only be granted where these are deemed necessary by our own panel in allowing the child to access the 11+ test. No support will be provided in assisting children with reading or answering the questions.



# Grammar schools & the 11+ test (cont.)

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## Admission arrangements for the grammar schools

All six of Warwickshire's grammar schools have their own admission arrangements for the 2019 entry year.

Visit each school's website to get a copy: we advise that you carefully read through the arrangements for every school you are thinking of applying for.

## Residency Requirements

Warwickshire's grammar schools have their own, specific residency requirements.

The Admissions Service will write to all applicants, who have applied for at least one Warwickshire grammar school, at the beginning of December 2018.

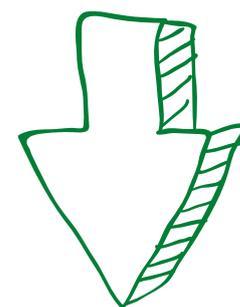
If you do not receive this correspondence by Friday 7th December 2018 then you **MUST** contact the Admissions Service as a matter of urgency.

Failure to comply with these residency requirements will mean that your application for all of the Warwickshire grammar schools will be classed as LATE.

The documents which will be requested from you **MUST** be received by the Admissions Service by no later than 5pm on Monday 31st December 2018. Our preferred method of sending is via email. PDF copies will be accepted, as will photographs, as long as they are clear and readable.

If your application for a grammar school is classed as late then your child will not be considered in the first round of offers, which will be released to parents on 1st March 2019.

Instead, they will only be considered for an offer from the waiting list, where there are vacancies, and only where the child's score from the 11+ test meets the minimum score threshold to be placed on to the waiting list for the relevant grammar school. Further information about this will be available after 1st March 2019.



**For 2018 entry, 234 applicants for grammar schools were classed as late as they did not comply with these residency requirement. 57 of those children would have received an offer for a grammar school if they had complied with the requirements.**