

# Apply for an infant, junior, or primary school place before 15 January 2019



# Quick, easy and secure.

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**Apply for your school place online and receive your offer via email.**

All you need is an email address and a copy of your 2018/19 Council Tax Bill to attach to your online account.

The deadline to make your school application is Tuesday 15 January 2019.

If you apply after this date then your application will be classed as late.

Late applications will not be processed until after National

Offer Day on Tuesday 16 April 2019.

Late applications will be added to relevant waiting lists and considered as part of specified reallocation rounds. These will commence on Monday 6 May 2019.

If you wish to make changes to your application then you must do so by 15 January 2019.

If you are moving house then you can make an application with us, or make changes to an existing application, until 1 February 2019.

We will not then take any further requests for changes to applications, or take new applications, until after 16 April 2019. online, call the Admissions Service on 01926 414143.

## Important dates for applications 2018.

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### 2018

#### **1 SEPTEMBER 2017**

Application process opens for children due to start school in Reception in September 2019, and children in Year 2 who would like to start Year 3 in a JUNIOR school in September 2019. Make your application online through our dedicated parent portal: [warwickshire.gov.uk/applyforschool](http://warwickshire.gov.uk/applyforschool)

### 2019

#### **15 JANUARY 2018**

National closing date for making an on time application for places in Reception, and Year 3 at a Junior school. The online parent portal will close at 5pm on this date. Applications received after this date will be classed as late and can only be made by requesting a paper copy of the application form from the Admissions Service:

[admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)

#### **1 FEBRUARY 2019**

Extended deadline for families moving into, or within, Warwickshire county to make an on time application for either a Reception place (starting school in September 2019) or a Year 3 place at a Junior school.

#### **16 APRIL 2019**

National Offer Day for children starting Reception in September 2019, and children transferring from Year 2 in an infant or primary school to Year 3 in a junior school.

#### **6 MAY 2019**

First reallocation round commences

#### **3 JUNE 2019**

Deadline by which appeals must be lodged in order to be classed as on time. Appeals lodged after this date will be classed as late, however, if they are lodged before 21 June 2019 then they will still be scheduled to be heard before the end of term in July 2019.

#### **10 JUNE 2019**

In-year applications can be processed from this date, for places starting in September 2019

#### **2 SEPTEMBER 2019**

Coordinated admissions process ends and in-year admissions process only will be administered from this point (in relation to the 2019/20 academic year)

# Things to remember when you apply.



## Start with your first choice school.

Bear in mind that there is no guarantee that you will be offered your first choice school.

## List up to five more on your application.

List other schools in order of preference. If we can offer a place at more than one school we will offer the highest on your list.

## Find the school for your priority area.

Don't assume that the school

closest to your address is your priority area school. Use your postcode to find the school for your area at:

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

We recommend you include your priority area school on your application.

If you live in a priority area, it improves the chance of being offered a place at the local school, but does not guarantee it.

If you choose to not include your priority area school on the application, there is no guarantee your child will be offered a place there if we cannot offer any of your other preferences.

## Delaying / deferring your child's entry

Parents of children being 'educated outside of their chronological year group,' should read the online guidance found at: [warwickshire.gov.uk/startingschool](http://warwickshire.gov.uk/startingschool)

# Apply for a Year 3 place at a junior school.

If your child is currently attending Year 2 in an infant, or primary school then you can make an application for a Year 3 place at Warwickshire junior schools within the county, for entry in September 2019.

You cannot apply for Year 3 places in primary schools as part of the coordinated admissions process, as Year 3 is not the normal point of entry in a primary school. This means that children already in Year 2 at the primary school will automatically move up to Year 3 without having to make an application for a place.

If you wish to make an application for a Year 3 place in a primary school, for entry in September 2019, then you can do this by following the In-Year admissions process, but applications will only be accepted from 3 June 2019. Further information about this

process can be found on our website:

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

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## Over-subscription criteria used for local authority maintained schools in Warwickshire, for September 2019 entry into Year 3 at a junior school:

**1.** Children living in the care of, or provided 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\*;

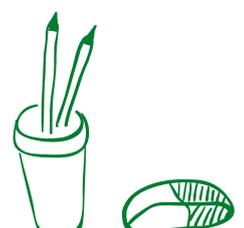
**3.** Children living in the priority area who will have a sibling at the partner junior school at the time of admission;

**4.** Other children living in the priority area;

**5.** Children living outside the priority area who will have a sibling at the school at the time of admission;

**6.** Children living outside the priority area who will have a sibling at the partner junior school at the time of admission;

**7.** Other children living outside the priority area.



# If you have a child who already has a place at a school...

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...there is no guarantee younger siblings will be offered a place at the same school.

You must submit an application in the normal way, even if your child's siblings already attend the school you would like them to attend

Children living in the priority area for a school will normally be given higher priority for a place.

Children looked-after, and previously looked-after, must

be given highest priority for places.

Consideration may also be given to the distance from the home address to the school applied for, with those who live closest to the school being given priority for a place.

Please be aware that a school's admission arrangements depend on the type of school in question.

Consider this carefully when choosing which school(s) to apply to.

For more information visit: [warwickshire.gov.uk/admissionpolicies](http://warwickshire.gov.uk/admissionpolicies)



## Definition of home address and moving house.

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### Definition of home address

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

### Use the correct home address for your child

Families who are moving house, either into or within the county, will have an extended deadline by which to make their child's school application. This extended deadline is 1 February 2019. Proof of the new residence must be provided to the Admissions Service by this date,

Giving a short term address to secure a school place may result in that place being withdrawn. This also applies to house moves considered

fraudulent, or intentionally misleading.

Further information can be found in the Warwickshire 2019 entry admission arrangements, which can be found online at: [warwickshire.gov.uk/schoollacriteria](http://warwickshire.gov.uk/schoollacriteria)

### My child lives at two addresses

The admission arrangements also advise on the address requirements if the child lives at more than one address. Please read through the information in the admission arrangements carefully if this applies to your child.



## Deferred entry.

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Parents can request for their child to be educated out of their chronological year group and start Reception a year later. This is referred to as 'deferred entry'.

Parents who wish to request that their child be educated outside of their chronological year group, and therefore start school a year later (or a year earlier, in some cases) than normal, 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:

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

# Over-subscription criteria for 2018 reception & junior applications.

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## Over-subscription criteria used for local authority maintained PRIMARY schools in Warwickshire, for September 2019 entry into reception:

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 children 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.

## Over-subscription criteria used for local authority maintained INFANT schools in Warwickshire, for September 2019 entry into reception:

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. Children living in the priority area who will have a sibling at the school at the time of admission;
4. Other children living in the priority area;
5. Children living outside the priority area who will have a sibling at the school at the time of admission;
6. Children living outside the priority area who will have a sibling at the partner junior school at the time of admission;
7. Other children living outside the priority area.



## Applications for learners with an Education, Health and Care Plan (EHCP).

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We are committed to meeting the needs of all children in Warwickshire, regardless of difficulty, within the mainstream schools, or a special school.

Information on special schools in Warwickshire is

available in a separate booklet.

For a copy please contact the Special Educational Needs and Disability Assessment and Review (SENDAR) team at: [warwickshire.gov.uk/send](http://warwickshire.gov.uk/send)

The SENDAR team will need to consult with the school(s) about whether or not they can meet the individual needs of the child.

# Appeals.

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Once you have received your offer, you have the right to appeal for a place at any school where your child has been refused a place.

You can submit your appeal online at:  
[warwickshire.gov.uk/schoolappeals](http://warwickshire.gov.uk/schoolappeals)

There is a deadline date to submit your appeal by. This

should be in the 'What to do next' sheet sent with your offer letter or email.

You can appeal after this date, but your appeal may not be heard with other appeals for places at the school. This may have an effect on the outcome of your appeal.

If you are successful at appeal, the school must offer your child a place.

## **This process is different from the waiting lists.**

You are not waiting for other children to decline places.

A successful appeal will mean the school will offer over their Published Admission Number.

## How offers are made:

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All schools have a Published Admission Number (PAN). This is the maximum number of places that will normally be offered at the school at the point of entry.

If you apply for a school that is over-subscribed (has more applications than there are places available) your application is allocated an over-subscription criterion.

Places are then offered in criteria order to fill the school. The criteria used depends upon the type of school that you have applied for.

The main types of school in Warwickshire are as follows:

**Community Schools and Voluntary Controlled Schools** The County Council sets the over-subscription criteria.

**Academies, Voluntary Aided, Foundation and Free Schools**

The Academy Trust or governing body of the school sets the over-subscription criteria.

Detail on the over-subscription criteria used by each school can be found at

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

We consider each of your preferences separately and offer a place at the highest one possible. Your child will be automatically added to the waiting list for any school listed as a higher preference than the school we are able to offer a place at.

### **Team contact information:**

Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL



01926 414143



@WCCApply4School



**Don't forget:** the deadline for applications is 15 January 2019