

Admission to Secondary School - 2019 entry Offer Day Information Leaflet



Introduction

All on time applications for children transferring to secondary school in September 2019 have now been considered. If you submitted your child's application online, you can now log into the online parent portal to view the outcome of your application.

If you completed your child's application over the telephone or via a paper copy application form, then you should have received a separate letter confirming which secondary school your child has been offered.

If you have any questions or concerns about the school place your child has been allocated then please contact the Admissions Service using the details at the bottom of this information leaflet.

This leaflet contains useful information on how:

- To **accept** a school place by the relevant deadline
 - *You can quickly and easily accept the school offered to your child by clicking the 'Accept' button on your online account*

- To **decline** the school offered
 - *Email the Admissions Service, with your child's full name, date of birth and the name of the school you are declining a place at. Remember! We need to know which alternative school your child will be attending in September.*

- To lodge an **appeal** for a school where your child has been refused a place (*ie: schools listed as higher on your application than the school offered*)
 - *Lodge an appeal online*

- **Waiting lists** will operate for different schools
 - *Waiting lists for Warwickshire non-selective schools open from 1st March. Waiting lists for Warwickshire grammar schools open from 11th March.*

- **Reallocation** rounds will operate and on which dates

To **make changes** to your application at this stage, if you wish to do so

We strongly urge you to read through this document thoroughly.

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Accepting the place offered

We highly recommend that you accept the secondary school place which has been offered to your child at this stage, even if it is not your preferred school. You can now log in to your **online account** through the Warwickshire Parent Portal and accept the school offered by following the on-screen instructions on your child's application page.

Make sure you click the 'Accept' button on the online portal, in order to confirm your acceptance of the school offered. This information will then be reported to the school you have accepted.

Declining the school place offered

If you do not wish to accept the school place which has been offered to your child then please contact the Admissions Service via email at: **admissions@warwickshire.gov.uk**

Please include your child's full name and date of birth, plus the school that you are declining, in the main body of the email. We would suggest that you use the following wording as the subject of your email: *'DECLINE of Secondary School offer – 2019 entry'*

You must include your child's full name, their date of birth, their home address, your name and relationship to the child, and which school has been offered and being declined in your email.

.You will not be able to decline any school place offered through the online parent portal****

Additionally, if you are declining the secondary place offered to you by Warwickshire County Council then you **must** have alternative provision in place for your child, for them to start in September 2019. This could include a confirmed place at an independent (private) school, or that you have made the decision to home educate your child.

The Admissions Service **will not** action the request to decline the school place offered if alternative provision has not been secured and the offer will be automatically accepted on your behalf. If your child does not then attend the school allocated, at the start of term in September 2019, then the school will identify your child to the Admissions Service and this will be brought to the attention of the Warwickshire Attendance Service (WAS), who have the authority to begin legal proceedings in relation to children who are not attending school. It is therefore extremely important that you make the Admissions Service aware of your child's education destination for September 2019 entry.

Waiting Lists for Non-Selective schools*

* *'non-selective' means schools that are not grammar schools*

If your child has not been offered a place at one, or more, of the preferred schools that you applied for, this is because there were more applications received for that school than there were places available. When this happens, applicants are ranked in the order of the over-subscription criteria, as determined by the admission authority of the school concerned. Places are then

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offered to those applicants who have been allocated the highest criteria until all available places at the school are filled.

Your child will automatically be added to the waiting list(s) of any non-selective school(s) listed as a higher preference on your application than the school you have been offered. The waiting lists are held in the order of over-subscription criteria, as determined by the school concerned, and will include both on time and late applications equally.

Your child's position on any of those waiting lists could change at any time and applicants can move both up and down on the waiting lists. This is due to vacancies at the school being filled and further late applicants being added to the waiting lists, in criteria order.

Late applications can be received – and will be processed - for secondary schools until the coordinated admissions process ends on 1st September 2019.

Waiting Lists for Grammar Schools

Your child may not be on the waiting list(s) for any grammar school(s) that you have named on your application, as these lists are held based on score data related to the 11+ testing process. This is explained further in a separate information leaflet called: '**2019 entry 11+ Offer Day**', a copy of which is available on our website. This information leaflet confirms the qualifying score that has been set for each of the six grammar schools within the county, for the 2019 entry year, as well as the minimum score required for an applicant to be considered on the waiting list for the grammar schools you have applied for.

If your child has not scored at least the minimum waiting list score for the grammar school(s) you have applied for then they will not be placed on to the waiting list for that school/those schools and your application for those schools will not be considered any further. You can, however, still lodge an appeal for a place at each of the grammar schools you have applied for and been refused a place, regardless of your child's score from the 11+ test. Please see the section below entitled: 'School Appeals for Warwickshire Schools' for more information about the appeals process.

If you have been refused a place at a school which is maintained by a different Local Authority than Warwickshire, then you will need to contact that authority directly for information on why it has not been possible to offer a place to your child and to determine your child's position on the waiting list for the school concerned.

Waiting lists for September 2019 entry, for all Warwickshire secondary schools, will be held until December 2019, at which time all of those lists will then be discarded. It will be the decision of each school to then decide whether or not they wish the local authority to maintain a waiting list on their behalf for the rest of the academic year, whether they want to maintain a list directly with the school, or whether there will not be a waiting list at all.

The waiting lists for all non-selective Warwickshire secondary schools will be open from Friday 1st March 2019. Waiting lists for the Warwickshire grammar schools will be open from Monday 11th March.

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Reallocation rounds

For this year of entry, Warwickshire Admissions Service will be operating specified reallocation rounds as part of the re-offers process.

First Reallocation Round	
Cut-off date for new applications to be considered in first reallocation round, including any changes to an existing application	5pm on Wednesday 13 th March 2019
First reallocation round to commence	Monday 18 th March 2019
First reallocation round expected to be completed	Friday 29 th March 2019

The **first reallocation** round will commence from **Monday 18th March** (please note: re-offers from the waiting lists will not necessarily be made on this date).

The first reallocation round will operate for approximately 2 weeks, during which time the waiting lists will be frozen and re-offers will be made from any places which have become available since 1st March. In order to be considered in the first reallocation round, the Admissions Service must have received your application (or have been notified of any changes to your application, including an updated address) by no later than **Wednesday 13th March**.

Second Reallocation Round	
Cut-off date for new applications to be considered in second reallocation round, including any changes to an existing application	5pm on Wednesday 3 rd April 2019
Second reallocation round to commence	Monday 8 th April 2019
Second reallocation round expected to be completed	Thursday 18 th April 2019

A second reallocation round will then commence from **Monday 8th April**. In order to be considered in the second reallocation round, the Admissions Service must have received your application (or have been notified of any changes to your application, including an updated address) by no later than **Wednesday 3rd April**.

Third Reallocation Round	
Cut-off date for new applications to be considered in third reallocation round, including any changes to an existing application	5pm on Wednesday 24 th April 2019
Third reallocation round to commence	Monday 29 th April 2019
Third reallocation round expected to be completed	Friday 10 th May 2019

A third reallocation round will then commence from **Monday 29th April**. In order to be considered in the third reallocation round, the Admissions Service must have received your application (or have been notified of any changes to your application, including an updated address) by no later than **Wednesday 24th April**.

Making changes to your application

Please note that the school place your child has been offered is based on the information as you provided in your application. You **must** notify us of any changes as soon as they occur. The relevant Admission Authority (eg. local authority, academy trust or governing body) may withdraw

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the offer where it is established that it has been obtained through a fraudulent or intentionally misleading application.

If you move house at any point, or have moved house recently and not notified us, then you must inform us of this as soon as possible.

If you wish to make any other changes to your application – for example, you would like to add further school choices – then you will need to contact your home authority. Warwickshire residents should contact the Admissions Service to make these changes, in line with the published reallocation dates that are outlined above.

Changes can be made to an application for Year 7 entry in September 2019 up to, and including, **Sunday 1st September 2019**.

If you would like to amend your application at any point from **2nd September 2019** then you will need to complete a Change of School application as part of the In-Year admissions process. Further information about this process can be found on our website at:
www.warwickshire.gov.uk/changingschool

School Appeals for Warwickshire Schools

You have the right to appeal for any school that you have named on your application, that you have named as a higher preference than the school your child has been offered. This includes all six of the Warwickshire grammar schools.

Lodging an appeal, submitting relevant evidence, attending an appeal hearing and awaiting the outcome of an appeal can be quite a daunting and emotional process. Many appeals that are heard for Warwickshire's schools are not successful. We therefore recommend that you think carefully about lodging an appeal for any of the schools where your child has been refused a place. Further information and statistics relating to school admissions and the appeals process can be found at:

www.gov.uk/government/collections/statistics-school-applications

If you wish to appeal for a Warwickshire school please complete the online appeal form which can be found at: **www.warwickshire.gov.uk/schoolappeals**

Some schools in Warwickshire operate their own appeals process. You will be advised if this applies to the school you wish to appeal for when you attempt to lodge the appeal through the website above. In such cases, please contact the school concerned for more information about their appeal process.

You should set out the grounds for your appeal in writing at the time of lodging your appeal. You can also submit additional information in line with the scheduled hearing dates as set by Legal Services, who will organise your appeal hearing. All appeals will be acknowledged within 5 schools days.

For further information, or if you have not received an acknowledgement within 5 school days that your appeal has been received by Legal Services, please contact the School Appeals team on: 0845 155 1793. Alternatively, you can email: **schoolappeals@warwickshire.gov.uk**

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Appeals should be submitted by the deadline of **Friday 29th March 2019**.

Appeals lodged by this date will be heard by 17th June 2019. Any appeals submitted after 29th March will be heard by 17th June, where possible, or within 30 school days of the appeal being lodged.

The deadline for submitting an appeal to be heard before the start of the new term in September is Monday 24th June 2019. It may not be possible to hear appeals received after this date prior the start of term. Please note: no appeals will be heard after 31st July 2019. Hearings will then resume in September 2019, after the summer holidays. You can still lodge an appeal online during this time though.

If you are unable to access the website then you can request a paper copy of the appeal form to complete from the Admissions Service. You must then send your completed form to Legal Services, using the details found on the appeal form.

If you wish to appeal for a school in another local authority then you should contact the school directly for further information about their appeal process.

****You can only appeal once for each school, for each academic year of entry****

School Transport

The Home to School Transport Policy has recently been updated, with some changes coming into force in September 2019. We strongly advise that you read through the Warwickshire County Council Home to School Transport Policy before applying for transport assistance, or a paid bus pass, for your child. Further information about this can be found on our website at: **www.warwickshire.gov.uk/schooltravel**

The application process is outlined on the school transport website. The process for applying for free transport will be available online from 1st April 2019.

➤ **Free Transport**

If your child qualifies for free transport then you should apply as soon as possible after 1st April 2019. Applications must be submitted by the deadline of **Friday 24th May 2019** to ensure that your transport assistance, or a bus pass, is available in time for the start of the academic year in September. We are unable to guarantee that applications for free transport received after this date will be processed in time for the start of the new academic year in September.

If your application for free transport is received after the deadline stated above, and cannot be processed before the start of the new academic year in September, then you will need to make alternative arrangements to get your child to and from school yourself until we are able to make suitable arrangements.

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➤ Paid School Transport (Vacant Seats Scheme)

If your child does not qualify for free transport then you can still make an application for a paid bus pass. Further details about this scheme can be found on the website.

Paid Transport applications can be submitted from **3rd June 2019**, and should be submitted by the deadline of Friday 12th July 2019. We are unable to guarantee that applications for Paid Transport applications received after this date will be processed in time for the start of the new academic year in September.

If your application for Paid Transport (ie: a bus pass that is paid for by the parent/carer) is received after the deadline stated above, or we are unable to arrange Paid Transport on your preferred bus service, then you will need to make alternative arrangements to get your child to and from school yourself.

****If applying for paid transport, please be aware that there is no guarantee that your child will be allocated a seat on your preferred school bus service****

If you have any questions regarding eligibility for a bus pass, or the application process for home to school transport assistance, then please contact the Education Transport team:

T: 01926 412929 (option 1, 1)
E: educationtransport@warwickshire.gov.uk

For enquiries about bus routes and services available please contact the Transport Operations team:

T: 01926 412929 (option 1, 2)
E: busservices@warwickshire.gov.uk

Please turn over for a summary of important admissions dates

Free online guides to help parents feel more confident

Warwickshire County Council has purchased three nationally acclaimed online Guides (courses) - designed to help parents feel more confident.

Every single parent, grandparent, or carer living in Warwickshire can now access these Guides
FREE OF CHARGE.

The Guides have been designed by NHS experts and are part of the evidence-based 'Solihull Approach' programme, which supports mums, dads and carers to develop positive and responsive relationships with their infants, children, and young people. In turn, this helps to strengthen emotional resilience and wellbeing, so infants and children are able to bounce back from life's various challenges.

For more information, please visit our website: <https://www.warwickshire.gov.uk/parentguide>

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Summary of Important School Admission Dates

1st March 2019	Appeals process opens – lodge an appeal online
1st April 2019	Online application process for free transport opens
13th March 2019	Deadline to be considered in first reallocation round
18th March 2019	First reallocation round commences
29th March 2019	Deadline for submitting on time appeals
3rd April 2019	Deadline to be considered in second reallocation round
8th April 2019	Second reallocation round commences
24th April 2019	Deadline to be considered in third reallocation round
29th May 2019	Third reallocation round commences
24th May 2019	Deadline for submitting an on time application for free transport
3rd June 2019	Application process for paid transport opens
12th July 2019	Deadline for on time applications for paid transport

If you have any queries or questions about the details laid out in this information leaflet then please do not hesitate to contact the Warwickshire School Admissions team.

T: 01926 414143 – option 2
E: admissions@warwickshire.gov.uk