

# Warwickshire school place

## A professional's guide to supporting parents through the school admissions process

As professionals working with children and families in Warwickshire, we recognise the vital role you play in supporting parents and carers through their child's school journey. The transitions from early years to reception, infant to junior (where relevant) and primary to secondary are big parts of that journey. Given that being in a suitable school has a huge impact on a child's ability to thrive, grow, learn and develop, we want to work with you to ensure that parents and carers are supported to make informed decisions and that every child in Warwickshire gets a suitable school place.

We know that the admissions team is just one small part of a much bigger system and as professionals, you are better placed and connected with families to support them through the admissions process, and really advocate for the family where required. We are therefore asking for your help to enable parents and carers to be able to decide and secure a suitable place for their child to learn.



Parents/carers must apply by:

Secondary  
Apply by:



Reception  
and Junior  
Apply by:



# How you can help

## Universal offer

We know that for most families the decision on school places is a relatively simple one and the application process is straightforward.

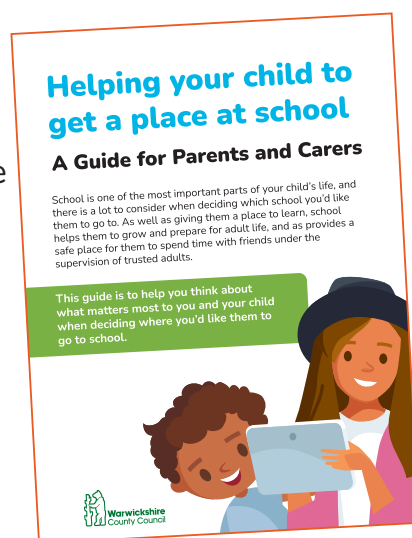
We have produced a simple Parent and Carer Guide to help make it as easy as possible to find the right information, at the right time, in a format that works for them.

### Some of the key topics covered include

- Key dates
- Myth busting
- Find a School tool

**Please use this guide to share information with your families as appropriate. This could be through things like:**

- Parent assemblies
- Parent workshops
- Text message and email reminders
- Newsletters
- Transition sessions with children.



## Targeted approach

Some families may need a little more support with making decisions and the application process. Certain factors may make it harder for parents to navigate the admissions process such as:

- A child or parent with vulnerabilities which may include SEMH, SEND, CIN, CP etc..
- If English isn't a first language or they are new to the country
- A lack of IT or other literacy skills
- Separated families/single parent families etc.,
- Parents lacking confidence or self-esteem.

If you're working with families that need that extra bit of support, you might want to consider one or more of the following steps:

- Connecting the family with the SENCO at their local primary/secondary school
- Completing the online application with them
- Arranging for them to complete the online application over the phone at a time convenient to them with an admissions officer.
- Request a call back from the team here:  
[warwickshire.gov.uk/schoolplacehelp](http://warwickshire.gov.uk/schoolplacehelp)

The Parent and Carer Guide will provide you with all the information you will need to consider when helping a parent through the application process.

## Intervention and/or specialist support

In some cases, the targeted approach will highlight that additional support is needed. It might be that you invite specialist support into your conversations with the family, or that you refer the family onto a different service for additional help:

### Where you can go for support:

School place / admissions: Please complete the online form to request a call back from the team:

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

### Family information service:

Children and families - [Warwickshire County Council](#)

### Family support worker (early help):

Early Help in Warwickshire - [Warwickshire County Council](#)

### SENDIASS/local offer:

SEND Local Offer- [Warwickshire County Council](#)

RISE - [Dimensions Tool Dimensions Tool CAMHS \(cwrise.com\)](#)

### Starting primary schools:

Children and learning school: [Family Lives](#)

Starting secondary school: [Family Lives](#)



## Where to find more information:

### School transport:

[www.warwickshire.gov.uk/school-transport](http://www.warwickshire.gov.uk/school-transport)

### School bus routes:

[www.warwickshire.gov.uk/directory/22/school-bus-timetables/category/161](http://www.warwickshire.gov.uk/directory/22/school-bus-timetables/category/161)

**Warwickshire County Council's 'Find a school' search tool:** [apps.warwickshire.gov.uk/findaschool](https://apps.warwickshire.gov.uk/findaschool)

### How school places are allocated:

[www.warwickshire.gov.uk/school-admissions-appeals/school-places-allocated/1](http://www.warwickshire.gov.uk/school-admissions-appeals/school-places-allocated/1)

### Free school meals:

[www.warwickshire.gov.uk/education-learning/apply-free-school-meals/2](http://www.warwickshire.gov.uk/education-learning/apply-free-school-meals/2)

### School admissions arrangements:

[www.warwickshire.gov.uk/directory/47/school-admissions-arrangements](http://www.warwickshire.gov.uk/directory/47/school-admissions-arrangements)

### Special Educational Needs and Disabilities (SEND) – Admissions to specialist settings:

[www.warwickshire.gov.uk/sendspecialistsettings](http://www.warwickshire.gov.uk/sendspecialistsettings)

### Grammar Schools and the 11+ test:

[www.warwickshire.gov.uk/grammar-schools-11-test](http://www.warwickshire.gov.uk/grammar-schools-11-test)

If you have any further ideas how we can work together so that Warwickshire families get the most suitable school place for their child, please email [loriharvey@warwickshire.gov.uk](mailto:loriharvey@warwickshire.gov.uk)