

# Composite Prospectus 2024/2025

Community and voluntary  
controlled schools



Find out more:  
[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)



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Name	Town
Nursery Hill Primary School	Nuneaton
Claverdon Primary School	Warwick
Wheelwright Lane Primary School	Coventry
Great Alne Primary School	Alcester
Michael Drayton Junior School	Nuneaton
Nathaniel Newton Infant School	Nuneaton
Hurley Primary School	Atherstone
Quinton Primary School	Stratford-upon-Avon
Snitterfield Primary School	Stratford-upon-Avon
Thomas Jolyffe Primary School	Stratford-upon-Avon
Bridgetown Primary School	Stratford-upon-Avon
Welford-on-Avon Primary School	Stratford-upon-Avon
Lighthorne Heath Primary School	Leamington Spa
Chilvers Coton Community Infant School	Nuneaton
Galley Common Infant School	Nuneaton
Whitestone Infant School	Nuneaton
Thorns Community Infant School	Kenilworth
Clinton Primary School	Kenilworth
Park Hill Junior School	Kenilworth
Clapham Terrace Community Primary School and Nursery	Leamington Spa
Westgate Primary School	Warwick
Whitnash Primary School	Leamington Spa
Newburgh Primary School	Warwick
Telford Infant School	Leamington Spa
Briar Hill Infant School	Leamington Spa
Brookhurst Primary School	Leamington Spa
Emscote Infant School	Warwick
Long Lawford Primary School	Rugby
Abbots Farm Infant School	Rugby
Eastlands Primary School	Rugby
Northlands Primary School	Rugby
Bilton Infant School	Rugby
Abbots Farm Junior School	Rugby
Bawnmore Community Infant School	Rugby
High Meadow Community School	Coleshill
Exhall Junior School	Coventry
Chetwynd Junior School	Nuneaton
Glendale Infant School	Nuneaton
Boughton Leigh Junior School	Rugby
Boughton Leigh Infant School	Rugby
Croft Junior School	Nuneaton
Bishopton Primary School	Stratford-upon-Avon
Priors Field Primary School	Kenilworth
Milverton Primary School	Leamington Spa
Race Leys Infant School	Bedworth
Brownsover Community Infant School	Rugby

Water Orton Primary School	Birmingham
Alveston CofE Primary School	Stratford-upon-Avon
Bidford-on-Avon CofE Primary School	Alcester
Ettington CofE Primary School	Stratford-upon-Avon
Hampton Lucy CofE Primary School	Warwick
Ilmington CofE Primary School	Shipston-on-Stour
Loxley CofE Community Primary School	Warwick
Mappleborough Green CofE Primary	Studley
Shottery St Andrew's CofE Primary School	Stratford-upon-Avon
All Saints CofE Primary School and Nursery, Nuneaton	Nuneaton
Abbey CofE Infant School	Nuneaton
St Paul's CofE Primary School, Nuneaton	Nuneaton
Bishops Tachbrook CofE Primary School	Leamington Spa
Cubbington CofE Primary School	Leamington Spa
St Nicholas CofE Primary School	Kenilworth
Lapworth CofE Primary School	Solihull
Radford Semele CofE Primary School	Leamington Spa
All Saints' CofE Junior School	Warwick
St. Margaret's CofE Junior School	Leamington Spa
Clifton-upon-Dunsmore CofE Primary	Rugby
Wolston St Margaret's CofE Primary	Coventry
Wolvey CofE Primary School	Hinckley
Holy Trinity CofE Primary School	Stratford-upon-Avon
Bilton CofE Junior School	Rugby
Shustoke CofE Primary School	Birmingham
The Dassetts CofE Primary School	Southam
Coten End Primary School	Warwick
Sydenham Primary School	Leamington Spa
St John's Primary School	Kenilworth
Bournebrook CofE Primary School	Coventry
St Matthew's Bloxam CofE Primary School	Rugby
Paddox Primary School	Rugby
Binley Woods Primary School	Coventry
Hillmorton Primary School	Rugby
Wembrook Primary School	Nuneaton
Arden Forest Infant School	Bedworth
Milby Primary School	Nuneaton
Weddington Primary School	Nuneaton
Newdigate Primary and Nursery School	Bedworth
Goodyers End Primary School	Bedworth
Exhall Cedars Infant School	Coventry
Shrubland Street Community Primary	Leamington Spa
Kingsbury Primary School	Tamworth
Outwoods Primary School	Atherstone





## Warwickshire County Council Admission Arrangements 2024/25 for community and voluntary controlled schools

Warwickshire County Council is the Admissions Authority for all community and voluntary controlled schools within Warwickshire.

These admission arrangements should be read in conjunction with the Warwickshire coordinated scheme for admission to school in 2024.

A separate application must be made for any transfer from nursery to primary school, and from infant to junior school

Offers for the 2024 entry year will be made up to each schools Published Admission Number (PAN) as outlined in this document.

If the number of applications for any school is less than the published admission number then all applicants will be offered a place.

The Admissions Service may request additional evidence to determine a child's eligibility for particular oversubscription criteria.

Warwickshire County Council's relevant area for consultation is contained within the administrative area of Warwickshire County Council.

When a Warwickshire Community or Voluntary Controlled school is over-subscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order.

**Primary Schools (reception entry):**

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who receive the Early Years Pupil Premium for their early years provider at the time of the making of the application, with no more than 14% of the places available to be allocated under this category.
3. Children who are currently, or have been at any point since birth, subject to a Child in Need Plan or a Child Protection Plan, with no more than 9% of the places available to be allocated under this category.
4. Children living in the Priority Area for the school, who will have a sibling attending the same school in Years 1 to 6 at the time of admission in September 2024.
5. Other children living in the Priority Area for the school.
6. Children living outside the Priority Area for the school, who will have a sibling attending the same school in Years 1 to 6 at the time of admission in September 2024.
7. Other children living outside the Priority Area for the school.

**Infant Schools (reception entry):**

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who receive the Early Years Pupil Premium for their early years provider at the time of the making of the application, with no more than 14% of the places available to be allocated under this category.
3. Children who are currently, or have been at any point since birth, subject to a Child in Need Plan or a Child Protection Plan, with no more than 9% of the places available to be allocated under this category.
- 4a. Children living in the Priority Area for the school, who will have a sibling attending the same school in Year 1 or 2 at the time of admission in September 2024.
- 4b. Children living in the Priority Area for the school, who will have a sibling attending the Partner Junior School in Years 3 - 6 at the time of admission in September 2024\*.
5. Other children living in the priority area for the school.
- 6a. Children living outside the Priority Area for the school, who will have a sibling attending the same school in Year 1 or 2 at the time of admission in September 2024.
- 6b. Children living outside the Priority Area for the school, who will have a sibling attending the Partner Junior School in Years 3 - 6 at the time of admission in September 2024\*.
7. Other children living outside the priority area for the school.

\* If you are also applying for a Year 3 place at the Partner Junior School for another child, for entry in September 2024, please be aware that they will not be considered as a sibling link for the infant school applicant until after that child has been offered a place at the junior school and you have confirmed your acceptance of the Year 3 place.

**Junior Schools (Year 3 entry):**

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who receive the Pupil Premium, or Service Premium, through their current school.
3. Children who are currently, or have been at any point since birth, subject to a Child in Need Plan or a Child Protection Plan, with no more than 9%\*\* of the places available to be allocated under this category.
4. Children who currently attend the Partner Infant School and who intend to remain at that school until the end of the 2023/2024 academic year in July 2024.
- 5a. Children living in the Priority Area for the school, who will have a sibling attending the same school in Years 4, 5 or 6 at the time of admission in September 2024.
- 5b. Children living in the Priority Area for the school, who will have a sibling attending the Partner Infant School at the time of admission in September 2024\*.
6. Other children living in the Priority Area for the school.
- 7a. Children living outside the Priority Area for the school, who will have a sibling attending the same school in Years 4, 5 or 6 at the time of admission in September 2024.
- 7b. Children living outside the priority area for the school, who will have a sibling attending the Partner Infant School at the time of admission in September 2024\*.
8. Other children living outside the Priority Area for the school.

\* If you are also applying for a Reception place at the partner infant school for another child, for entry in September 2024, please be aware that they will not be considered as a sibling link for the junior school applicant until after that child has been offered a place at the infant school and you have confirmed your acceptance of the Reception place.

### **Definition of looked after and previously looked after children**

Previously looked after children are 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). All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

A copy of any relevant documents may be requested as evidence at any time during the admissions process.

### **Clarification on places available for those in receipt of Early Years Pupil Premium**

Where stated, priority is available for children who are in receipt of the Early Years Pupil Premium through their early years' provider, with no more than 14%\* of the places available to be allocated under this category. The child must be in receipt of the premium at the time the application is made;

*Check your eligibility at: [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals)*

*\*14% represents the national figure (13.7%) of children in receipt of Free School Meals, as stated within the Department for Education's Statistical Publication entitled, 'Schools, Pupils and their Characteristics', issued in June 2018.*

*If the number of places from the percentage results in a decimal number, then this will be rounded down to a whole number if .4 or below and rounded up to a whole number if .5 or above.*

*E.g.: 14% of 30 = 4.2. In this case, the number of places available to allocate within this category would be a rounded down to a whole number of 4.*

### **Clarification on places available to those subject to a Child in Need Plan or a Child Protection Plan.**

Where stated, priority is available for children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9%\*\* of the places available to be allocated under this category.

*Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this category. Relevant documents may also be requested from applicants at any time during the admissions process.*

*\*\*9% represents an average figure (8.7%) within the local authority of children either in need or on a child protection plan (where the conference stage commenced), when compared with cohort sizes of children aged 4 – 16, resident in Warwickshire within the 2017/18 academic year. Data obtained from the Department for Education's statistical publication entitled, 'Characteristics of Children in Need', which contains analysis of data obtained in March 2017.*

*If the number of places from the percentage results in a decimal number, then this will be rounded down to a whole number if .4 or below and round up to a whole number if .5 or above.*

*E.g.: 9% of 30 = 2.7. In this case, the number of places available to allocate within this category would be a rounded up to a whole number of 3.*

If there are more applicants who comply with either category 2 or 3 than the number of places available under that category, places will be allocated based on the distance between home and school, in line with the rules set out in these criteria for 'Priority within each over-subscription criterion'.

## Definition of Priority Areas

Each community and voluntary controlled school have an area identified as its Priority Area (this is sometimes referred to as a 'catchment area').

Full details of Priority Areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Infant and Primary School Priority Area Maps can be viewed at:

<http://www.warwickshire.gov.uk/mapinfantprimaryschools>

Junior and Primary School Priority Area Maps can be viewed at:

<http://www.warwickshire.gov.uk/mapjuniorprimaryschools>

## Priority within each oversubscription criteria

Where applicants are allocated the same oversubscription criteria, priority is given in order of distance between the child's home address and the school applied for, with the shortest distance being given highest priority.

Distance will be calculated by using a straight-line measurement from the address point location of the applicant's home address (as set by Ordnance Survey) to the pre-determined point ('centroid') of the school in question. All distances are subject to changes which may occur with updates of mapping data.

## Tie Break

Where the distance from home to school is identical for two or more applicants within the same oversubscription criteria individual priority will be determined by random allocation using a random number generator. The allocation 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.

## Definition of Sibling

Sibling is defined as a brother or sister, a half brother or sister, a step brother or sister, an adopted brother or sister, a child living at the same address who is being Looked After by a local authority, 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.

### **Waiting lists**

Children will automatically be added to the waiting list of any community and voluntary aided schools listed as a higher preference than the school allocated.

Waiting lists are ranked according to the relevant oversubscription criteria above and will not take into account the date individual applications were received or the length of time a child has been on the list.

Waiting lists are held until at least 31 December of each school year of admission and any new child added will require the list to be ranked again in line with the published oversubscription criteria

### **Admission of children below compulsory school age and deferred entry to school**

Admission authorities are required to provide for the admission of all children in the September following their fourth birthday.

Children offered a place in Reception are entitled to a full-time place in the September following their fourth birthday. However, parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which it was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

In both cases, an application for a school place must be made in line with the coordinated admissions process for the relevant year of entry. Once a school place is offered parents or carers can request that entry is deferred or for their child to attend part-time.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.



In addition, parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

To apply for your child to be educated outside of their normal age group a Delayed Entry Request Form must be completed and submitted to the local authority at the same time that you apply for your child to start in Reception in their chronological year group. This will ensure that your application can still be processed if your request to delay is not supported.

Each request will be looked at individually, with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority.

Parents/carers will be notified once a decision is reached, along with the reasons for the decision. Parents will also be notified of the potential risks of a child being taught out of year group and it will be made clear that, when the child moves schools, the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to skip or repeat a year.

**For further information or to download the Delayed Entry Request Form please visit [deferringstartingschool](https://www.warwickshire.gov.uk/deferringstartingschool)**

## Warwickshire Partner Infant and Partner Junior schools for oversubscription criteria

Area	Infant schools	Partner with	Junior schools
Nuneaton & Bedworth	Abbey C of E Infant School	<i>Partner with</i>	Queen's C of E Academy
	Arden Forest Infant School (Bulkington)	<i>Partner with</i>	St James C of E Academy (Bulkington)
	Chilvers Coton Community Infant School and Nursery	<i>Partner with</i>	Queen's C of E Academy
			Middlemarch Junior School
	Exhall Cedars Infant School, Exhall	<i>Partner with</i>	Exhall Junior School, Bedworth
	Galley Common Infant School	<i>Partner with</i>	Michael Drayton Junior School (Hartshill)
	Nathaniel Newton Infant School		
	Glendale Infant School	<i>Partner with</i>	Croft Junior School
			Middlemarch Junior School
	Race Leys Infant School (Bedworth)	<i>Partner with</i>	Race Leys Junior School (Bedworth)
	Whitestone Infant School	<i>Partner with</i>	Chetwynd Junior School
Rugby	Abbots Farm Infant School	<i>Partner with</i>	Abbots Farm Junior School
	Bawnmore Community Infant School	<i>Partner with</i>	Bilton C of E Junior School
	Bilton Infant School		
	Boughton Leigh Infant School	<i>Partner with</i>	Boughton Leigh Junior School
	Brownsover Community Infant School		
	Dunchurch (Foundation) Infant School	<i>Partner with</i>	Dunchurch Boughton C of E (Aided) Junior School
	Leamington Hastings C of E Academy		
	Henry Hinde Infant School	<i>Partner with</i>	Henry Hinde Junior School
Warwick/Leamington	Briar Hill Infant School, Whitnash	<i>Partner with</i>	St Margaret's C of E Junior School, Whitnash
	Emscote Infant School, Warwick	<i>Partner with</i>	All Saint's C of E Junior School, Warwick
	Telford Infant School, Leamington	<i>Partner with</i>	Telford Junior School, Leamington
	Thorns Community Infant School, Kenilworth	<i>Partner with</i>	Park Hill Junior School, Kenilworth
Studley	Studley Community Infant School	<i>Partner with</i>	Studley St Mary's C of E Academy, Studley

**Published Admission Number (PAN) for Warwickshire community or voluntary controlled schools**

School Name	PAN 2023/24	PAN 2024/25	Type
Abbey C of E Infant School	60	<b>60</b>	Infant
Abbots Farm Infant School	60	<b>60</b>	Infant
Abbots Farm Junior School	66	<b>66</b>	Junior
All Saints' C of E Junior School	60	<b>60</b>	Junior
All Saints C of E Primary School and Nursery, Nuneaton	30	<b>30</b>	Primary
Alveston C of E Primary School	30	<b>30</b>	Primary
Arden Forest Infant School	60	<b>60</b>	Infant
Arley Primary School	30	<b>30</b>	Primary
Bawnmore Community Infant School	60	<b>60</b>	Infant
Bidford-On-Avon C of E Primary School	45	<b>45</b>	Primary
Bilton C of E Junior School	105	<b>105</b>	Junior
Bilton Infant School	60	<b>60</b>	Infant
Binley Woods Primary School	30	<b>30</b>	Primary
Bishops Tachbrook C of E Primary School	30	<b>30</b>	Primary
Bishopton Primary School	45	<b>45</b>	Primary
Boughton Leigh Infant School	90	<b>90</b>	Infant
Boughton Leigh Junior School	120	<b>120</b>	Junior
Bournebrook C of E Primary School	20	<b>20</b>	Primary
Briar Hill Infant School	90	<b>90</b>	Infant
Bridgetown Primary School	60	<b>60</b>	Primary
Brookhurst Primary School	60	<b>60</b>	Primary
Brownsover Community Infant School	30	<b>30</b>	Infant
Camp Hill Primary School	60	<b>60</b>	Primary
Chetwynd Junior School	90	<b>90</b>	Junior
Chilvers Coton Community Infant School	60	<b>60</b>	Infant

Clapham Terrace Community Primary School and Nursery	30	<b>30</b>	Primary
Claverdon Primary School	30	<b>30</b>	Primary
Clifton-upon-Dunsmore C of E Primary School	30	<b>30</b>	Primary
Clinton Primary School	30	<b>30</b>	Primary
Coten End Primary School	90	<b>90</b>	Primary
Croft Junior School	90	<b>90</b>	Junior
Cubbington C of E Primary School	30	<b>30</b>	Primary
Eastlands Primary School	30	<b>30</b>	Primary
Emscote Infant School	60	<b>60</b>	Infant
Ettington C of E Primary School	30	<b>30</b>	Primary
Exhall Cedars Infant School	60	<b>60</b>	Infant
Exhall Junior School (formerly St Giles' Junior School)	60	<b>45</b>	Junior
Galley Common Infant School	54	<b>54</b>	Infant
Glendale Infant School	90	<b>90</b>	Infant
Goodyers End Primary School	60	<b>60</b>	Primary
Great Alne Primary School	16	<b>16</b>	Primary
Hampton Lucy C of E Primary School	15	<b>15</b>	Primary
Harbury C of E Primary School	30	<b>30</b>	Primary
High Meadow Community School	30	<b>30</b>	Infant
Hillmorton Primary School	60	<b>60</b>	Primary
Holy Trinity C of E Primary School	60	<b>60</b>	Primary
Hurley Primary School	30	<b>30</b>	Primary
Ilmington C of E Primary School	15	<b>15</b>	Primary
Kingsbury Primary School	45	<b>45</b>	Primary
Lapworth C of E Primary School	30	<b>30</b>	Primary
Lighthorne Heath Primary School	13	<b>13</b>	Primary
Long Lawford Primary School	60	<b>60</b>	Primary
Loxley C of E Community Primary School	6	<b>6</b>	Primary

Mappleborough Green C of E Primary School	17	<b>17</b>	Primary
Michael Drayton Junior School	150	<b>150</b>	Junior
Milby Primary School	60	<b>60</b>	Primary
Milverton Primary School	45	<b>45</b>	Primary
Nathaniel Newton Infant School	90	<b>90</b>	Infant
Newbold And Tredington C of E Primary School	15	<b>15</b>	Primary
Newburgh Primary School	60	<b>60</b>	Primary
Newdigate Primary and Nursery School	60	<b>60</b>	Primary
Northlands Primary School	30	<b>30</b>	Primary
Nursery Hill Primary School	25	<b>30</b>	Primary
Outwoods Primary School	60	<b>60</b>	Primary
Paddox Primary School	90	<b>90</b>	Primary
Park Hill Junior School	66	<b>66</b>	Junior
Priors Field Primary School	30	<b>30</b>	Primary
Provost Williams C of E Primary School	30	<b>30</b>	Primary
Quinton Primary School	30	<b>30</b>	Primary
Race Leys Infant School	60	<b>60</b>	Infant
Radford Semele C of E Primary School	30	<b>30</b>	Primary
Shottery St Andrew's C of E Primary School	15	<b>15</b>	Primary
Shrubland Street Community Primary School	28	<b>28</b>	Primary
Shustoke C of E Primary School	30	<b>30</b>	Primary
Snitterfield Primary School	15	<b>15</b>	Primary
St John's Primary School	30	<b>30</b>	Primary
St Matthew's Bloxam C of E Primary School	30	<b>30</b>	Primary
St Nicholas C of E Primary School	60	<b>60</b>	Primary
St Paul's C of E Primary School, Nuneaton	60	<b>60</b>	Primary
St Margaret's C of E Junior School	90	<b>90</b>	Junior
Sydenham Primary School	60	<b>60</b>	Primary

Telford Infant School	90	<b>90</b>	Infant
Telford Junior School	90	<b>90</b>	Junior
The Dasset C of E Primary School	30	<b>30</b>	Primary
Thomas Jolyffe Primary School	60	<b>60</b>	Primary
Thorns Community Infant School	60	<b>60</b>	Infant
Water Orton Primary School	45	<b>45</b>	Primary
Weddington Primary School	60	<b>60</b>	Primary
Welford-on-Avon Primary School	30	<b>30</b>	Primary
Wembrook Primary School	90	<b>90</b>	Primary
Westgate Primary School	30	<b>30</b>	Primary
Wheelwright Lane Primary School	30	<b>30</b>	Primary
Whitestone Infant School	90	<b>90</b>	Infant
Whitnash Primary School	60	<b>60</b>	Primary
Wolston St Margaret's C of E Primary School	30	<b>30</b>	Primary
Wolvey C of E Primary School	30	<b>30</b>	Primary

## Summary of School Offers 2024

For a breakdown of the offers made to individual primary schools for entry 2024, please visit:

**<https://api.warwickshire.gov.uk/documents/WCCC-1990003847-3836>**

For a breakdown of the offers made to individual junior schools for entry 2024, please visit:

**<https://api.warwickshire.gov.uk/documents/WCCC-1990003847-3835>**

For a breakdown of the offers made to individual secondary schools for entry 2024, please visit:

**<https://api.warwickshire.gov.uk/documents/WCCC-1990003847-3786>**



## Warwickshire County Council In-Year Admissions Process

### 2024/2025 Academic Year

#### Background

In-year applications are those when a parent or carer wants their child to change schools during the school year, perhaps because of a house move or other change in personal circumstances. They are applications that fall outside the standard Coordinated Scheme and will follow the process outlined in this document.

Warwickshire County Council coordinates the in-year applications for all community and voluntary controlled schools, and the majority of own admission authority schools, such as academies. The full list and contact details of schools that manage their own in-year applications can be found on the [Warwickshire Admissions webpages](#).

All processes set out for In-year school admissions will be undertaken in line with the School Admissions Code (2021).

The document sets out the processes for the In-year change of school applications during the 2024/25 academic year. Further details on school admission and how to apply is available online at: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

Details of which school are local to the applicant's home address can be found online using the Warwickshire [Find a School webpage](#). The Warwickshire Admissions Team will be able to advise which schools have places available in each year group.

Non-Warwickshire residents should contact the local authority in which they live to establish the in-year admissions process in relation to their home authority.

Applications to start school in reception or transfer to a junior or secondary school in September 2024 must be made in line with the Coordinated Scheme for admission to school in September 2024.



## Admission Arrangements

All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications received than places available at that school. Details of all Warwickshire's publicly funded schools and their admission arrangements are published on the Admissions website.

All in-year applications will be processed in line with the determined admission arrangements for the relevant schools.

## Applying for an In-year school place

Applications from Warwickshire residents wanting their child to move schools during the year should be made using Warwickshire's online application system, via the [Warwickshire Admissions webpage](#)

Application forms for Warwickshire schools that handle their own in-year admissions are available directly from the schools. The full list and contact details of schools that manage their own in-year applications can be found on the [Warwickshire Admissions webpages](#). Any applications received by Warwickshire County Council for schools which handle their own in-year admissions will be forwarded to the school in question.

## Consideration of applications

Upon receipt of a completed In-year application, the Admissions Service will consider each school in the order of preference shown on the application beginning with the school listed as the first preference.

All community and voluntary controlled schools, along with the own admission authority schools are required to provide updated data confirming available vacancies data on a weekly basis.

Offers will be made in line with the relevant admission arrangements, including oversubscription criteria where applicable. Application updates and outcomes will be sent via the parent portal where the application is made online, otherwise, a letter will be sent notifying of the decision via email or post. Letters are only posted where an email address is not available.

Where the first preference school is not able to offer a place then the relevant oversubscription criteria will be used to determine the child's place on the school's waiting list.

Further preferences named on the application will then be considered in order, using the same process as outlined above, until a place can be offered at one of the schools named on the application, or all preferences have been exhausted.

Should it not be possible to offer a place at any of the preferences named on the

application, and the child is unable to remain at their current school, then a place will be allocated at the next nearest school with availability. This could be either a community or voluntary controlled school or an own admission authority school which has a space, including voluntary aided schools and academies. The next nearest school with availability will be identified based on distance calculated by a straight-line measurement.

## Appeals

Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the [Warwickshire School Appeals website](#). Own admission authority schools should be contacted directly for details of their appeals process.

## Waiting Lists

Children will automatically be added to the waiting list of any Community and Voluntary Controlled Schools named as a higher preference than the school allocated.

Each waiting list will be ranked according to the admission policy and oversubscription criteria for that school. Waiting lists will not take into account the date individual applications were received or the length of time a child has been on the list.

Waiting lists will be cleared at the end of each term and parents must contact the Admissions Service to confirm their continued interest in remaining on the waiting list for a school and the details included in the original In-year application are still accurate.

Failure to confirm continued interest in a particular school by the beginning of both the Spring term and the Summer term will result in the child being removed from the relevant waiting list(s).

Own admission authority schools should be contacted directly for details of their waiting list policy.

## Timescales

Warwickshire County Council aims to process in-year applications within 10 school days, in certain circumstances applications may take slightly longer to process but all applications will be processed within a maximum of 15 school days. The County Council will aim to notify the parents of the outcome of the application in writing within 10 school days where possible.

It is often not possible to process applications as effectively during the school holidays when schools are closed, particularly during the summer holiday period.

Once a place is offered parents have ten working days to accept the place, details of how to accept a place will be sent with the offer. If a place is not accepted within this time, then the offer may be withdrawn.

The child should start at the school within twenty school days of the place being offered unless an alternative start date has been agreed with the relevant school

### **Child's Home Address**

Details of the child's permanent address must be included on the application, or details of the child's future permanent address if moving home.

Children who spend part of their week with one parent and part with another, at different addresses, must use the address at which they spend most of their time. This address will be used for determining any school priority area and distance from school.

In all cases it is expected that parents will agree on the address to be used and which schools to apply for before an application is made. 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 will result in Warwickshire County Council using a random number generator to determine which application to process.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis.

### **Evidence of address.**

Either during the application process or after the offer of a school place, parents may be asked for proof of address. As part of the application process, documentation concerning the child's home address will be requested.

School places will be allocated using the child's home address as included on the application form.

Acceptable documents to confirm a child's home address include:

- 2023/2024 Council Tax Bill
- 2023/2024 Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Copy of tenancy agreement or mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter

Additional acceptable proof if moving home includes:

- a full copy of the signed tenancy agreement (which should terminate on, or after, 1st September 2024),
- or a letter from the family's solicitor confirming that there has been an exchange

of contracts on the new property.

Where a school place is offered based on an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn.

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.

### **Warwickshire residents applying for a place at schools outside of Warwickshire**

Warwickshire residents wishing to apply for a place at a school outside of Warwickshire should contact the relevant admission authority for that school for information on the application process.

### **Non-Warwickshire residents applying for a place at a Warwickshire school**

Non-Warwickshire residents wishing to apply for a place at a Warwickshire school should, in the first instance, contact the local authority in which they live. In some cases, parents and carers may then be directed to apply via the Warwickshire Admissions Service and the above process should be followed.

### **Children educated outside of their chronological year group**

Guidance relating to the education of children outside of their chronological year group is available on the Warwickshire School Admissions [webpages](#).

### **Fair Access Protocol**

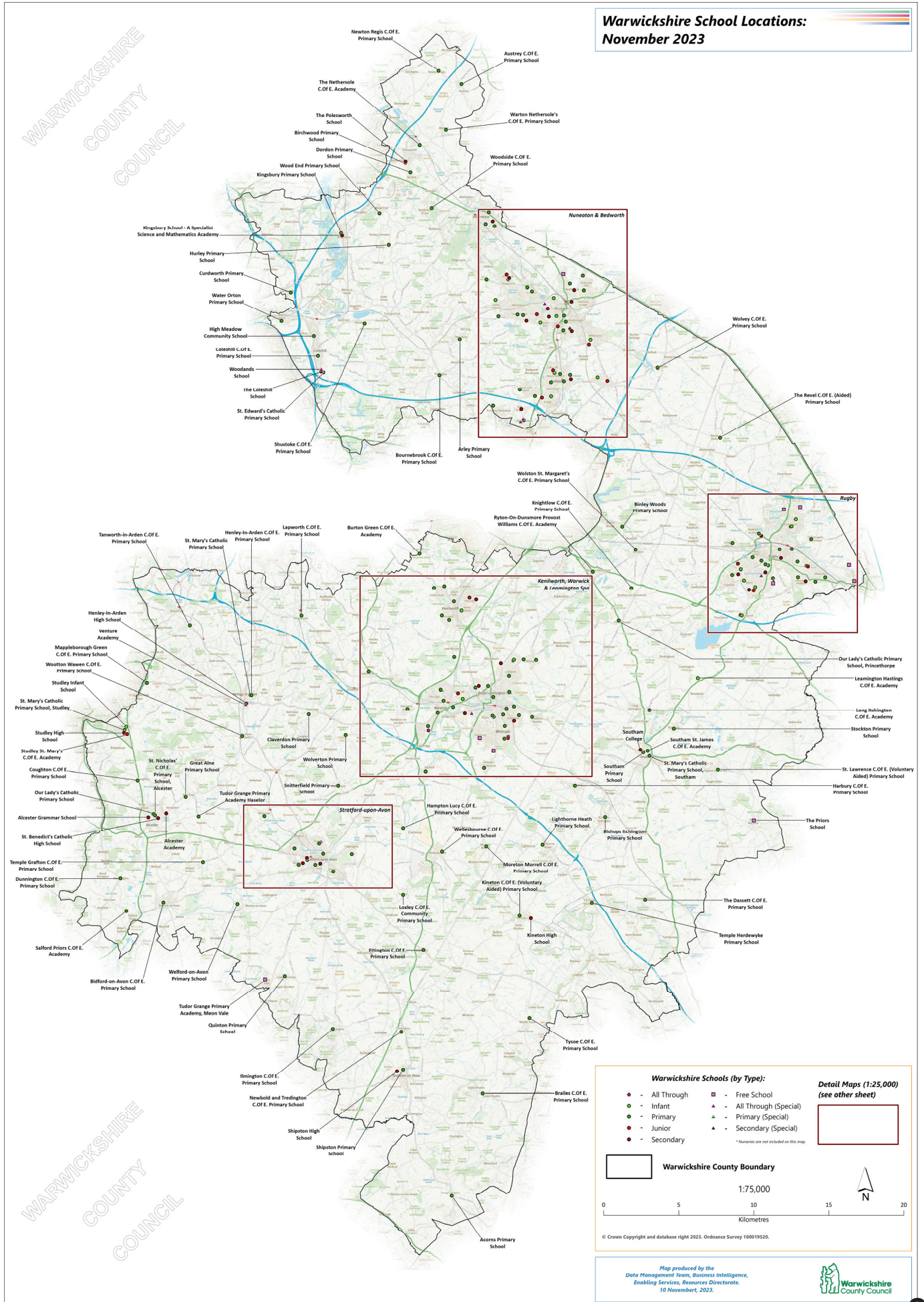
Some applications may need to be considered under Warwickshire County Council's 'Fair Access Protocol' (FAP). This will apply to some children when it has not been possible to secure a school place for them through the normal in-year admissions process.

If a child's application is being considered under the FAP then the parent or carer will be notified of this as soon as possible after submitting the application.

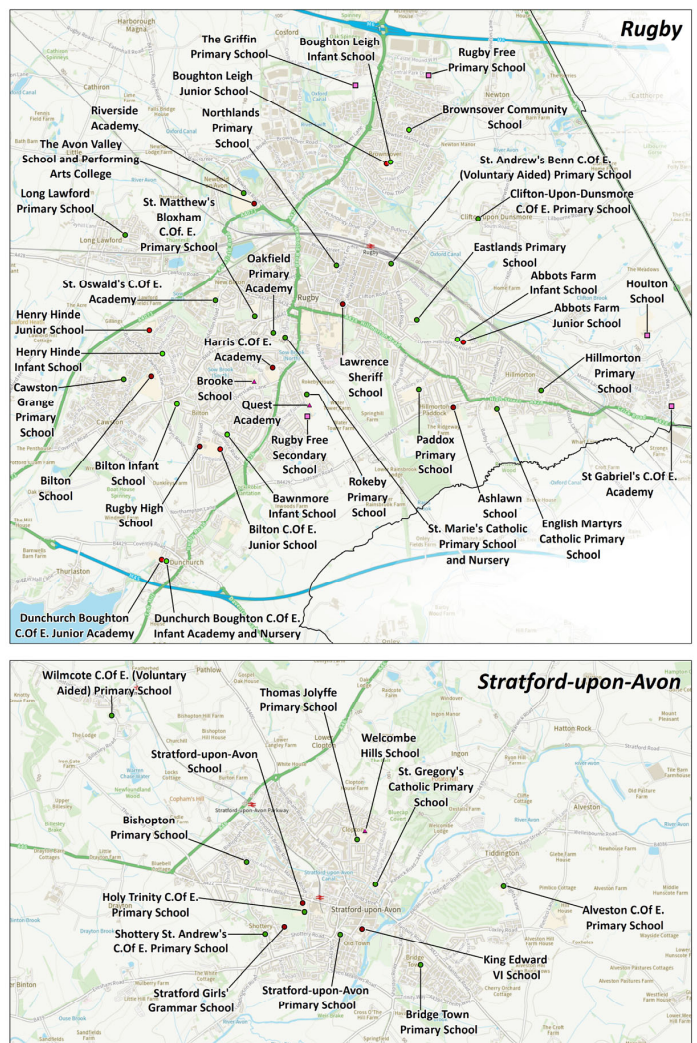
Further information on the FAP can be found on the Warwickshire School Admissions [Webpages](#).



**Warwickshire School Locations:  
November 2023**

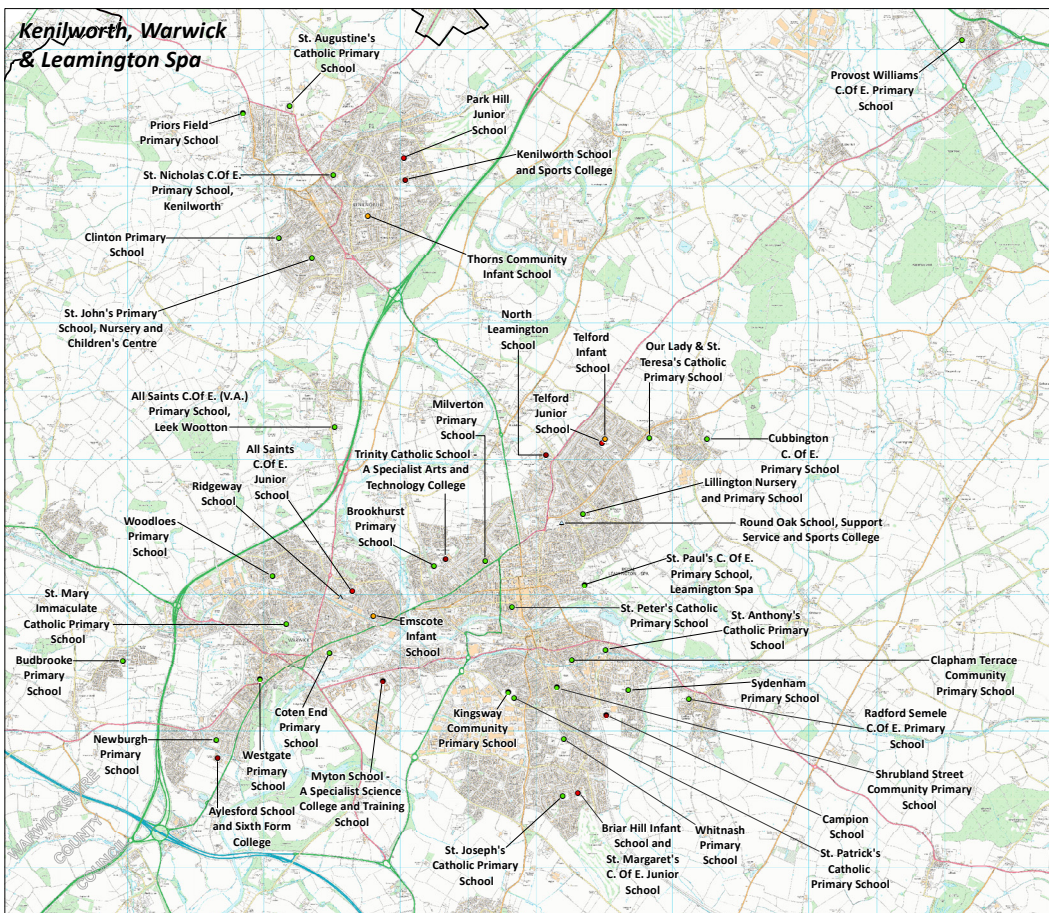
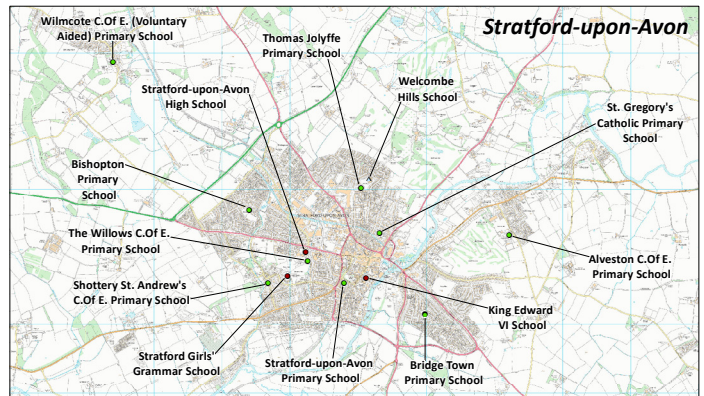
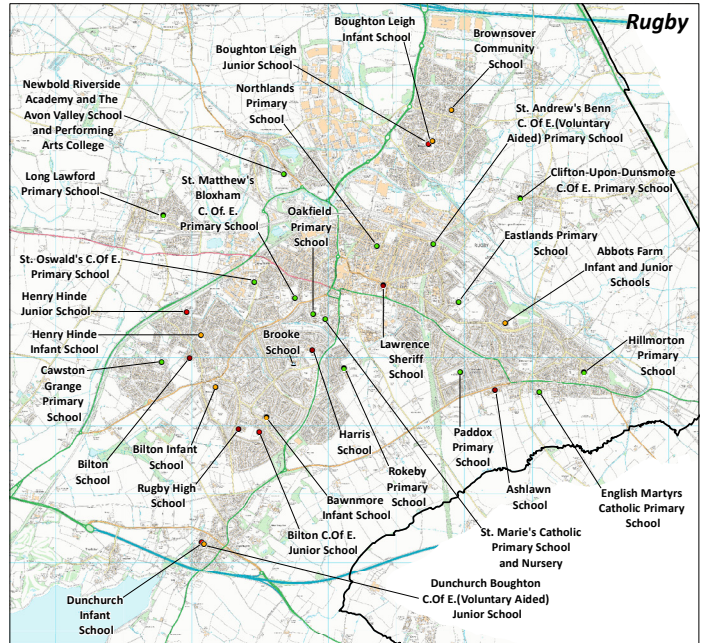
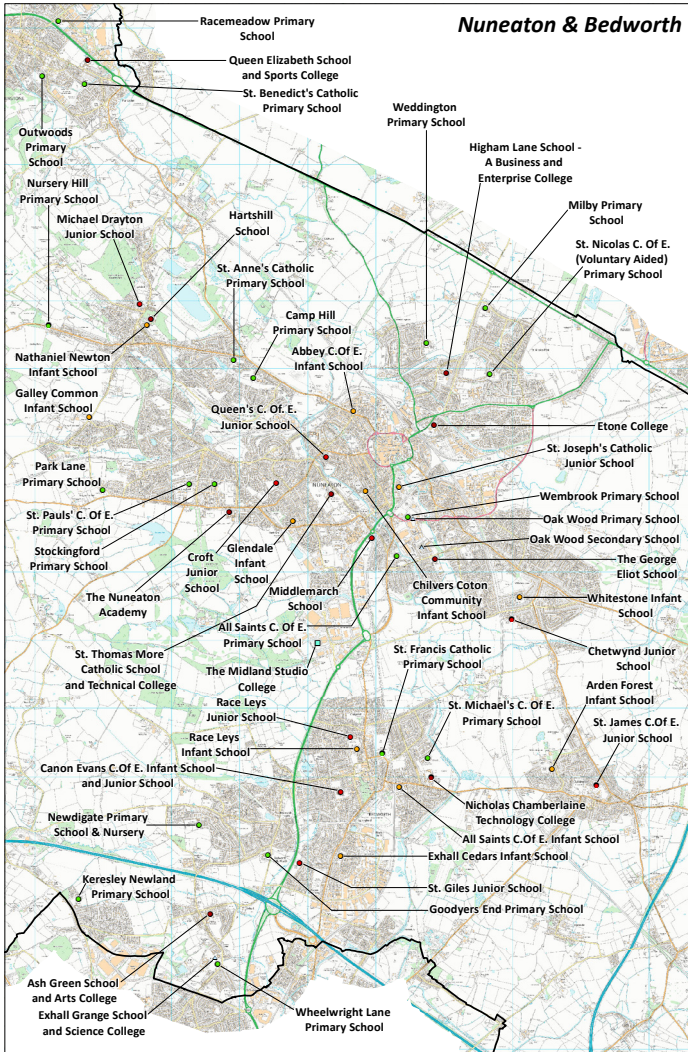






Warwickshire  
County Council

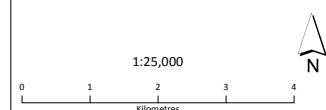




### Warwickshire School Locations - February 2014.

Large Urban Areas - Detail Maps.

- Warwickshire Schools:**
- - Infant
  - - Primary
  - - Junior
  - - Secondary
  - ▲ - Special
  - - Studio School
  - - Free School
- Warwickshire County Boundary.



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Produced by the WCC Corporate GIS Team, 25 February, 2014.

Warwickshire Observatory

Warwickshire County Council