

INFORMATION YOU NEED TO KNOW

You will need to accept or decline the school place offered by 30th April 2021 in order to secure a school place for September 2021. Failure to accept the place offered may lead to the place being withdrawn and your child missing education.

- **How to ACCEPT a school place**

- *The quickest way to accept the school place offered to you is online*
- *Go to www.warwickshire.gov.uk/receptionandjunioroffers*
- *and click on 'accept a school place'*

- **How to DECLINE the school place**

- *Please go to our website www.warwickshire.gov.uk/receptionandjunioroffers*
- *and click on 'decline a school place'*
- *You will need to provide information about the child, the person declining, and which alternative school the child will be attending in September 2021.*

- **How to get on a WAITING LIST**

- *The Admissions Service operate waiting lists for school places. If you have not been offered your first preference school, you will **automatically** be placed on the waiting list for your higher preference school.*
- *Please note that a child's position on a waiting list can move up and down as offers are being reallocated after 26th April 2021.*

- **How to lodge an APPEAL**

- *You can appeal for any higher preference school for which you have been refused a place. We advise you to accept the offer you have been made as this will secure a school place for your child for September 2021. This will not affect any appeal you lodge, or your place on any waiting lists.*
- *For further information go to www.warwickshire.gov.uk/admissions to lodge an appeal online*

We strongly urge you to read through this document thoroughly.

All applications for children transferring to Reception or Junior school in September 2021 have been considered and offers are made on 16th April 2021.

Online applications - If you submitted your child's application online through the parent portal, the best way to retrieve your offer is by going online to www.warwickshire.gov.uk/admissions and logging on to the parent portal to view the outcome of your application.

Paper and telephone applications – If you completed your child's application over the telephone or submitted a paper application form, you will receive a separate letter confirming which reception or Junior school your child has been offered. The letters will be sent in the post on 15th April 2021

Summary of Important School Admission Dates

16 th April 2021	Appeals process opens – lodge an appeal online
16 th April 2021	Application process for transport assistance opens
21 st April 2021	Deadline for new applications or amendments to existing applications to be made in order to be considered in the first round of reoffers.
26 th April 2021	First reallocation round commences
12 th May 2021	Deadline for new applications - in order to be considered in second round of reoffers
17 th May 2021	Second reallocation round commences
18 th May 2021	Deadline by which appeals must be lodged in order to be classed as on time. Appeals lodged by this date will be heard by Tuesday 20 th July 2021
21 st May 2021	Deadline to apply for transport assistance for any approved assistance to be in place for September 2021
31 st August 2021	Coordinated Admissions process ends
1 st September 2021	In-Year Admissions process commences

Accepting the school place offered

We highly recommend that you accept the reception or junior school place that has been offered to your child at this stage, even if it is not your preferred school. You will automatically be placed on the waiting list for your higher preference schools. If you do not accept the school place you are at risk of losing the place when places are reallocated after 26th April.

Accepting the school place you have been offered does not disadvantage you in the reallocation process, and it does not affect your right to appeal. By accepting the school place offered you are guaranteeing your child a place at reception or junior school for September 2021.

You can now log in to your [online parent account](#) through the Warwickshire website and accept the school offered by following the on-screen instructions on your child's application page

Make sure you accept the offered school on the online portal, in order to confirm your acceptance of the school offered. This information will then be reported to the school that your child has been offered.

Declining the school place offered

We understand you may feel disappointed if you have not received an offer for your preferred school. If you are not satisfied with the offer you have received, we strongly encourage you to accept the offer initially – this will guarantee your child has a secondary school place for September 2021.

Accepting the offer your child has been made will not disadvantage you - you will automatically be added to the waiting list for your higher preference schools, and accepting the place does not in any way affect your right to appeal the decision.

Please be aware that if you do wish to decline the reception or junior place offered to you by Warwickshire County Council it is important you have alternative education provision in place for your child from September 2021. This could include a confirmed place at an independent (private) school, or that you have made the decision to home educate your child.

There is no guarantee that the local authority will be able to offer your child a place at any of the alternative preferred schools on your application,

If you do not wish to accept the school place which has been offered to your child then please go to our website www.warwickshire.gov.uk/admissions and click on 'decline a school place' link to complete a short form.

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	21 April 2021
Deadline date to accept or decline an offer	30 th April 2021
First reallocation round to commence	26 th April 2021
First reallocation round expected to be completed	10 May 2021

The first round of reallocating unwanted school places will start on Monday 26th April 2021. It is unlikely that the Admissions Service will be able to notify parents of any re-offers until after Monday 3rd May 2021. If we can offer you a higher preference in the reallocation round you will be contacted by email or telephone call.

In order to be considered in the first reallocation round, Warwickshire 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 21st April 2021.

New applications – or changes to existing applications – received after 21st April will be considered as outlined below.

Second Reallocation Round	
Deadline for new applications to be considered in second reallocation round, including any changes to an existing application	Wednesday 12th May 2021 (11.59pm)
Second reallocation round to commence	From Monday 17th May 2021
Second reallocation round expected to be completed	Friday 28th May 2021.

A second reallocation round will then commence from Monday 17th May and is expected to be completed by Friday 28th May. It is unlikely that the Admissions Service will be able to notify parents of any re-offers until after Monday 24th May. If we can offer you a higher preference in the reallocation round you will be contacted by email or telephone call.

In order to be considered in the second reallocation round, Warwickshire 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 12th May 2021.

New applications – or changes to existing applications – received after 21st April will be considered on an ad hoc basis.

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

If you move to a new house at any point or have moved to a new 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 Warwickshire School Admissions Service to make these changes, in line with the published reallocation dates that are outlined above.

Please note: If

you made your original application through our online parent portal, any changes you make to your online account will not be processed

The only way that changes can now be made to an existing application – or a new application submitted – is either via email or over the phone through the Admissions Service.

Changes can be made to an application for reception or junior entry in September 2021 up to, and including, Tuesday 31st August 2021.

If you would like to amend your application at any point from 1st September 2021 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/admissions

Waiting lists for Warwickshire 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 who couldn't be offered a place are placed on a waiting list in which they are ranked in the order of the over-subscription criteria by the admission authority of the school concerned. Places are then 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 school 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. Movement up and down the list happens as vacancies become available and or late applicants are added to the waiting list in criteria order.

Late applications can be received – and will be processed - for reception or junior schools until the coordinated admissions process ends on 1st September 2021.

Waiting lists for schools in other local authorities

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 2021 entry, for all Warwickshire reception or junior schools, will be held until December 2021, at which time, all those lists will be discarded. It will then be at the discretion of each school as to whether or not they wish the local authority to maintain a

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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 Warwickshire reception or junior schools will be open from 16th April 2021.

School appeals for Warwickshire schools

You have the right to appeal for any school that you have named on your application and where your child has been refused a place – i.e. any school that you have named as a higher preference than the school your child has been offered.

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

Appeals should be submitted by the deadline of Tuesday 18th May 2021.

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 school days.

For further information, or if you have not received an acknowledgement within 5 school days of lodging your appeal to confirm that it has been received by the School Appeals Team, please contact them on: 0845 155 1793. Alternatively, you can email: schoolappeals@warwickshire.gov.uk

Appeals for reception or junior from September 2021

National Offer Day 16th April 2021

Deadline for lodging appeals 18th May 2021

Appeals received by 18th May will be heard by 20th July 2021

Appeals received after 18th May will be heard within 30 school days of the appeal being lodged. Hearings are therefore likely to be scheduled after the start of the new academic year in September 2021

School transport

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**

If your child qualifies for free transport then you should apply as soon as possible after 16th April 2021, and by the deadline of Friday 21st May 2021 to ensure that your transport assistance, or a bus pass, is available in time for the start of the academic year in September 2021.

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: to@warwickshire.gov.uk

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>

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

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

To protect your child, please contact your GP practice to check their immunisations are up-to-date before they start school.



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