

Reception and Junior School Places 2021

Securing a school place for your child

To secure a school place for your child in September 2021, you will need to accept or decline the place offered to them by **30th April 2021**.

This document gives information about how your child's application is managed and guidance on what you need to do so that your child has a school place ready for September.

Key Information

How to **ACCEPT** a school place

- Go to <https://www.warwickshire.gov.uk/receptionandjunioroffers> and click on 'accept a school place'.

How to **DECLINE** a school place

- Go to <https://www.warwickshire.gov.uk/receptionandjunioroffers> and click on 'decline a school place'.
- You will need to provide the reason why the school place is not being accepted and details of any alternative provision that is in place for your child.

How to get on a **WAITING LIST**

- You will automatically be placed on the waiting list for any school listed as a higher preference on your application form than the one that has been offered. There is therefore no need to contact us.
- Places will be reallocated from **26th April 2021**. Please do not contact us before this date as we will not be able to give you any information on waiting list priority.
- Accepting the school place already offered to your child has no impact on waiting lists, so even if you are hoping place at another school will become available, we strongly recommend that you still accept the offer that your child has been given. This is the only way to guarantee your child will have a school place in September.

How to lodge an **APPEAL**

- You can appeal for any higher preference school for which you have been refused a place. In the meantime, we advise you to accept the offer you have been given so that your child has a guaranteed place for September 2021. This will not affect any appeal you lodge, or your place on any waiting lists.
- For further information, visit <https://www.warwickshire.gov.uk/schoolappeals>

Summary of School Admission Dates

16 April 2021	Appeals process opens
16 April 2021	Application process for transport assistance opens
21 April 2021	Deadline for new applications (or amendments to existing applications) to be made for consideration in the first round of reoffers
26 April 2021	First reallocation round starts
12 May 2021	Deadline for new applications (or amendments to existing applications) to be made for consideration in the second round of reoffers
17 May 2021	Second reallocation round starts
18 May 2021	Deadline for appeals. Those lodged by this date will be heard by Tuesday 20th July 2021.
21 May 2021	Deadline to apply for transport assistance
31 August 2021	September 2021 normal admissions cycle ends
1 September 2021	The "In-Year" Admissions process starts

Reception and Junior School Admissions – Further Information

Accepting the school place offered

So that your child has a guaranteed school place, we strongly recommend that you accept the reception or junior school place that has been offered, even if it is not your preferred school. If you have not accepted the school place by **30 April 2021** then it may be offered to another child through the reallocation rounds (see below). This could leave your child without a school place for September.

You will automatically be placed on the waiting list for any higher preference schools and accepting the offered school place does not disadvantage you in the reallocation process or affect your right to appeal.

To accept your school place, visit: <https://www.warwickshire.gov.uk/receptionandjunioroffers>

Declining the school place offered

We understand you may feel disappointed if you have not received an offer for your preferred school. However, we strongly encourage you to accept the offer you have been given, as this is the only way to guarantee that your child has a school place for September 2021.

If you are declining the school place offered to your child, then please let us know if 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.

If your child is over the age of 5 and has not secured a school place for the 2021/2022 academic year, and they are not being home educated, then your child will be identified to the Warwickshire Attendance Service, who have the authority to begin legal proceedings in relation to children who are not attending school.

To decline your school place, visit <https://www.warwickshire.gov.uk/receptionandjunioroffers>

Waiting lists for Warwickshire schools

If your child has not been offered a place at one or more of your preferred schools, 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 each school. 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 of any school(s) listed as a higher preference on your application than the school you have been offered. The waiting lists will include both applications received before and after the application deadline 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 applications being added to the waiting lists in criteria order.

Late applications will be accepted for schools until the coordinated admissions process ends on 1st September 2021.

Waiting lists for September 2021 entry, for all Warwickshire schools, will be held until December 2021, at which time they will be discarded. It will then be at the discretion of each school as to whether they want us to maintain a waiting list on their behalf for the rest of the academic year, whether they want to maintain a list themselves, or whether there will be a waiting list at all.

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.

Reallocation rounds

Reallocation rounds are used to process late applications, late preference changes and re-offers. We have two reallocation rounds, as follows:

First Reallocation Round

Deadline for new applications to be considered, including any changes to an existing application	21 April 2021
First reallocation round to commence	26 April 2021
First reallocation round to be completed	10 May 2021

Second Reallocation Round

Deadline for new applications to be considered, including any changes to an existing application	12 May 2021
Second reallocation round to commence	17 May 2021
Second reallocation round expected to be completed	28 May 2021

If we can offer you a higher preference in either reallocation round, you will be contacted by email or telephone.

To be considered in either reallocation round, we must receive your application by the deadlines above. This includes any updates to your application such as a change of address.

Any new applications, or changes to existing applications, received after 12 May 2021 will be considered on an ad hoc basis.

Making changes to your application

The school place your child has been offered is based on the information that was provided in your application. You must notify us of any relevant changes (e.g. a new address or adding further school choices) as soon as possible. The relevant admission authority (e.g. 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.

To make changes before 31 August 2021, please email us at admissions@warwickshire.gov.uk. If you need to amend your application after 1 September 2021, please visit <https://www.warwickshire.gov.uk/moving-schools-within-school-year>.

School appeals for Warwickshire schools

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

We recommend that you think carefully about lodging an appeal. Most appeals are not successful and lodging an appeal, submitting relevant evidence, attending an appeal hearing and awaiting the outcome can be a daunting and emotional process. 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 form at: www.warwickshire.gov.uk/schoolappeals by the deadline of **18 May 2021**. Appeals received after this date may not be heard until after the start of the school term in September.

Some schools in Warwickshire operate their own appeals process. You will be advised if this is applicable to you 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 will need to set out the grounds for your appeal at the time of lodging your appeal. You can also submit additional information in line with the scheduled hearing dates as set by

Warwickshire County Council 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, please email schoolappeals@warwickshire.gov.uk.

School Transport

The Warwickshire County Council Home to School Transport Policy is on our website at www.warwickshire.gov.uk/schooltravel, along with details of the application process. We strongly recommend that you read through this policy before applying for transport assistance for your child.

If you wish to apply for transport assistance for your child (e.g. a free bus pass), then you should do this as soon as possible after 16 April 2021 and before **21 May 2021**. There is no guarantee that applications received after this deadline will be processed in time for the start of the new academic year.