

Admission to Secondary School – September 2022 Entry

All applications received by the 31 October 2021 on-time application deadline, for children transferring to secondary school in September 2022, have now been considered.

Parent/carers who applied online can now login into the parent portal to view their child's offer. If you did not apply online, you will receive an offer letter in the post. Please allow 4 working days from 1 March 2022 for delivery.

Responding to Your Offer

i) Accepting the Place Offered

We highly recommend that you accept the school place which has been offered to your child, even if it is not your preferred school. **The deadline for accepting your place is Tuesday 15 March 2022.**

Parent/carers who applied online can accept their child's offer through their parent portal account.

Alternatively, you can accept your offer via email to admissions@warwickshire.gov.uk or by calling 01926 414143. If emailing, please supply your child's initials, date of birth and the name of the school you have been offered and are accepting.

ii) Declining the Place Offered

If you choose to decline the school place offered, there is a risk this place will be reallocated to another child and you may not receive an alternative offer. This will mean your child will not have secured a school place for September 2022, which could result in them missing education. There is no guarantee that we will be able to offer your child a place at any of the alternative schools that you have named on your application.

Accepting the place offered to you, even if it is not your first preference, is the only way to guarantee your child has a secondary school place for September 2022. Accepting the offer will not disadvantage you, as you will automatically be added to the waiting lists for any higher preference schools (not including waiting lists for grammar schools), and it also does not affect your right to appeal the decision.

If you are declining this offer of a school place because you have alternative provision in place, such as a confirmed place at an independent (private) school, or you have made the decision to home educate your child, please let us know your plans for your child's education from September 2022 via email to admissions@warwickshire.gov.uk.

Data Protection Policy

In addition to processing your application for a school place, we may use your application information to co-operate with our partners in health and youth justice to improve the wellbeing of children in Warwickshire. This is required by the Children Act 2004 and permitted by the Data Protection Act 1998. For more information, go to: www.warwickshire.gov.uk/privacy

If you do not secure a school place for your child to start in September 2022, or you do not home educate your child, then we will identify your child to the Warwickshire Attendance Service (WAS), who have the authority to begin legal proceedings in relation to children who are not attending school.

Having read this information, if you still wish to decline your school place offer, please go to www.warwickshire.gov.uk/secondaryoffers and complete the “Decline Your School Offer” form.

You can also decline your offer via email to admissions@warwickshire.gov.uk or by calling 01926 414143. If emailing, please supply your child’s initials, date of birth and the name of the school you have been offered and are declining.

Waiting Lists

i) For Warwickshire Schools (Non-Selective only i.e. excluding grammar 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 school’s over-subscription criteria, as determined by the admission authority of 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(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 consider applications received before and after the 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 applicants being added to the waiting lists, in criteria order.

Late applications can be received and processed until this coordinated admissions process ends on 1 September 2022.

Waiting lists will be held until 31 December 2022, when all lists will be discarded. It will then be at the discretion of each school whether 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 or whether there will be no waiting list.

The waiting lists for Warwickshire secondary schools (non-selective) are now open.

ii) For Warwickshire 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 document titled: “2022 entry 11+ Offer Day”, available at www.warwickshire.gov.uk/secondaryoffers

This confirms the qualifying score that has been set for each of the county’s grammar schools for 2022 entry, as well as the minimum score required for an applicant to be placed onto the waiting list for each one.

If your child has not scored at least the minimum waiting list score for your preferred grammar school(s), then they will not be placed onto the waiting list for that school. This is because they are not considered to have met the required academic standard and the application will not be considered any further. You can, however, still lodge an appeal for a place at any grammar school where you have been refused a place, regardless of your child’s 11+ test score. More details on appeals are available below.

Waiting lists will be held until 31 December 2022, when all lists will be discarded. It will then be at the discretion of each school whether 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 or whether there will be no waiting list.

The waiting lists for the Warwickshire grammar schools will be open from Tuesday 8 March.

iii) 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 and late preference changes and to make 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	Tuesday 15 March 2022
First reallocation round expected to be completed	Monday 4 April 2022

To be considered in the first reallocation round, we must have received your application (or have been notified of any changes to your application, including an updated address) by 11.59pm on Tuesday 15 March. We expect to be notifying parents and carers of re-offers after Monday 28 March.

New applications or changes to existing applications received after 15 March will be considered in the second reallocation round:

Second Reallocation Round	
Deadline for new applications to be considered, including any changes to an existing application	Tuesday 5 April 2022
Second reallocation round expected to be completed	Friday 22 April 2022

To be considered in the second reallocation round, we must have received your application (or have been notified of any changes to your application, including an updated address) by 11.59pm on Tuesday 5 April. We expect to be notifying parents and carers of re-offers after Tuesday 19 April.

Late applications received after 5 April will be processed as and when they are received, up to and including Wednesday 31 August 2022. The in-year admissions process will then commence from Thursday 1 September 2022.

Making Changes to Your Application

The school place your child has been offered is based on the information you provided in your application. You **must** notify us of any changes, such as moving house, as soon as they occur. Please note that the relevant admission authority (e.g. local authority, academy trust or governing body) may withdraw an offer where it is established that it has been obtained through a fraudulent, or intentionally misleading, application.

If you wish to make any other changes to your application, such as adding further school choices, then please contact us at admissions@warwickshire.gov.uk in time for the two reallocation deadlines listed above. If you are not a Warwickshire resident, you should contact your own local authority instead.

Changes can be made to an application anytime until Wednesday 31 August 2022.

If you would like to amend your application after this date, then you will need to complete a Change of School application as part of the in-year admissions process. Further information about this can be found at: <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 on your application that is listed as a higher preference than the school offered and where your child has been refused a place. This includes the Warwickshire's grammar schools.

Please note that you can only appeal once for each school, for each academic year of entry.

We recommend that you think carefully about lodging an appeal. Many appeals that are heard for Warwickshire's schools are not successful and lodging an appeal, submitting relevant evidence, attending an appeal hearing and awaiting the outcome of an appeal 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 appeal form at www.warwickshire.gov.uk/schoolappeals

Some schools in Warwickshire operate their own appeals process. You will be advised if this is applicable 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 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's Legal Services, who will organise your appeal hearing. All appeals will be acknowledged within 5 school days (term-time only).

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 to confirm that your appeal has been safely received.

Please submit your appeal by the deadline of **Monday 28 March 2022**. Appeals submitted after this date may be subject to additional delays. For more information, please visit: <https://www.warwickshire.gov.uk/schoolappeals>

If you are unable to access the website, please request a paper copy of the appeal form by emailing admissions@warwickshire.gov.uk or calling 01926 414143.

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

School Transport

If you are interested in applying for transport assistance for your child, please first read the Home to School Transport Policy at: <https://www.warwickshire.gov.uk/schooltravel>.

i) Free Transport Assistance

If you wish to apply for transport assistance for your child (for example, a free bus pass), then you should do this as soon as possible after 1 March 2022 and before the deadline of **Tuesday 31 May 2022**, to ensure that any approved transport assistance is in place by September.

There is no guarantee that applications received after 31 May will be processed in time for the start of the new academic year in September. In these circumstances, you will need to make alternative arrangements for your child to travel to and from school until we are able to make suitable arrangements.

ii) **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 (i.e., a bus pass that is paid for by the parent or carer). Further details about this scheme can be found at <https://www.warwickshire.gov.uk/schooltravel>.

Please note that there is no guarantee that your child will be allocated a seat on your preferred school bus service.

Paid transport applications can be submitted from 1 June 2022 until the deadline of **Friday 8 July 2022**. There is no guarantee that applications received after 8 July will be processed in time for the start of the new academic year in September.

In these circumstances, or if we are unable to arrange paid transport on your preferred bus service, then you will need to make alternative arrangements for your child to travel to and from school.

Information on school timetables, and whether a service accepts paying passengers, can be found at: <https://www.warwickshire.gov.uk/schoolbustimetables>

If you have any questions regarding eligibility for a bus pass, or the application process for transport, then please email educationtransport@warwickshire.gov.uk or call 01926 412929 (option 1). For enquiries about bus routes and services, please email to@warwickshire.gov.uk or call 01926 412929 (option 2).

Summary of School Admission Dates

1 March 2022	Appeals process opens
1 March 2022	Application process for transport assistance opens
15 March 2022	Deadline to be considered in first reallocation round
28 March 2022	Deadline to lodge appeals to be given priority for hearings to be scheduled before end of July 2022

5 April 2022	Deadline to be considered in second reallocation round
31 May 2022	Deadline to apply for transport assistance
31 August 2022	Coordinated Admissions process ends
1 September 2022	In-Year Admissions process commences

For more information on the secondary school application process, please go to:
<https://www.warwickshire.gov.uk/applying-secondary-school-place>

Feedback on your Admissions Experience

Warwickshire County Council want to make sure everyone has the information and support they need to decide what is a suitable education setting for their child. We are therefore reviewing the way parents and carers apply for a school place for their child.

We are keen to make sure that we do our best to meet your needs, and your feedback on your experience of the Admissions Service will play an important part in the redesign of this process.

If you could please take some time to complete our feedback form, we'd be very grateful. All responses will be anonymous: <https://forms.office.com/r/RfTi8NGq2w>