



## **Warwickshire County Council In-Year Admissions Process**

**2023/2024 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 2023/24 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 2023 must be made in line with the Coordinated Scheme for admission to school in September 2023.

## **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 inline 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.

When an application is made to a voluntary aided school or an academy the admission service will ask the school to confirm within 2 school days if they are able to offer a place. If they are, then the parents will be notified in writing and no further consideration will be given to any remaining preferences.

For community or voluntary controlled schools, the Admissions Service will ask the school to confirm the number of spaces available within 2 school days. Once confirmation of number of available spaces has been received the Admissions Service will review the application against any existing waiting lists and if an offer can be made the parents will be notified in writing and no further consideration will be given to any remaining preferences.

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 applicant does not want their child 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. In-Year applications submitted at the end of July are unlikely to be processed until the beginning of September.

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 must normally start at the school within twenty school days of the place being offered.

### **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:

- 2022/2023 Council Tax Bill
- 2022/2023 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 2023),
- 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](#).