

Admission to Reception or Junior School – September 2022 Entry

This information should be read through once you have viewed your child's school offer on your online parent portal account.

All applications for children due to start school in Reception - or transfer to Year 3 at a junior school - in September 2022, which were received by the National Closing Date of 15 January 2022, have now been considered.

Applications, or preference changes, which were made after the national closing date, which were not due to a house move prior to the extended deadline of 1 February 2022, have been classed as late applications and will not have been considered in this round of offers.

Any changes made to an application after 15 January 2022 will be processed after the 16 May, as part of the reallocation rounds. Please see the 'Reallocation rounds' section below which explains this process in more detail.

Preference Status Key:

- **'Place Refused'** = A place has not been offered to your child at this school because all available places have been allocated to children who have a higher priority for a place than your child, based on the Admissions Criteria.
- **'Place Offered'** = A place has been offered to your child at this school. We recommend you **ACCEPT** this offer by 3rd May 2022 even if this is not your preferred school. It will not affect waiting list position for other schools, nor will it affect the appeal process
- **'Withdrawn from Admissions Process'** = Your application for this school will no longer be considered as your child has been offered a place at a school listed higher on your preference list as stated on your application.

What to do next

This offer is not secure until you have accepted it. To **ACCEPT** your offer, email admissions@warwickshire.gov.uk or call 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. You should accept your offer by Tuesday 3 May to avoid your place being withdrawn.

We receive high levels of calls on offer day, and the days following, so we recommend you accept your school offer via email, but please bear with us as email responses may take longer during busy periods.

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

We do recognise that Offer Day can bring with it disappointment for a small number of families who are not happy with the school place they have been offered. In these cases, we suggest you email us at admissions@warwickshire.gov.uk and ask for someone to call you back to explain your options for changing preferences, waiting lists and appeals. Please provide your child's full name, date of birth and a contact number in the email so we can access your child's record and call you back.

Your child has automatically been added to the waiting list for any schools that are listed as a higher preference school than the school offered. Accepting the offer you have been made will not change this. Therefore, to ensure your child does have a place at a school for September, we recommend you accept the offer you have, even if it is not your preferred school, while you await the outcome of any alternatives.

Accepting the place offered to you, even if it is not your first preference, is the only way to guarantee your child has a school place for September 2022. Accepting the offer will not disadvantage you, as you will automatically be added to the waiting list for your higher preference school(s), 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.

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 a school place secured 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 preferred schools on your application.

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 of Compulsory School Age 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/receptionandjunioroffers and click on the "Decline Your School Offer" box.

Alternatively, you can email admissions@warwickshire.gov.uk or call 01926 414143 so we can talk through the options with you. If emailing, please supply your child's initials, date of birth and the name of the school you have been offered and are declining.

We receive high levels of calls on offer day, and the days following, so we recommend you accept your school offer via email, but please bear with us as email responses may take longer during busy periods.

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.

Your child will automatically be added to the waiting list(s) of any 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 include applications received before and after the deadline equally. 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'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.

- **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 3 May 2022
First reallocation round begins	Monday 16 May 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 3 May. Reallocation rounds take approximately two weeks to complete so please only contact us for an update on your application if you have not heard from us by Friday 27 May.

New applications, or changes to existing applications, received after 3 May 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	Friday 27 May 2022
Second reallocation round begins	Monday 13 June 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 Friday 27 May. Reallocation rounds take approximately two weeks to complete so please only contact us for an update on your application if you have not heard from us by Friday 24 June.

New applications, or changes to existing applications, received after 27 May 2022 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 are a Warwickshire resident and you wish to make any changes to your application, such as adding further school choices, please contact us at admissions@warwickshire.gov.uk in time for the reallocation deadlines listed above, where possible. If you are not a Warwickshire resident, you should contact your own local authority to make changes to your application.

Warwickshire residents can make changes to their application 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: 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.

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 (i.e., during 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 23 May 2022**. Appeals submitted after this date may be subject to delays and may not be heard before September. For more information, please visit: 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 must 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>.

- **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 19 April 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 this deadline will be processed in time for the start of the new academic year. 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.

- **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 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 this deadline 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: 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 @warwickshire.gov.uk or call 01926 412929 (option 2).

Summary of School Admission Dates

19 April 2022	Appeals process opens
19 April 2022	Application process for transport assistance opens
3 May 2022	Deadline to be considered in first reallocation round
16 – 27 May 2022	First reallocation round
23 May 2022	Deadline to lodge appeals to be given priority for hearings
27 May 2022	Deadline to be considered in second reallocation round

1 June 2022	Process for applying for a school bus pass opens
13 – 24 June 2022	Second reallocation round
31 May 2022	Deadline to apply for transport assistance
8 July 2022	Deadline to apply for a school bus pass
31 August 2022	Coordinated Admissions process ends
1 September 2022	In-Year Admissions process begins

For more information on the Reception school application process, please visit:
www.warwickshire.gov.uk/applying-school-place-reception

For more information on the Junior school application process, please visit:
www.warwickshire.gov.uk/applying-junior-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>

School Admissions Service
Education, Learning and Careers
Warwickshire County Council
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL

www.warwickshire.gov.uk/admissions
admissions@warwickshire.gov.uk