

# Additional Information National Offer Day

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## Making Changes to Your Application

The school place your child has been allocated 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 happen. Please note that the relevant admission authority (e.g., local authority, academy trust or governing body) may withdraw a place 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 [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)

Changes can be made to an application any time until 31 August 2024.

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>

## Waiting Lists for Warwickshire Schools

If your child has not been allocated place at their first preference school, 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 allocated to those applicants who have been assigned the highest criteria until all available places at the school are filled.

Your child is on the waiting list(s) of any non-selective school(s) listed as a higher preference on your application than the school you have been allocated. 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 will change and applicants will 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 31 August 2024.

Waiting lists will be held until 31 December 2024, when all lists will be discarded. It will then be at the discretion of each school whether they wish the local authority to maintain an applicant 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 applicant list.

### Waiting Lists 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. Further information is available here <https://www.warwickshire.gov.uk/grammar-schools-11-test>

This confirms the qualifying score that has been set for each of the county's grammar schools for 2024 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 2024, 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 Warwickshire grammar schools will be open from 15 March.

### 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.

### Declining a School Place

**We will only expect you to decline your allocated school place if you have alternative education provision in place for September.**

Please be aware that:

- If you choose to decline the school place allocated, this place will be reallocated.
- Your child is on the waiting lists for all your preference schools (excluding waiting lists for grammar schools). This does not affect your right to appeal the offer.
- Your child **will not** have secured a school place for September 2024, 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 higher preference schools that you have named on your application.
- We strongly recommend that you only decline the school offer if your child has a place secured at an independent (private) school, or if you have made the decision to home educate your child.
- If you do not secure a school place for your child to start in September 2024, or you do not home educate your child, your child will be referred 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 contact us.**

## 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 allocated 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](http://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](http://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](mailto:schoolappeals@warwickshire.gov.uk) to confirm that your appeal has been safely received.

For more information, please visit: <https://www.warwickshire.gov.uk/schoolappeals>

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 and before the deadline of **31 May 2024**, 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 2024 until the deadline of **9 July 2024**. There is no guarantee that applications received after 9 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](mailto:educationtransport@warwickshire.gov.uk) or call 01926 412929

(option 1). For enquiries about bus routes and services, please email [to@warwickshire.gov.uk](mailto:to@warwickshire.gov.uk) or call 01926 412929 (option 2).

## Free School Meals

We strongly advise all families to apply for Free School Meals and lots of useful information can be found here

<https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals>

## Family Information Service

If you aren't sure what support you and/or your family needs, the Family Information Service is a great starting point. Our knowledgeable and friendly team will listen to you and help you access the services that can support you.

You can contact the team between 9am and 5pm on the freephone number 0800 408 1558

Lots of useful information available on the FIS webpages  
[www.warwickshire.gov.uk/childrenandfamilies](http://www.warwickshire.gov.uk/childrenandfamilies)

Warwickshire's SEND Local Offer has lots of information for families with children with additional needs [www.warwickshire.gov.uk/send](http://www.warwickshire.gov.uk/send)

We would like you to sign up to the Family Information Service newsletter as this includes information throughout the year with important dates for families

You can sign up here <https://mailchi.mp/warwickshire/familyinfoservice>