



Coordinated Scheme for admission to school in September 2025.

1. Background

- 1.1. All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (e.g. academies) within their area.
- 1.2. Warwickshire School Admissions Service will co-ordinate all applications made during the normal admissions rounds (i.e. applications for Reception Year, Year 3 at a Junior School and Year 7)
- 1.3. The scheme sets out general principles and processes for the 2025 main admissions rounds. Further details on school admission and how to apply is available online at: www.warwickshire.gov.uk/admissions
- 1.4. All processes set out in this scheme will be undertaken in line with the School Admissions Code (2021).
- 1.5. Parents/ carers resident in Warwickshire who are applying for a place for their child to start school or transfer to a junior or secondary school in September 2025 will make a single application to the Local Authority.
- 1.6. The aim of the coordinated scheme is to offer one school place per child. This scheme is intended to simplify the admission process and reduce any chance that a child is left without a school place.
- 1.7. Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Parents will then receive a single offer of a school place from their home authority.
- 1.8. Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission process and parents should contact the relevant school directly if they wish to apply for a place at an independent school.

- 1.9. This scheme relates to children who are due to start school in reception, transfer to a junior school, or transfer to a secondary school in September 2025.
- 1.10. For junior school transfer applications, places will only be allocated at designated junior schools, except where places at a primary school have been allocated by the Local Authority in agreement with the individual school to meet a local need for places. For Warwickshire residents, only children attending an infant school will be allocated a junior school place during the junior transfer round.
- 1.11. All applications to move to a primary school, or to move from a primary school into a junior school for Year 3 in September 2025, should follow the normal in-year admissions process.
- 1.12. Applications from Warwickshire residents who wish to apply to schools outside of Warwickshire for a Year 10 place in a 14-19 UTC or Studio School, as well as those who wish to transfer to Year 5 or Year 6 at Middle schools or Year 9 at a high school (three-tier systems), for entry in September 2025 will be processed in line with the relevant timetable set out for primary or secondary coordination.
- 1.13. For any application for a place in Year 10 of a school which does not have Year 10 as the 'normal point of entry' for that school, the in-year admissions process should be followed.
- 1.14. All other applications to start school in any other year group or to move schools during the academic year should follow the relevant school's in-year admissions process.

2. Application deadlines

- 2.1. The application process for secondary school applications (Year 7) opens from 1st September 2024 and from 1st November 2024 for primary phase applications (Years R and 3).
- 2.2. National deadlines are in place for both primary and secondary admission rounds:

31 October 2024 - closing date for secondary school applications (Year 7)

15 January 2025 - closing date for primary phase applications (Years R and 3)

3. Admission Arrangements

3.1. All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted, including the oversubscription 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 will be published on the Admissions website.

3.2. All Admission arrangements are determined by the relevant admission authority, in line with the School Admissions Code (2021).

3.3. The table below outlines the relevant admission authority for different types of school:

Type of School	Who is the admission authority?
Academies (inc. Free Schools)	Academy Trust
Foundation Schools	Governing Body
Voluntary Aided Schools	Governing Body
Voluntary Controlled Schools	Local Authority
Community Schools	Local Authority

3.4. Schools where the local authority is not the admissions authority are also required to publish their admission arrangements on the school's website.

4. Applying for a school place

4.1. Applications from Warwickshire residents should be made using Warwickshire's online application system, via the [Warwickshire Admissions webpage](#).

4.2. The Warwickshire application form allows Warwickshire parents to:

- Name a maximum of six schools on their application.
- Rank their preferred schools in the order that they would like their child to be offered a place (with the most preferred school as the first preference).
- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied
- Give details of any parent who is a staff member at the school which has been named as a preference
- Give details of any relevant information related to feeder or partner schools including sibling details or/and attendance details
- Provide details of social or medical issues, where relevant for the

oversubscription criteria of some own admission authority schools.

- Indicate if the child has an Education, Health and Care Plan, in which case a different admissions process is followed.
- Confirm details in relation to faith if applying to a school that includes faith as part of the admission arrangements.
- Confirm if the child falls within the classification of 'Looked After'* or 'Previously Looked After' in line with paragraph 1.7 of the School Admissions Code (2021).

4.3. Relevant information on your application will be shared with the school you are applying for and, where required, will be verified.

4.4. Alternatively, parents can contact the Admissions Service and make an application over the telephone. This allows parents to provide the same information as the online system, but in this case the offer of a school place will be sent via second class post, so may not be received as quickly as an online offer, which will be sent electronically.

4.5. Completed applications should be received by the Admissions Service by no later than midnight on the relevant national closing date. Any applications received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadlines (see below). Any other amendments to an application will only be accepted before the national closing date. Any changes made to an application after this date will be classed as late.

5. Supplementary Information Forms

5.1. Some schools require parents to complete a Supplementary Information Form in order to assign the oversubscription criteria, this may include details of particular faith and will be outlined in the admission arrangements for that school. This can be attached to the online application, or paper copies can be submitted directly to the school being applied for.

6. Child's Home Address

6.1. Details of the child's permanent address must be included on the application, even if they are planning to move after the deadline.

6.2. 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.

6.3. 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 by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

6.4. There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term in September 2025.

7. Evidence of address and moving home.

7.1. Either during the application process or after the offer of a school place, parents may be asked for proof of address.

7.2. School places will be allocated using the child's home address as included on the application form. For house moves after the application deadline parents will be asked to provide evidence of their new address by the dates outlined below.

7.3. Applications where new address evidence is received before the 31st December 2024 (Year 7 applicants) or 1st February 2025 (Year R and Year 3 applicants) may amend the original on-time application with the new address and may also change the schools named in their original on-time application if the original preferences are no longer appropriate.

7.4. Address evidence received after 31st December 2024 (Year 7) or 1st February 2025 (Year R and Year 3) cannot be considered for the on-time application. The new address will be used to communicate the outcome of the application only. The admission service should be contacted after national offer day to amend address details and any new/changes to preferences will be considered as part of the reallocation process.

Acceptable documents to confirm a child's home address include:

- 2024/2025 Council Tax Bill
- 2024/2025 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 2025),
- or a letter from the family's solicitor confirming that there has been an exchange of contracts on the new property.

7.5. Some own admission authority schools (including Grammar schools) may have additional residency requirements that parents must abide by for their application to be classed as on time. Please refer to the individual school's admission arrangements for further details.

7.6. 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, either due to an error, or because of fraudulent or misleading information in the application form, that place may be withdrawn.

7.7. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, as explained above, the place may be withdrawn.

8. Applications for schools outside of Warwickshire and applications for Warwickshire schools from families living in other areas.

8.1. Applications from Warwickshire residents for schools in other local authorities will be electronically exchanged with the relevant coordinating local authority along with any relevant additional/supplementary information.

8.2. Residents of other areas must apply to their home local authority who will then forward application details to Warwickshire. Parents of Year 2 or Year 6 children attending Warwickshire schools but living in other local authorities should contact their home local authority for information about the application process.

8.3. Notification of any offers will be exchanged between local authorities and offers will only be sent from the home authority.

9. Consideration of applications

9.1. All on-time applications for each school will be considered together. If there are more applications received for a school than there are places available, then the relevant oversubscription criteria, as outlined in that school's admission arrangements, will be assigned to each application.

9.2. If a child can be offered a place at more than one of their preferred schools, reference will be made to preference order as outlined on the application form

and a place will be offered at the school listed as the highest preference possible. If none of the schools named on the application can offer a place, a place will be allocated at the nearest state funded school with a place available.

9.3. A single school place should be identified and offered for each child by the end of the coordinated admissions process.

10. Notification of offers

10.1. National offer day is:

3rd March 2025 for secondary school applications (Year 7)

16th April 2025 for primary phase applications (Years R and 3)

10.2. All applicants who made an on-time application online will receive notification of the school place offered, **after** 8.30am on the relevant national offer day. These offers will be available to view via the online parent portal system.

10.3. Offer letters will only be sent to applicants who completed an application over the telephone or via paper copy. Letters will be sent second class, with the intention of them being received by the recipient **after national offer day**.

10.4. Further information will be available on the relevant national offer day via the [Warwickshire Admission webpage](#).

11. Appeals

11.1. 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.

11.2. Appeals for places at Community and Voluntary Controlled Schools can be lodged on the [Warwickshire School Appeals website](#). Parents should contact own admission authority schools directly for details of their appeals process.

11.3. The appeals timetable and other relevant information is available on the website. This includes the number of appeals heard in previous years and the outcome, for each school (where the local authority administers this process).

12. Late applications

- 12.1. Any application received after the national deadlines, or the extended deadlines for those moving to a new house, will be considered as late. Exceptions will only be considered if there is written evidence of exceptional circumstances.
- 12.2. Late applications will be processed after all on-time applications and will be considered as part of the relevant reallocation round, depending on when the application is received.
- 12.3. Any requests to include new preferences to a previously on time application after the national closing date will be classed as **late**. Any schools named on the application prior to the national deadline will not be affected and will remain as on-time.

13. Waiting lists

- 13.1. Children will automatically be added to the waiting list of any non-selective school named as a higher preference than the school allocated.
- 13.2. 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.
- 13.3. When the Admissions Service receives a decline for a school that has a waiting list, the place will be allocated to the child who is at the top of the waiting list at the time the place became available.
- 13.4. Offers to Warwickshire residents from the waiting list will be made by the local authority. The Admissions Service will attempt to contact the family prior to any re-offer from a waiting list being made. Offers from waiting lists to residents of other local authorities will be sent electronically to the home local authority who will notify the parents.
- 13.5. Only one school place will be offered as part of the coordinated admissions process. When an offer for a higher preference school is made from a waiting list and subsequently accepted, the previous school offered will automatically be withdrawn and the child removed from the waiting lists for any other schools listed as a lower preference than the one then offered.
- 13.6. The local authority will continue to operate the coordinated admissions scheme, in relation to processing new applications and allocating places up to and including 31st August 2025.

13.7. For schools that remain over-subscribed after 31st August 2025, Warwickshire Admissions Service will retain a waiting list until 31st December 2025 (unless an own admission authority school decides to take ownership at the start of term). After this point, it will be the decision of each school, for which the local authority is not the admission authority, to determine if they wish to keep a waiting list for the remainder of that academic year, and if they wish for a waiting list to be held either with the school directly or with the local authority, on the school's behalf.

14. UK Military families/ Crown Servants

14.1. For families of UK Service Personnel with proof of a confirmed posting within the county, or crown servants returning from overseas to live in the county with a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application, in accordance with the School Admissions Code. The application should be accompanied by an official letter that declares a relocation date, and evidence of what the intended address shall be.

14.2. The application will follow the coordinated admissions process in all other respects, as outlined in this document.

15. Overseas residents

15.1. There is no legal requirement to process applications from other families coming from overseas who are not yet resident within Warwickshire, except as set out above.

15.2. Overseas residents, with a planned relocation to Warwickshire will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12-month duration) or other evidence by the relevant deadline for submitting proof of address. If this cannot be provided, the applicant's current (overseas) address will be used in the application. All such applications will be processed in line with the coordinated scheme.

16. Deferred or delayed entry and children educated outside of their chronological year group.

16.1. While most children are educated in the year group determined by their date of birth, the School Admissions Code does allow parents to request that their child is educated outside of their normal age group.

16.2. Any request for a child to delay entry into reception, year 3 at a junior school, and year 7 at a secondary school, should be submitted to the local authority at

the same time that you apply for your child to start in their chronological year group. This will ensure that your application can still be processed if your request to delay is not supported.

16.3. Children offered a place in Reception are entitled to a full-time place in the September following their fourth birthday. However, parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which it was made.

16.4 Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

16.5 In the case of deferral or part-time request, an application for a school place must be made in line with these coordinated arrangements for the relevant year of entry. Once a school place is offered, and accepted, parents can request that entry is deferred or for their child to attend part-time. This request is made directly to the school where the child has been offered a place.

16.6 Further guidance relating to delayed or deferred entry and the education of children outside of their chronological year group is available on the Warwickshire School Admissions [webpages](#).

17 Timetable for Secondary Coordinated Admissions Scheme, for entry in September 2025

Date	Activity
1 September 2024	Application process opens for children due to transfer to secondary school in September 2025
31 October 2024	National closing date for Secondary School applications
4 - 8 November 2024	LA exchange of application data with other LAs (then ongoing as further late applications are received)
31 December 2024	Final day to submit proof of address and make any changes to the application required due to a house move.
30 November 2024	All Warwickshire secondary schools to have completed sibling checks and confirm eligibility for school-specific criteria.
06 - 31 January 2025	LA exchange of offer data with other LAs (then ongoing)
03 March 2025	National offer day for children due to transfer to secondary school in September 2025

17 March 2025	Begin reoffering any available school places, including late applications awaiting an offer
31 March 2025	Deadline by which appeals must be lodged in order to be guaranteed a hearing by 16 June 2025
April 2025 to June 2025	Appeal hearings
01 September 2025	Coordinated scheme for 2025 ends, all further applications to be considered in line with the relevant school's In Year application process

18 Timetable for Reception and Junior Coordinated Admissions Scheme, for entry in September 2025

Date	Activity
01 November 2024	Application process opens for children due to start school in reception or transfer from an infant to a junior school in September 2025
15 January 2025	National closing date for reception and junior school applications
20 - 24 January 2025	LA exchange of application data with other LAs (then ongoing as further late applications are received)
1 February 2025	Final day to submit proof of address and make any changes to the application required due to a house move.
14 February 2025	All Warwickshire infant, junior and primary schools to have completed sibling checks and confirm eligibility for school-specific criteria.
03 to 21 March 2025	LA exchange of offer data with other LAs (then ongoing)
16 April 2025	National offer day for children due to transfer to reception and junior school in September 2025
30 April 2025	Begin reoffering any available school places, including late applications awaiting an offer
02 June 2025	Deadline by which appeals must be lodged in order to be guaranteed a hearing by 4 September 2025
June to September 2025	Appeal hearings
1 September 2025	Coordinated scheme for 2024 ends, all further applications to be considered in line with the relevant school's In Year application process