



Abbots Farm Infant School

Admission Arrangements for entry in September 2025 (coordinated scheme) **and** **In-Year admissions for the 2025/26 academic year**

Introduction

The Governing Body of Abbots Farm Infant School have adopted the following arrangements for entry to the school in September 2025 and in-year admissions for the 2025/26 academic year.

Abbots Farm Infant School is a local authority-maintained school in Warwickshire, and as a Community school, these admission arrangements form part of Warwickshire County Council's (the 'local authority') co-ordinated admissions scheme, as confirmed in further detail on the website.

It is strongly advised that you read all available local authority documentation relating to the admissions process before making a school application for your child.

www.warwickshire.gov.uk/schoollcriteria

Coordinated Admissions

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. Coordinated schemes are intended to simplify the admission process for parent/carers whilst reducing the likelihood of any child being left without a school place.

Coordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent/carer of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parent/carers apply directly to their home authority and make a single application for school places. Authorities then exchange application data, and this is used to determine which children can be offered a place at which school. Parent/carers then receive a single offer of a school place from their home authority.

Only parent/carers of children who are resident in the county of Warwickshire can make an application through the Warwickshire School Admissions Service. The Admissions Service will manage the process of allocating school places in line with the Coordinated Admissions Scheme.

The timetable for Reception Coordinated Admission Scheme for entry in September 2025 is:

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

Applying for a place

Applications from Warwickshire residents should be made using Warwickshire's online application system, via the Warwickshire Admissions webpage.

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
- Indicate if the child has an Education, Health and Care Plan, in which case a different admissions process is followed.
- 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).

The National Closing Date to apply for a place at this school, for entry in September 2025, is no later than midnight on **15th January 2025**.

Parents are encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 08.30am on National Offer Day.

Late applications

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.

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.

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

Notification of offers

National Offer Day, for on-time applications made in line with the 2025 entry co-ordinated admissions scheme, is **16th April 2025**.

Warwickshire Admissions Service will contact parents who are resident within the county, who have made an on-time application, to inform them which school their child has been offered. Offers will not come directly from the school.

Over-subscription Criteria

The school's Published Admission Number for this entry year is 60.

In the event that there are more applications than places available then the below over-subscription criteria will be used.

Please note that children with an Education, Health and Care Plan that names the school must be admitted and this may reduce the overall number of places available.

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

2. Children who receive the Early Years Pupil Premium for their early years provider at the time of the making of the application, with no more than 14% of the places available to be allocated under this category.

3. Children who are currently, or have been at any point since birth, subject to a Child in Need Plan or a Child Protection Plan, with no more than 9% of the places available to be allocated under this category.

4a. Children living in the Priority Area for the school, who will have a sibling attending the same school in Year 1 or 2 at the time of admission in September 2025.

4b. Children living in the Priority Area for the school, who will have a sibling attending the Partner Junior School in Years 3 - 6 at the time of admission in September 2025*.

5. Other children living in the priority area for the school.

6a. Children living outside the Priority Area for the school, who will have a sibling attending the same school in Year 1 or 2 at the time of admission in September 2025.

6b. Children living outside the Priority Area for the school, who will have a sibling attending the Partner Junior School in Years 3 - 6 at the time of admission in September 2025*.

7. Other children living outside the priority area for the school.

** If you are also applying for a Year 3 place at the Partner Junior School for another child, for entry in September 2025, please be aware that they will not be considered as a sibling link for the infant school applicant until after that child has been offered a place at the junior school and you have confirmed your acceptance of the Year 3 place.*

Priority ('catchment') area

Details of the school's priority area can be found on the Warwickshire County Council website.

www.warwickshire.gov.uk/mapinfantprimaryschools

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question.

(The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Evidence of the Child's Home Address

As part of the application process, documentation concerning the child's home address will be requested. If the application is made through the local authority's online portal, then such documentation will be requested at the point the application is started. Such documents can be uploaded to the parent/carer's online account.

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.

Home-to-School Transport

An offer of a school place does not necessarily mean that home-to-school transport assistance will be automatically provided to the child. Applications for home-to-school transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, but an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up.

Where transport assistance is requested in the case of a child who has been given an 'unplaced' school offer, such cases will be considered on an individual basis. It is important that parent/carers consider their child's transport options to and from school when making an application for school places.

Where families are not eligible for home-to-school transport assistance then it is the legal responsibility of the parent/carer to ensure that the child gets to and from school each day, not the local authority and not the school that the child will be attending.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire County Council website.

www.warwickshire.gov.uk/schooltravel

Appeals

Parent/carers will be informed by their home authority of their statutory right of appeal when they receive the outcome of their application. Parent/carers can appeal for any school where their child has not been offered a place.

Appeals for this school can be lodged online through the Warwickshire County Council website.

<https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement>

Waiting Lists

Waiting lists for this school will be held by the Local Authority. 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.

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.

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.

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.

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.

In-Year Admissions

In-year applications are those when a parent or carer wants their child to change schools during the school year.

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

Warwickshire County Council coordinates the in-year applications for Abbots Farm Infant School.

Further details on school admission and how to apply is available online at:
www.warwickshire.gov.uk/admissions

Offers will be made in line with the relevant admission arrangements, including oversubscription criteria where applicable. Application updates and outcomes will be sent via the parent portal where the application is made online, otherwise, a letter will be sent notifying of the decision via email or post. Letters are only posted where an email address is not available.

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.

Once a place is offered parents have five working days to accept the place, details of how to accept a place will be sent with the offer.

Where the parent has not responded to an offer within a reasonable time, the admission authority will give the parent a further opportunity to respond and explain that the offer may be withdrawn if response is not received.

The child should start at the school within twenty school days of the place being offered unless an alternative start date has been agreed with the relevant school.

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.

The following definitions / arrangements are taken from the Warwickshire County Council 2025/26 Admission Arrangements and also apply to Abbots Farm Infant School

- ***Looked after children and previously looked after children***

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

A copy of any relevant documents may be requested as evidence at any time during the admissions process.

- ***Clarification on places available for those in receipt of Early Years Pupil Premium, Pupil Premium and Service Premium***

Where stated, priority is available for children who are in receipt of the Early Years Pupil Premium through their early years' provider, or, for junior applications, Pupil Premium or Service Premium through their current school with no more than 14%* of the places available to be allocated under this category. The child must be in receipt of the premium at the time the application is made.

Check your eligibility at: www.warwickshire.gov.uk/freeschoolmeals

- **Clarification on places available to those subject to a Child in Need Plan or a Child Protection Plan.**

Where stated, priority is available for children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9%** of the places available to be allocated under this category.

Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this category. Relevant documents may also be requested from applicants at any time during the admissions process.

- **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as a brother or sister, a half brother or sister, a step brother or sister, an adopted brother or sister, a child living at the same address who is being Looked After by a local authority, or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

- **Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the school week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parent/carers 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.

Addresses involved in child-minding arrangements, whether with professional childminders, friends, or relatives, are excluded. 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.

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 (September 2025) in relation to the coordinated admissions process.

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.

Where a child's address changes after a place at the school has been allocated, the Local Authority may request an explanation for the house move and documentary evidence to show that the child is resident at the new property.

The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

- ***Applications which need to be prioritised within a criterion, where the distance from home to school is identical***

Where required, individual priority for such applicants within a criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

- ***Multiple applications made by the same parent/carer / household***

If more than one application is made prior to the national closing date by the same parent/carer/household, then only the newest application will be processed (i.e.: the last application made before the deadline). Any applications made previously will not be processed.

If the newest application is submitted after the closing date then it will be treated as a late application (unless there has been a change of address, in line with the requirements detailed above) and will not be processed until after national offer day.

Following National Offer Day, the Admissions Service will accept new applications for the school and, if required, further amendments to existing applications.

- ***Multiple applications made by Separated Parent/Carers***

Neither the school nor the Admissions Service will become involved in disputes between parent/carers, carers, or other responsible parties, regarding applications for school places. Where parent/carers cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parent/carers to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter, then the Admissions Service reserves the right to consider only the application made by the parent/carer with whom the child resides for the majority of nights during the school week. Where the child spends 50% of their time with each parent/carer, and a decision cannot be reached by the relevant closing date for the submission of applications, the local authority will intervene and act on their behalf. The local authority uses a computer 'random generator' to select either parent/carer A or parent/carer B's application. This process is carried out by two Admissions officers in the presence of a local authority solicitor. Parent/carer A and B are advised which application will be processed.

- ***Twins, Triplets or other multiple-births***

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where the local authority and school are in agreement - even if this means going above the school's Published Admission Number (also see Infant Class Size).

Infant Class Size (for schools operating with a Reception entry cohort / Key Stage 1 classes)

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single qualified teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children with Statements of Special Educational Needs admitted outside the normal admission round;*
- b) looked after children and previously looked after children admitted outside the normal admission round;*
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;*
- d) children admitted after an independent appeals panel upholds an appeal;*
- e) children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;*
- f) children of UK service personnel admitted outside the normal admission round;*
- g) twins and children from multiple births when one of the siblings is the 30th child admitted;*
- h) children with SEN who are normally taught in an SEN unit⁴⁸ attached to the school, or registered at a special school, who attend some infant classes within the mainstream school*

Admission of children below compulsory school age and deferred entry to school

Admission authorities are required to provide for the admission of all children in the September following their fourth birthday.

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.

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.

In both cases, an application for a school place must be made in line with the coordinated admissions process for the relevant year of entry. Once a school place is offered parents or carers 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.

Admission of children outside their normal age group

Parents/ carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

In addition, parents/ carers of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

To apply for a child to be educated outside of their normal age group an Educated out of Year Group form must be completed and submitted to the local authority at the same time that parents/carers apply for their child to start in Reception in their chronological year group. This will ensure that the application can still be processed if the request to delay is not supported.

Each request will be looked at individually, with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether, or not, a child is educated out of year group will be taken by the admission authority.

Parents/carers will be notified once a decision is reached, along with the reasons for the decision. Parents/ carers will also be notified of the potential risks of a child being taught out of year group and it will be made clear that, when the child moves schools, the admission authority of the new school will be responsible for deciding in which year group the child will be placed. This could result in a child being required to skip or repeat a year.

Being granted a Delayed Entry place does not guarantee a place at any school. The normal admission criteria still apply.

Parents/ carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

For further information or to download the relevant Educated out of Year Group form please visit the Warwickshire School Admissions