

Warwickshire County Council
Secondary School Admission Arrangements
Year 7 Admission in September 2021

*An Equality Impact Assessment/
Analysis on this policy was
undertaken on:*

1st December 2017

*It will be reviewed in December
2020.*

Currently, Warwickshire County Council is not the admission authority for any mainstream secondary schools within the county. This means that all these schools are classed as their own admission authority.

Own admission authority schools must have their own set of admission arrangements in place for each relevant entry year, however, they must all adopt the local authority's process for coordinated admissions, as set out in Sections 1 and 2 of this document.

Where a school is over-subscribed (i.e.: they receive more applications than they have places available), criteria will be assigned to each application, with each criterion given a different order of priority. Places available at the school will then be filled in priority order, according to the criteria assigned to each application.

Whilst some own admission authority schools will choose to adopt their own set of over-subscription criteria for this entry year, the local authority offer the below, suggested criteria for school's to utilise. Full details about a school's over-subscription criteria must be outlined in their individual admission arrangements for the relevant entry year, even if they decide to adopt the local authority's suggested criteria.

- 1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order);**
- 2. Children living in the priority area who will have a sibling at the school at the time of admission;**
- 3. Other pupils living in the priority area;**
- 4. Children living outside the priority area who will have a sibling at the school at the time of admission;**
- 5. Other children living outside the priority area.**

Please note:

- a) Children with an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

The following terms and definitions will apply to the oversubscription criteria named above, where this is adopted by any Warwickshire Secondary School.

➤ **Priority Area / Catchment Area**

Many of the secondary schools in Warwickshire have an area identified as their priority area (some admission authorities refer to this as a 'catchment area').

Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Secondary School Priority Area Maps can be accessed at:

<http://www.warwickshire.gov.uk/mapsecondaryschools>

Secondary School Priority Area Descriptions can be accessed at:

<http://www.warwickshire.gov.uk/wp-content/uploads/2013/02/SecondarySchoolPriorityAreaDetails1.pdf>

➤ **Priority within each oversubscription criterion**

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).

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

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

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; 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 week.

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.

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 National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence 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.

➤ **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

➤ **Applications made from the same multiple dwelling which shares a single Postal Address File (PAF), and;**

➤ **Other applications 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.