

# **Acceptance Deadline: 24<sup>th</sup> April 2020**

## **Waiting Lists available from: Thursday 23<sup>rd</sup> April**



### **Starting School in Reception – or transferring to a Junior School - in September 2020**

#### **WARWICKSHIRE COUNTY COUNCIL SCHOOL ADMISSIONS SERVICE**

Due to the current global situation concerning COVID-19, our workforce has been severely restricted, and our services limited. Our telephone lines are particularly busy, with long wait times and queries taking longer to deal with. We would therefore ask that, if you need to contact us, you do so via email or through our dedicated online School Admissions Query Form, which can be accessed through our website: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

Queries sent electronically will be dealt with within 5 working days, wherever possible, but may take up to 10 working days during this uncertain and unprecedented time.

We thank you for your support and understanding during this difficult time.

Please keep reading for further information about the school offers and what to do next if you have not been offered one of your preferred schools.

Dear Parent / Carer,

I am writing to you as you have previously submitted an application to our service, for your child to start school in Reception this September, or for them to transfer from Year 2 and start in Year 3 at a Junior School.

All on time applications for such have now been considered and the outcome of your online application can now be viewed through your online parent portal account.

- Visit the online parent portal and login into your account:  
**<https://admissions.warwickshire.gov.uk/Synergy/login.aspx?ReturnUrl=.%2FParents%2F>**
- If you cannot remember your account password, follow the steps to reset
- The school your child has been offered will show a status of 'Place Offered'
- Follow the steps to ACCEPT the offer
- Please do not email or telephone the service to confirm your acceptance. We will be able to see this on your child's record and we will notify the relevant school

#### **Your Application**

Your online account will now show the school preferences in the order that you listed them on your application and the current status of each school application.

#### **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 in order to improve the wellbeing of children in Warwickshire. This is required by the Children Act 2004 and is permitted by the Data Protection Act 1998. If you would like further information please visit our website: [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy)*

**Key:**

- **'Place Requested'** = A place cannot be offered to your child at this school, at this stage, as all available places have been allocated to children who have a higher priority for a place than your child  
Your child will automatically be placed on to the waiting list for this school (does not apply to grammar schools) and you may lodge an appeal for a place at this school, if you wish (including grammar schools).
- **'Place Offered'** = A place has been offered to your child at this school. You should confirm if you wish to accept this place by the relevant deadline.
- **'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 application.

Applications, or preference changes, which were made after the national closing date of 15<sup>th</sup> January 2020, which were not due to a house move prior to the extended deadline for such of 3<sup>rd</sup> February 2020, have been classed as late and will not have been considered in this round of offers.

Late applications, and late preference changes, will be processed after the 5<sup>th</sup> May, as part of the reallocation rounds. Please see the 'Reallocation rounds' section below which explains this process in more detail.

Breakdowns of all the 2020 entry school offers are available on our website (from 16<sup>th</sup> April): [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

### **Accepting the place offered**

We highly recommend that you accept the school place which has been offered to your child at this stage, even if it is not your preferred school. You can accept the school offered by following the instructions on the online portal. Once you have done this, please do not email or telephone the service to confirm that your acceptance has been received as well. Please be assured that this information will come through to the Admissions Service, who will then pass it on to the relevant school.

### **Declining the place offered**

If you do not wish to accept the school place which has been offered to your child then please contact the Admissions Service via email at: [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)

We would suggest that you use the following wording as the subject of your email: *'DECLINE of School offer – 2020 entry'*

Please include your child's initials, their date of birth and your relationship to the child in the main body of the email, as well as the name of the school that you are declining and the reason why you are not accepting a place at the school offered.

Please be aware that if you are declining the school place offered to you by Warwickshire County Council then it is important that you let us know if you have alternative provision in place for your child, for them to start in September 2020. This could include a confirmed place at an independent (private) school, or that you have made the decision to home educate your child.

**There is no guarantee that the local authority will be able to offer your child a place at any of the alternative preferred schools on your application.**

If your child is over the age of 5 and you do not secure a school place for them to start during the 2020/2021 academic year, or you do not decide to home educate your child, then the local authority will identify your child to the Warwickshire Attendance Service (WAS), who have the authority to begin legal proceedings in relation to children who are not attending school. It is therefore extremely important that you make the Admissions Service aware of your child's education destination for September onward.

### **Waiting Lists for Warwickshire schools**

If your child has not been offered a place at one, or more, of the preferred schools that you applied for, 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 over-subscription criteria, as determined by the admission authority of the school concerned. 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 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 both on time and late applications equally.

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 will be processed - for schools until the coordinated admissions process ends on 1<sup>st</sup> September 2020.

Waiting lists for September 2020 entry, for all Warwickshire schools, will be held until December 2020, at which time, all those lists will be discarded. It will then be at the discretion of the admission authority of each school as to whether or not 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 with the school, or whether there will not be a waiting list at all.

**The waiting lists for Warwickshire infant, primary and junior schools will be open from Thursday 23<sup>rd</sup> April 2020.**

### **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**

For this year of entry, Warwickshire Admissions Service will be operating specified reallocation rounds as part of the re-offers process.

<b>First Reallocation Round</b>	
Cut-off date for new applications to be considered in first reallocation round, including any changes to an existing application	11.59pm on Wednesday 29 <sup>th</sup> April 2020
First reallocation round to commence	Tuesday 5 <sup>th</sup> May 2020
First reallocation round expected to be completed	Wednesday 20 <sup>th</sup> May 2020

<b>Second Reallocation Round</b>	
Cut-off date for new applications to be considered in second reallocation round, including any changes to an existing application	11.59pm on Friday 15 <sup>th</sup> May 2020
Second reallocation round to commence	Tuesday 26 <sup>th</sup> May 2020
Second reallocation round expected to be completed	Friday 5 <sup>th</sup> June 2020

<b>Third Reallocation Round</b>	
Cut-off date for new applications to be considered in third reallocation round, including any changes to an existing application	11.59pm on Wednesday 3 <sup>rd</sup> June 2020
Third reallocation round to commence	Monday 8 <sup>th</sup> June 2020
Third reallocation round expected to be completed	Friday 19 <sup>th</sup> June 2020

### **Making changes to your application**

Please note that the school place your child has been offered is based on the information that you provided in your application. You **must** notify us of any changes as soon as they occur. The relevant admission authority (e.g. local authority, academy trust or governing body) may withdraw the offer where it is established that it has been obtained through a fraudulent, or intentionally misleading, application.

If you move to a new house at any point or have moved to a new house recently and not notified us, then you must inform us of this as soon as possible.

If you wish to make any other changes to your application – for example, you would like to add further school choices – then you will need to contact your home authority. Warwickshire residents should contact the Admissions Service to make these changes, in line with the published reallocation dates that are outlined above. To do this, please visit our website and fill out our dedicated Offer Day Query Form: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

Please note: If you made your original application through our online parent portal, any changes you make to your online account will not be processed.

**The only way that changes can now be made to an existing application – or a new application submitted – is either via email or over the phone through the Admissions Service.**

Changes can be made to your application for up to, and including, **Monday 31<sup>st</sup> August 2020**.

If you would like to amend your application at any point from 1<sup>st</sup> September 2020 then you will need to complete a Change of School application as part of the In-Year admissions process. Further information about this process can be found on our website at: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

## **School Appeals for Warwickshire Schools**

You have the right to appeal for any school that you have named on your application and where your child has been refused a place – i.e. any school that you have named as a higher preference than the school your child has been offered. Such schools will have an Application Status of: 'Place Requested'.

You will not be able to appeal for any school you have named on your application that has a status of: 'Withdrawn from Admissions Process', as this means that your application for that school is no longer being considered as you have been offered one of your higher ranked school preferences.

Lodging an appeal, submitting relevant evidence, attending an appeal hearing and awaiting the outcome of an appeal can be quite a daunting and emotional process. Many appeals that are heard for Warwickshire's schools are not successful. We therefore recommend that you think carefully about lodging an appeal for any of the schools where your child has been refused a place. 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 which can be found 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 applies to the school you wish to appeal for 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 should set out the grounds for your appeal in writing at the time of lodging your appeal. You can also submit additional information in line with the scheduled hearing dates as set by Legal Services, who will organise your appeal hearing. All appeals will be acknowledged within 5 school days.

For further information, or if you have not received an acknowledgement within 5 school days of lodging your appeal to confirm that it has been received by Legal Services, please email: [schoolappeals@warwickshire.gov.uk](mailto:schoolappeals@warwickshire.gov.uk) to confirm that your appeal has been successfully submitted.

If you are considering lodging a school appeal, we would recommend that you try and submit this through the appeals website by the deadline of **Friday 29<sup>th</sup> May 2020**.

If this is not possible then please try to submit your appeal as soon as possible after this date.

At the time of writing, all local authorities within England are waiting for specific guidance to be published by the Department for Education (DfE), that concerns both school admissions and school appeals. This is as a result of current global circumstances concerning the COVID-19 pandemic. This is likely to have an impact on how school appeals are heard so we ask that you please bear with us, lodge your appeal online, check it has been received and then wait for further information from the Legal Services department.

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.

**\*\*You can only appeal once for each school, for each academic year of entry\*\***

## **School Transport**

The Home to School Transport Policy was updated in September 2019. We strongly advise that you read through the Warwickshire County Council Home to School Transport Policy before applying for transport assistance for your child. Further information about this can be found on our website at: **[www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel)**

The application process is outlined on the school transport website and will be open from 16<sup>th</sup> April 2020.

### ➤ **Transport Assistance – Further Information**

If you wish to apply for home to school transport assistance for your child (for example, a free bus pass), then you should apply for this as soon as possible after offer day on 16<sup>th</sup> April 2020.

Applications should be submitted by the deadline of Friday 22<sup>nd</sup> May 2020 to ensure that any approved transport assistance is in place in time for the start of the academic year in September. We are unable to guarantee that applications received after this date will be processed in time for the start of the new academic year in September.

If your application for transport assistance is received after the deadline stated above, and cannot be processed before the start of the new academic year in September, then you will need to make alternative arrangements to get your child to and from school yourself until we are able to make suitable arrangements.

If you have any questions regarding eligibility for a bus pass, or the application process for transport, then please contact the Education Transport team:

**[educationtransport@warwickshire.gov.uk](mailto:educationtransport@warwickshire.gov.uk)**

For enquiries about bus routes and services available please contact the Transport Operations team:

**T: 01926 412929 (option 1, 2)**  
**E: [busservices@warwickshire.gov.uk](mailto:busservices@warwickshire.gov.uk)**

#### **Business and Customer Services Resources Group**

School Admissions Service  
Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL

[admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)  
[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

***Please see ‘Summary of Important School Admission Dates’ on the next page***

## Summary of Important School Admission Dates

<b>16<sup>th</sup> April 2020</b>	Appeals process opens – lodge an appeal online
<b>16<sup>th</sup> April 2020</b>	Application process for transport assistance opens
<b>29<sup>th</sup> April 2020</b>	Deadline to be considered in first reallocation round
<b>5<sup>th</sup> May 2020</b>	First reallocation round commences
<b>15<sup>th</sup> May 2020</b>	Deadline to be considered in second reallocation round
<b>22<sup>nd</sup> May 2020</b>	Date to apply for transport assistance for any approved assistance to be in place for September 2020
<b>26<sup>th</sup> May 2020</b>	Second reallocation round commences
<b>29<sup>th</sup> April 2020</b>	Date to lodge appeals in order to be given priority for hearings
<b>3<sup>rd</sup> June 2020</b>	Deadline to be considered in third reallocation round
<b>8<sup>th</sup> June 2020</b>	Third reallocation round commences
<b>31<sup>st</sup> August 2020</b>	Coordinated Admissions process ends
<b>1<sup>st</sup> September 2020</b>	In-Year Admissions process commences

### **Free online guides to help parents feel more confident**

*Warwickshire County Council has purchased three nationally acclaimed online Guides (courses) - designed to help parents feel more confident.*

*Every single parent, grandparent, or carer living in Warwickshire can now access these Guides  
FREE OF CHARGE.*

*The Guides have been designed by NHS experts and are part of the evidence-based 'Solihull Approach' programme, which supports mums, dads and carers to develop positive and responsive relationships with their infants, children, and young people. In turn, this helps to strengthen emotional resilience and wellbeing, so infants and children are able to bounce back from life's various challenges.*

*For more information, please visit our website: <https://www.warwickshire.gov.uk/parentguides>*

**To protect your child,** please contact your GP practice to check their immunisations are up-to-date before they start school.

