

# **Warwickshire County Council Admission Arrangements 2015 / 2016 and Coordinated Admissions Scheme**

The information in this document is believed to be correct at the time of publication and is based on the School Admissions Code which came into effect on 01 February 2012.

Please note that many schools in Warwickshire have converted or are converting to academy status and this may have an impact on the information contained within this document.

Warwickshire County Council accepts no liability for any loss, damage or inconvenience caused as a result of any reliance on information contained within this document.

Please note that admission authorities can change their policies if required, subject to relevant consultation. Please contact the Admissions Service or visit the Warwickshire County Council website for the most up to date information.

**Please note there are changes to last year's admission arrangements**

- Consultations to change the Published Admission Numbers (PANs) at a number of schools. Full details can be found at Appendix A.
- Timetables for entry do differ each year so please familiarise yourself with details for entry to schools in September 2015.

## **Admission Arrangements for 2015/2016**

### **1. Background**

- 1.1. The local authority is the admission authority for community and controlled schools and is therefore responsible for determining the admission arrangements for these schools. The School Standards and Framework Act 1998 requires local authorities to consult with parties about admission arrangements before determining or varying them and the School Admissions Code lists those who must be consulted.
- 1.2. In voluntary aided, trust, foundation schools, and academies (own admission authority schools), the governing body or academy trust is the admission authority and it must consult on admission arrangements by 01 March of the determination year. This applies unless it is exempt from consulting in accordance with the 2012 School Admissions Code. This states that 'If no changes are made to admission arrangements they must be consulted on at least every 7 years'.
- 1.3. All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and academies within their area.
- 1.4. Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures as far as is reasonably practicable, every parent of a child who has applied for a place at a maintained school or academy is sent a single offer of a school place by the local authority in which their home address falls (their home authority).
- 1.5. As well as containing the oversubscription criteria for schools where the local authority is the admission authority, this document also contains details of Warwickshire's coordinated scheme and that it applies to all Warwickshire schools required to be part of such arrangements.
- 1.6. Parents should be aware that while Warwickshire's grammar schools are part of the local authority's coordinated admission arrangements, the 11+ test plays an important role in determining which children are offered a place at a grammar school. Full details can be found in the grammar school's own admission arrangements.

### **2. Primary and Junior School Admissions**

- 2.1. The relevant area for Warwickshire is the County of Warwickshire.
- 2.2. Children attending infant and primary schools in Warwickshire can be admitted at the beginning of the academic year in which they reach five years of age; this can be in advance of compulsory school age. A child is of compulsory school age from the term following their fifth birthday.
- 2.3. Where a child is offered a place in advance of compulsory school age, parents can request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age.

However, a place cannot be deferred beyond the academic year for which the application was originally made.

- 2.4. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.
- 2.5. Children will transfer from infant to junior (or primary) schools at the beginning of Year Three.
- 2.6. Parents of children living in Warwickshire are able to name six schools on their Common Application Form (CAF) in their preferred order.
- 2.7. All schools must have a Published Admission Number (PAN or admission number) for each 'relevant age group'. This is the age group at which pupils are normally admitted to the school. Details of each school's admission number can be found at Appendix A.
- 2.8. In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other local authorities refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.
- 2.9. Data on relevant children is requested from the NHS from June onwards and is used to distribute information on the admissions process to parents.
- 2.10. Parents of children identified as being resident in Warwickshire and having a date of birth that falls on or between 01 September 2010 and 31 August 2011 will be sent a primary application pack from September 2014 onwards. Parents are encouraged to apply via Warwickshire's on-line service.
- 2.11. Publications containing details of the closing dates for submitting an application are sent to Warwickshire Schools, Pre-Schools, Nurseries, Parish Councils and other parties as considered appropriate. Full details of the process are also made available on the Warwickshire County Council website.
- 2.12. Parents are able to express up to six preferences for schools within Warwickshire or any other local authority and to give reasons for their preferences.
- 2.13. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.
- 2.14. Preferences for schools in other local authorities will be considered against the relevant over-subscription criteria.
- 2.15. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 2.16. In the event that a **Warwickshire infant or primary community or voluntary controlled school** is oversubscribed the following oversubscription criteria will be used when allocating places in Reception:

**Please note:**

**Children with a Statement of Special Educational Needs that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.**

**Children attending or with a place at a nursery class do not have a higher priority for and are not guaranteed a place in the linked infant or primary school.**

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 residence order or special guardianship order);
2. Children living in the priority area who have a brother or sister at the school at the time of admission;
3. Children living in the priority area who have a brother or sister at the partner junior school at the time of admission;
4. Other children living in the priority area;
5. Children living outside the priority area who have a brother or sister at the school at the time of admission;
6. Children living outside the priority area who have a brother or sister at the partner junior school at the time of admission;
7. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by 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).

- 2.17. In the event that a **Warwickshire junior or primary community or voluntary controlled school** is over-subscribed the following over-subscription criteria will be used when allocating places in Year Three (junior transfer):

**Please note that children with a Statement of Special Educational Needs that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.**

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 residence order or special guardianship order);

2. Children living in the priority area who have a brother or sister at the school at the time of admission;
3. Children living in the priority area who have a brother or sister at the partner infant school at the time of admission;
4. Other children living in the priority area;
5. Children living outside the priority area who have a brother or sister at the school at the time of admission;
6. Children living outside the priority area who attended the partner infant school immediately prior to transfer;
7. Children living outside the priority area who have a brother or sister at the partner infant school at the time of admission;
8. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by 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).

2.18. Where the local authority is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

2.19. In own admission authority schools the academy trust or governing body are the admission authority and are responsible for setting their own oversubscription criteria. Contact individual schools for details.

2.20. Applications for Reception and Junior places will be considered as transfer applications until the end of the autumn term at which point an applicant will enter the relevant in-year admission arrangements.

2.21. Waiting lists will be held for all maintained schools until the end of the autumn term 2015 at which point an applicant will enter the relevant in-year admission arrangements.

### **3. Timetable for processing applications to Reception and Year Three for entry in September 2015.**

<b>Primary Timetable</b>	<b>Process for Admission to Reception And Transfer to Year Three 2015 entry</b>
<b>June 2014 onwards</b>	<p>WCC to obtain relevant NHS data</p> <p>Nurseries, Pre-Schools, Schools and Parish Councils sent information on the application process</p> <p>Nurseries &amp; Pre-Schools to distribute registration fliers</p> <p>Schools / pre-schools urged to inform parents by newsletter and / or any means at their disposal of closing date</p>
<b>01 Aug 2014</b>	<p>Press release</p> <p>Applications can be submitted on-line</p>
<b>September 2014</b>	<p>School census information received for junior transfer phase</p> <p>Reception packs posted to parents by Admissions Service</p> <p>Fliers sent to Infant schools for children in Year Two advertising on-line admissions</p> <p>Junior packs sent to Infant Schools by Admissions Service</p>
<b>15 December 2014</b>	<p>Reminder letter sent to those parents where an application has not been received</p>
<b>15 January 2015</b>	<p>National closing date for reception and junior applications to be submitted to Admissions Service</p> <p>On-line system closes</p> <p>Late applications will be considered after those received on time</p>
<b>End of January 2015</b>	<p>First Exchange of Data with neighbouring local authorities</p>
<b>02 February 2015</b>	<p>Information available to own admission authority schools using their own oversubscription criteria in order for children to be prioritised. Available via SAM to voluntary aided, trust, foundation schools and academies purchasing the Admissions Service and to include straight-line measurements. Sent via Excel spreadsheet to oversubscribed academies not purchasing the Admissions Service (no straight-line measurements included).</p>



	Sibling Checklists available to all schools via SAM other than academies not purchasing the Admissions Service (sent via Excel spreadsheet)
<b>13 February 2015</b>	Own admission authority schools using their own admission criteria to provide full lists of applicants in priority order. Information to be provided via SAM unless the school is an oversubscribed Academy not purchasing the Admissions Service (data to be returned via Excel spreadsheet)  Final date for families moving into the area (proof of address must be provided by this date)
<b>09 March 2015 onwards</b>	Provisional offers shared between local authorities
<b>23 March 2015</b>	Provisional offers available to all schools via SAM other than Academies not purchasing the Admissions Service (sent via Excel spreadsheet). Schools to notify admissions of any issues by 27 March 2015. Data to remain confidential
<b>27 March 2015</b>	Final offers exchanged with other local authorities
<b>14 April 2015</b>	Admissions Service post offer letters second class to Warwickshire residents
<b>16 April 2015</b>	National Primary Offer Day  Offers to on-line applicants available from 08.30am via email  Automatic waiting lists open
<b>30 April 2015</b>	Closing date for parents to accept place offered  Places will be reallocated as and when vacancies arise up to and including 31 December 2015
<b>30 April 2015</b>	Reminder letters sent to parents who have not accepted the place offered. Parents given seven days to respond
<b>June to September 2015 (excluding school holidays)</b>	Appeals scheduled – The timetable for appeals is available on the WCC website.

#### **4. Secondary School Admissions (Year 7)**

4.1. The relevant area for Warwickshire is the County of Warwickshire.

4.2. Children will transfer from primary and junior schools at the end of Year Six.

- 4.3. Parents of children living in Warwickshire are able to name seven schools on their Common Application Form (CAF) in their preferred order.
- 4.4. All schools have a Published Admission Number (PAN or admission number) for each 'relevant age group'. This is the age group at which pupils are normally admitted to the school. Details of each school's admission number can be found at Appendix A.
- 4.5. In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other local authorities refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Warwickshire County Council website.
- 4.6. Parents of the children identified as being resident in Warwickshire and having a date of birth that falls on or between 01 September 2003 and 31 August 2004, will be sent a secondary application pack via their child's primary / junior school from June 2014. Application packs will also be sent to Year Five children attending Stratford Preparatory School, The Croft School, Milverton House, Crescent School, other schools on request, and to those children resident in Warwickshire and known to be receiving home education. Details of those children resident in Warwickshire but attending schools outside of Warwickshire are sent to the Admissions Service by the current school's home local authority (usually during the summer term). Application packs will be sent to these children as and when information is received.
- 4.7. Parents are able to express up to six preferences for schools within Warwickshire or any other local authority and to provide the reasons for their preferences. Parents are encouraged to apply via Warwickshire's on-line service.
- 4.8. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.
- 4.9. Preferences for schools or academies in other local authorities will be considered against the relevant over-subscription criteria.
- 4.10. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 4.11. In the event that a Warwickshire secondary community or voluntary controlled school is over-subscribed the following over-subscription criteria will be used when allocating places in Year Seven.

**Please note:**

**Children with a Statement of Special Educational Needs that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.**

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 residence order or special guardianship order);
2. Children living in the priority who will have a brother or sister 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 brother or sister at the school at the time of admission;
5. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority).

Distance will be calculated by 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).

4.12. Where the local authority is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school (**excluding selective schools**) with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

4.13. In own admission authority schools the academy trust or governing body are the admission authority and are responsible for setting their own oversubscription criteria. Contact individual schools for details.

4.14. Applications for Year 7 places will be considered as transfer applications until the end of the autumn term at which point an applicant will enter the relevant in-year admission arrangements.

4.15. Waiting lists will be held for all maintained schools until the end of the autumn term 2015, at which point an applicant will enter the relevant in-year admission arrangements.

- 5. Timetable for processing applications to secondary school (Year 7) in September 2015. Also included below and for information purposes are the key dates relating to the 11+ test. Please refer to the grammar school's own admission arrangements for more details.**

<b>Secondary Timetable</b>	<b>Process for Transfer to Secondary School 2015 entry</b>
<b>Late April 2014</b>	The Admissions Service will write to all primary and junior schools with current Year Five data. Schools

	required to check data and return by 06 May 2014
<b>06 May 2014</b>	Schools to return Year Five data to Admissions Service
<b>02 June 2014</b>	Application packs and 11+ registration forms to all Warwickshire Schools to include Stratford Preparatory School, The Croft School, Milverton House, Crescent School, other schools on request, and to those children resident in Warwickshire and known to be receiving home education. Schools to distribute to Year Five pupils
<b>30 June 2014</b>	On-line application process opens
<b>09 July 2014 (TBC)</b>	Closing date for 11+ registration forms to be returned to the Admissions Service
<b>22 August 2014 onwards</b>	Allocation of test venues sent to 11+ candidates
<b>Saturday 06 September 2014 (TBC)</b>	Main sessions for 11+ Testing
<b>Saturday 13 September and Tuesday 16 September 2014 (Both TBC)</b>	Supplementary dates for 11+ Testing for children who cannot be tested on previous dates for religious reasons or who can provide appropriate written evidence of previous engagements or sickness
<b>10 October 2014</b>	Reminder letter sent to those parents where an application has not been received and their child has not sat the 11+ test
<b>17 October 2014 (TBC)</b>	Provisional 11+ results posted out to parents
<b>31 October 2014</b>	National closing date for applications to be received by the Admissions Service  On-line system closes  Late applications will be considered after those received on time
<b>14 November 2014 (approx)</b>	First exchange of data with surrounding local authorities
<b>24 November 2014</b>	Total and first preference count available to schools via SAM  Information available to own admission authority schools using their own oversubscription criteria in order for children to be prioritised. Available via SAM to

	<p>voluntary aided, trust foundation schools and academies purchasing the Admissions Service and to include straight-line measurements. Sent via Excel spreadsheet to oversubscribed Academies not purchasing the Admissions Service (no straight-line measurements included).</p> <p>Sibling Checklists available to all schools via SAM other than Academies not purchasing the Admissions Service (sent via Excel spreadsheet)</p>
<b>By 13 January 2015</b>	Own admission authority schools using their own admission criteria to provide full lists of applicants in priority order. Information to be provided via SAM unless the school is an oversubscribed Academy not purchasing the Admissions Service (data to be returned via Excel spreadsheet)
<b>23 January 2015 (approx)</b>	Second exchange of data to surrounding local authorities
<b>02 February 2015</b>	Final date for families moving into the area (proof of address must be provided by this date)
<b>06 February 2015</b>	Third exchange of data to surrounding local authorities
<b>09 February 2015</b>	Provisional offers available to all schools via SAM other than Academies not purchasing the Admissions Service (sent via Excel spreadsheet). Schools to notify admissions of any issues by 13 February 2015. Data to remain confidential
<b>13 February 2015</b>	Final exchange of data with surrounding local authorities. Schools to notify admissions of any issues with provisional offers
<b>27 February 2015</b>	Admissions Service post offer letters second class to Warwickshire residents including 11+ results (where applicable)
<b>02 March 2015</b>	<p>National Secondary Offer Day.</p> <p>Offers to on-line applicants available from 08.30am via email</p> <p>Automatic waiting lists open</p>
<b>16 March 2015</b>	<p>Closing date for parents to accept place offered</p> <p>Places will be reallocated by Admissions Service as and when vacancies arise up to and including 31 December 2015</p>
<b>16 March 2015</b>	Reminder letters sent to parents who have not accepted

	the place offered. Parents given seven days to respond
<b>April to June 2015</b>	Appeals scheduled – The timetable for appeals is available on the WCC website
<b>By the end of term</b>	Final Electronic file of allocations to schools via S2S

## 6. Appeals

- 6.1. Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference expressed where they have received a refusal. However, they cannot appeal for a place at a school preferred lower than their offer as this place will not have been considered and therefore will not have been refused.
- 6.2. Appellants will be expected to lodge appeals prior to the publicised deadline, but will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of voluntary aided, foundation, trust schools and academies, appeal forms will be available from the school's admission authority unless stated below.
- 6.3. The Local Authority will provide appeal forms for all community and voluntary controlled schools and the following voluntary aided, foundation, trust schools, academies and free school.

### **Please note:**

**As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or schools directly for confirmation**

### **Catholic Aided**

English Martyrs Catholic Primary  
 Our Lady's Catholic Primary School - Princethorpe  
 St Anne's Catholic Primary School  
 St Anthony's Catholic Primary School  
 St Francis' Catholic Primary School  
 St Joseph's Catholic Junior School, Nuneaton  
 St Joseph's Catholic Primary School, Leamington Spa  
 St Patrick's Catholic Primary School  
 St Peter's Catholic Primary School  
 Trinity Catholic School

### **Foundation Schools**

Dunchurch Infant School  
 Haselor School  
 Shipston Primary School  
 The Avon Valley School  
 Wolverton Primary School

### **Voluntary Aided**

Lawrence Sheriff School

**Foundation Trust**

Kenilworth School and Sports College

**Academies (Secondaries)**

Alcester Grammar School  
Ash Green School  
Campion School  
Etone College  
Hartshill  
Henley School  
Higham Lane School  
King Edward VI School  
Myton School  
Polesworth School  
Rugby High School  
Shipston High School  
Stratford Girls' Grammar School  
Stratford School  
Studley High School  
The Nuneaton Academy

**Academies (Primaries)**

Birchwood Primary School  
Cawston Grange Primary School  
Dordon Primary School  
Henry Hinde Infant School  
Race Leys Junior School  
St Nicholas C of E Alcester  
The Riverside Primary

**Free Schools**

The Priors School

**7. Waiting Lists**

- 7.1. Waiting lists for all of Warwickshire's primary and secondary community and voluntary controlled schools will be held by the local authority. Warwickshire County Council also holds waiting lists for certain own admission authority schools where this is indicated in their admission arrangements.
- 7.2. Children will be automatically added to the waiting lists of all Warwickshire schools listed as a higher preference than the school at which a place is allocated. This excludes grammar schools where waiting lists are set by a child's performance in the selection (11+) test. The Admissions Service will advise parents if their child is on a grammar school waiting lists when secondary school places are offered. The 11+ test is operated by Warwickshire County Council on behalf of the six grammar schools in Warwickshire. Full details can be found in the school's own admission arrangements.
- 7.3. Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from waiting lists as vacancies arise.

A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

7.4. The parents of children on waiting lists will be contacted at the end of the autumn term and asked if they wish for their child to remain on the list. If so, a fresh application will be needed. Parents must respond within the relevant timescale. If they do not register their continued interest by submitting a fresh application their child will be removed from the relevant list. In the case of certain own admission authority schools parents may need to contact the school directly in order to be added to the waiting list. Parents will be advised where this is the case.

7.5. Following the end of the autumn term students on waiting lists will enter the relevant 'In-Year Admission Arrangements'.

7.6. Warwickshire parents wishing for their child to be placed on the waiting list of a school outside of Warwickshire may need to contact the school or relevant local authority. Contact School Admissions for details.

## **8. Year 10 Transfer**

8.1. Parents who would like their child to transfer to a 14-19 establishment such as a Studio School or University Technology College (UTC) should contact the establishment to confirm the correct process.

## **9. Warwickshire County Council's In-Year Admission Arrangements.**

9.1. Introduction

9.2. Under the School Admissions Code that came into effect on 01 February 2012, there is no requirement for local authorities to co-ordinate in-year admissions from September 2013 onwards. However, Warwickshire County Council will co-ordinate in-year applications for Warwickshire residents for all community and voluntary controlled and own admission authority schools unless the school has indicated otherwise in their admission arrangements. Contact School Admissions for the most up to date information.

9.3. Warwickshire residents applying for a place in non-Warwickshire schools should contact the relevant local authority. For example, to apply for a place in a Coventry school contact Coventry Admissions. Non-Warwickshire residents wishing to apply for a Warwickshire school should in the first instance contact their home authority.

9.4. Procedure for in-year applications for places at schools where Warwickshire County Council administer in-year applications.

9.5. Parents are able to express up to six preferences.

9.6. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.



- 9.7. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 9.8. Application forms are available from Warwickshire County Council's Admissions Service and the Warwickshire County Council website. Forms allow parents to provide:
- information about their child's educational history;
  - their reasons for changing their child's school; and, in order to ensure fair access;
  - details of the official services and individuals involved with their child, for example Education Social Workers.
- 9.9. Parents are encouraged to obtain from the Headteacher of their child's current school confirmation of the accuracy of the educational information provided before it is submitted to the Council; this will enable a discussion to take place with the current school regarding any concerns the parents may have.
- 9.10. Parents will be asked to provide proof of address when submitting an application form.
- 9.11. If a preference is expressed for an own admission authority schools details of the application will only be sent to the school if it is ranked first or an offer cannot be made at a higher ranked school.
- 9.12. Own admission authority schools are required to notify the Council within seven school days of receipt of an application if a place can (or cannot) be offered.
- 9.13. Where it is not possible to offer any of the named preferences and the applicant does not want their child to remain at their current school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.
- 9.14. Where a place is not secured under the normal in-year admission arrangements then the application may need to be considered under the In-Year Fair Access Protocol (IYFAP – See Section 10).
- 9.15. Notifying parents of the outcome of their applications.
- 9.16. The Council will notify the parents of children living in its area of the outcome of their application, regardless of whether the Council is the school's admission authority. Notification letters will not be sent by individual schools.
- 9.17. Parents are expected to confirm acceptance of the offer of a school place within fourteen days after the date of the offer and to ensure that their child begins attending the school within six weeks of the offer. Where a child fails to take up a place within six weeks the place may be withdrawn.

## 9.18. Appeals

- 9.19. Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, where they have received a refusal. However, they cannot appeal for a place at a school preferred lower than their offer as this place will not have been considered and therefore will not have been refused.
- 9.20. Appellants will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of own admission authority schools appeal forms will be available from the school's admission authority unless stated below.
- 9.21. The local authority will provide appeal forms for all community and voluntary controlled schools and the following Own admission authority schools:

### **Please note:**

**As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or schools directly for confirmation.**

### **Catholic Aided**

English Martyrs Catholic Primary  
Our Lady's Catholic Primary School - Princethorpe  
St Anne's Catholic Primary School  
St Anthony's Catholic Primary School  
St Francis' Catholic Primary School  
St Joseph's Catholic Junior School, Nuneaton  
St Joseph's Catholic Primary School, Leamington Spa  
St Patrick's Catholic Primary School  
St Peter's Catholic Primary School  
Trinity Catholic School

### **Foundation Schools**

Dunchurch Infant School  
Haselor School  
Shipston Primary School  
The Avon Valley School  
Wolverton Primary School

### **Voluntary Aided**

Lawrence Sheriff School

### **Foundation Trust**

Kenilworth School and Sports College

### **Academies (Secondaries)**

Alcester Grammar School  
Ash Green School

Campion School  
Etone College  
Hartshill  
Henley School  
Higham Lane School  
King Edward VI School  
Myton School  
Polesworth School  
Rugby High School  
Shipston High School  
Stratford Girls' Grammar School  
Stratford School  
Studley High School  
The Nuneaton Academy

**Academies (Primaries)**

Birchwood Primary School  
Cawston Grange Primary School  
Dordon Primary School  
Henry Hinde Infant School  
Race Leys Junior School  
St Nicholas C of E Alcester  
The Riverside Primary

**Free Schools**

The Priors School

9.22. Waiting Lists

9.23. Waiting lists for all of Warwickshire's primary and secondary community and voluntary controlled schools will be held by the local authority. Warwickshire Admissions also holds waiting lists for certain own admission authority schools where this is indicated in the school's admission arrangements.

9.24. Waiting Lists for other schools that use their own published admissions criteria will be held by the individual schools

9.25. All waiting lists held by the local authority will be cleared at the end of each academic term. Towards the end of each term parents will be asked to register their continued interest. A fresh application will be required.

9.26. For in-year admission to selective schools see the school's own admission arrangements.

9.27. The local authority aims to process in-year applications within 10 school days via the following process:

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**Step 1**      Application received by the Admissions Service and acknowledged.

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<b>Step 2</b>	Application assessed.
<b>Step 3</b>	If a preference has been expressed for a voluntary aided, trust, foundation school or academy, and it is relevant for them to consider admission, send applicant details to the school by email or fax.
<b>Step 4</b>	Check availability at preferred schools.
<b>Step 5</b>	Own admission authority schools to indicate if place is available (where applicable). Offer letter issued if a place is available at any of the preferences listed. If not offered first preference move to Step 9. If offered first preference move to Step 10
<b>Step 6</b>	<p>If a place cannot be allocated at any school listed a place at the next nearest school will be allocated. or</p> <p>If the child falls under the In-Year Fair Access Protocol, refer to In-Year fair Access Officer for placement</p>
<b>Step 7</b>	Notify unplaced school of offer.
<b>Step 8</b>	Decision letter sent.
<b>Step 9</b>	Children not offered a place at their first preference are added to the waiting lists of all schools listed as a higher preference than the school at which a place was offered.
<b>Step 10</b>	Application closed.

## **10. Warwickshire County Council's In-Year Fair Access Protocol (IYFAP).**

### **10.1. Introduction and Background**

- 10.2. Local authorities are required to operate an In-Year Fair Access Protocol (IYFAP). The aim of such protocols is to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The majority of schools in the area are required to agree to the protocol and the local authority must ensure that no school - including those with places - is asked to take a disproportionate number of children who have been excluded from schools, or who have challenging behaviour. Protocols must include details of how the

local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

- 10.3. Warwickshire already operates an In-Year Fair Access Protocol and this successfully places a large number of children each year.
- 10.4. In light of the changing relationship between the local authority and schools Warwickshire's current In-Year Fair Access Protocol is under review and will be the subject of a separate consultation with schools and other key stakeholders.
- 10.5. Full details of the current protocol can be obtained from School Admissions. When the revised protocol is available this will be published along with other relevant documents relating to the admissions process.

## **11. Glossary / Key Terms**

### **Own Admission Authority Schools**

Voluntary aided, trust foundation schools and academies. In such schools the academy trust or governing body is the admission authority.

### **Looked After Children**

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

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

Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister, or the child of the parents' partner, where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

### **Fraudulent or Intentionally misleading applications**

Parents should be aware that where a school place is offered based on a fraudulent or intentionally misleading application that the place can be withdrawn - even after the child has started at the school.

### **Proof of address**

When submitting an application parents will need to provide appropriate proof of the address used as the basis of their application. This will normally be a Council Tax Reference Number. Each year the Admissions Service will contact a random sample of applicants and ask for further proof of address.

### **Definition of Home Address**

Where the child normally resides / sleeps when they attend school. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn. This

includes situations where the address used to allocate a place changes prior to the place being taken up.

There is also an expectation that a child will be resident at the address used to allocate a place from the start of term and will continue to reside at that address for a reasonable period of time.

Short-term house moves which occur only to secure a school place and which are considered fraudulent or intentionally misleading may therefore result in the place being withdrawn.

### **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 sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a local authority Solicitor. The order of draw will be recorded and countersigned at the time.

### **Separated Parents**

Where a child lives with each of their parents at separate addresses, the address used for allocating a school place will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the child's parents / carers will be asked to nominate which address they wish to be the child's main address for school admission purposes. Should they fail to do so by the published closing date the Council has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both parents are in agreement with.

### **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's admission authority (if different) are in agreement - even if this means going above the school's Published Admission Number (also see Infant Class Size).

### **Infant Class Size**

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 school teacher. Additional children may be admitted under very limited exceptional circumstances as set out in the School Admissions Code. When admitted 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 unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

#### **Admissions above PAN**

Children with a Statement of Special Educational Needs that names the school will be admitted. In this event the number of places that remain for allocation will be reduced or may result in a school exceeding its PAN (also see 'Infant Class Size').

If a primary or secondary school is full in the year group another place can be offered provided that:

- a) no other applicants have been refused places in the same year group – wherever they live;
- b) the child is living or moving into the school's priority area (proof of address will be required);
- c) the admission will not breach the infant class size limit (where applicable - unless the child falls under one of the 'excepted' groups as set out in the infant class size section);
- d) The local authority believe it would be unreasonable not to offer a place and the school's admission authority (where applicable) are in agreement with the place being offered.

If a school has a waiting list then it will not normally be possible to offer additional places as other applicants **will** have been refused places in the same year group. However, if the local authority and the school's admission authority (if different) agree, then **all** applicants on the waiting list, or groups of children / individual children falling under a particularly high criterion, considered as an 'exception' (see above), or where it would be considered unreasonable not to, **may** be offered a place.

### **Admission above PAN for Looked After Children**

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where educational provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Community and Controlled schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

Where this process would result in a breach to infant class size limits, the local authority would consider the case of the individual child and the reasonableness to refuse admission. Where the local authority deems a school to be the most suitable for the child, an exception to breach the 30 limit will apply (See 'Infant Class Size').

Headteachers and governors of own admission authority schools are invited to formally adopt the above policy.

### **Under Age and Over Age applications**

Warwickshire County Council's policy is that children should generally be educated within their appropriate age group. In rare cases where it might not be appropriate for the child to be educated in the normal year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria. Also see 'Infant Class Size'.

### **Late applications (Entry or Transfer Year Groups)**

Late applications will only be considered after the applications received by the closing dates (on-time applications).

### **Late applications because of an impending move:**

Offers of places at primary level will take account of a future move involving the child's address only if it can be confirmed **before 13 February 2015** i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house. There is an expectation that the address used will satisfy the definition of 'home address' (see above). Proof of residence at the address may be required. The local authority may undertake a home visit without prior notice to verify a pupil's home 'address'.

Offers of places at secondary level will take account of a future move involving the child's address only if it can be confirmed **before 02 February 2015** i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates



after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house. There is an expectation that the address used will satisfy the definition of 'home address' (see above). Proof of residence at the address may be required. The local authority may undertake a home visit without prior notice to verify a pupil's home 'address'.

**Appendix A – Published Admission Numbers for 2015 entry – Please note that the list below includes all community, voluntary controlled, voluntary aided, trust, foundation schools and academies in Warwickshire. The data below is correct at the time of publication but is subject to change. Where the local authority is not the admission authority contact the school for confirmation.**

<b>Infant and Primary Schools</b>	<b>Published Admission Number</b>	<b>Reason for Change in PAN</b>
Abbey C of E Infant School	60	
Abbots Farm Infant School	60	
Acorns Primary School	10	
All Saints C of E (VA) Primary School (Leek Wootton)	20	
All Saints C of E Infant School (Bedworth)	30	
All Saints C of E Primary School And Nursery (Nuneaton)	30	
Alveston C of E Primary School	30	
Arden Forest Infant School	60	
Arley Primary (Replaces Gun Hill Infant and Herbert Fowler Junior)	45	
Austrey C of E Primary School	15	
Barford St Peter's C of E Primary School	20	
Bawnmore Infant School	60	
Bidford-On-Avon C of E Primary School	45	
Bilton Infant School	57	
Binley Woods Primary School	30	
Birchwood Primary School	60	
Bishops Itchington Primary School	30	
Bishops Tachbrook C of E Primary School	30	
Bishopton Primary School	Proposed increase from 30 to 60	Targeted Basic Need
Boughton Leigh Infant School	90	
Bournebrook C of E Primary School	Proposed increase from 19 to 20	Capacity at school
Brailes C of E Primary School	15	
Briar Hill Infant School	90	
Bridge Town Primary School	60	
Brookhurst Primary School	60	
Brownsover Community Infant School	60	
Budbrooke Primary School	45	
Burton Green C of E Primary School	15	
Camp Hill Primary School & Early Years Centre	60	
Canon Evans C of E Infant School	90	
Cawston Grange Primary School	Increase from 30 to 60	Demand for places
Chilvers Coton Community Infant School	60	
Clapham Terrace Community Primary School And Nursery	28	
Claverdon Primary School	30	

Clifton-Upon-Dunsmore C of E Primary School	30	
Clinton Primary School	30	
Coleshill C of E Primary School	30	
Coten End Primary School	90	
Coughton C of E Primary School	20	
Cubbington C of E Primary School	30	
Curdworth Primary School	17	
Dordon Community Primary School	30	
Dunchurch Infant School	60	
Dunnington C of E Primary School	15	
Eastlands Primary School	30	
Emscote Infant School	75	
English Martyrs Catholic Primary School	30	
Ettington C of E Primary School	25	
Exhall Cedars Infant School	60	
Galley Common Infant School	50	
Glendale Infant School	90	
Goodyers End Primary School	60	
Great Alne Primary School	16	
Hampton Lucy C of E Primary School	15	
Harbury C of E Primary School	30	
Haselor (Foundation) Primary School	15	
Henley-In-Arden Community Primary School	30	
Henry Hinde Infant School	Proposed increase from 60 to 90	Targeted Basic Need
High Meadow Infant School	30	
Hillmorton Primary School	30	
Hurley Primary School	29	
Ilmington C of E Primary School	15	
Keresley Newland Primary School	30	
Kineton C of E (VA) Primary School	30	
Kingsbury Primary School	45	
Kingsway Community Primary School	30	
Knightlow C of E Primary School	30	
Lapworth C of E Primary School	Proposed increase from 23 to 30	Targeted Basic Need
Leamington Hastings C of E Infant School	18	
Lighthorne Heath Primary School	13	
Lillington Nursery and Primary School	60	
Long Itchington C of E Primary School	28	
Long Lawford Primary School	Increase from 45 to 60	Demand for places
Loxley C of E Community Primary School	6	
Mappleborough Green C of E Primary School	17	
Milby Primary School	60	
Milverton Primary School	Proposed increase from 60 to 90	Targeted Basic Need

Moreton Morrell C of E Primary School	15	
Nathaniel Newton Infant School	60	
Newbold And Tredington C of E Primary School	15	
Newbold Riverside Primary School	30	
Newburgh Primary School	60	
Newdigate Primary School	45	
Newton Regis C of E Primary School	17	
Northlands Primary School	30	
Nursery Hill Primary School	Proposed increase to 26	Capacity in school
Oakfield Primary School	45	
Our Lady & St Teresa's RC Primary School	30	
Our Lady Of The Angels Catholic Infant School	70	
Our Lady's Catholic Primary School (Alcester)	15	
Our Lady's Catholic Primary School (Princethorpe)	17	
Outwoods Primary School	60	
Paddox Primary School	Proposed increase from 60 to 90	Targeted Basic Need
Park Lane Primary School Nursery	50	
Priors Field Primary School	30	
Provost Williams C of E Primary School	30	
Quinton Primary School	30	
Race Leys Infant School	70	
Racemeadow Primary School	60	
Radford Semele C of E Primary School	30	
Rokeby (Community) Primary School	30	
Salford Priors C of E Primary School	15	
Shipston-On-Stour Primary School	60	
Shottery St Andrew's C of E Primary School	Proposed increase from 10 to 15	Demand for places
Shrubland Street Community Primary School	28	
Shustoke C of E Primary School	27	
Snitterfield Primary School	15	
Southam Primary School	42	
Southam St James C of E Primary School	Proposed increase from 28 to 30	Demand for places / Capacity in school
St Andrews Benn C of E Primary	45	
St Anne's Catholic Primary School	30	
St Anthony's Catholic Primary School	30	
St Augustine's Catholic Primary School	30	
St Benedict's Catholic Primary School	25	
St Edward's Catholic Primary School	30	
St Francis Catholic Primary School	30	
St Gregory's Catholic Primary School	30	
St John's Primary School, Nursery and Children's Centre	30	
St Joseph's Catholic Primary School (Whitnash)	30	

St Lawrence C of E (Voluntary Aided) Primary School	26	
St Marie's Catholic Primary School	60	
St Mary Immaculate Catholic Primary School (Warwick)	20	
St Mary's Catholic Primary School (Henley-In-Arden)	Increase from 10 to 12	Contact school for details
St Mary's Catholic Primary School (Southam)	30	
St Mary's Catholic Primary School (Studley)	30	
St Matthew's Bloxam C of E Primary School	Proposed increase from 30 to 60	Targeted Basic Need
St Michael's C of E Primary School	45	
St Nicholas C of E Primary School (Alcester)	60	
St Nicholas C of E Primary School (Kenilworth)	60	
St Nicolas C of E (Voluntary Aided) Primary School (Nuneaton)	60	
St Oswald's C of E Primary School	30	
St Patrick's Catholic Primary School	30	
St Paul's C of E Primary School (Leamington Spa)	45	
St Paul's C of E Primary School (Nuneaton)	60	
St Peter's Catholic Primary School	15	
Stockingford Primary School	120	
Stockton Primary School	18	
Stratford-Upon-Avon Primary School	30	
Studley Infant School	60	
Sydenham Primary School	60	
Tanworth-In-Arden C of E Primary School	30	
Telford Infant School	90	
Temple Grafton C of E Primary School	15	
Temple Herdewyke Primary School	15	
The Dassett C of E Primary School	30	
The Ferncumbe C of E Primary School	20	
The Nethersole C of E Primary School	45	
The Priors Free School	Contact school details	the for
The Revel C of E (Aided) Primary School	45	
The Willows C of E Primary School	60	
Thomas Jolyffe Primary School	60	
Thorns Community Infant School	60	
Tysoe C of E Primary School	30	
Warton Nethersole's C of E Primary School	22	
Water Orton Primary School	45	
Weddington Primary School	60	
Welford-On-Avon Primary School	30	
Wellesbourne C of E Primary School	60	
Wembrook Primary School	90	
Westgate Primary School	30	
Wheelwright Lane Primary School	30	
Whitestone Infant School	90	
Whitnash Primary School	45	

Wilmcote C of E (Voluntary Aided) Primary School	16	
Wolston St Margaret's C of E Primary School	30	
Wolverton Primary School	15	
Wolvey C of E Primary School	30	
Wood End Primary School	25	
Woodloes Primary School	60	
Woodside C of E Controlled Primary School	40	
Wootton Wawen C of E Primary School	24	

<b>Junior Schools</b>	<b>Published Admission Number</b>	<b>Reason for Change in PAN</b>
Abbots Farm Junior School	66	
All Saints' C of E Junior School	Increase from 60 to 75	Linked to expansion of Emscote Infant School
Bilton C of E Junior School	105	
Boughton Leigh Junior School	120	
Canon Maggs C of E Junior School	89	
Chetwynd Junior School	90	
Coleshill C of E Primary School (Y3 Intake)	60	
Coten End Primary	4 additional places over Year 3 PAN of 60	
Croft Junior School	90	
Dunchurch Boughton C of E (Voluntary Aided) Junior School	66	
Henry Hinde Junior School	Increase from 70 to 90	Demand for places
Michael Drayton Junior School	127	
Middlemarch School	60	
Park Hill Junior School	66	
Queen's C of E Junior School	90	
Race Leys Junior School	70	
St Giles' Junior School	60	
St James' C of E Junior School	60	
St Joseph's Catholic Junior School (Nuneaton)	68	
St Margaret's C of E Junior School	90	
St Michael's C. of E. (Aided) Primary School (Y3 Intake)	5 additional places over R PAN of 45	
Studley St Mary's C of E Junior School	60	
Telford Junior School	90	

<b>Secondary Schools</b>	<b>Published Admission Number</b>	<b>Reason for Change in PAN</b>
Alcester Grammar School	120	
Alcester Academy	Proposed	Reduction in

	reduction from 150 to 130	local demand for places
Ash Green School and Arts College	170	
Ashlawn School	226	
Ashlawn SELECTIVE	30 but TBC by school	
Aylesford School. A Specialist Language and Music College	206	
Bilton School. A Maths and Computing College	210	
Campion School	155	
Etone Technology Language Vocational College	155	
Harris School	182	
Hartshill School	210	
Henley In Arden High School	123	
Higham Lane School. A Business and Enterprise College	238	
Kenilworth School And Sports College	270	
Kineton High School. A Specialist Sports College	150	
King Edward VI School	81	
Kingsbury School. A Specialist Science and Mathematics College	126	
Lawrence Sheriff School	120	
Myton School. A Specialist Science College and Training School	275	
Nicholas Chamberlaine Technology College	300	
North Leamington School	240	
Queen Elizabeth School and Sports College	163	
Rugby High School: A Grammar School with Science and Language Specialist Status	120	
Shipston High School. A Specialist Technology College	90	
Southam College	210	
St Benedict's Catholic High School	106	
St Thomas More Catholic School And Technology College	156	
Stratford-upon-Avon Grammar School for Girls. A Specialist College for Language and Science	112	
Stratford-upon-Avon High School. A Maths and Computing Specialist College	290	
Studley High School. Humanities & Music College	150	
The Avon Valley School And Performing Arts College	220	
The Coleshill School. A Maths And Computing College	180	
The Nuneaton Academy	210	
The George Eliot School	190	
The Polesworth School - A Specialist Language College	224	
The Trinity Catholic Technology College. A Specialist Arts and Technology College	210	

