

Warwickshire County Council
Oversubscription Criteria for Community and Voluntary Controlled Primary, Infant and Junior Schools

Infant and Primary Schools

In the event that a Warwickshire Community or Voluntary Controlled Infant or Primary school is oversubscribed, then the following oversubscription criteria will be used when allocating places.

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 arrangements 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. Children living in the priority area who will have a sibling 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 will have a sibling at the school at the time of admission;
6. Children living outside the priority area who will have a sibling at the partner junior school at the time of admission;
7. Other children living outside the priority area.

Please note that:

- a) Children with a Statement of Special Educational Needs or an Education and Health 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) 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.
- c) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

Junior Schools

In the event that a Warwickshire junior school is oversubscribed, then the following oversubscription criteria will be used when allocating places:

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 arrangements 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. Children living in the priority area who will have a sibling 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 will have a sibling 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 will have a sibling at the partner infant school at the time of admission;
8. Other children living outside the priority area.

Please note that:

- a) 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.
- 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 / definitions apply to the oversubscription criteria for Warwickshire Community or Voluntary Controlled Infant, Primary and Junior Schools.

Priority Areas

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:

Infant and Primary School Priority Area Maps -
<http://www.warwickshire.gov.uk/mapinfantprimaryschools>

Junior and Primary School Priority Area Maps -
<http://www.warwickshire.gov.uk/mapjuniorprimaryschools>

Infant, Junior and Primary School Priority Area Descriptions -
<http://apps.warwickshire.gov.uk/api/documents/WCCC-699-42>

Priority within each oversubscription criterion

For applicants allocated the same 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).

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, 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.

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 the child and applicant will be resident at the address used to allocate a place from the start of term.

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.

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.

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

As is required by the School Admissions Code Warwickshire County Council provides for the admission of all children in the September following their fourth birthday. Where a child is offered a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's 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 and not beyond the beginning of the final term of the school year for which it was made; and

- c) where the 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.

The School Admissions Code also makes it clear that parents 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, the parents 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.

Where parents of Summer Born Children wish to request that their child is admitted out of their normal age group – to Reception rather than Year 1 – the following process applies to schools where Warwickshire County Council is the admission authority.

As required by the School Admissions Code, Warwickshire County Council provides for the admission of all children in the September following their fourth birthday. Some parents may feel their child is not ready to start school at this point. The School Admissions Code allows parents to request the date their child is admitted to school is deferred until later in the school year, but not beyond the point at which they reach compulsory school age (paragraph 2.16b) of the Code). Children can also attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age (paragraph 2.16c).

In addition, for summer born children (those born between 01 April – 31 August) paragraph 2.17 of the School Admissions Code states that parents may seek a place for their child outside of their normal age group and may request that their child is admitted to Reception rather than year 1.

Parents of summer born children should follow the process below if they would like to request that their child is educated outside of their normal age group, and is admitted to Reception a year later than when they first became eligible to start school.

1. Requests should be made before 01 December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the closing date of 16 January.
2. Parents should submit to Warwickshire County Council their reasons for wishing to defer applying for a school place. This should include confirmation of agreement to the proposal from the Headteacher of their preferred school(s). Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. On receiving the supporting evidence, and on the recommendation of the Headteacher(s), Warwickshire's Admissions Service will write to the parent to agree that the application can be processed for the following year. However, the letter will highlight the potential risks / impact of this deferral which include:
 - Whilst one school has agreed to the deferral, there is no guarantee that the child will be allocated a place at that school;
 - Should it not be possible to allocate a place at the school that has agreed to the deferral, the local authority will make every effort to allocate a Reception place,

rather than a Year 1 place. However, it may not be possible to do this. Decisions on which year group a child is admitted to are taken by a school's admission authority; this is not always the local authority and the admission authority of alternative schools may not be in agreement with deferred entry.

- Parents will also be made aware that deferring entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardisation process.
 - Attention will also be drawn to the fact that when the child moves to a different schools (eg primary to secondary, or due to a different school due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.
3. If the request is not agreed, the parent will receive a letter detailing the reasons why.
 4. A copy of the letter sent to the parent will be sent to the Headteacher(s) of the school(s) concerned.
 5. The parent may still change their mind regarding deferred entry by a whole school year, and submit an application in the normal way. If an application is received then the parent's previous request to defer until the following year would no longer apply. This will offer the following options to the parent:
 - a) Their child starts school in the September following their fourth birthday.
 - b) They can consider deferring the child's start date in Reception until later in the school year.
 - c) They can discuss part-time arrangements with the allocated school, as detailed in paragraph 2.16 of the Admissions Code.
 6. A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the closing date of 16 January later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and other options with the Headteacher of the allocated school. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

Applications for other children to be taught out of year group

In some situations parents applying for a school place may wish to request that their child is admitted to a school outside of their normal year group – for example if they are moving from overseas and their child has not been educated in the English school system. For Schools where Warwickshire County Council is the admission authority parents should in the first instance contact Warwickshire's Admissions Service. The request will be discussed with the Headteacher(s) of the preferred schools with all

relevant information taken into account. Each request will be looked at on an individual basis with any decision taken on the basis of what is considered to be in the child's best interests.

Warwickshire County Council
Oversubscription Criteria for Secondary Schools

In the event that a Warwickshire Community school is oversubscribed, then the following oversubscription criteria will be used when allocating places.

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 arrangements 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 that:

- a) Children with a Statement of Special Educational Needs or an Education and Health 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 / definitions apply to the oversubscription criteria for Warwickshire Community Schools.

Priority Areas

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:

Secondary School Priority Area Maps -
<http://www.warwickshire.gov.uk/mapsecondaryschools>

Secondary School Priority Area Descriptions –
<http://www.warwickshire.gov.uk/wp-content/uploads/2013/02/SecondarySchoolPriorityAreaDetails1.pdf>

Priority within each oversubscription criterion

For applicants allocated the same 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).

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, 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.

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 the child and applicant will be resident at the address used to allocate a place from the start of term.

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.

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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.

Applications for children to be taught out of year group

In some situations parents applying for a school place may wish to request that their child is admitted to a school outside of their normal year group – for example if they are moving from overseas and their child has not been educated in the English school system. For Schools where Warwickshire County Council is the admission authority parents should in the first instance contact Warwickshire's Admissions Service. The request will be discussed with the Headteacher(s) of the preferred schools with all relevant information taken into account. Each request will be looked at on an individual basis with any decision taken on the basis of what is considered to be in the child's best interests.