

Warwickshire County Council

In-Year Admissions Scheme – 2018/19

Introduction

The School Admissions Code no longer requires local authorities to coordinate in-year applications for school places. In-year applications are those when a child wishes to move from one school to another outside of the normal admissions round; for example because of a house move.

Warwickshire County Council does, however, still coordinate in-year applications for all community and voluntary controlled schools, and the vast majority of own admission authority schools, such as academies. At the time of writing only the following schools are not part of Warwickshire's In-Year Admissions Scheme:

- All Saints Bedworth C of E Primary School
- Southam St James C of E (VA) Primary School
- St Lawrence C of E (VA) Primary School (Napton)
- St Nicolas C Of E Academy (Nuneaton)
- Studley St Mary's C of E Junior School
- Rugby Free Primary School

Warwickshire residents wishing to apply for a place at the above schools should contact them directly. Non-Warwickshire residents should instead contact their home local authority.

In-year admissions also apply where parents would like to move their child from Year 2 in a Primary School into Year 3 of a different Primary school. This is because Year 3 is not the normal point of entry for primary schools. See section: 'Applying for a Year 3 place...'

However, a change of school from Year 2 in an infant school to Year 3 in a Junior school is classed as a normal point of entry – or 'transfer round' - and these applications must follow the coordinated admissions process, which is explained in the Warwickshire County Council admission arrangements for the relevant entry year.

The application process

Parents are required to complete a Change of School application form. This form comprises of 3 sections : Sections A and C, which must be completed by the parent/carers, or other person/organization who has parental responsibility for the child, and Section B, which should be completed by the child's current or previous school.

Completion of Section B will help to ensure that discussions have taken place between the child's current or previous school and the parent(s) regarding any outstanding issues.

It may delay the processing of the application if Section B of the application form has not been completed.

Copies of the Change of School application form are available on the Warwickshire County Council website and from Warwickshire's Admissions Service. A guide to the Change of School application process is also available for parents and carers. Copies can be found on the website or can be obtained through Warwickshire's Admissions Service. A further guide is also available specifically for schools, by request through the Admissions Service.

The form allows parents to:

- Name up to six schools in their preferred order.
- Rank their preferred schools in the order they would like their child to be offered a place.
- Give reasons for each preference.
- Give details of any siblings who will be attending one of the preferred schools at the start of the year a place is being applied for.
- Indicate if one of the parents is a member of staff at one of the preferred schools.
- Provide details of the child's faith.
- Indicate if the child has a Statement of Special Educational Needs or an Education Health and Care Plan.
- Indicate if the child is looked after or was previously looked after.

Once the Change of School form is completed it should be returned to Warwickshire's Admissions Service

Definition of Home Address

As part of the application process, two documents which confirm proof of the home address are required. The first document **must** be either a full, signed copy of a tenancy agreement or – where purchasing a property - a solicitor's letter confirming that there has been an exchange of contracts.

The second document can be one of the following:

- utility bill (electricity, gas, water or landline phone)
- Council tax bill for the 2017/2018 financial year
- housing benefit letter
- bank statement
- Universal Credit award notice letter

Copies of documents are acceptable, and preferred – do not send originals as these documents will not be returned. The second document must be dated within the previous 6 months.

The home address is where the child sleeps for the majority of the school week. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

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 school place being withdrawn.

Children of split parent families

Only persons or organisations that have Parental Responsibility for a child should make an application for a school place. Warwickshire School Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where individuals or organisations with parental responsibility cannot agree on either the home address or school preferences to name on the application, and multiple in-year applications are submitted, we will only consider the application of the parent whose address is held by the child's GP surgery. Any other applications will not be considered.

As part of the disclaimer found in Section C of the Change of School application, it is expected that all parties with parent responsibility of the child will be aware of the application being made and will agree to all the information disclosed within, including the schools named as preferences on that application.

Applications from overseas residents

For families of UK Service Personnel (ie: Military families) with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.

Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

- ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

While the School Admissions Code does make special provision for children of UK Service Personnel who live overseas - where those families are returning to the UK and a school place needs to be sought in time for their return - there is no legal requirement to process applications from other families coming from overseas who are not yet resident within the local authority (ie: Warwickshire county).

Applications will therefore only be accepted from parents who are resident in Warwickshire. For an application to be processed, the child in question must also be resident in the UK. Proof of this may be requested at any time during the application process.

For other applicants who live overseas, but who will be moving to Warwickshire, we can only process your application once confirmation of a Warwickshire address can be provided. For some own admission authority schools, their residency requirements state that the child for whom an application is being made must physically be living in the property in order for that address to be used on the application. This requirement will be stated in the admission arrangements for those schools concerned.

For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will be resident at the address used to allocate a place on a long-term basis. 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. Other admission authorities have similar provisions in their own admission arrangements. Contact individual schools for details.

How the offer of a place is determined

Upon receipt of a completed application form Warwickshire Admissions Service will send it to the school listed as the first preference on the application form. Schools must inform Warwickshire's Admissions Service within **two school days** if they are able to offer a place. If the first preference school is able to offer a place then the parents will be notified in writing and no further consideration will be given to any remaining preferences.

Where the first preference school is not able to offer a place then the relevant oversubscription criteria will be used to determine the child's place on the school's waiting list. For community and voluntary controlled schools, Warwickshire's Admissions Service will apply the oversubscription criteria. Where it has been agreed that Warwickshire's Admissions Service will carry out this function for own admission authority schools, it is the schools responsibility to ensure that they are in agreement with the oversubscription criteria allocated. The oversubscription criteria can be viewed via the School Admissions Module. Other own admission authority schools are responsible for assigning the relevant oversubscription criteria.

Where the first preference school is not able to offer a place then the second preference school will be sent the application and the process set out above is repeated.

Should it not be possible to offer a place at any of the preferences named on the application, and the applicant does not want their child to remain at their current school, then a place will be allocated at the next nearest school with availability (this could be either a community or voluntary controlled school maintained by Warwickshire or an own admission authority school which has a space; this includes faith schools). The next nearest school with availability will be identified based on distance calculated by straight line measurement.

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).

Timescales

Warwickshire County Council aims to process all in-year applications within ten school days.

Applications may also take longer to process for:

- Children with Statements of Special Educational Needs or an Education, Health and Care Plan
- Grammar School places (as the child's academic ability will need to be assessed)
- Children who fall under the Fair Access Protocol

Once a place is offered parents have ten working days to accept the place. Parents must accept the place by contacting the Admissions Service. If a place is not accepted within this period then the offer may be withdrawn.

Places must normally be taken up (ie: the child must start at the school) within twenty school days of the place being offered, unless the place offered is for the following academic year. The place should then be taken up within 10 school days from the start of term.

Where applications are not completed in full, the applicant will be notified and the application will not be processed any further.

Applying for a Year 3 place at a primary school starting in September 2017

As Year 3 is not the normal point of entry for a primary school (ie: when children are 'normally' admitted), applications for a place in Year 3 at a primary school, for entry in September 2018, will be considered as 'in-year' applications. These applications must follow the timetable as outlined above.

The table below shows the primary schools in Warwickshire that offer extra places for Year 3 entry:

School	Places Offered
Coleshill C of E Primary	30
Milby Primary School	4
Wheelwright Lane Primary School	3
Clifton-Upon-Dunsmore C of E Primary School	4
English Martyrs Catholic Primary School	3
Knightlow C of E Primary School	2
Tanworth-in-Arden C of E Primary School	2
Welford-on-Avon C of E Primary School	3

Applications for Year 3 places at primary schools, starting in September 2018, can be submitted from Monday 04 June 2018. Places will then be offered from Monday 11 June 2018 onwards.

Appeals

Where applicable, parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal. Parents cannot, however, appeal for a place at a school listed as a lower preference than the school place offered. This is because the place will not have been considered and refused.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For own admission authority schools, such as academies, parents should contact the school directly for details of the appeals process. Some own admission authority schools – such as academies – will operate their own admissions process. A list of these schools is available on the Warwickshire County Council website.

Waiting Lists

Children will be automatically added to the waiting lists of all Warwickshire community and voluntary controlled schools listed as a higher preference than the school at which a place is allocated. Waiting lists for all community and voluntary controlled schools will be held by Warwickshire's Admissions Service.

Waiting lists will then be cleared at the end of each term. If parents wish to remain on a waiting list then they will need to complete a new Change of School application form, which is available on the website or from Warwickshire Admissions Service.

For own admission authority schools, such as academies, parents should contact the schools directly for details of how waiting lists operate.

Warwickshire residents applying for a place at schools outside of Warwickshire

Warwickshire residents wanting to apply for a place at a school outside of Warwickshire should contact the relevant admission authority for that school for advice about their individual application process. For example, parents wanting to apply for a place at a Coventry school should contact Coventry Admissions and the school concerned directly, as the school may operate their own in-year admissions process.

Parents may then be directed to apply using Warwickshire's Change of School application form.

Non-Warwickshire residents applying for a place at a Warwickshire school

Non-Warwickshire residents wanting to apply for a place at a Warwickshire school should, in the first instance, contact their local authority and the school concerned to establish the application process. Parents may then be directed to apply using Warwickshire's Change of School application form.

Children educated outside of their chronological year group

As required by the School Admissions Code, Warwickshire County Council operates an application process for the transfer of pupils to the next key stage, as appropriate, and an in-year application process. In some cases, children will not follow the chronological process for their age group. This may be due to a medical issue which has caused the child to miss a significant amount of time in school, or a special educational need, in which case the parent may request that they be educated in the year group below. Other children may already be educated outside of their chronological year group and it may be appropriate for this arrangement to continue.

Parents who wish to request that their child is admitted to a new school – as part of the in-year admissions process -, should read the **‘Guidance and Policy relating to the education of children outside of their chronological year group’** and complete the relevant request form, which can be found on the website: **www.warwickshire.gov.uk/admissions**

This request form **must** be sent with the completed Change of School application.

Requests for a child to be educated outside of their chronological year group will not be agreed if the only reason is that a place cannot be offered at one of the preferred schools.

Fair Access Protocol

Some applications may need to be considered under Warwickshire County Council's 'Fair Access Protocol' (FAP). This applies to certain children when it has not been possible to secure a place through the normal in-year admissions process.

If your child's application is being considered under the FAP then you will be notified of this as soon as possible. Further information on the FAP can be found at: **www.warwickshire.gov.uk/changingschools**