

What to do next

Accepting the school place offered

Your school place will automatically be accepted

You are required to notify Warwickshire's Admissions Service if you do not intend to accept the place offered. You will be required to provide a reason for declining the place offered, which must be a suitable alternative education provision.

Declining the school place offered

If, for any reason, your child does not require the place that has been offered, please tell us as soon as possible. The place can then be re-offered to another child. **If you have been offered an alternative school, it is important that you tell us, as the Admissions Service has a duty to track the future school destination of all applicants.**

You can decline the place offered EITHER by telephone or email:

- Email: admissions@warwickshire.gov.uk
- Telephone: 01926 414143 – option 2

Declining a school place has no impact on the outcome of a higher preference. It is advisable to accept the school place which has been offered until you have secured a place at a school which you would prefer.

Waiting Lists for Warwickshire Schools

Your child will automatically be placed onto the waiting lists for those Warwickshire Schools listed as a higher preference than the school offered (with the exception of grammar schools). Contact the Admissions Service if you wish to change your preferences or be added to additional waiting lists.

Waiting lists are held in over-subscription criteria order and a child's position is subject to change. Children can move up or down the list and applicants previously considered as late are not penalised on waiting lists.

For information regarding Grammar school waiting lists, please refer to your 11+ Qualifying Scores letter.

If a space becomes available at a school, the parent/carer of the child at the top of the waiting list will be contacted. Re-offers will commence from **20th March 2017** onwards as part of three specifically dated reallocation rounds.

Waiting lists for Community and Voluntary Controlled Schools will be held until the end of the Autumn Term. Some Academies and other own admission authority schools also adopt the Local Authority's policies. You can find out about an individual school's admission arrangements by looking at their admissions procedure for 2017 entry. This can be found on the school's website or you can contact the school directly for further information.

Data Protection Policy

In addition to processing your application for a school place, we may use your application information to co-operate with our partners in health and youth justice in order to improve the wellbeing of children in Warwickshire. This is required by the Children Act 2004, and is permitted by the Data Protection Act 1998. If you would like further information please visit our website: www.warwickshire.gov.uk/privacy

School Appeals for Warwickshire Schools

You have the right to appeal for any school where your child has been refused a place. You may wish to wait for the outcome of re-offers, from 20th March 2017, before lodging an appeal.

Lodging an Appeal

If you wish to appeal please complete the online appeal form which can be found at:
www.warwickshire.gov.uk/schoolappeals

If you wish to complete a paper appeal form please contact the Admissions Service. It is important that you read the guidance enclosed with the appeal form before completing your appeal.

You must set out the grounds for your appeal in writing at the time of submission.

Appeals should be submitted by the deadline of **29 March 2017**. Appeals lodged by this date will be heard by 14 June 2017. Any appeals submitted after 29 March will be heard within 30 school days. If the appeal is lodged before the 22 June 2017 then hearings will be scheduled prior to the end of July 2017. Appeals submitted after 22 June may not be heard until the new academic year in September 2017.

All appeal forms will be acknowledged within 5 school days.

It is your responsibility to contact Legal Services on 0845 1551793 or email schoolappeals@warwickshire.gov.uk if you do not receive an acknowledgment.

If the school you wish to appeal for is listed below then you cannot appeal through the Admissions Service or use the online facility. You must contact the school directly to lodge an appeal for a place:

- Ashlawn School (Selective & Non Selective)
- Harris C of E Academy
- St Benedict's Catholic High School
- St Thomas More Catholic School
- Etone College

Waiting Lists and Appeals for schools in other local authorities

- To find out your waiting list position for a school already listed on your application please contact the relevant local authority for that school
- To add a new preference, please contact **Warwickshire Admissions**
- To receive information about appealing for a school in another local authority, please contact the admissions service for that authority

Your offer letter informs you of which oversubscription criteria apply to your child. If the criteria section is blank, the school you have applied for is either; outside of Warwickshire, is a Warwickshire grammar school, or is another own admission authority school who apply their own criteria.

School Transport

Warwickshire County Council recently revised the Home to School Transport Policy. For further information on the changes introduced please visit website: **www.warwickshire.gov.uk/schooltravel**

The application form which must be downloaded and completed in order to apply for home to school transport can also be found online.

Free Transport

If your child qualifies for free transport then you should apply now. Applications must be submitted by the deadline of **Friday 26 May 2017** to ensure that your bus pass is available in time for the start of the academic year in September. We are unable to guarantee that applications for free transport received after this date will be processed in time for the start of the Autumn term.

Vacant Seats Scheme

If your child does not qualify for free transport then you can still make an application for a paid bus pass. Further details about this scheme can be found on the website.

Vacant Seat applications can be submitted from 05 June 2016, and must be submitted by the deadline of **Friday 21 July 2017**. We are unable to guarantee that applications for Vacant Seat applications received after this date will be processed in time for the start of term in September.

If your application is late and cannot be processed before the start of term in September, or we cannot offer you a Vacant Seat, then you will need to make alternative arrangements until we are able to allocate you a seat.

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

Tel: 01926 412929 (option 1, 1) Email: **educationtransport@warwickshire.gov.uk**

For enquiries about bus routes and services available please contact the **Transport Operations** team:
Tel: 01926 412929 (option 1, 2) Email: **busservices@warwickshire.gov.uk**

Summary of Important Dates

Admissions	Appeals	Transport
------------	---------	-----------

01 March 2017	Appeals process opens – lodge an appeal online
01 March 2017	Application process for free transport opens
15 March 2017	Deadline to be considered in first reallocation round
20 March 2017	First reallocation round commences
29 March 2017	Deadline for submitting on-time appeals
05 April 2017	Deadline to be considered in second reallocation round
10 April 2017	Second reallocation round commences
26 April 2017	Deadline to be considered in third reallocation round
02 May 2017	Third reallocation round commences
26 May 2017	Deadline for submitting an on time application for free transport
05 June 2017	Application process for paid transport opens
21 July 2017	Deadline for on time applications for paid transport