

What to do next

Accepting the place offered

We highly recommend that you accept the secondary school place which has been offered to your child at this stage, even if it is not your first choice school.

You can accept your school offer in either of the following ways, but please only choose one:

- Log into your **online account** through the Warwickshire Parent Portal and accept the offered school by following the on-screen instructions on your child's application page, or;
- **Email** the Admissions Service's using the dedicated email address outlined below to confirm your acceptance of the school offered:

acceptingaschoolplace@warwickshire.gov.uk

You must include your child's full name, their date of birth, their home address, your name and relationship to the child, and which school has been offered and being accepted in your email.

Declining the place offered

If you do not wish to accept the school place which has been offered to your child then you **must** have alternative provision in place for September 2018. This could include a confirmed place at an independent (private) school, or that you have made the decision to home educate your child.

The Admissions Service may not action the request to decline the school place offered if alternative provision has not been secured. The offer may then either be automatically accepted on your behalf or, alternatively, the offer may be withdrawn from you completely and your child will be left with no secondary school place to start in Year 7 in September.

If your child does not attend the school allocated, at the start of term in September 2018, then the school will identify your child to the Admissions Service and this will be brought to the attention of the Children Missing in Education (CME) and/or the Attendance, Compliance and Enforcement (ACE) teams, who have the authority to begin legal proceedings in relation to children who are not attending school, where this is required. It is therefore very important that you make the Admissions Service aware of your child's education destination for September 2018 entry, where alternative provision has been secured.

Waiting Lists for Warwickshire Schools

Your child will automatically be added to the waiting list(s) of any non-selective school(s) listed as a higher preference than the school offered, as outlined on your application.

The waiting lists will include both on time and late applications, so your child's position on any of those lists could change at any time. Applicants can move both up and down on the waiting lists and new (late) applications can be received – and will be processed - for any school until the process ends on 31 August 2018.

Your child may not be on the waiting list(s) for any grammar school(s) that you have named on your application, as these lists are held based on score data related to the 11+ testing process. This is explained further in a separate letter, which you will receive in the post from the Warwickshire Admissions Service, which outlines the qualifying scores and waiting list ranges for each of the six grammar schools.

If you have been refused a place at a school which is maintained by a different Local Authority than Warwickshire, then you will need to contact that authority directly for information on why it has not been possible to offer a place to your child and to determine your child's position on the waiting list for the school concerned.

Waiting lists, for September 2018 entry, for all Warwickshire secondary schools will be held until December 2018, at which time all of these lists will be discarded.

Please see the section titled 'Reallocation rounds' in your main offer letter.

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 19 March 2018, before lodging an appeal.

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

You should set out the grounds for your appeal in writing at the time of lodging your appeal. You can also submit additional information in line with the scheduled hearing dates as set by Legal Services, who will organise your appeal hearing. All appeals will be acknowledged within 5 school days.

For further information, or if you have not received an acknowledgement within 5 school days that your appeal has been received by Legal Services, please contact the School Appeals team on: 0845 155 1793. Alternatively, you can email: **schoolappeals@warwickshire.gov.uk**

Appeals should be submitted by the deadline of **29 March 2018**. Appeals lodged by this date will be heard by 15 June 2018. Any appeals submitted after 29 March will be heard by 15 June where possible or within 30 school days. The deadline for submitting an appeal to be heard before the start of the new term in September is Thursday 28 June 2018. It may not be possible to hear appeals received after this date prior the start of term. Please note no appeals will be heard between 31 July 2018 and 20 September 2018.

If you wish to appeal for a school in another local authority then you should contact the school directly for further information about their appeal process.

****You can only lodge one appeal for each academic year of entry****

If you wish to complete a paper appeal form please contact the Admissions Service. Further information about the appeal process can also be found on our website:

www.warwickshire.gov.uk/schoolappeals

If the school you wish to appeal for is listed below then you cannot appeal through the Warwickshire County Council website. These schools will administer their own appeals process so you should contact them directly for further information about their appeals process.

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

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

School Transport

Warwickshire County Council recently revised the Home to School Transport Policy. For further information on the changes introduced please visit the website at:
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 25 May 2018** 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 04 June 2018, and must be submitted by the deadline of **Friday 13 July 2018**. 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:

T: 01926 412929 (option 1, 1)
E: educationtransport@warwickshire.gov.uk

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

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

Summary of Important Dates

Admissions	Appeals	Transport
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01 March 2018	Appeals process opens – lodge an appeal online
01 March 2018	Application process for free transport opens
15 March 2018	Deadline to be considered in first reallocation round
19 March 2018	First reallocation round commences
29 March 2018	Deadline for submitting on-time appeals
6 April 2018	Deadline to be considered in second reallocation round
9 April 2018	Second reallocation round commences
27 April 2018	Deadline to be considered in third reallocation round
7 May 2018	Third reallocation round commences
25 May 2018	Deadline for submitting an on time application for free transport
04 June 2018	Application process for paid transport opens
13 July 2018	Deadline for on time applications for paid transport

Free online guides to help parents feel more confident

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

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

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

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