



# Things to remember when you apply.

## **Start with your first choice school.**

Bear in mind that there is no guarantee that you will be offered your first choice school.

## **List up to five more on your application.**

List other schools in order of preference. If we can offer a place at more than one school we will offer the highest on your list.

## **Find the school for your priority area.**

Don't assume that the school

closest to your address is your priority area school. Use your postcode to find the school for your area at:

[warwickshire.gov.uk/mapinfantprimaryschools](http://warwickshire.gov.uk/mapinfantprimaryschools)

We recommend you include your priority area school on your application.

If you live in a priority area, it improves the chance of being offered a place at the local school, but does not guarantee it.

If you choose to not include your priority area school on the application, there is no guarantee your child will be offered a place there if we cannot offer any of your other preferences.

## **Delaying / deferring your child's entry**

Parents of children being 'educated outside of their chronological year group,' should read the online guidance found at: [warwickshire.gov.uk/startingschool](http://warwickshire.gov.uk/startingschool)

# Apply for a Year 3 place.

As Year 3 is not the normal point of entry for a Primary school, children who currently attend a primary school will not be eligible to apply for a Year 3 place for entry in September 2018 as part of the coordinated process.

Instead, these applications will only be considered as part of the in-year admissions process, and can only be submitted from 4 June 2018.

If your child currently attends an infant school, then your application for a Year 3 place in a junior school will be considered as part of the coordinated admissions process and you should adhere to the guidelines outlined in this

booklet when submitting your application.

If your child currently attends an infant school and you wish to apply for a Year 3 place in a primary school, then you are advised that only the schools outlined below are part of the coordinated admission arrangements for Year 3 places. You can apply for these schools as part of your 2018 junior school entry application:

- Coleshill C of E Primary School
- Milby Primary School
- Wheelwright Lane Primary School

- Clifton-upon-Dunsmore C of E Primary School
- English Martyrs Catholic Primary School
- Tanworth-in-Arden C of E Primary School
- Welford-on-avon Primary School
- Knightlow C of E Primary School

If you name any primary school on your application which is not listed above then that school will be removed from your application and you will need to re-apply for a place as part of the in-year admissions process from 4 June 2018.

# Appeals.

Once you have received your offer, you have the right to appeal for a place at any school where your child has been refused a place.

You can submit your appeal online at:  
[warwickshire.gov.uk/schoolappeals](http://warwickshire.gov.uk/schoolappeals)

There is a deadline date to submit your appeal by. This should be in the 'What to do

next' sheet sent with your offer letter.

You can appeal after this date, but your appeal may not be heard with other appeals for places at the school. This may have an effect on the outcome of your appeal.

If you are successful at appeal, the school must offer your child a place.

## **This process is different from the waiting lists.**

You are not waiting for other children to decline places.

A successful appeal will mean the school will offer over their Published Admission Number.

## How offers are made:

All schools have a Published Admission Number (PAN). This is the maximum number of places that will normally be offered at the school at the point of entry.

If you apply for a school that is over-subscribed (has more applications than there are places available) your application is allocated an over-subscription criterion.

Places are then offered in criteria order to fill the school. The criteria used depends upon the type of school that you have applied for.

The main types of school in Warwickshire are as follows:

### **Community Schools and Voluntary Controlled Schools**

The County Council sets the over-subscription criteria.

### **Academies, Voluntary Aided, Foundation and Free Schools**

The Academy Trust or governing body of the school sets the over-subscription criteria.

Detail on the over-subscription criteria used by each school can be found at [warwickshire.gov.uk/admissionpolicies](http://warwickshire.gov.uk/admissionpolicies)

We consider each of your preferences separately and offer a place at the highest one possible. Your child will be automatically added to the waiting list for any school listed as a higher preference than the school we are able to offer a place at.

### **Team contact information:**

Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL



01926 414143



@WCCApply4School



**Don't forget:** the deadline for applications is 15 January 2018

# If you have a child who already has a place at a school...

...there is no guarantee younger siblings will be offered a place at the same school.

You must submit an application in the normal way, even if your child's siblings already attend the school you would like them to attend.

Children living in the priority area for a school will normally be given higher priority for a place.

Children looked-after, and previously looked-after, must be given highest priority for places.

Consideration may also be given to the distance from the home address to the school applied for, with those who live closest to the school being given priority for a place.

Please be aware that a school's admission arrangements

depend on the type of school in question.

Consider this carefully when choosing which school(s) to apply to.

For more information visit: [warwickshire.gov.uk/admissionpolicies](http://warwickshire.gov.uk/admissionpolicies)

## Use the correct home address.

The home address is where the child lives during the week when they attend school. This doesn't include the addresses of:

- childminders,
- friends, or
- relatives.

The child should be living at the address used on the application by the start of the autumn term in September at the latest. There is an expectation that the address used will be a long term place of residence.

Giving a short term address to secure a school place may result in that place being withdrawn. This also applies to house moves considered fraudulent or intentionally misleading.

Families who are moving will have an extended deadline of 26 February 2018 to make their application and submit sufficient proof of their new address to the Admissions Service.

If the child's address changes after 26 February 2018, then consideration will be given to the application using the new address after 16 April 2018.

If an offer would not have been made using the new address information, then any school place offered may be withdrawn.

### **My child lives at two addresses.**

If a child lives at different addresses due to parent separation, the home address

is where they sleep the majority of the school week.

If equal time is spent at both addresses, the parents will be asked to nominate a home address for admissions purposes.

If the parents do not agree by the closing date then the application submitted by the parent whose address has been used to register the child at a GP surgery will be processed.



Find school transport info & application deadlines at [warwickshire.gov.uk/schooltravel](http://warwickshire.gov.uk/schooltravel)

# Over-subscription criteria for 2018 reception & junior applications.

In the event that a Warwickshire Community or Voluntary Controlled Infant or Primary school is over-subscribed, then the following over-subscription 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.

## Applications for SEND children.

We are committed to meeting the needs of all children in Warwickshire regardless of difficulty, within mainstream schools or a special school.

For a copy please contact the Special Educational Needs and Disability Assessment and Review (SENDAR) team:  
[warwickshire.gov.uk/send](http://warwickshire.gov.uk/send)

the individual needs of the child.

Information on special schools in Warwickshire is available in a separate booklet.

The SENDAR team will need to consult with the school(s) about whether or not they can meet

## School ages & nursery.

### Starting school age.

A child is of compulsory school age from the term that follows their fifth birthday.

year in which they will turn five. This can be in advance of compulsory school age.

nursery or other pre-school group at one of your preferred schools.

Children in Warwickshire can be admitted to infant / primary school at the start of the school

### Attending a nursery.

You must apply for a primary, or infant school place, even if your child already attends

There is no guarantee they will be allocated a place at the same school.

# Apply online.

Quick, easy and secure. You can apply and receive offers via email.

All you need is an email address and your Council Tax Property Reference Number.

The deadline for on time applications is 15 January 2018. If you apply after this date your application will be classed as 'late'.

Late applications will not be considered until after the first round of offers have been released on 16 April 2018.

Late applications will be considered as part of specific reallocation rounds, which will commence on 14 May 2018.

After 15 January 2018, any preference changes will be considered as late unless you are moving house.

If you wish to change the schools on your application, or you have difficulty applying online, call the Admissions Service on 01926 414143.

## Important dates for applications.

### 2017

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#### **1 SEPTEMBER 2017**

Application process opens and information sent to families of children due to start school in September 2018.

#### **2 OCTOBER 2017**

Application process opens and information sent to families of children due to transfer to junior school in September 2018.

### 2018

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#### **15 JANUARY 2018**

Deadline for making an on time application for a Reception or Junior place.

#### **14 MAY 2018**

Reallocation commences.

Appeals should be submitted by this date.

#### **26 FEBRUARY 2018**

Deadline for families moving into an area to make an application and provide proof of their new address.

#### **4 JUNE 2018**

In-year applications processed from this date.

#### **16 APRIL 2018**

National Offer Day for Reception and Junior places.

#### **11 JUNE 2018**

In-year offers made from this date.